DEPARTMENT OF HISTORICAL STUDIES
UNIVERSITY OF CAPE TOWN

ABRIDGED DEPARTMENTAL POLICY AND REFERENCING GUIDE

Updated 2022

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DP CERTIFICATES AND SUBMISSION POLICY

DPs

Most courses at UCT need students to meet a certain set of criteria to receive a Duly Performed Certificate (DP). You need a DP in order to be allowed to write a course's exam (and hence to pass the course).

In order to obtain a DP in the Department of Historical Studies, you must submit all coursework by the due dates set and complete a course evaluation. The only exceptions are on medical or compassionate grounds approved by the Head of Department.

Late Assignments:

Late assignments will incur a penalty of 5% per day (including Saturdays and Sundays) that they are overdue up until 0%, after which we will not accept assignments and you will not receive DP. Extension requests must be submitted using the online request form available on the departmental website:

http://www.historicalstudies.uct.ac.za/hst/students/extension-request-form

Only the Head of Department can grant your request, please do not ask your tutor or course convenor.

DEPARTMENTAL REFERENCING POLICY

Academic disciplines reference in different ways. Most social sciences and literary disciplines use in-text referencing (where the references are in brackets within your written work). In history, we use what is called a **footnote/endnote** referencing system. Historians often need to reference lengthy primary or archival sources that are too cumbersome to reference in text. There are different standards for referencing even within this system. Academic journals and books, for example, will not always be consistent. However, in your essays and tutorial assignments submitted in your history courses at UCT, you must be consistent.
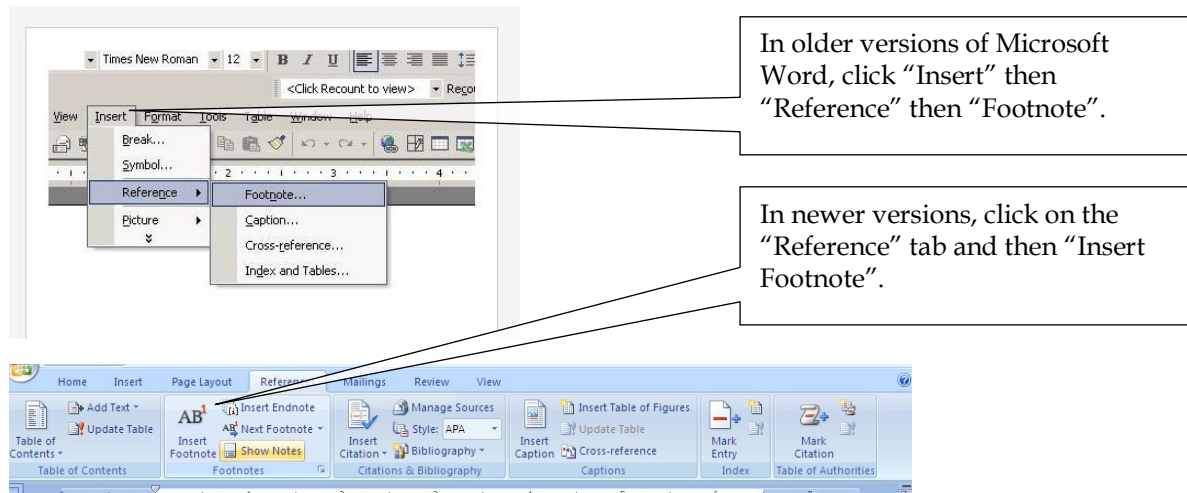
In the Department of Historical Studies, we follow the **Chicago Footnotes Style** for our referencing. The footnoting referencing system involves two key components:

1. Footnotes: Footnote should be placed at the foot of the page in question (not at the end of the essay). Number footnotes consecutively in Arabic numerals.

2. Bibliography: This appears at the end of your work and lists all the sources used. Do not include items in the bibliography which have not been read or which have been read but not used for the essay. Students will be expected to show familiarity with all the items in the bibliography.

The sections to follow give detailed explanations of how to reference different types of sources. Below is a general guide on how to use the footnote referencing system.

How do I insert a footnote?

Different versions of Microsoft Word have different ways of inserting footnotes (see pictures below).

In older versions of Microsoft Word, click "Insert" then "Reference" then "Footnote".

In newer versions, click on the "Reference" tab and then "Insert Footnote".

Where does the footnote go?

