

DEPARTMENT OF HISTORICAL STUDIES



ABRIDGED DEPARTMENTAL POLICY AND REFERENCING GUIDE

TABLE OF CONTENTS

I	DP Requirements and Submission Policy	3
II	Summary: Departmental Referencing Policy	3
III	Referencing Guidelines for Secondary Sources	6
IV	Referencing Guidelines for Primary Sources	12

DP CERTIFICATES AND SUBMISSION POLICY

DPs

Most courses at UCT need students to meet a certain set of criteria to receive a Duly Performed Certificate (DP). You need a DP in order to be allowed to write a course's exam (and hence to pass the course).

In order to obtain a DP in the Department of Historical Studies, you must submit all coursework by the due dates set and complete a course evaluation. The only exceptions are on medical or compassionate grounds approved by the Head of Department.

Late Assignments:

Late assignments will incur a penalty of 5% per day (including Saturdays and Sundays) that they are overdue up until 0%, after which we will not accept assignments and you will not receive DP. Extension requests must be submitted using the online request form available on the departmental website: <http://www.historicalstudies.uct.ac.za/hst/students/extension-request-form>

Only the Head of Department can grant your request, please do not ask your tutor or course convenor.

DEPARTMENTAL REFERENCING POLICY

Academic disciplines reference in different ways. Most social sciences and literary disciplines use in-text referencing (where the references are in brackets within your written work). In history, we use what is called a **footnote/endnote** referencing system. Historians often need to reference lengthy primary or archival sources that are too cumbersome to reference in text. There are different standards for referencing even within this system. Academic journals and books, for example, will not always be consistent. However, in your essays and tutorial assignments submitted in your history courses at UCT, you must be consistent.

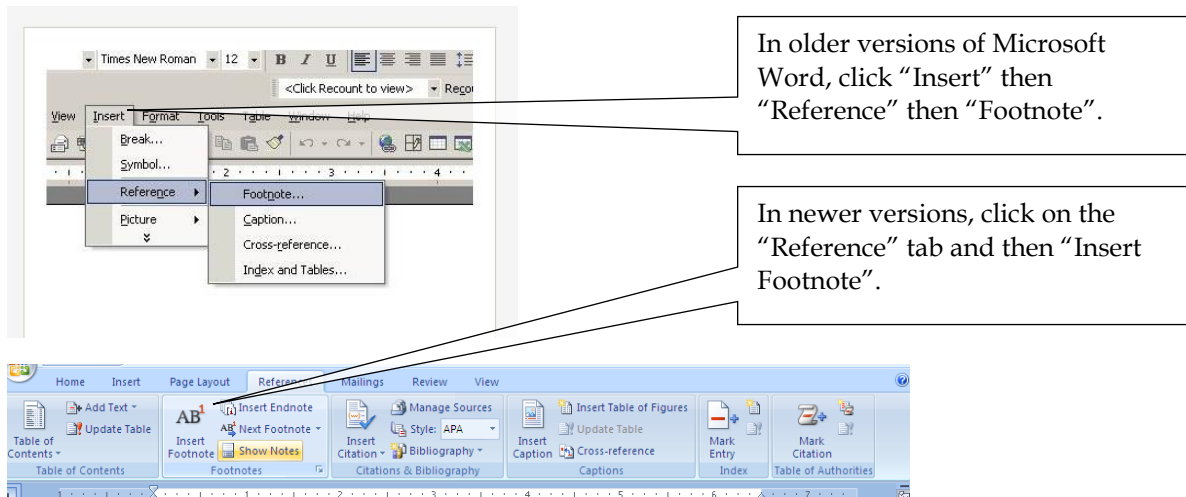
In the Department of Historical Studies we follow the **Chicago Notes Style** for our referencing. The footnoting referencing system involves two key components:

1. **Footnotes:** Footnote should be placed at the foot of the page in question (not at the end of the essay). Number footnotes consecutively in Arabic numerals.
2. **Bibliography:** This appears at the end of your work and lists all the sources used. Do not include items in the bibliography which have not been read or which have been read but not used for the essay. Students will be expected to show familiarity with all the items in the bibliography.

The sections to follow give detailed explanations of how to reference different types of sources. Below is a general guide on how to use the footnote referencing system.

How do I insert a footnote?

Different versions of Microsoft Word have different ways of inserting footnotes (see pictures below).



Where does the footnote go?

