

# Referencing guide

	Page
Safely using quotes and data from other sources within your work.....	3
Footnotes.....	4
MSc referencing.....	6
Secondary and primary sources.....	6
Creating individual references.....	7
URL/Web address guidelines.....	7
Creating references using the Harvard system.....	8
Key elements/guidelines.....	9
Citing a monograph (i.e. a book, pamphlet, report, guide).....	10
Citing information using an e-book reader (Kindle, Nook, etc.).....	11
Citing a chapter in an edited book.....	12
Citing a dictionary or encyclopaedia entry.....	11
Citing a journal article.....	13
Citing a conference paper.....	14
Citing an unpublished thesis or dissertation.....	14
Citing a letter, conversation or other private correspondence.....	14
Citing an item of personal e-mail.....	15
Citing an item read on an electronic mail discussion list or forum.....	15

Citing a webpage.....	16
Creating references for genealogical and archival primary sources.....	18
Standard Records: some general principles.....	19
Source types.....	19
Non-Standard Records: some guidelines.....	21
BMD and other vital records.....	23
Census records.....	25
Directories.....	26
Images.....	27
Maps .....	27
Monumental inscriptions.....	28
Newspaper announcements and obituaries.....	29
Newspaper articles.....	30
Retours.....	31
Sasine records.....	32
Testamentary records.....	33
Bibliographies.....	35
Bibliographical referencing software.....	36

## Referencing guide

As a general guide:

- if you draw on someone else's opinion, facts, or generalisations, you must make some reference to (or *cite*) that writer and his/her work or
- if you use his or her words directly, use quotation marks around that quote within your work.

Give citations for:

- assertions of fact that cannot be presumed to be common knowledge
- direct quotations or paraphrases of other writers
- opinions and generalisations derived directly from other writers and
- tables and diagrams (for which you should give the source underneath the table or diagram).

Supervisors and tutors will look for good standards of accuracy in the references you create for the information you cite. A key guideline is: could the reader identify and locate the facts, quotes, etc. referred to by the reference uniquely and quickly?

It is a good discipline to record details about your sources as you use them. These can include the author(s), the title of a website or book, the URL of a website and the date the item was published. The details needed for different sources vary so please check the sections on secondary and primary sources below. Taking down these details as you use sources can save many unhappy hours 're-finding' source material in order to create your references.

There are three interlocking parts to citing and referencing within your writing:

1. Using a quote or data from another source within your work – ie. citing.
2. Creating individual references for each source you've cited within your work.
3. Linking the quotes and/or data within your work, through the use of superscript numbers, to their corresponding individual reference (that you created as part 2 above) in footnotes or endnotes that come either at the bottom of the page of text on which the quote or data appears or at the end of the document.

Each of these parts will be described individually below but remember that this is an interlocking system and no part can stand alone.

## Safely using quotes and data from other sources within your work

Direct quotes from another's work need to be placed within quotation marks, for example:

In her bestselling history of Scotland from 1999, Dr Clancy stated, "All the best boiled sweets come from Dundee and were first created during the mid-1850s".<sup>13</sup> Clearly this is a hotly disputed claim and many have responded to her statement...

As stated in the general guide section above; assertions of fact that cannot be presumed to be common knowledge (in the context of work done on this course, this includes the BMD,

occupational, etc. information you will be reporting), paraphrases of other writers, opinions and generalisations derived directly from other writers and tables and diagrams created by someone other than yourself, must be cited and given references. For example:

In 1845, there were three brothers in Glasgow, the Sullivans, making a hard sweet from molasses, which was advertised fortnightly in the *Glasgow Crier*.<sup>14</sup> It can be argued that this candy could be seen to be a boiled sweet and thus a forerunner of the infamous Dundee species.

The information on the Sullivans and their molasses sweet was taken directly from a fictitious article in a journal written by one Dr McBrien of Western Kentucky University and thus needs to have a reference created for it in your footnotes (for PG Cert and Dip for most pieces of work), your endnotes (MSc) and your bibliography (for Diploma and MSc level Project and Dissertation respectively and the Diploma level non-document Etudes).

For example, in a footnote section that comes at the bottom of the page the data or quote appears on, a reference for the cited information appears thus:

<sup>14</sup> McBrien, Angela. (2008) First boilings or the sticky history of sweets in Scotland. *History notes*. 4(13). p. 45.

Please note in this footnoted reference, the page number from which the quote was taken is given at the end of the reference. This enables your reader to find the exact page the quote or data comes from rather than reading through the entire work, this is very important!

When in doubt, create a reference for a piece of data used; it is better to over-cite and reference in the beginning than leave your reader wondering where you found a piece of information. This is particularly important in an academic setting to eliminate any question of plagiarism.

## Footnotes

**MSc students, please see note at end of this footnote section.**

PG Cert and Diploma students are required to use footnotes for most pieces of work; the exceptions are anything created by FamilyTreeMaker (which automatically shows references in an endnote style) and if you are using a different family tree software package, please also have references appear in an endnote style; and for client reports.

Link the quotes and data cited in your text to their references in the footnotes using the numeric system, ie. with numbers in superscript that are placed after the full stop of the sentence (or within the body of the text if there is more than one source) in which the quote/data appears, for example:

The native Scots, who had been restrained only by fear of the king, now, as the army broke up in confusion, set about slaying all the English in their own ranks on whom they could lay hands, while those who were able to escape, we are told, took refuge in the royal castles.<sup>1</sup> Or, as the Scottish historian puts it, "the Scots and Galwegians, when their king was

---

<sup>1</sup> Frank, Cecilia. (1975) *A general history of Scottish warfare in the early modern era*. Oxford: Oxford University Press. p. 136.

captured, made constant attacks upon their French and English neighbours and slew them without mercy”.<sup>2</sup>

Be sure to use Arabic (1, 2, 3, etc.) numerals for your superscript numbers and not Roman numerals (I, II, III, IV, etc.) as the former are much easier to follow and track.

References for all sources directly quoted or used for data and thus with superscript numbers referring to them should appear in a footnote section at the bottom of the page that contains that quote or data. These references should follow the Harvard style for secondary sources if applicable; remember to include the actual page number where the data was found in your footnoted references. For genealogical/archival sources where there is no Harvard style available, follow the guidelines provided in the section below on creating references for these sources.

Here is an example of a sentence in which the data has come from multiple sources and thus the superscript numbers are found within the text:

Cipolla felt that the Scottish system of elementary education had significantly improved by 1855;<sup>3</sup> an opinion supported by Anderson who felt the 1867 *Argyll Commission second report* into the condition of education in Scotland, which stated that the emergence of the Free Church in 1843 was a catalyst for the increase<sup>4</sup> and quality of elementary schooling.<sup>5</sup>

You can use the term *Ibid.* (an abbreviation for *Ibidem* meaning “the same place” in Latin) to refer to the same author and source in an immediately preceding reference, along with the relevant page numbers. The term *op. cit.* (an abbreviation for *opus citatum* meaning ‘the work cited’ in Latin) can be used to refer to a reference previously cited (but not immediately preceding) by the same author and source. These terms need to be *italicized*.

<sup>1</sup> Smith, James, ed. (1992) *Scottish local government*. Edinburgh: Edinburgh University Press. pp. 10-12.

<sup>2</sup> *Ibid.* pp. 17-18.

<sup>3</sup> *Ibid.* p. 36.

<sup>4</sup> Williams, Arthur and Goldstone, George. (2004) *Poverty in 19th century Edinburgh*. London: HarperCollins. p. 56.

<sup>5</sup> Census. 1841. Scotland. Kingsbarns, Fife. 441/00 001/00 007. <http://www.scotlandspeople.gov.uk> : accessed 9 September 2008.

<sup>6</sup> Williams, *op. cit.* p. 102.

### Footnote formatting:

You can use the footnote tool within Word to create your footnotes. Please see the help section within MS Word itself for instructions on how to do this.

If you are creating footnotes by hand, please use either Arial or Times New Roman font, 9 point and put the footnote’s leading number into superscript format. Please indent the second and any subsequent lines of a reference by .5 cm (this is called a ‘hanging indent’).

<sup>2</sup> McConnell, Duncan. (1865) *O fateful day: a bloody time in old Scotland*. Edinburgh: White Scribe Press. p. 865.

<sup>3</sup> Cipolla, Carlo. (1969) *Literacy and development in the West*. Baltimore, Maryland: Penguin Books. pp. 122-123.

<sup>4</sup> H. M. S. O. (1867) *Argyll Commission, Education Commission Scotland: second report by Her Majesty’s commissioners appointed to inquire into the schools in Scotland with appendix, elementary schools*. Edinburgh: Constable. p. 24. <https://archive.org/stream/cu31924030554079#page/n224/mode/1up> : accessed 4 January 2015.