A note number should generally be placed at the end of a sentence after the final punctuation, or at the end of a clause and its punctuation. Direct quotations/sentences that contain direct quotations/block quotations should always be footnoted. Relative to other punctuation, the number follows any punctuation mark except for the dash, which it precedes.

For example:

"This," wrote George Templeton Strong, "is what our tailors can do."[1]

It was the hour of "national paths" toward socialism;[2] but that expression, which turned out to be temporary, was more an incantation than a discovery.

The bias was apparent in the Shotwell series[3]—and it must be remembered that Shotwell was a student of Robinson's.

Important points for setting out footnotes:

1. **Page numbers**
- Every reference must have a precise page (or group of pages) to which it refers.
- Include your page number at the **end** of your footnote, separated from the reference by a comma.
   Example: Jeremy Seekings and Nicoli Nattrass, *Class, Race and Inequality in South Africa* (New Haven and London: Princeton University Press, 2005), 252.

2. Referencing the same source as a previous footnote

- When referencing the same source and page number as the footnote directly above, <u>you can use the term Ibid</u>. (See the last page of this guide for an alternative to Ibid.)
- 'Ibid.' is a short form of a Latin word that means "in the same place." Make sure that whenever you use Ibid. it is followed by a full stop.
- If you are referencing the same source, but a different page number as the previous footnote then you must write that page number. E.g.: Ibid., 7.
- It is recommended that you only put Ibid. in **at the very last stage of your essay writing process.** Sometimes you will cut and paste and move references around so they can get mixed up. Make sure when you use Ibid., you are indeed referring to the same source as the previous reference.

3. Abbreviating Repeated References

- If you have already given the entire footnote reference for a particular source once, then the next time you reference it you can use a shortened form of it:
  - Surname of author, *Abbreviated Title*, page number.
  - Example: Pomeranz, *Great Divergence*, 128.

  See the last page of this guide for more detailed notes on how to abbreviate different types of sources.

<u>What should a bibliography look like?</u>

- The bibliography of your assignment or essay should have every source that you referenced in your footnotes
- The style of listing books or articles is different for bibliographies than for footnotes (see later in this guide).
- Your bibliography should be arranged alphabetically by the surname of the author.

<u>GOLDEN RULES OF REFERENCING:</u>

1. When you are unsure whether you should or shouldn't reference something, you should reference.

2. Provide enough information that a reader can find the source you cite for themselves.

3. Direct quotes must always be referenced.

Example of footnoting style

Body of text

The encouragement of monoculture economies is one aspect of colonialism that some believe significantly contributed to the underdevelopment of African countries. Walter Rodney believes that colonialism led to the development of an "enclave import-export sector."[1] He argues that African colonies were made to be dependent on a one or two primary product exports. For example, Liberia was a monoculture economy that relied heavily on rubber.[2] This dependency, he argues, was a colonial invention and it led to "growth without development" in African countries.[3] However, L.H. Gann and Peter Duignan disagree with Rodney. Instead, they believe that there is "no justification" for the idea that "a country which makes a living by selling raw materials to foreigners necessarily stays poor."[4] In fact, they consider Rodney's view to be ethnocentric in that it assumes all countries must follow the model of development started with the British Industrial Revolution.[5] Gann and Duignan argue "cultures differ objectively in the number of choices which their members can make and in their ability to develop man's potentialities."[6] This fundamental disagreement about the impact of monoculture economies leads Rodney to conclude that colonialism increased the dependence of Africans on Europe, whereas Gann and Duignan conclude that monoculture was a better option for many African colonies in the early twentieth century.[7]

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Bibliography

Gann, L.H., and Peter Duignan. "The burden of empire" in *Historical Problems of Imperial Africa* Volume 2, edited by Robert O. Collins, 271-279. Princeton: Marcus Weiner Publishers, 2007.

Rodney, Walter. "How Europe underdeveloped Africa" in *Historical Problems of Imperial Africa* Volume 2, edited by Robert O. Collins, 294-302. Princeton: Marcus Weiner Publishers, 2007.

Callout: The footnote comes after the final punctuation.

Callout: If you have two sources for one reference, separate them with a semi-colon.

Callout: Reference in full the first time you use a source.

