

The Footnoting (Traditional System)

The Footnoting System is used widely in the classical field of study.

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About this system

The footnoting system is used most widely in the classical fields of study. In this system the reader is referred to the source document by a superscript number which corresponds with a number and the citation at the foot of the page. Chicago, Turabian and Oxford styles are variations of this system. One of the advantages of the footnoting system, which it shares with the numbering system, is that superscript numbers appear in the text and do not interrupt the reading of the text as much as systems where the reference appears within the body of the text. It is, perhaps, the most difficult system to use, and requires more planning than other systems.

Using footnotes

A footnote appears at the bottom of the page to which it applies. To use this method, insert a footnote number in the text for each reference to a source (whether for a quotation or in acknowledgment of an idea). Number footnotes from ¹ at the start of each assignment or chapter of a large work and number consecutively. The number is inserted into the appropriate place in the text as a superscript. The information required in the footnote is generally the same as is required for other referencing systems, but may be presented in a particular order and must include the page number/s of the original source material. Traditionally, the first time a book, article, case or other source material is mentioned in the footnotes it is necessary to include the full reference details but a shortened form is acceptable on subsequent citations.

Most word processing packages can “insert” a footnote and automatically update cross references. A program called End Note can be set up to maintain the format and details for any style and will help to eliminate common errors.

Footnotes may also be used for providing marginal comments or supplementary information not directly pertinent to the text. Number these in the same sequence as your bibliographic footnotes. Be careful not to over-use this device!

At the end of the written work all reference sources must be listed. The source can be found in the library catalogue or the title page of a publication. Some style use different formats in the footnote and in the reference list. Pages numbers are required for all citations but may not be required in the reference list. The examples that follow are traditional style but check with lecturers for style requirements.

First, second and subsequent references

Traditionally, the first time a source is mentioned in the footnotes it is necessary to include the full reference. Second and subsequent references to a work can be simpler than the first reference. The purpose of the reference is to give a clear indication to the reader of the place where the facts, opinions, ideas or words referred to are to be found.

- The simplest way of referring to a source a second time is to abbreviate the first citation:

Example:

15. Berry, R. *How to Write a Research Paper*. Oxford: Pergamon, 1966, p.13.
16. ...
17. ...
18. Berry, p.17.

- The term *ibid* (which is Latin for *ibidem* - in the same work) is used to indicate that you are talking about a reference in the same work as one just cited, but to a different page. So if your next reference is on the same page of your text, and is to the same work, that footnote should look like this:

Example:

15. Berry, R. *How to Write a Research Paper*. Oxford: Pergamon, 1966, p.13.
16. *ibid.*, p.14.

- However, if the reference is made to the same page of the same work, the citation would be:

Example:

16. *ibid.*

Full References

Books

For a book with a single author, the format is:

Surname of Author, Initials or given names in full if available. *Title*.
Edition if other than the first (Series statement if present) City/Town:
Publisher, Date, Page Number or Numbers if appropriate.

Example:

Prior, V. *Your Guide to Writing Reports*. Melbourne: Victorian Government Printing Office, 1986.

• Authors and editors

Where there are two or three authors, list all authors in the order in which they appear on the title page.

Example:

Strunk, W. and White, E.B. *The Elements of Style*. 3rd ed. New York: Macmillan, 1979, pp. 9-12.

or

Whitten, J.L., Bentley, L.D. and Ho, T.I.M. *Systems Analysis and Design Methods*. St Louis: Times Mirror/Mosby College, 1986.

Where there are four or more authors, name only the first author then add 'et al.', which means 'and others'.

Example:

Hirsch, P.B. et al. *Electron Microscopy of Thin Crystals*. London: Butterworths, 1965.

In the case of an edited book, give the editors' names according to the rules for authors, followed by 'ed.' or 'eds.'

Example:

Anderson, D.S. et al., eds. *Regional Colleges: a Study of Non-Metropolitan Colleges of Advanced Education In Australia*. Canberra: Australian National University, 1975. 3 v.

