

## **Notes on footnoting and references for submitted work:**

The main purpose of bibliographical annotation is to direct the reader to the evidence used by the author and to enable the reader to find it with the minimum of trouble. References must therefore be precise, complete and accurate. Additional comments etc. may be included but no footnote should exceed 50 words. You should always provide a reference for direct quotations in the text, and you should also provide references for general ideas, as well as detailed information, that you have drawn from specialised texts. Failure to do so conscientiously constitutes plagiarism. Particular care should be exercised should you wish to incorporate in your dissertation, work that you or others previously submitted for assessment either at LSE or elsewhere. While there may be good reasons for incorporating earlier work in your dissertation, you should do so sparingly and must always make clear (in footnotes and by quotation marks) when this is being done. Footnotes should be at the bottom of the appropriate page.

Proper footnoting and referencing is important. Incomplete or missing referencing may be considered plagiarism, and is severely penalised (<http://www.lse.ac.uk/resources/schoolRegulations/regulationsOnAssessmentOffences-Plagiarism.htm>). It is therefore imperative that you invest substantial time and effort into clear and complete referencing. There is a large choice of reference styles available. We recommend that you take out a recent issue of a leading journal in our field (such as the *Economic History Review*, the *Journal of Economic History*, or the *Journal of Development Economics*) and apply its citation style to your work.

### **Books**

- a) when reference is made to a book for the first time, it is essential that the initials and name of the author be given, the title italicised by underlining; and the place and date of publication given in brackets followed by the page number. Eg A.H. Harris, *The Rural Landscape of the East Riding of Yorkshire, 1700-1850* (London, 1961), p.6. or pp.4-6.
- b) if the book referred to is a second or subsequent edition, this must be mentioned; as also must the volume number if necessary, eg J.H. Clapham, *An Economic History of Modern Britain* (Cambridge, 2<sup>nd</sup> ed. 1930), I, p.10.
- c) references to books which are published under the name of an editor should be set out as follows: *Industrial South Wales, 1750-1914: Essays in Welsh Economic History*, ed. W.E. Minchinton (1969), p.10.

The rule (b) above applies where there is more than one volume or edition.

- d) Encyclopaedias and similar works are referred to without author. eg *Dictionary of National Biography*, V, p.10.
- e) for the conventions regarding repetition of reference see below.

### **Articles and Theses**

- a) the treatment of articles depends upon whether they are signed or unsigned.
  - i) signed articles should have initials and name of author, title of article in inverted commas, the title of journal italicised, and a full reference to the particular issue. eg D.A. Farnie, 'The Commercial Empire of the Atlantic, 1607-1783', *Econ. Hist. Rev.* 2<sup>nd</sup> ser. XV (1962), p.6.
  - ii) unsigned articles require the source italicised and a full reference to the particular issue of the periodical or newspaper. eg *The Economist*, 10 April 1875, p.423.
  - iii) where the reference is to an article, whether signed or unsigned, in publications issued by a particular society or body, the name of the society or body should be given. eg. National Union of Boot and Shoe Operatives, *Quarterly Report*, June 1874, p.6.
  - iv) Thesis titles are not italicised eg W. Vamplew, 'Railways and the Transformation of the Scottish Economy' (unpublished Ph.D. thesis, University of Edinburgh, 1969), pp. 1-10.
  - v) for the conventions regarding repetition of references see below.

### **Foreign Titles and Parliamentary Records**

Foreign Titles should be listed as they appeared, but in the end-bibliography should be shown both in the original language and in English.

Parliamentary records fall into three broad categories, and should be treated in the following ways:

- i) in the bibliography, and when first used in footnotes, the full title of the Journals, which are a diary of business in the two houses of parliament, should be set out. Subsequent references can be in the abbreviated form of *Commons* (or *Lords*) *Journals*. Thus the first

footnote should be: eg *Journal of the House of Commons* (hereafter *C.J.*) XXII, (1934-41), p.500

and all subsequent ones:

eg *C.J.* XXII, (1934-41), p.500.