<sup>5</sup> Anderson, Robert D. (1983) *Education and opportunity in Victorian Scotland; schools and universities*. Oxford: Oxford Press. p. 10.

## MSc referencing

MSc students are required to give their references as **endnotes** instead of footnotes. You can use the referencing tool within Word for this. If you are creating endnotes by hand, please use either Arial or Times New Roman font, 9 point and put the endnote's leading number into superscript format. Please indent the second and any subsequent lines of a reference by .5 cm (this is called a "hanging indent").

## Secondary and primary sources

A secondary source interprets and analyses primary sources and may be based on primary sources, other secondary sources or a mixture of the two. Secondary sources are one or more steps removed from the event and are often written at a later date than the events being described. However, secondary sources may present pictures, quotes or graphics from primary sources.

Examples of secondary sources include:

- A journal/magazine article which interprets or reviews previous findings or work.
- A history book such as *The Highland clearances* by John Prebble.
- Encyclopaedias or dictionaries such as the *Oxford Dictionary of National Biography*.
- A newspaper article written in 1980 about the long term economic effects of WWI.
- A website such as the Henry VIII portion of the official British Monarchy website: [www.royal.gov.uk/historyofthemonarchy/kingsandqueensofengland/thetudors/henryviii.aspx](http://www.royal.gov.uk/historyofthemonarchy/kingsandqueensofengland/thetudors/henryviii.aspx)

A primary source is a document or physical object which was (usually) written or created during or close to the event or time period in question. They can be original, first-hand accounts of an event or time period. A derived primary source is a source based in a primary source but with a level of intermediation; for example, a transcription of a census record, an abstract of a will or an obituary. Some types of primary sources include:

- Original documents: Diaries, birth certificates, census records, letters, interviews, news film footage, autobiographies, government legislation, and there are many more.
- Creative works: Poetry, drama, novels, music, art
- Science: Reports of scientific discoveries, social and political science research results, results of clinical trials
- Relics or artefacts: Pottery, furniture, clothing, buildings

Examples of primary and derived primary sources include:

- Newspaper or magazine articles which are factual accounts of events created at the time.
- Diaries such as the *Diary of Anne Frank*
- Government Acts such as the Education (Scotland) Act of 1872
- A journal article reporting NEW research or findings
- Photographs by Diane Arbus of migrants to California
- Census returns such as a 1911 English census householder return or an 1871 Scottish enumerator's return.
- A website such as the 2013 State Visit Programmes at the official British Monarchy website: <http://www.royal.gov.uk/LatestNewsandDiary/StateVisitprogrammes/2013SVProgs/UnitedArabEmiratesStateVisit30April1May2013.aspx>
- A blog reporting on the events of the uprising in Cairo in 2013 as they occurred

## Creating individual references

### Listing titles that have no author's name, that begin with the word 'The' and corporate authors

A source without an author or editor's name will need to be shown in a bibliography using the title of the work. If the title begins with the word 'The', remove 'The' and list the source alphabetically by the second word in the title.

The National Archives is rather an odd case. It is often commonly referred to with the inclusion of the definite article and abbreviated as TNA. Despite this, the definite article should not be used as the filing element in listings. The authority form for this corporate body, as established in the Name Authority File of the Library of Congress is - National Archives (Great Britain). This would be the best form to use when citing a work with this body as the corporate author.

We've chosen to use this general authority form for other corporate body authors such as the War Office (Great Britain) and the Board of Trade (Great Britain).

### URL/Web address guidelines

#### *Subscription database URLs*

There are several issues around the provision of URLs (Uniform Resource Locators or web page addresses) in references. These are to do with URLs for items found within subscription databases, the length of certain URLs and the use of 'root' URLs.

When you do a search within a database, the search engine creates a URL that goes along with your search results. These resulting URLs are often quite long and thus can use up large amounts of footnote space if used within a reference. A more important issue though is that these URLs are usually not 'fixed' and thus if a user tries clicking on the URL, they may or may not be able to get back to the item you found within the database or to your list of search results. Also, if a user does not have a subscription to the database in question, they won't be able to access the item. This last point is of lesser concern to us within the bounds of the PG courses as we usually have access to the databases used by students but if you are doing client work or sharing with others, then this is a consideration.

Because of these issues, for references that deal with data found within most **subscription** databases, we would like you to give us the 'root' URL for that provider. This means the URL that takes the user to the home page of the website. The rest of the information given within the reference will enable us to find the item again within that database. This covers such databases as: Ancestry.co.uk; ScotlandsPeople; FindMyPast; most newspaper and article databases accessed through the Strathclyde Library website; Fold3; the Genealogist.co.uk; but there will be others, if you are in doubt, ask your tutor.

For example, here is a reference using a 'root' URL:

Census. 1901. England. Bayton, Worcestershire. ED 12. p. 4. <http://ancestry.co.uk> : accessed 24 November 2011.

And the same reference using the entire URL copied and pasted from the web address bar at the top of the browser. You can see the difference in length here!

Census. 1901. England. Bayton, Worcestershire. ED 12. p. 4.

[http://search.ancestry.co.uk/iexec?htx=view&r=5538&dbid=7814&iid=WORRG13\\_2515\\_2517-0288&fn=Thomas&ln=Acock&st=r&ssrc=&pid=13496670](http://search.ancestry.co.uk/iexec?htx=view&r=5538&dbid=7814&iid=WORRG13_2515_2517-0288&fn=Thomas&ln=Acock&st=r&ssrc=&pid=13496670) : accessed 24 November 2011.

### **'Fixed' database URLs**

There are some subscription databases (many of which can be accessed for free through the Strathclyde Library website) often used by students on the course that give 'fixed' or permanent URLs for search results – these are: JSTOR and the Oxford Dictionary of National Biography. Please use the URLs found in your web browser's address bar for these resources within your references. You may find others that have fixed URLs, please ask your tutor if you've found one of these.

### **'Regular' website URLs**

For non-subscription database websites and 'regular' websites, including the Internet Archive and FamilySearch, give us the entire URL of the web page you were using. You can cut and paste this from the address bar within your web browser into the reference.

For example:

Cracroft's Peerage. *Current Great Britain Baronetcies*.

<http://www.cracroftspeerage.co.uk/online/content/Curr%20GB%20Barts.htm> : accessed 2 August 2013.

There are further examples of references with URLs throughout this document.

## **Creating references using the Harvard system**

The referencing format we use for secondary sources and some primary sources is based on the Harvard system of referencing. There is no published standard for the Harvard system and Harvard University does not offer one. The 'system' is simply one conjured up by a professor at Harvard in the late 19<sup>th</sup> century, the principles behind which have been widely adopted though with many variations, thus Strathclyde's Harvard format does not match those of other universities but there are similarities. The style of citing and referencing that we use is also called 'Numeric' due to the use of superscript numbers to link data to references in footnotes. This is the major way our system differs from many traditional Harvard systems and is largely due to the inclusion of references for unusual (to the academic world) resources genealogists use.

Besides the guidelines below, there is a good overview of Harvard provided by the Anglia Ruskin University Library. You'll find that some of the elements are dealt with a little differently than our style but their examples are a good starting place for creating references for types of sources that we may have missed out. You'll want to change their element layout to match ours.

Anglia Ruskin University Library. *Harvard system of referencing guide*.

<http://libweb.anglia.ac.uk/referencing/harvard.htm> : accessed 05 August 2015.

The Centre for Excellence in Teaching and Learning has some great guides to why referencing is important along with some online exercises and many examples of Harvard references.

LearnHigher: Centre for Excellence in Teaching & Learning. *Referencing*.

<http://www.learnhigher.ac.uk/writing-for-university/referencing/> : accessed 05 August 2015.



## Key elements/guidelines

In general you should provide the following key elements (which you might imagine as fields in a database record):

- the author or organisation responsible for writing the work [the latter is a 'corporate' author]
- the year it was published [if there is one available]
- the title of the work
- where the work was published and who published it [if a book or report]
- or the journal where it appeared [if an article]
- the page(s) cited [of a book, report or journal article]
- the web address (i.e. URL) where it appeared [if the text is located on the web]
- the date it was accessed. [if a web page or other electronic resource]

If you cannot find an example of the type of reference you need to create for a secondary source, including as many of the elements above as possible should create an acceptable reference. You can always add a question mark within square brackets [?] to indicate the information is not known (square brackets show that the information within is the voice of the person writing the reference, in other words...you).

