

OXFORD REFERENCING STYLE GUIDE

All students intending to major in history should learn history's system of footnoting and bibliography.

If you are only doing a history course as an option or elective study you may use the Harvard AGPS system with a list of references consulted at the end. You will find information about how to reference using Harvard on USQ Library homepage. Click on 'Referencing Guides' first, then 'Harvard'.

<http://www.usq.edu.au/library/help/referencing/harvard.htm>

Please note, however, that history requires page numbers to be included as well as author and year in brackets within the text, as per the advice given in the library guide.

The first part of this guide explains the [basics of footnoting](#) (and endnoting) and assembling your bibliography.

The [second part](#) gives advice about what has to be footnoted and how to evaluate online sources.

There is also a [powerpoint show](#) that explains how to footnote using Word 2007 and earlier versions of Word for those new to writing essays on computer.

Lastly there is a list of [some of the fundamental dos and don'ts](#) of history essay writing.

Part 1 Oxford Basics

Footnoting and endnoting

1. You must use a footnote to indicate the source of a direct quotation and of ideas, opinions and statistical material which you have taken – not necessarily in quotation – from another author. Footnote refers to notes placed at the bottom of the page. It is also acceptable to place all the footnotes at the end of your essay when they are referred to as endnotes.

Insert a number in your text after the passage you have borrowed for each footnote. This is usually at the end of the sentence but occasionally it is after a phrase or clause. The number is always placed immediately after the punctuation, usually a comma(,) semi-colon (;) or full stop(.). Make the numbers continuous throughout the essay (e.g. 1–20). Place the footnote at the bottom of the page on which the reference occurs or on a separate page at the end of the essay, preceding the bibliography.

2. In your **first reference to a book** in a footnote, give full publication details and page, e.g.:

- Author/s, *Title in italics*, Place of publication: publisher, year of publication, page no./nos.

Example: Peter A. Thompson & Robert Macklin, *The Battle of Brisbane: Australians and the Yanks at War*, Sydney: ABC Books, 2001, p. 101.

3. Thereafter, you may refer to that book by using the following abbreviations:

(a) ***ibid***, (i.e. **ibidem**, a Latin word meaning ‘in the same place’).

This is used when references to the same book immediately follow one another, e.g.:

1 Peter A. Thompson & Robert Macklin, *The Battle of Brisbane: Australians and the Yanks at War*, (Sydney: ABC Books, 2001), p. 160.

2 *ibid* (to indicate same book, same page)

3 *ibid*, p. 146 (to indicate same book, different page).

(b) Author, ***op cit*** (i.e. **opere citato**, meaning ‘in the work cited’).

This is used when references to the same book do not immediately follow each other, e.g.:

1 Peter A. Thompson & Robert Macklin, *The Battle of Brisbane: Australians and the Yanks at War*, Sydney: ABC Books, 2001, p. 160.

2 Patricia Seed, *Ceremonies of Possession in Europe’s Conquest of the New World, 1492-1640*, Cambridge: Cambridge University Press, 2006, p. 90

3 Thompson & Macklin, *op cit*, p. 150 (You are referring back to Thompson & Macklin’s book which you mentioned previously, but **not immediately above**).

There is no need to repeat the authors’ first names or initials after the first citation.

4. Alternatively, instead of *op cit* a **short title** may be used and must be used if two books by the same author are cited, e.g.:

1 Peter A. Thompson & Robert Macklin, *The Battle of Brisbane: Australians and the Yanks at War*, Sydney: ABC Books, 2001, p. 160.

2 Patricia Seed, *Ceremonies of Possession in Europe’s Conquest of the New World, 1492-1640*, Cambridge: Cambridge University Press, 2006, p. 90

3 Thompson & Macklin, *Battle of Brisbane*, p. 150

5. **Citing journal articles** is slightly different. You need to give:

Author/s, ‘Title of the article (in single inverted commas),’ *Name of the journal in italics*, Volume number, issue number, date of issue, and the pages for the specific reference.

Example: Merry Wiesner-Hanks, 'World History and the History of Women, Gender, and Sexuality', *Journal of World History*, Vol. 18, No. 1, March 2007, pp. 55-56.

6. As for books, repeat references to this article by Wiesner-Hanks may be referred to using *ibid*, for the footnote immediately following, or Wiesner-Hanks, *op cit*, p. no. for a later reference.