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1 Walter Rodney, "How Europe underdeveloped Africa" in *Historical Problems of Imperial Africa* Volume 2, ed. Robert O. Collins (Princeton: Marcus Weiner Publishers, 2007), 301.
2 Ibid.
3 Ibid.
4 L.H. Gann and Peter Duignan, "The burden of empire" in *Historical Problems of Imperial Africa* Volume 2, ed. Robert O. Collins (Princeton: Marcus Weiner Publishers, 2007), 273.
5 Ibid.
6 Ibid., 272.
7 Rodney, "How Europe underdeveloped Africa," 302; Gann and Duignan, "The burden of empire," 273.

REFERENCING GUIDE

Below is a guide to how to reference different types of sources. The footnote reference is labelled (F). The bibliographic reference is labelled (B)

SECONDARY SOURCES

BOOKS

Book by One Author

(F) 1. Firstname Lastname, *Title of Book* (Place of Publication: Publisher, Year of Publication), page number/s.

(B) Lastname, Firstname. *Title of Book*. Place of Publication: Publisher, Year of publication.

For example:

(F) 1. Kenneth Pomeranz, *The Great Divergence: China, Europe and the Making of the Modern World Economy* (Princeton: Princeton University Press, 2001), 37-40.

(B) Pomeranz, Kenneth. *The Great Divergence: China, Europe and the Making of the Modern World Economy*. Princeton: Princeton University Press, 2001.

Book by Multiple Authors

(F) 1. Jeremy Seekings and Nicoli Nattrass, *Class, Race and Inequality in South Africa* (New Haven and London: Princeton University Press, 2005), 220.

(B) Seekings, Jeremy and Nicoli Nattrass. *Class, Race and Inequality in South Africa*. New Haven and London: Princeton University Press, 2005.

Book with an Editor

(F) Joel Mokyr, ed. *The Oxford Encyclopaedia of Economic History* (Oxford: Oxford University Press, 2003), 267.

(B) Mokyr, Joel, ed. *The Oxford Encyclopaedia of Economic History*. Oxford: Oxford University Press, 2003.

Chapters in Edited Collections

(F) 5. Robert Harms, "The transatlantic slave trade in cinema," in *Black and White in Colour: African History on Screen* eds. Vivian Bickford-Smith and Richard Mendelsohn (Oxford: James Currey, 2007), 67.

(B) Harms, Robert. "The transatlantic slave trade in cinema." In *Black and White in Colour: African History on Screen*, edited by Richard Mendelsohn and Vivian Bickford-Smith, 59-79. Oxford: James Currey, 2007.

Note: Titles of chapters must not be capitalized headlinestyle like book titles and periodical articles are.

In your bibliographical entry, be sure to include <u>all</u> the pages taken up by the chapter in the edited edition.

Indirect Sources

Because authors are generally expected to be intimately familiar with the sources they are citing, we discourage the use of a source that was cited within another (secondary) source. You can either chase up the original source or use the below description of "cited in" for the note:

(F) 1. Ian Hacking, *The Social Construction of What?* (Cambridge, MA: Harvard University Press, 1999), 103, cited in Manuel DeLanda, *A New Philosophy of Society* (New York: Continuum, 2006), 2.

(B) Hacking, Ian. *The Social Construction of What?*. Cambridge, MA: Harvard University Press, 1999. Cited in Delanda, Manuel. *A New Philosophy of Society*. New York: Continuum, 2006.

<u>PERIODICALS</u>

Periodicals include printed journals, electronic journals, magazines, and newspapers. Citations for these sources should include enough information for the reader to find the resource in a library or a database. Thus, dates are essential (month, day, and year for magazines and newspapers, and volume and year plus month or issue number for journals). Titles of periodical articles must be capitalized headlinestyle.

Journals

(F) 1. Firstname Lastname, "Article Title," *Journal Title* Volume Number, Issue no. (Date), page number/s.

(B) Lastname, Firstname. "Article Title." *Journal Title* Volume number, Issue no. (Date), first-last page numbers of the article.

For example:

(F) 1. Susan Peck MacDonald, "The Erasure of Language," *College Composition and Communication* 58, no. 4 (2007), 619.

(B) MacDonald, Susan Peck. "The Erasure of Language." *College Composition and Communication* 58, no. 4 (2007), 585-625.

Magazines

(F) 1. Firstname Lastname, "Article Title," *Magazine Name*, Month Year, page number/s.

(B) Lastname, Firstname. "Article Title." *Magazine Name*, Month Year, page numbers.

For example:

(F) 1. Emily Macel, "Beijing's Modern Movement," *Dance Magazine*, February 2009, 35.