In the case of a book with an author and an editor or translator, list the editor(s) or translator(s) after the title, or after the edition statement if it applies to a particular edition.

Example:

Leggett, G., Mead, C.D. and Kramer, M.G. *Prentice-Hall Handbook for Writers*. 9th ed., ed. Beal, R.S. Englewood Cliffs: Prentice-Hall, 1985.

If the book has no known author (i.e. if it is anonymous) list the book alphabetically by its title in the reference list.

Example:

The Song of Roland, tr. Sayers, D.L. Harmondsworth: Penguin, 1957.

• Title of book

The title should be in italics or, if your document is not word-processed, underlined.

• Edition number

If a book is in an edition other than the first, the edition number is given straight after the title. Use abbreviations to express the edition number.

Example:

Strunk, W. and White, W.B. *The Elements of Style*. 3rd ed. New York: Macmillan, 1979.

• Town or city

Use the first town or city named on the title page, e.g. if the title page says 'London - New York - Sydney - Tokyo - Cape Town', use 'London'.

If the place name is obscure or ambiguous, add an abbreviation for the state or country, e.g. if the title page says 'London, Ontario' use 'London, Ont.'. US State names are also abbreviated, e.g. Reading, Mass. If no place name can be identified, use '[n.p.]'.

Example:

Raymond, R. and Watson-Munro, C. *The Energy Crisis of 1985*, Castle Books, [n.p.] (dist. In Australia by Horwitz-Grahame, Sydney): 1980.

• Book in two or more volumes

List the number of a multi-volume work after the date of publication, using the abbreviation 'v.' for volume.

If the volumes were published at different times, show the range of dates.

Example:

Bernstein, B. *Class, Codes and Control*. (Primary Socialization, Language and Education no. 4) London: Routledge & Kegan Paul, 1971-1975. 3 v.

• Book in a series

Example:

O'Rourke, B.T. and Marshall, M., eds., *Life Science*. (Teaching Primary Science v.1) Wellington: Reed Education, 1973.

• Page numbers

When referring to pages, use 'p.' for a singular page and 'pp.' for the plural e.g. p.12; pp.12-33. If information is scattered throughout the book or article, use, instead of a page number, the term '*passim*', which is the Latin term for 'scattered'. This term should normally be italicised.

Periodical Articles

The terms 'periodical', 'journal', 'magazine' or 'newspaper' are taken to mean the same thing for the purpose of referencing.

The basic style is as follows:

Surname of Author, Initials of Author. 'Title'. *Periodical name*, volume number, issue number, date, pages.

Example:

Bawden, D. 'Computer output devices: a tutorial review'. *Journal of Information Science*, v.11, no.1, 1985, pp.1-8.

If no author is acknowledged, as may be the case in a newspaper article, give the newspaper's name first:

Example:

The Australian, 'A box of tricks for telex users', 7 Oct. 1986, p.27.

Where the date is very specific, as in a daily or weekly publication, give the date in full.

Example:

Youngusband, P. 'All eyes on Botha to call early general election', *The Australian*, 30 Sept. 1986, p.6.

Some specialised sources, such as legal journals, have a specific citation method. This is as follows: First name or initial of author, Surname, 'Title' (Year) Volume Number *Title (sometimes with a standard abbreviation)* page number.

Example:

Peter Weininger, 'Fighting for the family farm' (1998) *72 Law Institute Journal* 22.

Identification of Specialised sources

Rules for citing reference works vary greatly. For well-known alphabetised entries (like 'Minerva' above), no other information is necessary, but in other instances you may wish to give further information.

- **Articles in a Reference Work**

Example:

The Oxford Classical Dictionary. 1970 ed. 'Minerva'.

• An Introduction

Example:

Beloff, M. Introduction to Hamilton, A., Madison, J. and Jay, J. *The Federalist*, ed. M. Beloff. Oxford: Oxford University Press, 1948.

• A Conference Paper

Conference papers may be published in conference proceedings.