Examples:

- 1 Peter A. Thompson & Robert Macklin, *The Battle of Brisbane: Australians and the Yanks at War*, Sydney: ABC Books, 2001, p. 160.
- 2 Patricia Seed, *Ceremonies of Possession in Europe's Conquest of the New World, 1492-1640*, Cambridge: Cambridge University Press, 2006, p. 90
- 3 Thompson & Macklin, *op cit*, p. 150
- 4 Merry Wiesner-Hanks, 'World History and the History of Women, Gender, and Sexuality', *Journal of World History*, Vol. 18, No. 1, March 2007, pp. 55-56.
- 5 *ibid*, p. 57 (refers to Wiesner-Hanks above but a different page in the article)
- 6 Seed, *op cit*, p. 91 (refers Patricia Seed book cited in footnote 2 above but a different page in that book.)
- 7 Wiesner-Hanks, *op cit*, p. 58 (refers to Wiesner-Hanks article cited in footnote 4 above but a different page number.)

7. Referring to a chapter within an **edited book** requires more details: Edited books are books with one or more editors that include chapters by various scholars. In this case you are required to give the author of the chapter and the title of the chapter that you want to cite. You need to give:

Author/s, 'Title of the chapter (in single inverted commas),' in editor/s, (ed.)/(eds) [if more than one, then all editors names must be given], *Title of the book in italics*, place of publication: publisher, year of publication, and the pages for the specific reference.

Example: Hans Van de Ven, 'The Onrush of Modern China' in A. G. Hopkins (ed.), *Globalization in World History*, London: Pimlico, 2002, p. 170.

8. Using **more than one publication from one author** can be resolved in two ways. Referring to several works by the one author can become a little confusing when using *op cit*. As well as citing Wiesner-Hanks article in the *Journal of World History*, used as an example above, you might also have used her book on gender and want to cite that too. As your essay progresses your footnotes will grow as follows:

- 1 Peter A. Thompson & Robert Macklin, *The Battle of Brisbane: Australians and the Yanks at War*, Sydney: ABC Books, 2001, p. 160.
- 2 Patricia Seed, *Ceremonies of Possession in Europe's Conquest of the New World, 1492-1640*, Cambridge: Cambridge University Press, 2006, p. 90

- 3 Thompson & Macklin, *op cit*, p. 150
- 4 Merry Wiesner-Hanks, 'World History and the History of Women, Gender, and Sexuality', *Journal of World History*, Vol. 18, No. 1, March 2007, pp. 55-56.
- 5 *ibid*, p. 57
- 6 Seed, *op cit*, p. 91
- 7 Wiesner-Hanks, *op cit*, p. 58
- 8 Merry E. Wiesner-Hanks, *Gender in History*, Malden Massachusetts: Blackwell, 2001, p. 5

If you wanted to refer again to the book by Wiesner-Hanks rather than the article it would not be clear whether the *op cit* referred to her article or her book.

In this case historians who like to use the *op cit* abbreviation differentiate the works by year of publication.

- 1 Peter A. Thompson & Robert Macklin, *The Battle of Brisbane: Australians and the Yanks at War*, Sydney: ABC Books, 2001, p. 160.
- 2 Patricia Seed, *Ceremonies of Possession in Europe's Conquest of the New World, 1492-1640*, Cambridge: Cambridge University Press, 2006, p. 90
- 3 Thompson & Macklin, *op cit*, p. 150
- 4 Merry Wiesner-Hanks, 'World History and the History of Women, Gender, and Sexuality', *Journal of World History*, Vol. 18, No. 1, March 2007, pp. 55-56.
- 5 *ibid*, p. 57
- 6 Seed, *op cit*, p. 91
- 7 Wiesner-Hanks, *op cit*, p. 58
- 8 Merry E. Wiesner-Hanks, *Gender in History*, Malden Massachusetts: Blackwell, 2001, p. 5
- 9 Seed, *op cit*, p. 103
- 10 Wiesner-Hanks (2007) *op cit*, p. 58
- 11 Wiesner-Hanks (2001) *op cit*, p. 8

The two different sources by Wiesner-Hanks can now be identified.

It can still be a little confusing however and for this reason many historians prefer to use a shortened form of the works rather than *op cit*. As in the Thompson and Macklin book, where the authors and a short version of the book title were used, you can use an author and a short version of their article title instead of *op cit* and year. Here is the same list of footnotes using a shortened title instead of *op cit*.