(B) Macel, Emily. "Beijing's Modern Movement." *Dance Magazine*, February 2009, 34-37.

Newspaper Articles

Newspaper articles, of course, may be primary and not secondary sources, depending on their purpose. The method of referencing does not change, however, so for brevity's sake, they are included here.

(F) 1. Firstname Lastname [if author is known], "Title of Article," *Name of Newspaper* (Place of Publication), Month Day, Year.

(B) Lastname, Firstname [if author is known]. "Title of Article." *Name of Newspaper*. Place of publication, Month Day, Year.

For example:

(F) 1. Nisha Deo, "Visiting Professor Lectures on Photographer," *Exponent* (West Lafayette, IN), February 13, 2009.

(B) Deo, Nisha. "Visiting Professor Lectures on Photographer." *Exponent*. West Lafayette, IN, February 13, 2009.

Note: Because a newspaper's issue of any given day may include several editions, and items may be moved or eliminated in various editions, page numbers may usually be omitted.

THESES AND UNPUBLISHED/WORKING/CONFERENCE PAPERS

(F) 1. Firstname Lastname, "Title of Paper" (Type of work, Institution [if known], Date), page number/s.

(B) Lastname, Firstname. "Title of Paper." Type of work, Institution, Date.

For example:

(F) 1. Raphael Chaskalson, "Platinum, Politics and Popular Resistance: Changing Patterns of Worker Organisation on South Africa's Bushveld Igneous Complex, 1994-2012" (BA Honours Dissertation, University of Cape Town, 2013), 23.

(B) Chaskalson, Raphael. "Platinum, Politics and Popular Resistance: Changing Patterns of Worker Organisation on South Africa's Bushveld Igneous Complex, 1994-2012." BA Honours Dissertation, University of Cape Town, 2013.

Or:

(F) 1. Crispen Chinguno, "Marikana and the Post-Apartheid Workplace Order" (working paper, Sociology of Work Project, University of the Witwatersrand, Johannesburg, 2013), 3.

(B) Chinguno, Crispen. "Marikana and the Post-Apartheid Workplace Order." Working Paper, Sociology of Work Project, University of the Witwatersrand, Johannesburg, 2013.

Or:

(F) 1. Linda A. Teplin, Gary M. McClelland, Karen M. Abram, and Jason J. Washburn, "Early Violent Death in Delinquent Youth: A Prospective Longitudinal Study" (paper presented at the Annual Meeting of the American Psychology-Law Society, La Jolla, CA, March 2005), 7.

(B) Teplin, Linda A., Gary M. McClelland, Karen M. Abram, and Jason J. Washburn. "Early Violent Death in Delinquent Youth: A Prospective Longitudinal Study." Paper presented at the Annual Meeting of the American Psychology-Law Society, La Jolla, CA, March 2005.

ONLINE SOURCES

General Web Sources

Articles on the web that are not in a magazine or periodical are referenced as follows:

(F) 1. Firstname Lastname [if author is known] or item description, "Title of Web Page," *Publishing Organization or Name of Web Site*, Publication Date [if available], Access Date, URL.

(B) Lastname, Firstname [if author is known]. "Title of Web Page." *Publishing Organization or Name of Web Site*. Publication Date [if available]. Access Date. URL.

For example:

(F) 1. Map of Cabo de Goede Hoop in the 18th century, "Inventories of the Orphan Chamber of the Cape of Good Hope," *TANAP (Towards a New Age of Partnership),* accessed February 4, 2012, http://www.tanap.net/content/activities/documents/Orphan_Chamber-Cape_of_Good_Hope/index.htm.

 (B) "Inventories of the Orphan Chamber of the Cape of Good Hope." *TANAP (Towards a New Age of Partnership).* Accessed February 4, 2012. http://www.tanap.net/content/activities/documents/Orphan_Chamber-Cape_of_Good_Hope/index.htm.

Online Periodicals (Journal, Magazine, and Newspaper Articles)

Online periodicals are cited exactly as their print counterparts, with the addition of a URL at the end of the citation.

Online Magazines

(F) 1. Firstname Lastname, "Article Title," *Magazine Name*, Month Day, Year, URL.

(B) Lastname, Firstname. "Article Title." *Magazine Name*. Month Day, Year. URL.

For example:

(F) 1. Barron Young-Smith, "Green Room," *Slate*, February 4, 2009, http://www.slate.com/id/2202431/.