### Collection

The term 'collection' that you'll see throughout the guide used as an element like this: 'Collection: [if the item was found within a database with multiple collections, then give the name of the collection.]' simply refers to one of the numerous data sets (or 'data collections') that can be found in a particular online source. For example, FindMyPast (FMP) is one website that contains many different types of records; these are arranged in separate data collections such as the *England & Wales, Society of Friends (Quaker) Marriages, 1578 – 1841* collection and the *England & Wales Births 1837-2006* collection. FMP may very well have over 10 collections which contain birth information and it will thus be very helpful to know exactly which collection you used. This is particularly true as sometimes the same information (or seemingly the same information) can be held in more than one database.

Referencing is a skill that you will learn through practice; don't expect immediate ease with this process and in the words of a favourite guidebook, 'DON'T PANIC'.<sup>6</sup> You will receive feedback on your referencing and as long as we see evidence of progression, all should be well. Please ask your tutor for guidance if you need it.

The punctuation in these bulleted guideline sections is the punctuation within the reference that we would like you to use for that element. Please refer to the examples as well for guidance on using punctuation within references.

<sup>6</sup> Adams, Douglas. (1979) *The hitch hiker's guide to the galaxy*. London: Pan. p. 3.

### Citing a monograph (i.e. a book, pamphlet, report, guide)

- Author(s), editor(s) or in some cases, transcriber(s)
- (Year of publication)
- *Title: subtitle.* [In *italics* and include the volume number (not in *italics*) if there is one]
- Edition [if not the first].
- Place of publication: Publisher.
- Page number(s) on which the data/quote appeared.
- Collection: [if the item was found within a database with multiple collections, then give the name of the collection.]
- URL [if the item was found online. See the URL guidelines for details.]
- : accessed. [give the date accessed after the word 'accessed' and then a full stop. The month is written out long form.]

The name of a transcriber (or body which supplied the transcribers) may be used, for example when you need to refer to a published set of parish records or monumental inscriptions which have been transcribed but have no particular author. However if you are referring to a specific record within such a published work, then you'll need to use the relevant record type reference format which are described elsewhere in this guide.

#### Examples:

Lowe, Charles. (1999) *Systems and people: an anthropological approach*. 2<sup>nd</sup> ed. London: Paradigm Books. p. 36.

Wells, Harry Laurent. (1897) *Alaska and the Klondike: the new gold fields and how to reach them*. Portland, Oregon, USA: [?]. p. 376. [http://archive.org/details/cihm\\_16437](http://archive.org/details/cihm_16437) : accessed 8 August 2012.

Filberstein, Anton, ed. (1967) *Welcome to the nation: a manual for immigrants*. Vol. 2. 3<sup>rd</sup> ed. Edinburgh: Peter Black and Sons. p. 346.

Orkney Family History Society. (2004) *Monumental inscriptions in Deerness*. Kirkwall: Orkney Family History Society. [This society transcribed the MIs found within this book.]

Worthy, Charles. (1898) *Devonshire parishes: or the antiquities, heraldry and family history of twenty-eight parishes in the Archdeaconry of Totnes*. Vol. 2. Exeter and London: William Pollard and Co. and George Redway. Collection: British Library 19<sup>th</sup> Century. <http://www.jischistoricbooks.ac.uk/> : accessed 18 July 2013.

Webber, Sheila. (1998) *Business sources on the internet*. Glasgow: University of Strathclyde. <http://www.dis.strath.ac.uk/business/> : accessed 8 August 1999.

Musgrave, Toby; Gardner, Chris and Musgrave, Will. (1999) *The plant hunters: two hundred years of adventure and discovery around the world*. London: Seven Dials. p. 76.

If you are creating a reference for a digitized item found online, then approach this like any physical book you might use and include information on publisher place and name, etc. If an item is 'born digital', as some e-books or pamphlets are these days, there may not be a physical place of publication (or publisher name) noted in the text so you won't be able to add that. If there is no date of publication, then give the probable year or range of year; (2010?) or (between 2000-2005), etc.

You will need to give the URL and the date you downloaded/accessed the item as well as with any item found online.

### Referencing works formatted for use on e-book readers such as Kindle, Kobo, Nook, i-Pad.

On the whole, follow the general referencing style for books (or journals, etc. depending on the item...) however; there are a few minor changes that will need to be made depending on the formatting of the e-book reader or e-book file used.

Add the word "version" following the type of e-book (e.g., Adobe Digital Editions version, Kindle iPad version, Nook eReader version).

If you include a quotation or data from an e-book without page numbers, use the chapter name, section heading, part heading and/or paragraph number as a guide to locating your quotation, if these are available. If page numbers do not remain constant when you enlarge the text or if page numbers are device-specific, do not use them.

- For example, some Kindle books will include page numbers that match print. They are displayed next to locations when you push the Menu button. Other Kindle "location numbers" are device specific and should not be used.

Remember the main aim of references is to allow your reader to return to the information you used and for resources whose 'shape' varies from user to user this may mean adding additional details (such as internal section names) not necessary in a non-shifting resource.

Date of access should normally be the day you accessed the material on your reader to view the data or quote used; this is particularly important if you have auto-updating of files activated on your reader.

Surname, First name. (Year of publication) *Title of book*. edition. [e-book type] Place of publication (if available): Publisher. e-book source URL : date of access. (Part/Section/Chapter heading(s))

Denscombe, Martin. (2014) *The good research guide: for small-scale social research projects*. 5<sup>th</sup> ed. [Kindle version] Maidenhead: Open University Press. <http://www.amazon.co.uk> : accessed 15 October 2014. (Part 1, chapter 1: surveys, section: response rates).

Oates, Jonathan. (2012) *Tracing your ancestors from 1066 to 1837: a guide for family historians*. [Kindle version] Barnsley: Pen and Sword. <http://www.amazon.co.uk> : accessed 15 October 2014. (Chapter 1: The state and church, 1066-1837, section: Tudor and Stuart England, 1485-1714).

### Citing a chapter in an edited book

- Author(s).
- (Year of publication)
- 'Title of chapter', within single quotation marks.
- In: Editor's name(s).
- *Title of book*. [In *italics*]
- Place of publication: Publisher.
- Page number(s) on which the data/quote appeared

#### Example:

Rumpole, Edward. (1997) 'Managerial expert systems and organisational change'. In: Withers, R.J. and Patroch, R.A., eds. *Change management: a reader*. Chichester: Wiley. p. 140.

This type of reference is used if you are using a book that includes chapters written by several people and combined by an editor.

### Citing a dictionary or encyclopaedia entry

- Author(s) or publisher name [if there is no author name].
- (Year of publication)
- 'Title of entry', within single quotation marks.
- In: *Title of dictionary or encyclopaedia*. [In *italics*]
- Place of publication: Publisher.
- Page number(s) on which the data/quote appeared [if using a print version]
- URL [if the item was found online. See the URL guidelines for details.]
- : accessed. [give the date accessed after the word 'accessed' and then a full stop. The month is written out long form.]

Bell, William. (1861) 'Jus Mariti.' In: *A dictionary and digest of the law of Scotland*. Edinburgh: Bell and Bradfute. p. 497. <http://archive.org/details/adictionaryanddd01rossgoog> : accessed 26 July 2013.

Hall, Douglas. (2006) 'Douthwaite, Patricia Morgan Graham (1934–2002).' In: *Oxford Dictionary of National Biography*. Oxford: Oxford University Press.  
<http://www.oxforddnb.com/view/article/77051> : accessed 26 July 2013.

Oxford University Press. (1976) 'liquor.' *The concise Oxford dictionary of current English*. Oxford: Oxford University Press. p. 633.

## Citing a journal article

- Author(s).
- (Year of publication) [if available]
- Title of article. (**not** within single quotes)
- *Title of journal*. [In italics]
- Volume number(part number), Month.
- Page number(s) on which the data/quote appeared.
- Collection: name of collection. [if the item was found within a database with multiple collections, then give the name of the collection.]
- URL [if the item was found online. See the URL guidelines for details.]
- : accessed. [give the date accessed after the word 'accessed' and then a full stop. The month is written out long form.]

### Examples:

Geuss, Raymond. (2002) Genealogy as critique. *European Journal of Philosophy*, 10(2). p. 210.  
<http://onlinelibrary.wiley.com/> : accessed 23 July 2013.

Herberts, Ian, Dryden, Henry and Clark, John. (2000) Managing the introduction of new technology. *Journal of informatics*. 13(4). p. 256.

Maddicott, J.R. (2011) The oath of Marlborough, 1209: fear, government and popular allegiance in the reign of King John. *English historical review*. 126(519), April. p. 283.  
<http://www.jstor.org/stable/41238641> : accessed 8 August 2012.

Nimitz, E. L. (2001) The surveillance corporation. *Privacy monitor*. 3(4). p. 2.  
<http://www.infocast.com/PrivacyMonitor/34Nimitz.htm> : accessed 11 June 2005.

