

Using Quotations and References

Quotations

Quotations can be used for a variety of purposes: to open up an argument, to illustrate a point, to substantiate the analysis. Restrict your quotations from secondary sources to telling phrases or particular concepts; focus, rather, on including effective quotations from primary sources, either from those provided on the module, or from those selected or quoted in other books. (Ensure you reference them properly.) Short quotations can be simply incorporated in the text in quotation marks 'like this'. Longer quotes (3 lines or more) can be inset like this:

History is a largely text-based discipline which requires students to learn to read widely, rapidly and critically, to take good notes, to digest arguments and to synthesise information quickly and intelligently.

Inset quotes require no further quotation marks, italics, or other special layout. When you edit a quotation, use three spaced periods (. . .) to indicate where you have omitted material. Use square brackets ([]) to indicate where you have added material or altered a word (for example, changed a pronoun from first to third person).

References

The source of every quotation and of all information and ideas that you derive from another writer must be fully referenced. If you are quoting directly from another author, or if you are referring to their arguments, unless it is a well-attested fact, you **must** reference it, using footnotes. Thus:

By the last decade of the nineteenth century, Liberalism had lost much of its propelling vigour.¹

Even if you use a footnote, though, you must not simply repeat a historian's phrasing, changing a word here or there: this will be counted as plagiarism. Use your own words and phrasing to make your points, and make sure that you do not inadvertently plagiarise by taking verbatim notes and copying them directly into your essay: get into the habit of using quotation marks in your notes when necessary.

You should indicate the use of a footnote by placing a number immediately after the full stop at the end of a sentence, or after the inverted commas in a quotation. Footnotes should be numbered consecutively through your essay; do not start at 1 on each page.

When you make use of them **for the first time**, you should reference specific types of material as follows, using page numbers to pinpoint the exact quote – if it is just one page then use p. 27, if it is several pages use pp. 57-61 - and adhering precisely to the use of italics and quotation marks:

Single authored books:

Edward Acton, *Rethinking the Russian Revolution* (London, 1990), p. 6

¹ Martin Pugh, *The Making of Modern British Politics 1867-1939* (Oxford, 1982), p. 93.

i.e. author, comma, title in italics, brackets around place and date of publication with a comma between, comma, then the page(s) reference.

Multi-authored books:

Jeremy Noakes and Geoffrey Pridham, *Documents on Nazism* (London, 1974)

Articles in journals:

E. A. Wrigley, 'Urban growth and agricultural change: England and the Continent in the early modern period', *Journal of Interdisciplinary History*, vol.15, no. 4 (1985), pp. 683-728.

Chapters in edited collections:

M. J. Daunton, 'Towns and economic growth in eighteenth-century England' in Philip Abrams and E. A. Wrigley, eds, *Towns in Societies: Essays in Economic History and Historical Sociology* (Cambridge, 1978), pp. 245-77.

Note the slight difference in the way in which the chapter from an edited collection is cited to the way in which you cite journal articles, i.e. you use an 'in' before the book author's name.

When you refer to a work for the second and subsequent time, you need only give the author's surname and a keyword from the title of the book or article/chapter, with the page reference, e.g.

Acton, *Rethinking*, pp. 37-8

Noakes and Pridham, *Documents*, pp. 305-6

Wrigley, 'Growth', p. 690

Daunton, 'Towns', p. 256

Note that when you first refer to an article in a journal or a chapter in an edited collection, you should give the page numbers for the entire article/chapter. In subsequent references you should give the actual page number(s) on which the quotation or information you are referring to occurs.

When using primary sources you should reference them as follows:

Unpublished primary sources:

Hertford Record Office, Panshanger MS. 15667/78.

Published primary sources:

Jane Sharp, *The Midwives Book* (London, 1671)

Primary sources quoted in other books:

Anna Maria van Schurman, *The Learned Maid* (London, 1659), quoted in Olwen Hufton, *The Prospect Before Her* (London, 1995), p. 434.

Primary sources from module guides:

Kent Record Office, Q/SR 65/4, from 'Poverty in Britain' module guide, p. 54.

When referring to information from the Internet you should use the following style:

'Introduction to eighteenth-century literature', Eighteenth-Century Resources,
<http://www.English.upenn.edu/~jlynch/18th/>; consulted 12 January 2000.

Robert Shoemaker, 'Review of Randolph Trumbach, Gender and the Sexual Revolution in Eighteenth Century London (Chicago, 1999)', Reviews in History,
<http://www.ihr.sas.ac.uk/ihr/reviews/reviews.mnu.html>; consulted 17 January 2000.

Bibliography

At the end of your work, you should use a bibliography to list all the works you have used in researching and writing the exercise. Use the referencing forms above. Primary sources should be listed first, then Secondary Sources.