- ii) reports of debates: the first reference should be: eg Hansard, *Parl. Deb* (Commons), 5<sup>th</sup> ser. CCXXIX 1300, 12 July 1929, 1529  
all subsequent references:  
eg Hansard, CCXXIX 1300, 12 July 1929, 1579.
- iii) references to the Blue Books present some minor problems. Annual bound volumes often contain a number of reports or accounts, each of which has been paginated at the time of printing, and again after binding. This second numbering is sometimes different in various collections of Blue Books so that confusion can arise. To avoid this, it is better to give a full reference and the original printed pagination of the report; and, if reference is being made to the evidence itself, to the question number. eg BPP 1836, VIII, Part I, *Report of the S.C. on the State of Agriculture*, p.x, Q. 5332.

In more recent times, government reports have been given a command number on publication. In this case the reference should be: BPP 1938, *Report of the Royal Commission on Safety in Coal Mines*, Cmd, 5890, etc.

- iv) for the conventions regarding repetition of references see below.

### **Manuscript Sources**

Reference to manuscript sources often requires a good deal of ingenuity because of inadequate cataloguing. Scholars tend to use slightly different conventions with regard to this category of evidence, but perhaps the most useful rule is first to state where the MSS can be found, the name of the collection (if any), and any further identification.

The British Library and the Public Record Office are sufficiently well known to be referred to by initials; and a county record office can also be abbreviated to CRO. Such sources must be identified as clearly as possible, depending on the arrangement adopted at the repository, eg by folio number, bundle, page or date of the record.

- eg B.L. Add. MSS. 123456, f.  
P.R.O. Chancery Masters Exhibits, C. 109/1, letter from x to y d/d March 1708.  
Bedfordshire C.R.O. Harvey MSS, Estate Accounts.  
National Library of Wales. Crawshay Papers, Box 7, lease of Cyfarthfa Estate d/d 1 July 1964.

Bodleian Library. Bromley's Papers, iv. No.1 (1814).

Italics normally indicate a published work, and should not therefore be used for manuscript sources.

### **Repetition of Reference to Same Source**

- a) Where a second reference is made to the same source, immediately following the first, the abbreviated form of *ibidem* (Latin for "the same place") is used.  
eg 1. J. Ehrman, *The Younger Pitt* (1969), p.16.  
2. *Ibid.*, p.56.
- b) where a second reference is made to a source already quoted but not immediately preceding, the UK custom is to give the initials and name of the author, and use *Op.cit.* (the abbreviated Latin for "Opus citatum" – work cited) and page number.  
eg J. Ehrman, *op.cit.*, p.56.

The US practice of repeating the surname(s), date of publication and page number(s), has the merit of being shorter and neater.  
eg Ehrman (1969) p.56.

If a quotation does not refer to a book or article but, eg. to a law or inscription, it is better to use *loc. cit.* (locus citatus).  
Subsequent reference to theses: Vamplew, thesis, pp.10-19.

### **Abbreviations and Alternative Conventions**

It is permissible and convenient to abbreviate references (eg to journals) where the title is long and frequently used. All that is necessary is that a list of such abbreviations be included in your dissertation, between the preface and the beginning of Chapter One.

### **Citation of online material**

It is equally important to reference accurately on-line articles and sources. Just as you must cite page numbers as well as the title of the book, so too your online citation must be precise. The Will of Elizabeth Hunter of Fetter Lane, Fleet Street, City of London, of 9 March 1802, should, for example, be given as [http://www.documentsonline.nationalarchives.gov.uk/details-result.asp?Edoc\\_Id=794990&queryType=1&resultcount=19](http://www.documentsonline.nationalarchives.gov.uk/details-result.asp?Edoc_Id=794990&queryType=1&resultcount=19) rather than simply as [www.nationalarchives.gov.uk](http://www.nationalarchives.gov.uk). In general, the reader should be able to click on your citation and access the item immediately. If the item is a pdf file, you should cite both the URL that leads to the file, and the page number within the document. If the item is available both online and on paper, you may use either form of citation.

### **Online material and plagiarism**

British Universities run a collaborative anti-plagiarism service, which facilitates checking an electronic copy of any piece of work against literally millions of pieces of existing work. You are required to submit an electronic copy (on floppy disk or CD Rom) of all written work that counts towards your final grade, that is, assessed essays and theses. The electronic copy should be clearly marked with your name, candidate number, and the name and number of the course to which the work relates. To preserve anonymity, it will not be accessed by the examiners. The Department may submit such work for checking.