[No author] (1861) The genealogy of Christ. *Journal of sacred literature and Biblical record, Apr. 1855-Jan. 1867*. 13(26), April. p. 335. Collection: British Periodicals.  
<http://search.proquest.com/> : accessed 25 July 2013.

If you are citing a reference (e.g. to a journal article) found on an online database, cite it as you would any other journal article and add the root URL of the database in which it was found and the date accessed . If the article was found within a subscription database, you may need to give the name of the collection in which the article was found if the article won't be easily found without this information.

### Citing a conference paper

- Author(s).
- (Year of publication)
- Title of paper, within single quotation marks.
- In: Editor(s). *Title of conference proceedings*. [In *italics*], Place and date of conference. Place of publication: Publisher.
- Page number(s) on which the data/quote appeared

#### Example:

Urtin, David J. (2000) 'The information professions in the new century'. In: Hapling, Alan, ed. *The new information professionals: proceedings of the European Conference of Librarians and Information Scientists*, Brussels 4-6 September 1998. Aldershot: Gower. p. 65.

### Citing an unpublished thesis or dissertation

- Author.
- (Year of creation)
- *Title of dissertation*. [In *italics*]
- Type of dissertation, awarding institution.
- Page number(s) on which the data/quote appeared

#### Example:

Brown, Stephen. (1994) *The impact of information technology on management functions and structures*. Unpublished MSc dissertation, University of Strathclyde. p. 26.

### Citing a letter, conversation or other private correspondence

- Author.
- (Year of correspondence)
- Type of correspondence, day and month.

#### Example:

Gibb, F. (2001) Letter to Bryan Gibb, 27 November.

Brown, Gordon. (2012) Conversation with Felix Sadler, 18 December. Topic: the WWII service record of Brian Sadler, gunner with 2<sup>nd</sup> Air Division based in Wymondham, Norfolk, England.

Where you refer to a more informal personal communication, e.g. letter, phone call or conversation, provide as much detail as possible and note the nature of the communication.

### Citing an item of personal e-mail

- Author.
- (Year of correspondence)
- *Subject line*.
- Type of correspondence, day and month, time.
- Recipient's e-mail address [if a personal e-mail address, request permission before publication of document.].

#### Example:

Wakeford, R. (2002) *Standards of service in the library*. E-mail to Robert Short, 12 July, 15:06. [short@dis.strath.ac.uk](mailto:short@dis.strath.ac.uk).

Le Grande, Monique. (2013) *Re: Question regarding Beatrice Le Grand's birthplace*. E-mail to Jean Boulique, 13 July, 12:14.

Electronic resources pose the greatest problems in creating references as the information you require may not be immediately obvious.

### Citing an item read on an electronic mail discussion list or forum

- Author.
- (Year)
- *Subject line*. Name of discussion list, day and month and time of post.
- URL [See the URL guidelines for details.]
- : accessed. [give the date accessed after the word 'accessed' and then a full stop. The month is written out long form.]

#### Example:

Walon, B. (2000) *Re: Spam question*. Yahoo Internet sales discussion list, 6 June, 16:18. <http://www.yahoo.com/isales.html> : accessed 12 November 2001.

## Citing a webpage

- Author(s). [this will often be a 'corporate' author]
- (name of place of publication and/or name of webpage publisher) [if identification would otherwise be unclear]
- *Title of web page*. [In *italics*] [If the author and title of the webpage is the same, just give the author's name.]
- URL [See the URL guidelines for details.]
- : accessed. [give the date accessed after the word 'accessed' and then a full stop. The month is written out long form.]

### Examples:

Farrell, Stephen. *The Hanoverians: Parliament and politics from George I to the Reform Act of 1832*. <http://www.historyofparliamentonline.org/periods/hanoverians?page=1> : accessed 10 August 2012.

National Library of Scotland. *Map images*. <http://maps.nls.uk/> : accessed 25 July 2013.

National Library of Scotland. <http://www.nls.uk/> : accessed 24 July 2012.

[On the reference above, the author and the title of the webpage were the same so just the author's name has been given.]

National Archives and Records Administration (United States) *Research our records*.  
<http://www.archives.gov/research/> : accessed 25 July 2013.

National Archives (Great Britain) <http://www.nationalarchives.gov.uk/> : accessed 25 July 2013.

[On the reference above, it was unclear which of the many national archives around the world these referred to so the places of publication were given as well as the websites' names.]

University of Portsmouth. *A vision of Britain through time: percentage Buddhist in 2001 for District/Unitary Authority*.  
[http://www.visionofbritain.org.uk/atlas/data\\_map\\_page.jsp?data\\_theme=T\\_REL&data\\_rate=R\\_REL2001\\_buddh&data\\_year=2001&date\\_type=1Y&u\\_type=MOD\\_DIST&u\\_label=District%2fUnitary+Authority](http://www.visionofbritain.org.uk/atlas/data_map_page.jsp?data_theme=T_REL&data_rate=R_REL2001_buddh&data_year=2001&date_type=1Y&u_type=MOD_DIST&u_label=District%2fUnitary+Authority) : accessed 14 August 2013.

As we all know, web addresses (URLs) for web pages can break so if you just give a URL as a reference when referring to a web page, your reader may not be able to find the source again. This is why we require you to give us additional details for web pages because if you can search for a page's title or author, you may be able to find the page again at its new location.

Creating references for web pages is often tricky as it can be difficult to decide what the title is or who the author is. Looking for an 'about us' section can help to find an author's name and often you'll need to make an educated guess as to the title of the webpage.

Just remember that one of the main reasons for giving references is to enable your reader to find the information again so if you have used an internal page within a larger webpage, then consider giving the title of that internal webpage as well as the name of the larger web site. Or if it's unclear which of many potential entities a webpage refers to, give the name of the place of origin or name of the webpage publisher within square brackets. You'll need to use some common sense with this, but ask your tutor if you've a question on a particular website.



If the author and title of the webpage are one and the same, just give the information once.

If you are creating a reference for a book, pamphlet or other item originally published in physical format that has been digitized and made available online through the Internet Archive, GoogleBooks, or other provider, then approach this reference like any physical book you might use and include information on publisher place and name. The same goes for digitized articles that were originally published in physical format that you've found online in databases such as JSTOR. See the monograph and article sections for more details on referencing these.

## Creating references for genealogical and archival primary sources

The Harvard referencing system does include ways to deal with many primary sources; some examples include maps, letters, newspaper articles, interviews, websites and acts of Parliament. However, it is not so good with many of the types of records that genealogists work with day in and day out. As a result, we've created guidelines on how to deal with many of the types of sources you will be working with.

The following guidelines and examples cover **some** of the main types of sources likely to be referenced. If there is not an example for the type of resource you are using, following the 'non-standard' general principles below should allow your reader to find the resource again.

The punctuation in these bulleted guideline sections is the punctuation within the reference that we would like you to use for that element. Please refer to the examples as well for guidance on using punctuation within references.

If a source is a transcript of a record and is thus not an actual record (ie. the image of a census page or birth certificate), then that must be acknowledged in the reference.

If a source has been accessed online, this **must** be acknowledged by giving the web address of source along with the date accessed.

### Places and county/shire names in references

For the most part, we want you to give place names as they appear in the source. However, if you choose to do so, you can leave off the county/shire name for the following cities within your references (and in FTM Facts):

England - London

Scotland – Aberdeen, Edinburgh, Dundee and Glasgow

There are many examples of references of different types later in this document.

## Standard Records: some general principles

For resources for which we've assigned a source type, use the following format:

- Source type. [See below for a list of source types.]
- Country.
- Place. [Format is: smaller area first followed by larger area then any identifier numbers that relate to those areas.]
- Date of registration/entry/event. [day month year – 12 August 1946 or 03 July 1645]
- Name(s). [SURNAME, First (and middle) name. This is the person to whom the record refers.]
- ScotlandsPeople data number. [This data number is given for many records found on ScotlandsPeople and is the same as the 'GROS code'.]
- Volume/register no.
- Page no., entry no.
- Collection: [if the item was found within a database with multiple collections, then give the name of the collection.]
- URL [if the item was found online. See the URL guidelines for details.]
- : accessed. [give the date accessed after the word 'accessed' and then a full stop. The month is written out long form.]

Note that it may not be possible to include all of this information and you might identify other pieces of information that would be more applicable.

### Source types

OPR=Old parish records [Scotland]; PR=Parish records [England/Wales/Ireland]; NCR=Non-conformist records; CR=Civil records

- Baptisms (OPR)/Baptisms (PR)/Baptisms (NCR)
- Banns (OPR)/Banns (PR)/Banns (NCR)
- Births (CR)
- Burials (OPR)/Burials (PR)/Burials (NCR)
- Marriages (OPR)/Marriages (PR)/Marriages (NCR)/Marriages (CR)
- Deaths (OPR)/Deaths (PR)/Deaths (NCR)/Deaths (CR)
- Births index (CR)/Marriages index (CR)/Deaths index (CR)
- Birth announcements/Marriage announcements/Death announcements
- Births (RCE)/Marriages (RCE)/Deaths (RCE) [use for Scottish register of corrected entry records]
- Census
- Directories
- Images: Photograph/Lithograph/Painting/etc.