- Footnote numbers are placed **at the END of the sentence after the full stop.**
- The reference to the number appears at the FOOT of the page (not the end of the document as in endnotes).

Important points for setting out footnotes:

1. Page numbers

- Every reference must have a precise page (or group of pages) to which it refers.
- Include your page number at the **end** of your footnote, separated from the reference by a comma.
- Example: Jeremy Seekings and Nicoli Nattrass, *Class, Race and Inequality in South Africa* (New Haven and London, Princeton University Press, 2005), 252.

2. Referencing the same source as a previous footnote

- When referencing the same source and page number as the footnote directly above, we use the term *Ibid.*. 'Ibid' is a short form of a Latin word that means "in the same place". Make sure that whenever you use *Ibid.*, it is italicised followed by a full stop.
- If you are referencing the same source, but a different page number, then you must write that page number. Eg: *Ibid.*, 7.
- It is recommended that you only put *Ibid.* in **at the very last stage of your essay.** Sometimes you will cut and paste and move references around so they get mixed up. Make sure when you use *Ibid.*, you are indeed referring to the same source as the previous reference.

3. Abbreviating Repeated References

- If you have already given the entire footnote reference for a particular source once, then the next time you reference it you can use a shortened form of it:
 - o Surname of author, *Abbreviated title*, page number.
 - o Example: Pomeranz, *Great Divergence*, 128.
- See sections to follow for more detailed notes on how to abbreviate primary and secondary sources.

What should a bibliography look like?

- The bibliography of your assignment or essay should have every source that you referenced in your footnotes.
- The style of listing books or articles is different for bibliographies than for footnotes. Your bibliography should be arranged alphabetically by the surname of the author. See next section for more details.

REFERENCING GUIDE

Below is a guide to how to reference different types of sources. The footnote reference is labelled (F). The bibliographic reference is labelled (B)

SECONDARY SOURCES

BOOKS

Book by One Author

(F) Firstname Lastname, *Title of Book* (Place of publication: Publisher, Year of publication), page no.

(B) Lastname, Firstname. *Title of Book*. Place of Publication: Publisher, Year of publication.

For example:

(F) 1. Kenneth Pomeranz, *The Great Divergence: China, Europe and the Making of the Modern World Economy* (Princeton: Princeton University Press, 2001), 37-40.

(B) Pomeranz, Kenneth. *The Great Divergence: China, Europe and the Making of the Modern World Economy*. Princeton: Princeton University Press, 2001.

Book by Multiple Authors

(F) 1. Jeremy Seekings and Nicoli Nattrass, *Class, Race and Inequality in South Africa* (New Haven and London: Princeton University Press, 2005), 220.

(B) Seekings, Jeremy and Nicoli Nattrass. *Class, Race and Inequality in South Africa*. New Haven and London: Princeton University Press, 2005.

Chapters in Edited Collections

(F) Firstname Lastname, "Title of Chapter" in Editors (eds.), *Collection Title* (Place of Publication: Publisher, Year of Publication), page no.

(B) Lastname, Firstname. "Title of Chapter". In *Collection Title*, edited by Editors' Names, page numbers. Place of Publication: Publisher, Date.

For Example:

(F) 5. Robert Harms, "The transatlantic slave trade in cinema" in Vivian Bickford-Smith and Richard Mendelsohn (eds.), *Black and White in Colour: African History on Screen* (Oxford: James Currey, 2007), 67.

(B) Harms, Robert. "The transatlantic slave trade in cinema". In *Black and White in Colour: African History on Screen*, edited by Mendelsohn, Richard and Vivian Bickford-Smith, 59-79. Oxford: James Currey, 2007.

Note: in your bibliographical entry, be sure to include all the pages taken up by the chapter in the edited edition.

Indirect Sources

Because authors are generally expected to be intimately familiar with the sources they are citing, we discourage the use of a source that was cited within another (secondary) source. You can either chase up the original source or use the below description of "cited in" for the note:

(F) 1. Ian Hacking, *The Social Construction of What?* (Cambridge, MA: Harvard University Press, 1999), 103, cited in Manuel DeLanda, *A New Philosophy of Society* (New York: Continuum, 2006), 2.

(B) Hacking, Ian. *The Social Construction of What?*. Cambridge, MA: Harvard University Press, 1999. Cited in Delanda, Manuel. *A New Philosophy of Society*. New York: Continuum, 2006.

