

REFERENCING GUIDELINES

Referencing principles:

- ❖ When writing up your research, evidence of what you have found and where you have found it allows others to see and check what sources have been consulted and what information/conclusions have been drawn from them. References also allow future researchers to repeat your search to obtain further information.
- ❖ When you refer to other people's work it should be acknowledged. Plagiarism, either unintentional or deliberate, is unacceptable.
- ❖ The most important thing in your recording of references used and sources consulted is to be consistent and logical.

Some guidelines

- ❖ References can be footnotes, endnotes or (used rarely) in-text citations. Check the requirements of the medium for which you are writing. For example, endnotes are preferred for *Descent* articles, but footnotes are required for the SAG Diploma thesis.
- ❖ Footnotes appear on the bottom of the page that contains the sentence to which the footnote refers. Endnotes are listed at the end of the piece of writing. Successive superscript numbers or symbols, denoting footnotes or endnotes, are best placed at the end of a sentence following the full stop, as at the end of this sentence.¹ Many word processors (for example Microsoft Word) have automated options for inserting footnotes and endnotes.
- ❖ Common sense should be used when referencing your work – it is not necessary to provide a source for every statement you make.
- ❖ It is preferable to record references accurately as you research and as you write. It will take more time than you think if you have to go back to check references and fix them later.
- ❖ There are some formal referencing style guides used in Australia, one of the most common being the *Chicago Manual of Style*, which is required in the SAG Diploma and Certificate courses. Whatever referencing style is used, there should be consistency throughout.
- ❖ Use of the original source is preferable to a secondary source and, where possible, the precise reference for where the original source can be found should be cited. It is not sufficient to reference your information as 'Found on Ancestry' but rather, for example, *Ancestry.com 1871 England Census. Original data: Census Returns of England and Wales 1871, the National Archives of the UK, Public Record Office 1871. 1871 Census Record for Thomas Paulett, Rutland, England, TNA, RG10/3300 Folio 44 p22.*
- ❖ The first footnote for a source needs to give the full details of the reference used. The footnote immediately following (if referring to the same source) gives the

author's surname and the relevant page number, or numbers, are used. Subsequent footnotes for the same source give the author surname and an abbreviated title plus page number – see the example for journal articles below.

- ❖ Page numbers are usually given as numerals only (without 'p.' or 'pp.' in front of them).
- ❖ References in footnotes differ from the form in a bibliography (see below for examples). A bibliography, which is a list of the books you've consulted, is not always required (for example, one is not needed for the Croker Prize for Biography but is required as part of the Diploma thesis). Items in a bibliography are usually listed in alphabetical order and appear at the end of the piece of writing after endnotes. Items may be broken down into subsections such as Published Books, Newspapers, Online Resources, Unpublished Sources, etc

Some examples using Chicago style

- ❖ Citations for **journal or magazine articles** should include the author, the title of the article, *the name of the journal*, its issue number, date and page used.

For example,

First footnote: Julia Clark, "Question of Attribution, Port Arthur's Convict Portraits," *Journal of Australian Colonial History*, 12 (2010): 83.

Immediately following footnote: Clark, 85.

Subsequent footnote: Clark, "Question of Attribution," 86.

[Some journal articles may only be available online. Where possible you should preferably include the doi (Digital Object Identifier) or if unavailable use a URL.

For example (Bibliography),

Foxall, Katherine. "From Convicts to Colonists: the Health of Prisoners and the Voyage to Australia, 1823-1853," *Journal of Imperial and Commonwealth History*, 39 no. 1 (2011): 1-19. doi:10.1080/03086534.2011.543793.

- ❖ A **book** citation should include the author's name, *Title: subtitle [if any]* (Place: Publisher, date of publication), [page number/s].

For example,

Gerald Hamilton-Edwards, *In Search of Army Ancestry* (London: Phillimore, 1977), 56
In the Bibliography the surname precedes the first name (or initial) and the references to specific page numbers are not given.

For example,

Gilbert, Lionel. *A Grave Look at History: Glimpses of a Vanishing Form of Folk Art*. Sydney: John Ferguson, 1980.

- ❖ **Websites** should be referenced with the name of the website (or blog), the web address (URL). It is never enough to give the web address without the name. It is not necessary to give the date you accessed the site (although the volatility of web addresses may render it useful for future researchers).

For example,

Society of Australian Genealogists <http://www.sag.org.au>

Long search string results should not be included in footnotes. (For example: (not:http://indexes.records.nsw.gov.au/searchhits_nocopy.aspx?table=Index%20to%20Miscellaneous%20Immigrants&id=55&frm=1&query=Surname:Brown;Firstname:John;Ship:Portland).