- Monumental inscriptions
- Obituaries
- Retours
- Sasines
- Testamentary records

Most evidence of birth dates within parish records actually comes from baptismal records so we prefer you in most cases to use the Baptisms (OPR), etc. source type even though what you are recording is a birth date. However, you *may* come across a parish register which truly is just noting down births and not baptisms and this case, you can use the following source type/s: Births (OPR)/Births (PR)/Births (NCR).

OPR=Old parish records [Scotland] and PR=Parish records [England/Wales/Ireland] are records from the established church in each of these countries (or any other country that has an established church). NCR=Non-conformist records are those created by any church which is not the established church in that particular country so for the United Kingdom: Methodists, Catholics, Baptists, etc. (See the non-standard record type for non-Christian faiths.) CR=Civil records are records created by the government.

**Do not create new source types;** if you need to reference a type of source that is not covered in this list, for example, a letter found at an archive, a passenger list or a military service record, then use the format below for a non-standard record.

We do not want to create an inflexible referencing system which does not allow for local or provider variations hence we are not providing source types and an accompanying layout for more than a few standard sources. Sources often vary from a standard format and may not have enough specific identifiers to create the type of 'standard' reference we've outlined above. Non-standard record references are flexible and allow for details to be added which will help identify and retrieve the source. For many types of resources, you can follow these guidelines:

### Non-Standard Records: some guidelines

- Creator/Author [If available]
- Title/Description of resource.
- Name of interest.
- Date of creation or of event.
- Archival collection name. [If applicable. This refers to an archival collection in particular and usually only needs to be given if found at an archive.]
- Reference code/number(s). [If applicable and available. This refers to any useful codes or numbers referring to that source, collection and/or repository.]
- Repository name, [If applicable and available.]
- Repository location. [If applicable and available.]
- Collection: [if the item was found within a database with multiple collections, then give the name of the collection here.]
- URL [if the item was found online. See the URL guidelines for details.]
- : accessed. [give the date accessed after the word 'accessed' and then a full stop. The month is written out long form.]

If in doubt over how to create a reference for an archival or genealogical source, using the general principles above should give enough detail on your source. Alternately, please ask a tutor for guidance.

If there is repository information available, it is helpful to give the repository's reference code, name and location as these will help your reader find the resource again.

It is fine to add more information than suggested above; for example, for a military record you may decide to add a regimental name.

#### Examples:

ANDERSON, John (1726-1796), natural philosopher. Letter from John ANDERSON at Glasgow to Mr Gilbert LANG at Lossitt, to the care of Mrs LANG at Greenock. 13 February 1750. John Anderson Papers: General correspondence. GB 249 OA/2/1. University of Strathclyde Archives, Glasgow, Scotland.

Army Medal Office (Great Britain). WW1 Medal Index Card. CHALONER, George. Regimental number: 26082. Collection: British Army WW1 Medal Roll Index Cards, 1914-1920. <http://www.ancestry.co.uk> : accessed 18 May 2014.

Births, England. Portsmouth Synagogue, Hampshire. 31 May 1861. LEVI, Moses. Moses ben. Abraham Leib, (commonly known as Maurice Levi,) born on the New moon of Ab 5532. p. 102. JR 13/4. Hampshire Record Office, Winchester, England.

Board of Trade (Great Britain). Passenger list for *Victorian* departing Liverpool for Saint John, New Brunswick, Canada. 08 April 1906. ADDERLEY, Francis (birth year 1870). Collection: Passenger Lists Leaving UK, 1890-1960. [www.findmypast.co.uk](http://www.findmypast.co.uk) : accessed 1 Jul 2014.

[In this case, the age of the passenger was included to ease identification as there was another Francis ADDERLEY on this voyage, birth year 1899.]

- Commonwealth War Graves Commission. Casualty details. Death: 1 May 1918. CHATHAM, John Benmont. Service number: 60999. <http://www.cwgc.org/find-war-dead/casualty/671255/CHATHAM,%20JOHN%20BENMONT> : accessed 18 May 2014.
- King's Remembrancer. Inquisition Post Mortem. HUNT, George: Devon. Date: 7 Eliz I. E 150 - Exchequer: King's Remembrancer: Escheators' Files, Inquisitions Post Mortem, Series II, and other Inquisitions, Henry VII to Elizabeth I. E 150 /199/9. National Archives (Great Britain), Kew, England.
- McDonalds Ltd. Attendance book entry showing James BURGOYNE present at general meeting of shareholders. 16 November 1956. House of Fraser Archive: Attendance books. FRAS 95. University of Glasgow Archives, Glasgow, Scotland.  
[McDonalds Ltd. was the company holding the shareholders' meeting, thus is down as the creator of the source. The meeting happened on 16 November 1956.]
- Overseers' Returns of Electors. BLOUNT, Walter Aston. 1863. MR/PEO/1863/11/3. London Metropolitan Archive, London, England. Collection: London, England, Overseer Returns, 1863-1894. <http://www.ancestry.co.uk> : accessed 26 July 2013.  
[In this case, the 'Collection: London, England, Overseer Returns, 1863-1894' is the name of the Ancestry.co.uk collection within which this record was found. Information on the repository (code, name and place) was included in the Ancestry record so was included here. ]
- Passenger list for S.S. *Tutanekai* departing Apia. ARMSTRONG, J.D. 21 April 1928. Collection: New Zealand, Immigration Passenger Lists, 1855-1973. <https://familysearch.org/pal:/MM9.3.1/TH-266-12529-30336-41?cc=1609792&wc=M9WV-C66:n791307836> : accessed 14 August 2013.  
[No information was apparent as to the creator of the list so a description was given first. No repository was easily found so this was not included here.]
- War Office (Great Britain). Attestation of General Service. 26 April 1915. CHALONER, George. Cheshire Regiment. Regimental Number: 26082. Collection: British Army WWI Service Records, 1914-1920. <http://www.ancestry.co.uk> : accessed 18 May 2014.
- War Office (Great Britain). Record of Service Paper. 10 June 1918. CAPPER, Frederick . Machine Gun Guards. Service number: 6936. Collection: British Army WW1 Pension Records 1914-1920. <http://www.ancestry.co.uk> : accessed 17 May 2014.

**BMD and other vital records**

- Source type. [e.g., Births index (CR); Baptisms (OPR) [Scotland], (PR) [England/Wales], (NCR) [Non-conformist Register], Marriages (CR), etc. If there is a limiter such as (PR), then you do not need a full stop after the source type as the round bracket indicates the end of that piece of the reference.]
- Country.
- Place. [Registration District (RD:), County / Parish, County/Shire, Parish no./volume no. and/or other place name that would be helpful for identifying the record.]
- Date of event, registration quarter or entry. [Use number of quarter of applicable for a BMD index entry, 1<sup>st</sup> Q, etc.]
- NAME(s). [person being born/baptised, persons being married/calling of the banns; person dying/burial]
- ScotlandsPeople data number.
- Volume/register no.
- Page no., entry no.
- Collection: [if the item was found within a database with multiple collections, then give the name of the collection. You do not need to do this for ScotlandsPeople.]
- URL [if the item was found online. See the URL guidelines for details.]
- : accessed. [give the date accessed after the word 'accessed' and then a full stop. The month is written out long form.]

Note that it may not be possible to include all of this information and you might identify other pieces of information that would be more applicable in a particular case.

**Examples:**

Baptisms (NCR) Scotland. Montrose Street Congregational Church, Glasgow. 16 July 1898. (Birth: 10 July 1898). WILSON, John. GB 243 TD1332. Glasgow City Archives, Glasgow, Scotland. [GB243 TD1332 are the repository and reference codes for this baptismal register held at the Glasgow City Archives. This register was viewed in person (and is not online) and there were not many of the 'normal' pieces of data we add to references available; by including the collection codes and name & place of the archive, your reader knows where to access the register.

In this baptism register the date of birth was also given, you can show this information in round brackets.]

Baptisms (OPR) Scotland. Gorbals, Lanarkshire, 644/02. 29 August 1835. CAMPBELL, David.

[Example is for a record viewed on microfilm. 644/02 is the parish no./volume no. In this case, the Gorbals had not yet become a part of Glasgow, thus the addition of the county name is necessary and was shown on the record itself.]

Baptisms (PR) England. Swaffam Prior, Cambridgeshire. 1628. LARKIN, Alice. Source film no: 1040550. Family Search transcription. Collection: England Births and Christenings, 1538-1975. <https://familysearch.org/pal:/MM9.1.1/J7HV-X2L> : accessed 7 June 2011.