Example:

Edwards, D.G. 'The Mechanism of Phosphate Absorption by Plant Roots', *Transactions 9th International Congress Soil Science*, Adelaide: 1968. v.2, pp.183-190.

• A Chapter in an Edited Collection

Example:

Wright, R. 'Bright and Morning Star' in *Short Stories: a Critical Anthology*, eds. E. Thune and R. Prigozy, New York: Macmillan, 1973, pp.387-388.

• A Work in Press

Example:

Slobodkin, L.B. 'The Peculiar Evolutionary Strategy of Man' *Transactions of the Boston Colloquium of the Philosophy of Science* (in press).

• A Thesis Or Unpublished Manuscript

If the thesis is unpublished do not italicise the title.

Example:

McBryde, I. An Archaeological Survey of the New England Region, New South Wales, PhD thesis, University of New England, 1966.

• A Case in Law

The details necessary for the full citation of legal authorities are (in order):

name of case – Italicise
[date] **or** (date) and volume number
abbreviated name of report series
beginning page of reference.

Example:

Blomley v. Ryan (1956) 99 CLR 362.

The year is enclosed in round brackets because a volume number is also given. If there is no volume number, the year is enclosed in square brackets

Example:

Donoghue v. Stevenson [1932] AC 562.

- **A Case in Law (continued)**

Sometimes a specific page number is also required, in which case it will be cited thus:

Example:

Greutner v. Everard (1960) 103 CLR 177 at 181.

Since 1998, High Court judgments obtained from the internet can be cited in the following form: *Name of case* [Year] HCA number of case (date).

Example:

Bridgewater v. Leahy [1998] HCA 66 (22 October 1998).

In the citation of criminal cases, in which the Crown is the prosecutor, *R*, which stands for *Rex* or *Regina*, is used.

Example:

R v. Haddock.

However, if the Crown is the respondent, the citation is:

Example:

Haddock v. The Queen.

When first used in a text, an authority must be cited in full. An abbreviated form may then be added in brackets, and the case may be referred to in that manner from that point onwards.

Example:

The State of New South Wales v. The Commonwealth (1915) 20 CLR 54 (*the Wheat Case*).

If the case names are given in the text they should not be repeated in the footnote, e.g. if the text says 'The next development was in *Donoghue v. Stevenson*⁴ ...' then the footnote should say:

Example:

4. [1932] A.C.562.

References to cases should be included in a separate Case Table, rather than being included in the general reference list.

- **A Statute**

The titles of Commonwealth and State Acts must be cited exactly. The form of citation is: *Short Title of Act Year* (abbreviation of jurisdiction)

Example:

Copyright Act 1968 (Cwlth)

Partnership Act 1958 (Vic)

When referring to a particular section of the Act the citation will be:

Example:

s.5 *Partnership Act 1958* (Vic)

This refers to Section 5 of the Partnership Act.

If a sentence begins with the reference to a section, use the full word, otherwise uses.

Example:

Section 5 of the *Partnership Act 1958* (Vic) says ...)

References to statutes should be included in a separate Statute Table, rather than being included in the general reference list.

- **Government Publications**

These can be very complicated. The most common forms are:

Where there is a named author:

Example:

Leicester, R.H. and Reardon, G.F. *Wind Damage in Australia*, Melbourne: CSIRO, 1976.

Departmental Report:

Example:

Australian Department of Foreign Affairs, *Annual Report 1986*, Canberra: AGPS, 1986.

- **Parliamentary publications**

The form of reference to Hansard is:

Example:

Australia. House of Representatives. *Debates*, 1971, no.10.

Because government and other official and semi-official documents can be so hard to identify, it is useful to give the publisher's number if known:

Example:

Metric Conversion Board, *Metric Conversion for Australia* (17092/71-L-(R70/9062) Canberra: AGPS, 1971.

- **Maps**

The general format is: *Title*, Country if applicable [map] Scale. Edition if other than the first. City/Town: Publisher, Date (Series or other identifying information).