(B) Young-Smith, Barron. "Green Room." *Slate*. February 4, 2009. http://www.slate.com/id/2202431/.

FILM, TELEVISION, & OTHER RECORDED MEDIUMS

The citation for recordings and other multimedia content usually includes some or all of the following elements:

1. The name of the composer, writer, performer, or other person primarily responsible for the content. Include designations such as vocalist, conductor, or director as appropriate.

2. The title of the work.

3. Information about the work, including the names of additional contributors and the date and location of the recording, production, or performance.

4. Information about the publisher, including date of publication.

5. Information about the medium or format (e.g., LP, DVD, MP3, AVI).

6. Any additional information that might be relevant to the citation.

7. For sources consulted online, a URL.

The order of these elements-and which ones are included-will depend not only on the nature of the source but also on whether a part or the whole is cited and whether a particular contributor is the focus of the citation.

(F) 1. *Title of Work*, directed by Firstname Lastname (Original release year; City: Studio/Distributor, Video release year), Medium.

(B) Lastname, Firstname, dir. *Title of Work*. Original Release Year. City: Studio/Distributor, Video Release year. Medium.

For example:

(F) 1. *Joe Versus the Volcano*, directed by John Patrick Shanley (1990; Burbank, CA: Warner Home Video, 2002), DVD.

(B) Shanley, John Patrick, dir. *Joe Versus the Volcano*. 1990; Burbank, CA: Warner Home Video, 2002. DVD.

PRIMARY SOURCES

A primary source is a document or physical object which was written or created during the time under study. Some types of primary sources include: interviews, archival documents, company reports, statistical documents and government publications.

During your first year at UCT, you are unlikely to have to reference many primary sources. You will almost certainly, however, have to do so later in your career. Here are guidelines for a few types of primary sources you may encounter.

INTERVIEWS

(F) 1. Firstame Lastname of Interviewee, interview by Interviewer Name, Place of Interview, Month Day, Year, recording file and/or transcript page details.

(B) Lastname, Firstname of Interviewee. Interview by Interviewer Name. Place of Interview, Month Day, Year.

For example:

(F) 1. Chris Molebatsi, interview by author, Marikana Township, June 19, 2013, File 2/2, 8.

(B) Molebatsi, Chris. Interview by author. Marikana Township, June 19, 2013.

Note on Confidentiality and Ethics

When using interviews as sources, you have to make sure that your interviewees have given you informed consent to use their testimony for research. This booklet does not go into the details of this procedure – your lecturer will explain this in full if you are called upon to use interviews for one of your courses. It is worth noting, however, that some respondents may request to remain anonymous. You must take care not to use their name when you reference them if this is the case.

For example:

(F) 1. Anonymous miner 1, interview by author and Jasper Finkeldey, Nkaneng, June 18, 2013, File 3/4, 15.

(B) Anonymous miner 1. Interview by author and Jasper Finkeldey. Nkaneng, June 18, 2013.

ARCHIVAL SOURCES

General Archival Sources

Items in an archive can take many forms, so standardising referencing is difficult. Make sure to include the archive information where your source came from. Nevertheless, wherever possible, you should try and conform to the following format:

(F) 1. Title of Item, Firstname Lastname [if author is known], Month Day, Year, Type of Source, Box/Folder No., Collection/Archive Name, Place.

(B) Lastname, Firstname [if author is known]. Title of Item. Month Day, Year. Type of Source. Box/Folder no. Collection/Archive Name. Place.

Official Correspondence:

(F) 1. Assistant Secretary of Public Works to the Secretary to the Law Department, February 23, 1903, Correspondence, PWD 2/599 A8, Cape Town Archives Repository (hereafter KAB).

(B) Assistant Secretary of Public Works to the Secretary to the Law Department. February 23, 1903. Correspondence. PWD 2/599 A8. Cape Town Archives (KAB).

Archived Interview:

(F) 1. Interviews with Eardley Knollys and Henry Moore by June Opie, June 12, 1957, audiotape, AG-583/005, Hocken Collections, Dunedin.

(B) Opie, June. Interviews with Eardley Knollys and Henry Moore. June 12, 1957. Audiotape. AG-5830005. Hocken Collections. Dunedin.

Note: If an interview transcript was consulted you would specify "transcript" rather than "audiotape."