[In the case of FamilySearch, it helps with identification to add the name of the internal database, which in this case is 'England, Births and Christening, 1538-1975'. Only a year of baptism was given in this transcription so no day or month could be stated.]

Births (CR) Scotland. Kelvin, Glasgow. 10 July 1910. MCCALDEN, Archibald Weir. 644/13 0778. <http://www.scotlandspeople.gov.uk> : accessed 26 July 2012.

[644/13 0778 is the ScotlandsPeople data number and includes the registration district number (644), the register number (13) and the registration district entry number (0778).]

Births (CR) England. St. Heller, London Borough of Sutton. 5 February 1972. BEECHING, Gerald. Entry no. 151.

[Example is for an actual copy (provided by the client) of the entry in the register of births for the Sutton registration district; there was no register number apparent on the copy.]

Births index (CR) England & Wales. RD: Blackpool and Fylde, Lancashire. January 1995. MATTHEWS, Mary. Register C40C. Entry no.155.

[As this index is post-1984, the year and month of registration is available instead of a quarter.]

Deaths (CR) USA. Phoenix, Maricopa County, Arizona. 13 January 1958. HUNT, Alma Blount. State file no.: 0211. <http://genealogy.az.gov/azdeath/0230/02300705.pdf> : accessed 06 August 2015.

Deaths index (CR) England & Wales. RD: Houghton, [Durham]. 3<sup>rd</sup> Q., 1873. CHURCHILL, Frances Ann. Vol. 10a. p. 305. <http://www2.freebmd.org.uk/> : accessed 9 August 2012.

[In this case, the county name of Durham was not shown on the record, however to make it clearer where this event took place, the researcher decided to include the county name in square brackets.]

Marriages (CR) Scotland. St. Andrew, Edinburgh. 21 March 1880. WHITE, Andrew and MCCABE, Beth. 685/02 0010. <http://www.scotlandspeople.gov.uk> : accessed 10 October 2011.

Marriages (NCR) Scotland. The Immaculate Conception, Kelso. 06 August 1900. CAMPBELL, Alexander and CORCORAN, Mary. S.C.A Marriages MP 99 11160. <http://www.scotlandspeople.gov.uk> : accessed 20 August 2015.

[In this case, the marriage record has come from the Scottish Catholic Archive collections which are held on ScotlandsPeople and the ScotlandsPeople data number is thus different, being: S.C.A Marriages MP 99 11160.]

Marriages (PR) England. Hastings, Sussex. 2 January 1840. ROSE, Philip and RANKING, Margaretta. Source film no: 1067178. Family Search transcription. Collection: England Marriages, 1538-1973. <https://familysearch.org/pal:/MM9.1.1/NK4F-5MG> : accessed 20 November 2011.

Marriages (PR) Wales. Worthenbury, Flint, Diocese of Chester. 24 February 1719. NEWENS, John and MORGAN, Elizabeth. Bishops' Transcripts. FindMyPast transcription. Collection: Parish records, 1538-2005. [www.findmypast.co.uk](http://www.findmypast.co.uk) : accessed 19 January 2013.

Marriages (RCE) Scotland. Milton, Glasgow. 26 July 1870. ARBUCKLE, Andrew and DARROCH, Margaret. 644/07 002 0132. <http://www.scotlandspeople.gov.uk> : accessed 30 January 2013.

[The date in this example is that of the RCE entry not the marriage itself. The ScotlandsPeople data number is also different than that of the marriage itself.]



## Census records

- Source type. [Census]
- Year.
- Country.
- Place. [Parish, Registration district and/or Sub-registration district, County, Parish no., Registration no., etc.]
- Series/Piece/Folio. [For English/Welsh censuses, you can choose to give this detail.]
- PN. [Piece number – for 1911 English/Welsh census.]
- ED. [Enumeration District no. and/or the ScotlandsPeople data number.]
- SN. [Schedule number – for 1911 English/Welsh census.]
- FN. [Form number – for 1901 & 1911 Irish census.]
- p. [Page number, if applicable.]
- Collection: [if the item was found within a database with multiple collections, then give the name of the collection. You do not need to do this for ScotlandsPeople.]
- URL [if the item was found online. See the URL guidelines for details.]
- : accessed. [give the date accessed after the word 'accessed' and then a full stop. The month is written out long form.]

Not all of the elements above will be needed (or available) depending upon the country and year of the census you are referring to. Remember that the main purpose of references is to enable your reader to find the source again; the elements in the references below have been included with this in mind.

### Examples:

Census. 1841. Scotland. Kingsbarns, Fife. 441/00 001/00 007. <http://www.scotlandspeople.gov.uk> : accessed 9 September 2008.

[The ScotlandsPeople data number includes the registration district (441/00), ED (001/00) and page number information (007) so these are not required elsewhere in this reference.]

Census. 1851. England. All Saints, Southampton, Hampshire. HO107/1669/854. ED 2f. p. 51. FindMyPast transcription. <http://www.findmypast.co.uk> : accessed 07 August 2014.

Census. 1871. Scotland. Latheron, Caithness, 038. ED 12. p. 4.

[This census record was viewed on microfilm at a family history centre. The parish is Latheron located in Caithness, the registration district number is 038.]

Census. 1891. Wales. Loughor, Llanelly, Carmarthenshire. FamilySearch transcription. <https://familysearch.org/pal:/MM9.1.1/4PQR-5T2> : accessed 9 August 2012.

[No enumeration district or page number was given on the FamilySearch transcription page so they have not been included and the sub-district name was included to help identification. The URL should bring your reader to the specific page within FamilySearch; alternately, you could consider adding the individual's name to the reference.]

Census. 1901. England. Bayton, Worcestershire. ED 12. p. 4. <http://ancestry.co.uk> : accessed 24 November 2011.

[Bayton is the civil parish, Worcestershire is the county given in the census.]

Census. 1901. Scotland. Dumfries, Dumfriesshire, 821. ED 13. Ancestry transcription.  
<http://ancestry.co.uk> : accessed 9 August 2012.

[The ED number has been included here as this is an Ancestry transcription and thus there is no ScotlandsPeople number to add. Ancestry does not show the page number for Scottish censuses thus you cannot add it into the reference.]

Census. 1911. England. Aston, Birmingham, Warwickshire, 385. PN 18357. ED 38. SN 30.  
 FindmyPast transcription. <http://www.findmypast.co.uk> : accessed 27 July 2012.

[The 1911 English/Welsh census reference has additional elements as we can view the household schedule. The 385 is the registration district number; Aston is the name of the registration district.]

Census. 1911. Ireland. Grosvenor Square, Rathmines and Rathgar West, Dublin. FN 67.  
<http://www.census.nationalarchives.ie/reels/nai000150051/> : accessed 9 August 2012.

[The basic topographical divisions for the Irish census are: Townland or Street; District Electoral Division; County. This is how search results are arranged in the National Archives of Ireland's database and the pattern we've chosen to follow in the reference example above.]

## Directories

- Directories.
- Country.
- (Year or year range)
- *Title*.
- Place of publication: name of publisher.
- Page number.
- Collection: [if the item was found within a database with multiple collections, then give the name of the collection.]
- URL [if the item was found online. See the URL guidelines for details.]
- : accessed. [give the date accessed after the word 'accessed' and then a full stop. The month is written out long form.]

### Examples:

Directories. England. (1902) *Kelly's directory of Devon, 1902*. London: Kelly's Directories Limited.  
 p. 552. <http://archive.org/details/kellysdirectoryo00londuoft> : accessed 31 July 2013.

Directories. Scotland. (1890-91) *Dundee directory*. Dundee: James P. Mathew and Co. p. 147.  
<http://digital.nls.uk/85774477> : accessed 31 July 2013.

## Images

- Source type. [Images: [then the type of format] ie. Photograph, Lithograph, Painting, etc.]
- Principal subject. [e.g. James Campbell (1846-1910) St. George's Church, Charlotte Square, Edinburgh]
- Date. [if not known, an estimate should be made, e.g. c1880 ; c1900-1905]
- Place taken [if a photograph].
- Photographer's name and/or name of photographer studio. Or Artist's name, etc.
- Collection. [if applicable]
- Reference code. [if applicable]
- Repository, [Give an indication of who holds the image]
- Repository location.
- [Description of photograph/image]. [This may only be required if you have very little information about the image – put this description into square brackets.]
- Collection: [if the item was found within a database with multiple collections, then give the name of the collection.]
- URL [if the item was found online. See the URL guidelines for details.]
- : accessed. [give the date accessed after the word 'accessed' and then a full stop. The month is written out long form.]