PERIODICALS

Periodicals include printed journals, electronic journals, magazines, and newspapers. Citations for these sources should include enough information for the reader to find the resource in a library or a database. Thus, dates are essential (month, day, and year for magazines and newspapers, and volume and year plus month or issue number for journals). In notes, commas separate the major elements; in the bibliography, these elements are separated by periods.

Journals

Notes and bibliographic entries for a journal include the following: author's name, article title, journal title and issue information. Issue information refers to volume, issue number, month, year, and page numbers.

(F) Firstname Lastname, "Article Title", *Journal Title* Volume Number, Issue No (YEAR), page number

(B) Lastname, Firstname, "Article Title", *Journal Title* Volume number, Issue No (YEAR), first and last page numbers of the article.

For Example:

(F) 1. Susan Peck MacDonald, "The Erasure of Language", *College Composition and Communication* 58, no. 4 (2007), 619.

(B) MacDonald, Susan Peck. "The Erasure of Language". *College Composition and Communication* 58, no. 4 (2007), 585-625.

Magazines

Notes and bibliographic entries for magazines are structured as follows:

(F) Firstname Lastname, "Title", *Magazine*, Date, page no.

(B) Lastname, Firstname. "Title". *Magazine*, Date, page numbers.

For example:

(F) 1. Emily Macel, "Beijing's Modern Movement", *Dance Magazine*, February 2009, 35.

(B) Macel, Emily. "Beijing's Modern Movement". *Dance Magazine*, February 2009, 34-37.

Newspaper Articles

Newspaper articles, of course, may be primary and not secondary sources, depending on their purpose. The method of referencing does not change, however, so for brevity's sake, they are included here.

(F) Firstname Lastname [if author is known], "Title of Article", *Name of Newspaper* (Place of Publication), Date.

(B) Lastname, Firstname [if author is known]. "Title of Article". *Name of Newspaper*. Place of publication, Date.

For Example:

(F) 1. Nisha Deo, "Visiting Professor Lectures on Photographer", *Exponent* (West Lafayette, IN), 13 Feb., 2009.

(B) Deo, Nisha. "Visiting Professor Lectures on Photographer". *Exponent*. West Lafayette, IN, 13 Feb., 2009.

THESES AND/OR UNPUBLISHED PAPERS

(F) Firstname Lastname, "Title of Paper" (Type of Work, Institution [if known], Date), page no.

(B) Lastname, Firstname. "Title of Paper". Type of Work, Institution, Date.

For Example:

(F) 1. Raphael Chaskalson, "Platinum, Politics and Popular Resistance: Changing Patterns of Worker Organisation on South Africa's Bushveld Igneous Complex, 1994-2012" (BA Honours Dissertation, University of Cape Town, 2013), 23.

(B) Chaskalson, Raphael. "Platinum, Politics and Popular Resistance: Changing Patterns of Worker Organisation on South Africa's Bushveld Igneous Complex, 1994-2012. BA Honours Dissertation, University of Cape Town, 2013.

(F) 1. Crispin Chinguno, "Marikana and the Post-Apartheid Workplace Order" (Sociology of Work Project Working Paper, University of the Witwatersrand, 2013), 3.

(B) Chinguno, Crispin. "Marikana and the Post-Apartheid Workplace Order". Sociology of Work Project Working Paper, University of the Witwatersrand, 2013.

ONLINE SOURCES

General Web Sources

Articles on the web that are not in a magazine or periodical are referenced as follows:

(F) Firstname Lastname [if known] or item description, "Title of Web Page", *Publishing Organization or Name of Web Site in Italics*, publication date (if available), access date, URL.

(B) Lastname, Firstname [if known]. "Title of Web Page". *Publishing Organization or Name of Web Site*. Publication date (if available). Access date. URL.

For example:

(F) 1. Map of Cabo de Goede Hoop in the 18th century, "Inventories of the Orphan Chamber of the Cape of Good Hope", *TANAP (Towards a New Age of Partnership)*, accessed 4 February 2012, http://www.tanap.net/content/activities/documents/Orphan_Chamber-Cape_of_Good_Hope/index.htm.

(B) "Inventories of the Orphan Chamber of the Cape of Good Hope". *TANAP (Towards a New Age of Partnership)*. Accessed 4 February 2012.
http://www.tanap.net/content/activities/documents/Orphan_Chamber-Cape_of_Good_Hope/index.htm.

Online Magazines

(F) Firstname Lastname, "Title", *Magazine*, Date, URL.