Example:

Beechworth, Australia [map] 1:50,000 [n.p.]: Royal Australian Survey Corps, 1967 (Sheet 8225.111 Series R 754).

Or

Ofira, Israel [map] 1:100,000. Provisional ed. [n.p.,n.d.] (Sheet 69-70-71)

- **Archival Sources**

When quoting archival sources students should follow the style of presentation recommended by the archive they have used. In their guides most archives set out their preferred method of citation. The State Library of Victoria, for example, advises researchers to cite their manuscript materials as follows:

Example:

ms 10813, Issac Edward Dyason, diary, 1 April 1881, La Trobe Collection, State Library of Victoria.

Records from the Victorian Public Records should give the series number, the unit number and the item number. For example, quote the Police Reserve files for the parish of Sandhurst thus:

Example:

Victoria Public Records Office, Series 242/1/23.

The Australian Archives recommends that a citation of records in its custody should contain:

- the name of the institution in whose custody the record series is held;
- the originator of the series;
- the record series;
- the record item.

The Commonwealth Record Series is the main system used to identify Commonwealth sources.

Example:

Australian Archives (ACT): Department of External Territories [I] CRS A518, Correspondence files, multiple number series, 1928-56; CK822/1, Immigration policy - New Guinea - return of Chinese evacuees to the Territory, 1949.

• **A Reference Copied from Another Source**

Text:

Ozolins argues that curricula supporting working-class life and culture should study the reaction of the working class to the rest of society.¹⁷

Footnote:

(17) Ozolins, U. 'Lawton's "Refutation" of a Working-class Curriculum' *Melbourne Working Papers*. Melbourne: University of Melbourne, 1979, p.50, quoted in M. Lawn and L. Barton, eds. *Rethinking Curriculum Studies*. London: Croom Helm, 1981, p.61.

Reference List:

Lawn, M. and Barton, L., eds. *Rethinking Curriculum Studies*. London: Croom Helm, 1981.

• **An Abstract**

If you are unable to locate the full article, but have gleaned useful information from an abstract of it, make this clear.

Text:

... de Rome and Wienecke¹⁶ found that they could identify predictors for students at risk, but that these predictors did not identify which students would in fact withdraw from courses.

Footnote:

(16) de Rome, E.A. and Wieneke, C.E. *Predicting Persistence and Withdrawal: An Analysis of Factors Relating to Students' Choice of Course*, Kensington, NSW: New South Wales University, Tertiary Education Research Centre, 1982 [source unsighted: abstract from ERIC]

Electronic Sources

This is CD-ROMs, emails and web sites can all provide access to up to date materials, often before they are published in traditional text. As electronic media are often used as promotional tools, it is important to critically evaluate the information presented. Emails should be cited a personal communications and a personal email address should never be cited without permission.

For further reference see:

Australian Government Publishing Service, 'Citing Electronic Material" in *Style Manual for authors, editors and printers*, 6th ed., Australia: John Wiley & Sons, 2002, pp. 230-231.

• Citing material from web sites

When selecting materials from web sites it is important to consider the status and authority of the site and the materials listed. Many web sites are marketing devices for organisations and may be biased in presenting information. Information may be based on opinion rather than facts. When citing web information, list the date the site was created or last revised. When citing a web site identify it through its author (person or organisation responsible for the site) and/or its title/name. if necessary give a short description of the site. (The use of <brackets> for the URL address or automatic hyperlink format are both acceptable in the reference list but be consistent.)

Example:

The fan site 'The Andy Warhol Homepage' @ www.warhol.dk gives quotes from various books by or on Andy Warhol – those quotations need to be referred to by (and preferably reviewed in) the original sources, e.g. 'Duran Duran are good looking kids...'¹

In the Footnote:

1. Andy Warhol quoted in Warhol A. & Hackett P., *The Diaries of Andy Warhol*. New York: Warner Books, 1989. Sourced form quotation on fan site 'The Andy Warhol Homepage'.

In the reference list:

'The Andy Warhol Homepage'. Anonymous fan site. Last updated 06/08/03. Available ; <http://www.warhol.dk>, Date accessed: 14/08/04..