### Example:

Images: Painting. Sir Henry Sidney (1529-1586). Late 16<sup>th</sup> century. Unknown artist. Primary collection. NPG 2823. National Portrait Gallery, London. [Oil on paper.] <http://www.npg.org.uk/> : accessed 06 August 2015.

Images: Photograph. James Campbell and Ann Bryce wedding group. 6 March 1870. Edinburgh. James Williamson, photographers. Private collection of George B. Campbell, Dundee. [Group photograph of wedding guests outside St. George's Church, Charlotte Square, Edinburgh.]

## Maps

- Map maker.
- (Year of issue)
- Title of map.
- *Map series*, [in *italics* and if known]
- sheet number,
- Scale.
- Place of publication: Publisher.
- Collection: [if the item was found within a database with multiple collections, then give the name of the collection.]
- URL [if the item was found online. See the URL guidelines for details.]
- : accessed. [give the date accessed after the word 'accessed' and then a full stop. The month is written out long form.]

**Examples:**

Cary, John. (1794) Cary's new map of England and Wales: [Herefordshire, Middlesex & Essex]. Sheets 25 & 26. London: John Cary. David Rumsey Historical Map Collection. Image no.: 0132016. <http://www.davidrumsey.com> : accessed 06 August 2015.

Ordnance Survey. (1860) Town plan of Hawick. Sheet xxv.3.24, 1:500. [?]: Ordnance Survey. <http://maps.nls.uk/townplans/hawick.html> : accessed 10 August 2012.

Ordnance Survey. (2006) Chester and North Wales. *Landranger series*, sheet 106, 1:50000. Southampton: Ordnance Survey.

**Monumental inscriptions**

- Monumental inscriptions.
- Country.
- Place. [Church name, parish, county, etc.]
- Date of death. [If referring to one person.]
- Person or Family name
- Transcription.
- In: [give details of the publication if applicable.]
- Transcriber's name and date of transcription [if transcribed personally.]
- Collection: [if the item was found within a database with multiple collections, then give the name of the collection.]
- URL [if the item was found online. See the URL guidelines for details.]
- : accessed. [give the date accessed after the word 'accessed' and then a full stop. The month is written out long form.]

**Examples:**

For monumental inscriptions coming from a publication:

Monumental inscriptions. Scotland. Cupar Old Parish Churchyard, Kirk Wynd, Cupar, Fife. 21 March 1861. CAMPBELL, Ann. Transcription. In: Fife Family History Society (2004) *Fifeshire monumental inscriptions (pre-1855)*, vol. 3. The north east parishes. Edinburgh: Scottish Genealogy Society, p. 135.

Monumental inscriptions. England. Swaffam High Parish Churchyard, Lower Swaffam, Norfolk. BRERETON family. Transcription. In: Norfolk Family History Society (2012) *East Norfolk monumental inscriptions*, vol. 14. Norwich: Norfolk Family History Society, p. 204.

[This is a family stone with dates for many individuals and this page gives the transcription for the entire family.]

Monumental inscriptions. Scotland. Cupar Old Parish Churchyard, Kirk Wynd, Cupar, Fife. 21 March 1861. CAMPBELL, Ann. Transcribed by Peter Jones, 16 February 2012.

[This is a monumental inscription coming from a gravestone the researcher has looked at personally.]

Monumental inscriptions. Scotland. Cupar Churchyard and St James Cemetery, Cupar, Fife.  
LEES, Charles family. Transcription. <http://www.deceasedonline.com> : accessed 06 August 2015.

Monumental inscriptions. USA. Tempe Double Butte Cemetery, Tempe, Maricopa County, Arizona.  
20 October 1957. ANDERSON, Alma S. Transcribed by Eric Wilcox. Find A Grave Memorial:  
36049763. [www.findagrave.com](http://www.findagrave.com) : accessed 06 August 2015.

### Newspaper announcements and obituaries

- Source type. [e.g., Marriage announcements, Death announcements, Obituaries, etc.]
- (Year of publication)
- *Name of newspaper*. [In italics]
- Day and month of publication.
- Name of person/people.
- Page number(s) and column line(s).
- Collection: [if the item was found within a database with multiple collections, then give the name of the collection.]
- URL [if the item was found online. See the URL guidelines for details.]
- : accessed. [give the date accessed after the word 'accessed' and then a full stop. The month is written out long form.]

This is largely based on the Harvard style for newspaper articles but given a few tweaks for genealogical use.

#### Examples:

Death announcements. (1899) *London Daily News*. 24 January. ARNOLD, Sydney. p. 3d.  
Collection: British Newspapers, 1710-1965. [www.findmypast.co.uk](http://www.findmypast.co.uk) : accessed 2 August 2013.

Marriage announcements. (1861) *Southern Times*. 16 July. WILLARD, Bruce and FLORENCE, Sally. p. 23c.

Obituaries. (1956) *Glasgow Herald*. 23 April. BURNSIDE, Victor Gabriel. p. 34a.  
<http://news.google.com/newspapers?nid=GGqVawPscysC> : accessed 23 July 2012.

## Newspaper articles

- Author(s). [If the article does not have an author listed, use the title of the newspaper.]
- (Year of publication)
- Title of article.
- *Title of newspaper.*
- Day and month.
- Page number(s) and column line(s).
- Collection: [if the item was found within a database with multiple collections, then give the name of the collection.]
- URL [if the item was found online. See the URL guidelines for details.]
- : accessed. [give the date accessed after the word 'accessed' and then a full stop. The month is written out long form.]

Harvard has a reference style for newspaper articles so we've used it here. However, it's not so useful for 'family news announcements' as these often don't include a title, author, etc.; these are dealt with separately.

### Examples:

McCarthy, Nancy. (1958) Slap down for crooked financier. *Portland Oregonian*. 27 November. p. 16c.

[‘p. 16c’ indicates that the article is on the sixteenth page of the newspaper, and “c” indicates this is the third column of newsprint across the page.]

Dillon, Frances. (2000) Fishing the deep pond: genealogists reach out across the Atlantic. *Scotsman*. 16 February. p. 3a. <http://archive.scotsman.com/> : accessed 26 July 2012.

*Bristol Gazette*. (1923) Trawler sinks in heavy seas. *Bristol Gazette*. 12 December. p. 34a&b <http://www.bristolgazette.co.uk> : accessed 12 June 2012.

*Caledonian Mercury*. (1800) American commerce. *Caledonian Mercury*. 4 January. p. 2c. Collection: 19<sup>th</sup> Century British Newspapers. <http://www.gale.cengage.com/> : accessed 18 July 2013.

## Retours

- Source type. [Retours.]
- Country.
- Date of retour.
- Name of person.
- Collection name. [If applicable. This refers to an archival collection in particular]
- Reference code(s). [If applicable. This refers to any archival codes referring to that source, collection and/or repository.]
- Repository name, [If applicable]
- Repository location. [If applicable]
- Collection: [if the item was found within a database with multiple collections, then give the name of the collection.]
- URL [if the item was found online. See the URL guidelines for details.]
- : accessed. [Give the date accessed after the word 'accessed' and then a full stop. The month is written out long form.]

For retour information that has come from printed sources such as an index of services of heirs, use this referencing style:

- Source type. [Retours.]
- Country.
- Date of retour.
- Name of the person
- Author of the printed source.
- *Title of the printed source.* [in italics.]
- Vol. [Volume number, if there is one.]
- Entry: [number, if there is one.]
- Place of publication: Name of publisher [if applicable.]
- Collection: [if the item was found within a database with multiple collections, then give the name of the collection.]
- URL [if the item was found online. See the URL guidelines for details.]
- : accessed. [give the date accessed after the word 'accessed' and then a full stop. The month is written out long form.]

### Examples:

Retours. Scotland. 2 July 1746. LUMSDEN, James. Register of Acts and Decrees, 2nd Series, Durie's Office, 1st Series. (4 June 1746-31 July 1746) CS22/423. National Records of Scotland, Edinburgh, Scotland.

[This retour was found within a register of acts and decreets and the register itself is held at the NRS in Edinburgh. Much of the information in the reference comes from the NRS' catalogue entry.]

Retours. Scotland. 5 October 1666. LOVES, Agnes and Margaret. Thomson, Thomas. *Retours of Services of Heirs. Inquisitionum Retornatarum Abbreviatio 1544-1699*. Vol. III. Entry: 300. [CD-ROM] Edinburgh: Scottish Genealogy Society.

[This special retour entry is from volume III of the published index and is entry 300.]