Letters:

(F) 1. Allan Holland to Stella Holland, August 9, 1914, Letter, MS 6265/1/21, Patrick O'Farrell Papers, National Library of Australia, Canberra.

(B) Allan Holland to Stella Holland. August 9, 1914. Letter. MS 6265/1/21, Patrick O'Farrell Papers. National Library of Australia. Canberra.

GOVERNMENT DOCUMENTS

You may have to cite, say, a report commissioned by the government, or minutes of parliamentary proceedings. Most of the government documents you will use during your time at UCT can be found in the Government Publications Department of the Oppenheimer Library. Make sure to include the archive information where your source came from. Again, standardising referencing for these sources is tricky, but try to follow this format wherever possible:

(F) 1. Issuing Authority, *Title of Document*, Volume no. [if applicable], Date, Archive Information (Place of Publication: Publisher), page.

(B) Issuing Authority. *Title of Document*. Volume no. [if applicable]. Date. Archive Information. Place of Publication: Publisher.

For example:

(F) 1. Republic of South Africa, *Parliamentary Debates of the Fifth National Assembly*, Vol. 3, 2012, University of Cape Town, Government Publications (Cape Town: Government Printer), 535.

(B) Republic of South Africa. *Parliamentary Debates of the Fifth National Assembly*. Vol. 3. 2012. University of Cape Town, Government Publications. Cape Town: Government Printer.

Or:

(F) 1. Statistics South Africa, *Quarterly Labour Force Survey*, 1998, University of Cape Town, Government Publications (Pretoria: Government Printer), 121.

(B) Statistics South Africa. *Quarterly Labour Force Survey*. 1998. University of Cape Town, Government Publications. Pretoria: Government Printer.

NON-GOVERNMENTAL REPORTS OR SURVEYS

(F) 1. Firstname Lastname [if author is known], Organisation, *Title*, Date (Place of Publication: Publisher [if known]), page.

(B) Lastname, Firstname [if author is known]. Organisation. *Title*. Date. Place of Publication: Publisher [if known].

For example:

(F) 1. David Van Wyk, Bench Marks Foundation, *The Policy Gap 6 – A Review of Platinum Mining in the Bojanala District of the North West Province*, 2012, 15-17.

(B) Van Wyk, David. Bench Marks Foundation. *The Policy Gap 6 – A Review of Platinum Mining in the Bojanala District of the North West Province*. 2012.

Or:

(F) 1. National Union of Mineworkers, *Annual Secretariat Report*, 2012 (Johannesburg: COSATU Printer), 58.

(B) National Union of Mineworkers. *Annual Secretariat Report*. 2012 Johannesburg: COSATU Printer.

Note: If the name of the issuing authority is lengthy, you can shorten it, provided you notify your reader of the abbreviation you will use in your first reference.

For example:

1. National Union of Mineworkers [henceforth 'NUM'], *Annual Secretariat Report*, 2012 (Johannesburg: COSATU Printer), 12.

2. NUM, *Secretariat Report*, 11.

NOTES ON ABBREVIATING REPEATED REFERENCES

If you have already referenced one source, in full, in a footnote, you do not need to repeat it in full later in your paper. As explained earlier, if you wish reference the *identical source* to a previous one, you can use Ibid. However, the Chicago Manual of Style 17th Edition now discourages the use of Ibid. in favour of shortened citations. Shortened citations generally take up less than a line, meaning that Ibid. saves no space, and in electronic formats that link to one note at a time, Ibid. risks confusing the reader.

It might appear as follows:

1. Kenneth Pomeranz, *The Great Divergence: Europe, China and the Making of the Modern World Economy* (Princeton: Princeton University Press, 2005), 21.
2. Roger T. Anstey, "Capitalism and Slavery: A Critique," *The Economic History Review* 21, no. 2 (1968), 320.
3. Pomeranz, *Great Divergence*, 50.
4. Pomeranz, 73.   *or*   4. Ibid., 73.
5. Pomeranz, 73.   *or*   5. Ibid.
6. Kenneth Pomeranz, *The World That Trade Created: Society, Culture and the World Economy, 1400 to the Present* (Routledge, 2014), 68.
7. Pomeranz, *The World That Trade Created*, 57.   *or*   7. Ibid., 80.
8. Pomeranz, 58.   *or*   8. Ibid.
9. Anstey, "Critique," 325.

Note: Use italics or quotation marks on your shortened title depending on how the title appears in the first full reference.