Many web sites will not cite an author, the site is the 'author'.

Examples:

1. The website of the Andy Warhol Museum < <http://www.warhol.org> > has a different status and function to the fan site 'The Andy Warhol Homepage' listed in the previous example.
2. 'Roy Lichtenstein's Biography 1923-1997' from Andrew's Art Archive" (the homepage of an art student named 'Andrew' from Sydney on Geocities.) Available: www.geocities.com/art_andy/lichten.htm , Accessed: 29/11/05.

and also has a different status and authority to

'Roy Lichtenstein Biography' on the Guggenheim Museum website. Available: www.guggenheimcollection.org/site/artist_bio_88.html , Accessed: 17/08/04.

Some web sites are equivalents to conventional magazines (e-zines) which identify editors and sometimes publishers. These sites have more authority than an individual's web site as they are accountable to a readership and often to advertisers.

Examples:

designboom@ www.designboom.com

A commercial European design e-zine, based in Milan, 'offering...articles on design history and on the contemporary creative scene'.(Profiles and interviews with Raymond Loewy, Milton Glaser and Oliviero Toscani.) Founded 2000. Editor-in chief : Birgit Lohmann.

Universes in Universe – Worlds of Art @www.universes-in-universe.de

'a non commercial information system on the visual arts of Africa, Latin America, Asia within the context of international art processes', based in Berlin. Founded 1997. Editors & Publishers: Dr Gerhard Haupt and Pat Binder.

Other Non-Written Sources

In general, more physical information is given here than for published information, because the reader may need special equipment to follow up the citation. Most of the examples in this section were taken from Leggett, Mead and Kramer, 1985.

- **Work of Art**

If you are referring to the original: Artist, *Title* [art original]
Date completed. Place displayed.

Example:

French, L. *The Legend* [art original] 1954. F.M. Courtis Collection,
La Trobe University, Bendigo.

If you are referring to a work as illustrated in a book:

Example:

Botticelli, S. *Primavera* [art original] Uffizi Gallery, Florence in L.
Venturi, *Botticelli*, London: Phaidon, 1961.

- **Film**

Example:

The Right Stuff (motion picture) Dir. P. Kaufman, Warner Bros,
1983.

- **Videorecordings and Television**

Example:

Blowpipes and Bulldozers (videorecording), by Kendall, J. and
Tait, P. Nimbin, NSW: Gaia Films, 1988. VHS, 60 mins.

Television programs are identified as videorecordings,
with details of the television transmission given.

Example:

Casey Stengel [videorecording] Writ. S. and D. Carroll, Perf. C.
Durning. Boston: PBS, 6 May 1981.

- **Record**

Example:

Moussorgsky, M. *Pictures at an Exhibition* (sound recording) L.
Pennario, piano. Capitol, P-8323, n.d.

- **Audiotape**

Example:

Footloose [audiotape] Perf. K. Loggins et al. Columbia, JST 39242,
1984.

- **Interview**

Example:

Hawke, R.J. Telephone interview 3 May 1991.
Webster, J.A. Personal interview 20 November 1991.

- **Lectures**

Example:

Giddens, A. *Current Development in the Social Sciences*. Public lecture, University of Melbourne, 19 August 1986.

or

Smith, F. *Rights of Factory Workers*. Policy speech, Bendigo City Hall, 14 May 1982.

Most lectures are composites of various published works and in general, should NOT be acknowledged. If the point is important, you should find some other form of authority to support it (you may be surprised at how useful the prescribed text can be!). Even if the lecture notes are available on the Web, you should still attempt to find a published alternative source.

The only time you should treat a lecture like a public talk is when the lecturer makes an authoritative statement based on their own research (note that if this has been published, you should read and cite the publication). The format for the acknowledgement of first-hand material given in lectures is:

Example:

Jones, Jim *Perceptions of Nature*. Environmental Studies Lecture, La Trobe University College of North Victoria, 24 Dec. 1996.