- 1 Peter A. Thompson & Robert Macklin, *The Battle of Brisbane: Australians and the Yanks at War*, Sydney: ABC Books, 2001, p. 160.
- 2 Patricia Seed, *Ceremonies of Possession in Europe's Conquest of the New World, 1492-1640*, Cambridge: Cambridge University Press, 2006, p. 90
- 3 Thompson & Macklin, *Battle of Brisbane*, p. 150
- 4 Merry Wiesner-Hanks, 'World History and the History of Women, Gender, and Sexuality', *Journal of World History*, Vol. 18, No. 1, March 2007, pp. 55-56.
- 5 Wiesner-Hanks, 'World History', p. 57
- 6 Seed, *Ceremonies*, p. 91
- 7 Wiesner-Hanks, 'World History', p. 58
- 8 Merry E. Wiesner-Hanks, *Gender in History*, Malden Massachusetts: Blackwell, 2001, p. 5
- 9 Seed, *Ceremonies*, p. 103
- 10 Wiesner-Hanks, 'World History', p. 58
- 11 Wiesner-Hanks, *Gender in History*, p. 8

These short versions are valid as long as full publication details are given for the original reference. You may use whichever style you prefer. The important thing is to stick to the one style. It is not appropriate to mix the use of *op cit* and the shortened title within the one essay.

9. **One source with several authors** may also be shortened after the first reference. In the case of two or three authors all surnames should be used but where there are four or more, the first author followed by *et al* is used. So:
 1. Ray Evans, Kay Saunders & Krathryn Cronin, *Race Relations in Colonial Queensland*, Sydney: Australia and New Zealand Book Company, 1975, p. 16.
 2. Evans, Saunders & Cronin, *Race Relations*, p. 240.
 3. Libby Connors, Lyn Finch, Kay Saunders, Helen Taylor, *Australia's Frontline*, St Lucia: University of Queensland Press, 1992, p.42.
 4. Connors *et al*, *Frontline*, p. 35.
10. Citing **websites** follows these same principles but you also need to give what is known as a retrieval statement ie when you accessed or downloaded the material. The latter is required because websites change so much. If you cannot find a publisher or author then you need to consider whether the site is credible and scholarly enough to be used for your research. You will find advice about how to evaluate internet sites on the Library's website under Finding Information for your Assignments. Go to the Finding Information Tutorial. Module 3.3.7 is particularly helpful:
<http://libtute.usq.edu.au/index.php?page=68>

So websites require the author or publisher, the title of the pages/article/manuscript material you are citing, the name of the website, <the URL address> retrieval statement.

Example: Norman Tindale, *Tribal Boundaries in Aboriginal Australia*, South Australian Museum Archives,
<http://www.samuseum.sa.gov.au/page/default.asp?site=2&page=TIN_Tribal> Accessed 1 March 2010.

If you wish to cite a titled section or page within a website, this is sometimes included in single quotation marks:

Example: Norman Tindale, 'Badjalang' in *Tindale's Catalogue of Australian Aboriginal Tribes*, South Australian Museum Archives,
<<http://www.samuseum.australia.sa.com/tindaletribes/badjalang.html>>
Accessed 23 February 2010.

11. Acknowledging **films and documentaries** in video and DVD format is similar. You need to give:

Name of director (as with books), *Title of film/documentary in italics*, Name of series (if relevant), Name of narrator (if relevant), Film company or studio name: followed by production name/broadcaster, year of release and (the format, if required).

Example 1: Catherine Dyson (director), *The Kokoda Trail: More than just a war memorial*, Australian Film Finance & Halcyon Films, SBS TV: 2006 (DVD).

Example 2: Shekhar Kapur (director), *Elizabeth: The Golden Age*. Universal Studios: Motion Picture ZETA, 2008.

Where you wish to refer to a particular episode of a program series, note that titles of episodes of a program are given in single quotation marks, but the title of the program is given in italics.

Example 3: Quentin McDermott, 'In my shoes', *4 Corners*, Australian Broadcasting Commission, ABC TV: 12 May 2008 (DVD).