(B) Lastname, Firstname. "Title". *Magazine*. Date. URL.

For Example:

(F) 1. Barron Young-Smith, "Green Room", *Slate*, February 4, 2009,
<http://www.slate.com/id/2202431/>.

(B) Young-Smith, Barron. "Green Room". *Slate*. February 4, 2009.
<http://www.slate.com/id/2202431/>.

Online Periodicals (Journal, Magazine, and Newspaper Articles)

Online periodicals are cited exactly as their print counterparts, with the addition of a URL at the end of the citation. For Example:

(F) 1. Kirsi, Peltonen, Noora Ellonen, Helmer B. Larsen, and Karin Helweg-Larsen, "Parental Violence and Adolescent Mental Health", *European Child & Adolescent Psychiatry* 19, no. 11 (2010), 813-822, <http://www.ncbi.nlm.nih.gov/pubmed/20821263>.

(B) Peltonen, Kirsi, Noora Ellonen, Helmer B. Larsen, and Karin Helweg-Larsen. "Parental Violence and Adolescent Mental Health". *European Child & Adolescent Psychiatry* 19, no. 11 (2010), 813-822. <http://www.ncbi.nlm.nih.gov/pubmed/20821263>

FILM, TELEVISION, & OTHER RECORDED MEDIUMS

(F) 1. *Title of Work*, Format, directed/performed by Firstname Lastname (Original release year; City: Studio/Distributor, Video release year.), Medium.

(B) *Title of Work*. Format. Directed/Performed by Firstname Lastname. (Original Release Year. City: Studio/Distributor, Video Release year). Medium.

For example:

(F) 1. *Joe Versus the Volcano*, Directed by John Patrick Shanley (1990, Burbank, CA: Warner Home Video, 2002), DVD.

(B) *Joe Versus the Volcano*. Directed by John Patrick Shanley. 1990. Burbank, CA: Warner Home Video, 2002. DVD.

GENERAL NOTES ON ABBREVIATING REPEATED REFERENCES

If you have already referenced one source, in full, in a footnote, you do not need to repeat it in full later in your paper. As explained above, if you wish reference the identical source to a previous one, you can use *Ibid*. If, however, you want to use a source you have referenced already, that is not the same is the footnote that immediately precedes it you can shorten the form of your subsequent references.

The standard form taken by abbreviated references is as follows:

Lastname, *Abbreviated Title*, page no. **OR** Lastname, "Abbreviated Title", page no.

For Example:

Kenneth Pomeranz, *The Great Divergence: Europe, China and the Making of the Modern World Economy* (Princeton: Princeton University Press, 2005), 21.

Pomeranz, *Great Divergence*, 50.

Robert Harms, "The transatlantic slave trade in cinema" in Vivian Bickford-Smith and Richard Mendelsohn (eds.), *Black and White in Colour: African History on Screen* (Oxford: James Currey, 2007), 67.

Harms, "Transatlantic Slave Trade", 4.

Susan Peck MacDonald, "The Erasure of Language", *College Composition and Communication* 58, no. 4 (2007), 619.

MacDonald, "Erasure of Language", 611.

NOTE: You use italics or quotation marks depending on how you wrote your title in the first reference.

PRIMARY SOURCES

A primary source is a document or physical object which was written or created during the time under study. Some types of primary sources include: interviews, archival documents, company reports, statistical documents and government publications.

During your first year at UCT, you are unlikely to have to reference many primary sources. You will almost certainly, however, have to do so later in your career. Here are guidelines for a few types of primary sources you may encounter.

INTERVIEWS

(F) Interview with *x*, place of interview, conducted by *y*, date.

(B) Interview with *x*, place of interview, conducted by *y*, date.

For example:

(F) 1. Interview with Chris Molebatsi, Marikana Township, conducted by author, 19 June 2013.

(B) Interview with Chris Molebatsi, Marikana Township, conducted by author, 19 June 2013.

(F) 1. Interview with Dora Love, Johannesburg, conducted by Milton Shain, 20 January 1999.

(B) 1. Interview with Dora Love, Johannesburg, conducted by Milton Shain, 20 January 1999.

Abbreviating Repeated References

If you have already referenced a particular interview in full, you may abbreviate it in your footnote as follows:

(F) Interview with *x*, date.

(F) 1. Interview with Chris Molebatsi, 19 June 2013.

