Footnote Referencing

Introduction
Welcome to our guide on how to reference using the University of Leicester footnote style.

Please follow the examples given below for the different types of sources you have used. Make sure you are consistent in how you reference your sources.

If there isn’t an example included for a type of source you have used, please follow the closest example available and include all the information someone else would need to find it.

Got a question? Please Ask Us.

General guidance

References within the text
References are indicated within the text by a footnote, references are then given at the bottom of the page. Footnotes should be placed at the end of the relevant sentence where possible and should follow punctuation (for example, by being placed after the full stop). Superscript Arabic numbers should be used in the text to indicate footnotes, for example 1. Footnotes can be inserted in Microsoft Word by clicking on Insert Footnote from the References tab. Each footnote ends with a full stop.

Referencing specific pages
If you are referring to a specific page or pages of a source, this should be indicated at the end of your reference by:

- p. and the page number for single pages
- pp. for references to more than one page.

If the reference already includes page numbers (for example, references to journal articles or book chapters will include the page numbers of the whole source), put your specific page reference in brackets after the page numbers of the source included in the reference.

If you are referring to a source where the page numbers may change on later viewing (for example an eBook which may give different page numbers when displayed on different devices or on different magnification) give the chapter or paragraph you are referring to at the end of your reference rather than page numbers.
Examples


First and subsequent references
The first time you refer to a source, full details should be given. If you are referring to the same work in the immediately following footnote you can use ibid instead of writing the full reference. For any other subsequent references, a short form of the reference should be given. This should include the author and the title (but not any subtitle). If your footnotes are included in your word count and you want to save words, you may shorten subsequent references further to just the author and enough significant words from the title to identify it (see footnote 6 below for an example of this).

Examples

(Where footnote 4 refers to the same source as footnote 3).


2 Yael Zarhy-Levo, *The theatrical critic as cultural agent: constructing Pinter, Orton and Stoppard as absurdist playwrights* (New York: Peter Lang, 2001).


4 Ibid.

5 Glenn Loney, ‘Entertaining Mr Loney’.

6 Yael Zarhy-Levo, *Theatrical critic*.

Quotations
Please refer to your department for guidance on how to indicate and format quotations within the text of your work.

Authors
Authors’, editors’ and translators’ names should be given as they appear in the original source. If there is no individual author listed for a source, use the corporate author if available. The corporate author is the organisation responsible for writing the source – for example, the BBC.
Missing information
If you are unable to find some of the details needed for your reference, replace them in the reference as below. If you cannot find the date of publication, replace it with [n.d.]. If you cannot find a publisher (where this would normally be included in a reference), replace it with [n.pub.]. If you cannot find a place of publication (where this would normally be included in a reference), replace it with [n.pl.].

Secondary referencing
Secondary referencing is when you refer to a source that has been mentioned in the source you have viewed. You should always try to access the original source and reference that but, if that is not possible, give the author of the source you want to refer to, then 'quoted in', then the full reference for the source you have actually viewed.

Example
Scipione Mercurio, quoted in David Gentilcore, Medical charlatanism in early modern Italy (Oxford: Oxford University Press, 2006), p.11.

If a document is reproduced in full in the source you are referring to, follow the Documents in Published Editions guidelines.

How to reference different types of source

Books
If there are up to three authors or editors, include all their names in the reference. For more than three authors or editors, give the first name and then 'et al.' (Latin abbreviation for 'and others').

Editors should be indicated by putting (ed.) after their name for single editors, or (eds) after their names for multiple editors. Translators should be indicated by putting (trans.) after their names.

Where books have either authors or editors, give their names before the title of the book.

Where books have both authors and editors or translators, give the author’s name before the title of the book and then the editor’s or translator’s name after the title of the book.

Titles are as they appear on the title page of the book, using capital letters for the first word of the title and all proper nouns and a colon to separate titles from subtitles. Where words in italics have been included on the title page of the book, indicate these in your reference by using regular text.

If a book is part of a numbered series (for example, some publishers may produce series of books on a particular topic), give the number and series title. If you are referring to one volume in a multi-volume set, give the volume number and title after the volume title.

The edition of the book, if after the first, should be given.

Author, Book title (Place of publication: Publisher, year of publication).
Examples


Chapters in books

Follow the same rules for referencing a book, but add in the additional information below for the chapter.

Chapter Author, ‘Chapter title’, in Book Author, Book title (Place of publication: Publisher, year of publication), pp. page numbers of chapter.

Example


Early printed books

For early printed books (those printed before 1800), follow the guidance for referencing Books. The information you are able to find on them however may vary. If you are unable to find all the information you need, follow the guidance in the Missing Information section. The titles of early printed books may be very long, so you may find it necessary to abbreviate them (see the second example below, where the title has been abbreviated after Leicester). Retain the original spellings of words, though you may wish to modernise ambiguous letters (for example, u or v).

Example


John Polemon, *All the famous battels that have bene fought in our age* (London: Henrie Bynneman, 1578).

**Journal articles**

If the journal does not have a volume number or an issue number, leave these out. If the journal is part of a numbered series, include this information in the reference before the volume number.


**Examples**


**Newspaper and magazine articles**

If the article is in a specific section of a newspaper or magazine, include the title of the section in your reference. If an article from a newspaper or magazine doesn’t have a title or an individual author, leave these out. Give the titles of newspapers as they appear on the masthead of the paper, for example *The Times*, but *Leicester Mercury*.

Author, ‘Article title’, *Newspaper/Magazine Title*, Date, Section (if relevant), p. /pp. page/pages of article.