12. eBooks require the same information as print books plus the URL for the host site. So

Author, *Title*, place of publication: publisher, year, page number, <URL>

Example: Norval Morris, *Maconochie's Gentlemen: The Story of Norfolk Island and the Roots of Modern Prison Reform*, Cary, NC, USA: Oxford University Press, 2003, p 1,
<<http://site.ebrary.com.ezproxy.usq.edu.au/lib/unisouthernqld/Doc?id=10085282&ppg=22>>

Begin with the author's surname as usual for your bibliography.

13. Online journals from databases should generally be cited in the same way as print journals with the addition of URL or database host name. They sometimes present problems with page numbering, e.g. some provide PDF files with page numbers but these

might be specific to the one paper rather than continuous throughout the volume as in print format. The other problem is databases that only provide material in HTML format. HTML does not usually have page numbers. Databases and websites often give all the citation details needed in a header or footer, so be on the lookout for that information. The required information is

Author, 'Title of the article (in single inverted commas),' *Name of the journal in italics*, Volume number, issue number, article or paper number, page numbers (if any), URL and retrieval statement.

Example 1: L. Ryan, 'Massacre in Tasmania? How can we know?' *ANZLH E-Journal*, Refereed Paper No.6, 2006, p.1.
http://www.anzlhsejournal.auckland.ac.nz/Refereed_Papers_2006.htm
Accessed 23 February 2010.

In this example, each paper begins with page 1, so the essential information is the paper number - the page number makes no sense without giving the paper number.

Example 2: Kate Murphy, Marian Quartly, Denise Cuthbert, "In the Best Interests of the Child": Mapping the (Re) Emergence of Pro-Adoption Politics in Contemporary Australia', *The Australian Journal of Politics and History*, Vol 55, No 2, pp. 203,
<http://ejournals.ebsco.com/direct.asp?ArticleID=49CD94DE8E8FCBE25F1A>
Accessed 23 February 2010.

Other examples of less common sources for history students

Reference to a newspaper article

Historic newspapers do not normally require author or page numbers. In the nineteenth century newspapers were much shorter, often only four pages and rarely had a correspondent or journalists name. However a large feature story from one of the very large newspapers of the past forty years probably has both an acknowledged author and page numbers and it is best to provide them.

Example 1: *Sydney Morning Herald*, 21 December 1846.

Example 2: Errol Simper, 'Was the Dingo Half-Guilty? – Were both a human and a dingo involved in Azaria Chamberlain's fate?' *Australian*, 27–28 Sept. 1986, supp. pp 1–2.

Reference to unpublished materials such as theses

Theses require an author, thesis title, University where the study was done and year. Sometimes a faculty or department is required to fully identify the location.

Example: Danielle Miller, Separation of Powers on Trial: Queensland's Experience of the South African Rugby Tour of 1971, BA Honours thesis, Arts Faculty, University of Southern Queensland, 2005, p. 31.

Reference to unpublished materials such as archival documents

An enormous range of documents are held in public and private archives. Always check the repository's website for advice about how they wish their documents to be referenced. Government archives usually have series and item numbers that need to be noted when you copy or download items. Major government archives that are frequently cited and therefore well known may be abbreviated such as

NAA	National Archives of Australia
SRNSW	State Records of New South Wales
QSA	Queensland State Archives
PRO	Public Record Office (UK)

Creating a Bibliography

You need to note a few differences between a bibliography and footnotes.

1. A bibliography is arranged alphabetically so you need to begin with the author's surname not their initials or first name.
2. Commas after the author and the title are replaced by full-stops.
3. All of the page numbers for an article must be given.
4. You may include material you researched but did not necessarily cite. So if you read several months of a newspaper but only cited one edition, you would include all the months that were researched.
5. It is placed at the very end of your paper with a heading indicating that it is the Bibliography.
6. You should never number your bibliography as it may be confused with endnotes.

A bibliography using all of the sample sources given above would include much of the same information but would look like this.

Example:

BIBLIOGRAPHY

Connors, Libby, Finch, Lyn, Saunders, Kay & Taylor, Helen. *Australia's Frontline*. St Lucia: University of Queensland Press, 1992

Dyson, Catherine (director). *The Kokoda Trail: More than just a war memorial*. Australian Film Finance & Halcyon Films, SBS TV: 2006 (DVD).

Evans, Ray, Saunders, Kay & Cronin, Krathryn. *Race Relations in Colonial Queensland*. Sydney: Australia and New Zealand Book Company, 1975.