Confidentiality and Ethics

When using interviews as sources, you have to make sure that your interviewees have given you informed consent to use their testimony for research. This booklet does not go into the details of this procedure – your lecturer will explain this in full if you are

called upon to use interviews for one of your courses. It is worth noting, however, that some respondents may request to remain anonymous. You must take care not to use their name when you reference them if this is the case. For example:

(F) 1. Interview with anonymous miner, Nkaneng, conducted by author and Jasper Finkeldey, 18 June 2013.

ARCHIVAL SOURCES

General Archival Sources

Items in an archive can take many forms, so standardising referencing is difficult. Make sure to include the archive information where your source came from. Nevertheless, wherever possible, you should try and conform to the following format:

(F) Title of Item, Author [if available], Date, Type of Source, Box/Folder No., Collection/Archive Name, City.

(B) Lastname, Firstname [of author – if available]. Title of Item. Date. Type of Source. Box/Folder no. Collection/Archive Name. City.

For example:

(F) 1. Interviews with Eardley Knollys and Henry Moore by June Opie, 1957, audiotape, AG-583/005, Hocken Collections, Dunedin.

(B) Opie, June. Interviews with Eardley Knollys and Henry Moore. 1957. Audiotape. AG-5830005. Hocken Collections. Dunedin.

(F) 1. Allan Holland to Stella Holland, 9 August 1914, Letter, MS 6265/1/21, Patrick O'Farrell Papers, National Library of Australia, Canberra.

(B) Allan Holland to Stella Holland. 9 August 1914. Letter. MS 6265/1/21, Patrick O'Farrell Papers. National Library of Australia. Canberra.

Government Documents

You may have to cite, say, a report commissioned by the government, or minutes of parliamentary proceedings. Most of the government documents you will use during your time at UCT can be found in the Government Publications Department of the Oppenheimer Library. Make sure to include the archive information where your source came from. Again, standardising referencing for these sources is tricky, but try to follow this format wherever possible:

(F) Issuing Authority, *Title of Document*, Volume no. [if applicable], Date, Archive Information (Place of Publication: Publisher)

(B) Issuing Authority. *Title of Document*. Volume no. [if applicable]. Date. Archive Information. Place of Publication: Publisher.

For Example:

(F) 1. Republic of South Africa, *Parliamentary Debates of the Fifth National Assembly*, Vol. 3, 2012, University of Cape Town, Government Publications (Cape Town: Government Printer), 535.

(B) Republic of South Africa. *Parliamentary Debates of the Fifth National Assembly*. Vol. 3. 2012. University of Cape Town, Government Publications. Cape Town: Government Printer.

(F) 1. Statistics South Africa, *Quarterly Labour Force Survey, 1998* University of Cape Town, Government Publications (Pretoria: Government Printer), 121.

(B) Statistics South Africa. *Quarterly Labour Force Survey, 1998*. University of Cape Town, Government Publications. Pretoria: Government Printer.

NON-GOVERNMENTAL REPORTS OR SURVEYS

(F) 1. Firstname Lastname [if author is known], Organisation, *Title*, Date (Place of Publication: Publisher [if Known]).

(B) Lastname, Firstname. Organisation. *Title*. Date. Place of Publication: Publisher [if known].

For Example:

(F) 1. David Van Wyk, Bench Marks Foundation, *The Policy Gap 6 – A Review of Platinum Mining in the Bojanala District of the North West Province*, 2012, 15-17.

(B) Van Wyk, David. Bench Marks Foundation. *The Policy Gap 6 – A Review of Platinum Mining in the Bojanala District of the North West Province*. 2012.

(F) National Union of Mineworkers, *Annual Secretariat Report, 2012* (Johannesburg: COSATU Printer), 58.

(B) National Union of Mineworkers. *Annual Secretariat Report*. 2012 (Johannesburg: COSATU Printer).

NOTES ON ABBREVIATING REPEATED REFERENCES.

If you repeat a reference that has already been recorded in full, you can, as is the case with secondary sources, use an abbreviated version of it. Here is general template to follow:

Issuing Authority, *Shortened Title*, Date.

For Example:

Bench Marks Foundation, *Policy Gap 6*, 2012, 52.

If the name of the issuing authority is lengthy, you can shorten it, provided you notify your reader of the abbreviation you will use in your first reference. For example:

- (1) National Union of Mineworkers [Henceforth 'NUM'], *Annual Secretariat Report*, 2012 (Johannesburg: COSATU Printer), 12.
- (2) NUM, *Secretariat Report*, 2012, 11.