It is better to indicate how you found the information by suggesting the name and other relevant elements to repeat the search.

For example, State Records NSW. Miscellaneous Immigrants Index, 1828-43, <http://www.records.nsw.gov.au/state-archives/indexes-online/indexes-to-immigration-and-shipping-records/index-to-miscellaneous-assisted-immigrants> John Brown per Portland, 1837

Eastern Suburbs Memorial Park, Finding Loved Ones, <http://www.easternsuburbsmemorialpark.com.au/finding-loved-ones> William Nichols, age 59, 1930

- ❖ For **newspapers**, include the author [if known], “Article title [if provided]”, *Newspaper title* (give the place and state if not clear from the title), day month year plus page number. The initial *The* in titles is omitted.

For example, ‘Death of Old Resident’, *Northern Times* (Newcastle, NSW), 28 November 1916, 6.

In a bibliography give the Newspaper title and the date range used (not the dates of its publication). It is not necessary to repeat the details of each article.

For example,

Northern Times (Newcastle, NSW), 1897-1916.

For newspapers sourced using Trove, give the details noted previously. Do not include the Trove article or page URL address.

A Bibliography should include:

National Library of Australia. Trove. Digitised Newspapers and More <http://trove.nla.gov.au/newspaper/>

- ❖ **Dictionaries and encyclopedias** are usually cited in footnotes only. [Note: s.v. means *sub verbo*, “under the word”.]

For example, *Wikipedia*, s.v. “Heraldry”, <http://en.wikipedia.org/wiki/Heraldry>

- ❖ When citing **birth, death or marriage records**, give the official name of the current agency responsible for the original registration, the type of certificate, the name of the person it relates to and the number reference, including the year. (If desired, you may add further details from the registration, such as the exact date and place of the event and full names of persons.) It is not necessary to give the name of a transcription agent, but include ‘Transcription’ if it is not an official copy.

Some examples,

England. General Register Office, Birth Certificate of Annie Louisa Moyce (Brentford, Sept Qtr 1881, Vol. 3a Page 91).

Victorian Registry of Births, Deaths and Marriages, Death Certificate of James Mathews (1934 No. 9382).

New South Wales Registry of Births, Deaths and Marriages, Birth Transcription of Henry Beard (1862 No. 2005).

An index is not the same as the certificate and the citation should indicate this. Indexes may include errors and similar names may refer to different people.

Some examples,

New South Wales Registry of Births, Deaths and Marriages, Death Index entry for Henry Beard (1862 No. 2005).

Victorian Registry of Births, Deaths and Marriages, Pioneer Index Baptism entry for Hannah Maria McCrow [sic, ie. McCron] (1845 No. 10097).

- ❖ If you use a document or manuscript held in the **collections** of a family history society, local historical society or archives, check whether the society or agency has a preferred citation style. Usually you would include the institution's name, the creating agency or author, series number and series title, dates, item identifier and other details (eg. specific letter number and description).
- ❖ When citing information found in **datasets/databases on genealogical websites**, cite the website where you found the information (eg. Ancestry.com or findmypast.com.au) PLUS the source of that information (eg. The National Archives of the United Kingdom) with identifying details (eg. archival references, item and reel numbers, page numbers as provided in the dataset/database used.)

An example from Findmypast,

Findmypast.co.uk. Canterbury Burials [data set]. Edward Barwicke, Burial, Great Mongeham, St Martin, 12 Jul 1811. Archive Reference: U3/128/1/1, <http://www.findmypast.com.au/articles/world-records/full-list-of-united-kingdom-records/life-events-bmds/canterbury-burials>

An example from Ancestry,

Ancestry.com. England, Select Marriages, 1538-1973 [database on-line]. Original data: Family Search. England, Marriages, 1538-1973. FHL Film Number: 1736927, Reference ID: item 2. Joseph Barwick and Ann Graves, Marriage, 10 Sep 1806; Great Mongeham, Kent, England, <http://search.ancestry.com.au/search/db.aspx?dbid=9852>

An example for a digitised archival record,

The National Archives UK, Kew, Surrey, England, Prerogative Court of Canterbury and related Probate Jurisdictions: Will Registers. Will of Samuel Beard of Saint Leonard Shoreditch, Middlesex, 7 August 1832, PROB 11/1803/312, <http://www.nationalarchives.gov.uk>

- ❖ For **letters, telephone conversations, memoirs** etc, provide sufficient information including what form it took (eg. Letters, telephone conversations, memoirs), who gave the information, at what date, and who holds it now.

Example,

John Thompson, Memoirs [unpublished], 1987, held by his niece, Jessica Jones.