If you are referring to a large number of historical newspapers in your work, it may be preferable to omit the author and article title from your reference.

**Examples**


'A history of Leicestershire in 100 Objects: number 34', *Leicester Mercury*, 9 November 2013, p.39.

*The Times*, 1 August 1923, p.9.

**Online resources**

If you are referencing eBooks or electronic journal articles that look like the printed equivalents (for example, have individual pages, set out in the same way as in printed sources) reference them in the same way as print books and journal articles, including all the same information.

For other online sources, follow the examples below. Include the shortest possible web address that will take you directly to the source, in angled brackets. Give the date you accessed the source in square brackets.

**Webpages**

Author, *Title*, Date of publication <web address> [accessed date accessed].
Example


**Blogs**

Author, ‘Title of blog post’, *Title of blog*, Date of publication <web address> [accessed date accessed].

Example


**Twitter**

Author, Date <web address of Twitter feed> [accessed date accessed].

Example


**Manuscripts**

For letters, begin your reference with the author, recipient and date - and, where applicable, the location information for the letter in the library or archive where it is held. Use MS for singular manuscripts and MSS for plural manuscripts. Use f. (or ff. plural) to refer to specific folio sheets.

Location, Name of repository, Name of collection, MS title of manuscript and number.

Examples

Philip Doddridge to Samuel Clarke 19 April 1750, Leicester, University of Leicester Special Collections, MS 29.


Kew, The National Archives, Documents submitted to the Council of Enquiry on Restitution, FO 1060/262.

**Documents in published editions**

For references to original documents within books follow the same rules as for referencing a book, but add in the additional information below on the document.


Examples


**Documents in online databases**


**Example**


**Official documents**

Official documents include publications produced by governments and official bodies.

Document author, *Document title* (Place of publication: Publisher (if applicable), year of publication).

**Example**

University College Leicester, *Annual report and accounts 1936* (Leicester, 1936).


For references to UK parliamentary debates (Hansard), follow the example below. For House of Commons debates, begin your reference with HC Parliamentary Debates, for House of Lords debates, begin your reference with HL Parliamentary Debates.

HC or HL Parliamentary Debates, date of debate, series number, volume number, col. column number or cols. column numbers.

**Example**


**Exhibitions**

To refer to a specific exhibition label or text panel within an exhibition, give the title of the label or panel in single speech marks, then 'in', then the full reference for the exhibition.

*Exhibition title* [exhibition]. Location. Date(s).

**Example**

Leaflets and pamphlets
If you are unable to find all the information you need for your reference, refer to the Missing information section.

Author, Title (Place of publication, Year).

Examples

University of Leicester David Wilson Library, Special collections (Leicester, [n. d.]).

Science Museum, Science Museum Map ([n.pl.], [n.d.]).

George Fox, Surely the magistrates of Nottingham are blinde (London, 1659).

Personal communications
You must seek permission if you wish to refer to personal or private correspondence that has been sent to you.

For posts on online discussion boards, follow the example reference for Blogs.

Type of communication from author of communication to name of recipient, date.

Example

Email from Joseph Bloggs to author, 9 November 2014.

If you want to reference letters that have been published in collections, follow the Documents in Published Editions guidelines. If you want to reference original letters held in Archives, refer to the Manuscript guidelines.

Interviews
Interviewee, interview by interviewer, recording medium, location, date, where held (if appropriate).

For interviews broadcast on television or radio, see Television or radio broadcasts.

Example


Lectures
Name of lecturer, ‘Title of lecture’, lecture delivered at name of institution (Date of lecture).

Example

C. Dodds Pennock, ‘The “expansion” of Europe’, lecture delivered at the University of Leicester (22 November 2007).

Course materials
Author of materials, 'Title of materials', Module code: Module Title. Institution, date.
Book reviews
Books reviews within journals follow a similar format to referencing journal articles, but include review in square brackets after the author’s name and the full reference of the book reviewed.

Author of review [review], ‘Full reference of the book reviewed’, Journal Title, Volume number no. Issue number (Year), pp. pages of article.

Example


Religious texts
If you want to reference a specific edition of a religious text, include the full publication details as for a book.

If you are referencing a specific chapter and verse from the Bible, include this information in your reference.

Title, section.

Example

Bible, Isaiah 22, 5.

Theses and dissertations
If a thesis or dissertation is available online (in a Research Archive, for example) include the web address and date accessed in your reference.

Author, ‘Title of thesis or dissertation’ (unpublished level thesis, Name of University, Year).

Examples


Audio-visual materials
Include the type of material in your reference in square brackets, for example [DVD], [film], [music recording]

Music or speech recordings
Composer/author, Title [material type], Artist/Orchestra/Composer (Recording Company, CD reference, Date).

Example

Films
If you are referring to films from more than one country in your work, include the name of the country in your reference before the name of the distributors.

Title [film], dir. by Director (Name of Distributors, Year).

Example

Casablanca [film], dir. by Michael Curtiz (USA: Warner Brothers, 1943).

Television or radio broadcasts
Give the time of transmission, if relevant. To reference an interview broadcast on television or radio, give the name of the interviewee, followed by ‘interviewed by’ and the name of the interviewer at the start of your reference.

‘Title of Programme’, Title of series [television programme or radio programme] Broadcaster, Date of Broadcast.

Example


Bibliographies
For guidance on the format of your bibliography, please refer to your department. They may require you to submit a reference list (which includes only those references you have referred to in the text of your work) or a full bibliography (which includes references for all of the material you have used in writing your work). Your department may also require you to split your bibliography into different sections based on type of resource.