**Sasine records**

- Source type. [Sasines.]
- Country.
- Date of sasine.
- Name of person.
- Collection name. [If applicable. This refers to an archival collection in particular]
- Reference code(s). [If applicable. This refers to any archival codes referring to that source, collection and/or repository.]
- Repository name, [If applicable]
- Repository location. [If applicable]
- Collection: [if the item was found within a database with multiple collections, then give the name of the collection.]
- URL [if the item was found online. See the URL guidelines for details.]
- : accessed. [give the date accessed after the word 'accessed' and then a full stop. The month is written out long form.]

**Example:**

Sasines. Scotland. 2 August 1755. Gray, Margaret. Particular register of sasines for the shires of Argyll, Dumbarton, Arran, Bute and Tarbert: second series. (2 Aug 1755-20 May 1766)  
RS10/9/2. National Records of Scotland, Edinburgh, Scotland.



## Testamentary records

For various testamentary records including wills, testaments, inventories and administrations use this referencing style:

- Source type. [Testamentary records.]
- Country.
- Date of item. [In most cases, this will be the date of confirmation, probate, registration, etc. depending on the source. Not the date of death.]
- Name of person.
- Type of item. [Will, Testament testamentar, Inventory, Administration, Curations, etc.]
- Collection name. [If applicable. This refers to an archival collection in particular]
- Reference code(s). [If applicable. This refers to any archival codes referring to that source, collection and/or repository.]
- Repository name, [If applicable]
- Repository location. [If applicable]
- Collection: [if the item was found within a database with multiple collections, then give the name of the collection.]
- URL [if the item was found online. See the URL guidelines for details.]
- : accessed. [give the date accessed after the word 'accessed' and then a full stop. The month is written out long form.]

For testamentary information that has come from printed sources such as a calendar of confirmations, use this referencing style:

- Source type. [Testamentary records.]
- Country.
- Date of probate, grant of administration, confirmation, etc.
- Name of the person
- Author of the printed source.
- *Title of the printed source.* [in italics.]
- Page number.
- Collection: [if the item was found within a database with multiple collections, then give the name of the collection.]
- URL [if the item was found online. See the URL guidelines for details.]
- : accessed. [give the date accessed after the word 'accessed' and then a full stop. The month is written out long form.]

### Examples:

Testamentary records. England. 3 April 1635. BLOUNT, Richard. Will. Prerogative Court of Canterbury: Will Registers. PROB 11/167/405. The National Archives, Kew, England.  
<http://discovery.nationalarchives.gov.uk/SearchUI/details/D868358?uri=D868358-details> :  
 accessed 22 August 2012.

Testamentary records. Wales. 10 February 1806. JONES, John. Will and Grant of Administration. B1806-63. National Library of Wales, Aberystwyth. Collection: Bangor Probate Records, 1576-1858. <http://hdl.handle.net/10107/575311> : accessed 07 August 2014.

Testamentary records. England. 21 March 1861. CAMPBELL, Ann. Principal Probate Registry. *Calendar of the grants of probate* . p. 10. Collection: England & Wales, National Probate Calendar, 1858-1966. <http://www.ancestry.co.uk> : accessed 22 August 2012.

[This is for a printed probate calendar entry found within a digitized copy of the Calendar of Confirmations available on Ancestry.co.uk.]

Testamentary records. Scotland. 23 March 1869. MONTGOMERIE, Mathew. Trust disposition and settlement. Glasgow Sheriff Court Wills. SC36/51/55. <http://www.scotlandspeople.gov.uk> : accessed 31 July 2013.

Testamentary records. Scotland. 2 December 1885. NEWNES, Thomas Mold. Copy administration of effects. Non-Scottish Court. SC70/6/29. <http://www.scotlandspeople.gov.uk> : accessed 31 July 2013.

## Bibliographies

Bibliographies are only required for Diploma and Master's level work; they are not required for work done for the Certificate course (the exception being the list of sources required as part of A3). These are specifically required for Diploma and Master level Final Project and Dissertation respectively and the Diploma level Etudes.

We ask for these as they help us understand the totality of the sources you've used when creating a piece of work. For example, you may use a number of secondary sources to inform your research without actually using data or quotes from them in your final written work. For primary sources, having a shorter list of more general references indicating the source types and geographic areas covered allows us to know at a glance what was used in your written work. Inclusion of a bibliography is also standard academic practice.

Primary sources used and referred to in your footnotes/endnotes, must be listed in the bibliography in a separate section from the secondary sources and need to be listed first. However, you do not need to give the specific references over again; instead a more general reference can be used to indicate the source type for that area. For example; if you have used specific entries from the 1881 English census for a particular county, you do not need to list each individual entry's reference again, instead you can give a reference for the entire 1881 English census for that county. You can also go down to parish level for church records, etc.

**All** secondary sources consulted during your research (whether or not directly used in the text) must be listed in the bibliography, including books, book chapters, journal articles, newspaper articles, theses, web resources, etc. These references are arranged in alphabetical order by the author's surname or title if there is no author. (See below for information on listing sources with titles that begin with the word 'The'.)

References in a bibliography should not include any reference to specific page numbers except when you are listing journal articles or chapters within an edited book. These references must contain the article's (or chapter's) entire range of pages within the journal/book. For example:

McBrien, Angela. (2008) First boilings or the sticky history of sweets in Scotland. *History notes*. 4(13). pp. 43-75.

Rumpole, Edward. (1997) 'Managerial expert systems and organisational change'. In: Withers, R.J. and Patroch, R.A., eds. *Change management: a reader*. Chichester: Wiley. pp. 135-170.

For example:

## Bibliography

### Primary Sources

Baptisms (PR) Wymondham Parish, Norfolk, England. Family Search transcriptions. Collection: Births and Christenings, 1538-1975. <https://familysearch.org> : accessed June-August 2011.

Births (CR) Lanarkshire, Scotland. <http://www.scotlandspeople.gov.uk> : accessed July-September 2012.

Births (CR) Aberdeenshire, Scotland. <http://www.scotlandspeople.gov.uk> : accessed July-September 2012.

Census. 1841. Glasgow, Scotland. <http://www.scotlandspeople.gov.uk> : accessed September-December 2008.

Census. 1881. Wiltshire, England. <http://www.ancestry.co.uk> : accessed April-June 2014.

Census. 1881. Suffolk, England. <http://www.ancestry.co.uk> : accessed April-June 2014.

## Secondary Sources

McBrien, Angela. (2008) First boilings or the sticky history of sweets in Scotland. *History notes*. 4(13). pp. 43-75.

Rumpole, Edward. (1997) 'Managerial expert systems and organisational change'. In: Withers, R.J. and Patroch, R.A., eds. *Change management: a reader*. Chichester: Wiley. pp. 135-170.

Smith, James, ed. (1992) *Scottish local government*. Edinburgh: Edinburgh University Press.

*Souvenir album of Annapolis and Digby, Nova Scotia*. (n.d.) Annapolis, Nova Scotia: Atlee's Drug and Stationary Store. [http://archive.org/details/cihm\\_64440](http://archive.org/details/cihm_64440) : accessed 10 August 2012.

Williams, Arthur and Goldstone, George. (2004) *Poverty in 19<sup>th</sup> century Edinburgh*. London: HarperCollins.

## Bibliography formatting

Use either Arial or Times New Roman font, 10 point. Indent the second and any subsequent lines of a reference by .5 cm. Single spacing with 10pts between each reference. [The example above uses this formatting. If you use Word, you can achieve the 10 pt spacing between each reference by highlighting the references to affect, bringing up the Paragraph dialog box and then entering 10pt in the Spacing/After box in the Indents and Spacing tab.]

## Listing titles in the bibliography that have no author's name, that begin with the word 'The' and corporate authors

A source without an author or editor's name will need to be shown in a bibliography using the title of the work. If the title begins with the word 'The', remove 'The' and list the source alphabetically by the second word in the title.

The National Archives is rather an odd case. It is often commonly referred to with the inclusion of the definite article and abbreviated as TNA. Despite this, the definite article should not be used as the filing element in listings. The authority form for this corporate body, as established in the Name Authority File of the Library of Congress is - National Archives (Great Britain). This would be the best form to use when citing a work with this body as the corporate author.

We've chosen to use this general authority form for other corporate body authors such as the War Office (Great Britain) and the Board of Trade (Great Britain).

## Bibliographical referencing software

There is bibliographical referencing software available which can assist you in creating references for your secondary sources. A good example is EndNote, but there are also free products such as Mendeley, a reference and PDF organizer, and Zotero, which support various versions of the Harvard style. Most bibliographical referencing software is configurable which means you can change the output style to match ours. You'll need to check the software's help section for configuration information.

These will automatically format your references in your selected style, which you can choose from a number of options and also provides a good way of organizing your references. Please note that this type of software is not designed for use with genealogical and archival primary sources.

One of the course tutors has developed a plug in for Zotero which produces references which come close to the Strathclyde style. If you would like to have this sent to you, please post a request on the IT forum in your course's MyPlace space.