Kapur, Shekhar (director) *Elizabeth: The Golden Age*. Universal Studios: Motion Picture ZETA, 2008.

McDermott, Quentin. 'In my shoes', *4 Corners*. Australian Broadcasting Commission, ABC TV: 12 May 2008 (DVD).

Miller, Danielle. Separation of Powers on Trial: Queensland's Experience of the South African Rugby Tour of 1971. BA Honours thesis, Arts Faculty, University of Southern Queensland, 2005.

Murphy, Kate, Quartly, Marian & Cuthbert, Denise. "In the Best Interests of the Child": Mapping the (Re) Emergence of Pro-Adoption Politics in Contemporary Australia.' *The Australian Journal of Politics & History*. Vol 55, No 2, pp. 201-218, <<http://ejournals.ebsco.com/direct.asp?ArticleID=49CD94DE8E8FCBE25F1A>> Accessed 23 February 2010.

Seed, Patricia. *Ceremonies of Possession in Europe's Conquest of the New World, 1492-1640*. Cambridge: Cambridge University Press, 2006.

Simper, Errol. 'Was the Dingo Half-Guilty? – Were both a human and a dingo involved in Azaria Chamberlain's fate?' *Australian*, 27–28 Sept. 1986, supp. pp 1–2.

Sydney Morning Herald, June-December 1942.

Thompson, Peter A. & Macklin, Robert. *The Battle of Brisbane: Australians and the Yanks at War*. Sydney: ABC Books, 2001.

Tindale, Norman. 'Badjalang' in *Tindale's Catalogue of Australian Aboriginal Tribes*. South Australian Museum Archives, <<http://www.samuseum.australia.sa.com/tindaletribes/badjalang.html>> Accessed 23 February 2010.

Tindale, Norman. *Tribal Boundaries in Aboriginal Australia*. South Australian Museum Archives, <http://www.samuseum.sa.gov.au/page/default.asp?site=2&page=TIN_Tribal> Accessed 1 March 2010.

Van de Ven, Hans. 'The Onrush of Modern China' in A. G. Hopkins (ed.), *Globalization in World History*. London: Pimlico, 2002, pp. 167-193.

Wiesner-Hanks, Merry E. *Gender in History*. Malden Massachusetts: Blackwell, 2001

Wiesner-Hanks, Merry. 'World History and the History of Women, Gender, and Sexuality'. *Journal of World History*, Vol. 18, No. 1, March 2007, pp. 53-67.

Further important points

1. p. is the abbreviation for page, pp. for pages.
2. There is no need to give initials of publishers, or to write Co., Ltd., Inc., etc.
3. In the examples above a colon: was used to separate place of publication and publisher. It is also acceptable to use a comma. The information is more important than the punctuation so don't be too concerned about it.
4. Well known academic publishers that are used frequently such as Cambridge University Press [CUP], Oxford University Press [OUP], University of Queensland Press [UQP] and University of New South Wales Press [UNSWP], among others, may be abbreviated.

5. Note that a reprint is not a new edition. The important fact is to give the edition. Sources which undergo major revisions between editions often have page number and content changes, so it is important for the reader to be able to see the edition at the end of the footnote eg John Tosh, *The Pursuit of History: Aims, methods and new directions in the study of modern history*, Harlow UK: Pearson, 2005 [4th ed].
6. Remember to insert volume number, as well as the page, if the work to which you refer is published in several volumes.

Example: Sir George Gipps to Lord Russell, Despatch No. 60, *Historical Records of Australia*, Series 1, Vol. XX, pp. 616-8.

Part II What to footnote and how

Direct Quotations

Wherever you quote another author's words verbatim (word for word), whether it be a phrase, a sentence, or a paragraph, you should immediately acknowledge it at the end of the quotation.

Short quotations are included in the body of the essay in single quotation marks.

Example: Pierenne asserts in respect of the Roman Empire, 'the Mediterranean was, without question, the bulwark of both its political and economic unity'.³

A quote within a quote is indicated by the use of double quotation marks.

Example: In Clive Ponting's review of the state of world history he noted that 'Carroll Quigley writing in the early 1960s thought there were two different types of society – "parasitic" and "productive" – each with its own "instrument of expansion"'.⁴

Long quotations (four or more lines) require indentation of the passage and quotation marks are omitted. So if you wanted to quote directly a slightly longer passage from Ponting it would look like this:

Example: In his review of the state of world history, Clive Ponting summarised a number of developments since the 1960s. He noted that

Carroll Quigley writing in the early 1960s thought there were two different types of society – 'parasitic' and 'productive' – each with its own 'instrument of expansion'. More recently David Wilkinson has argued for a 'central civilisation' which was created from the merger of Egyptian and Mesopotamian civilisations nearly four thousand years ago.⁵

You enter a paragraph break, indent the direct passage, quotation marks are omitted and quotes within the passage can now be indicated by single quotation marks. You close with the footnote and enter another paragraph break to resume your essay.

Attributions:

A good essay should not rely on too many direct quotes. It is often better to summarise the arguments of leading historians in your own words i.e. paraphrase their ideas. You might do this by writing that 'Immanuel Wallerstein argues...' or 'Karl Marx believed...' or 'Mary Wollstonecraft fought for...' or 'Eric Hobsbaum contests...'.

Even though you are **paraphrasing** rather than directly quoting, you must acknowledge the appropriate statement with a footnote or endnote.

Multiple summation: where you link the ideas of several sources in the one sentence you still only need one footnote but might have to list two or more sources in the one footnote. For example, you might have a sentence along these lines:

Although Karl Marx and Friedrich Engels were writing several decades after Mary Wollstonecraft, Engels also challenged the subordinate role of women in the nineteenth century.⁶

At the bottom of the page, footnote 6 should contain a reference to the works of the respective writers, separated by a semi-colon, such as:

- 6 Friedrich Engels, *Origin of the family, private property and the state*, Chicago: C.H. Kerr, 1902, pp. 15-46; Mary Wollstonecraft, *Maria, or, The wrongs of woman*, New York: Norton, 1975 [fac of 1798], pp. 1-88.

Note that in the Wollstonecraft example, [fac of 1798] stands for facsimile of 1798 meaning the book was first published in 1798 soon after Wollstonecraft's death and a more recent publisher has published an exact copy of the original.

Statistics:

Wherever you employ statistics you should indicate the sources on which or from which they are derived.

Controversial facts:

Awareness of established facts and controversial facts is important. If you state, for example, that Australia was discovered in 1522 rather than 1770, you must acknowledge the source via a footnote for this is not a commonly accepted historical 'fact'.

Plagiarism:

Plagiarism is where you use the work of others without acknowledgement. Plagiarism, unconscious or intended, will be treated harshly, resulting in a mark of 'zero'.

A student who plagiarises is doubly disadvantaging their work. Historians are traditionally exacting in the use of documentation and your lecturers will be impressed by how many authors and works you consult. So your failure to acknowledge the work of others is not only dishonest but understates the works you have consulted.

Use your common sense and the rules above. Please familiarise yourself by viewing USQ's policy and advice on plagiarism: <http://www.usq.edu.au/plagiarism/infostud/default.htm>.

Part III Footnoting using MSWord

If you thought the above advice looked complicated, rest assured that modern software makes footnoting very easy.

Below is a link to a powerpoint slide show that shows you how to do it step-by-step using Word documents.

<http://www.screencast.com/users/Kunderasangel/folders/Default/media/928f72f3-d2a5-400a-97de-5dc358157003>

Part IV Some additional tips for history essay writing

- You should adopt an objective writing style. Your paper should be an unemotional assessment by a distant observer.
- It is generally a sound policy to avoid the use of personal pronouns such as ‘I feel...’ or ‘in my opinion’. Strictly speaking, their use is tautological and their frequent use can be annoying to the reader. The use of ‘We’ is also to be avoided.
- Do not use a racy or controversial prose style. Write clear, concise English.
- Do not use contractions such as ‘don’t’ and ‘can’t’.
- Do not use contractions such as ‘Govt’ or NSW.
- Do not use slang.
- Do not use note form. The numbering of points is quite in order in where advice and instructions are being given but the practice should be avoided in formal prose.
- Do not use sub-headings. Your essay should flow from point to point. It is not a report.

Basic presentation matters

Always re-read your essay before handing it in and check that you have done the following.

1. Use a wide margin (a minimum of 2.5cm) so that comments may be written in it when the essay is corrected. The default left-hand margin in Word documents is 2.54cm – this is fine and should not be reduced.
2. The font size should be 12 pt. For Word 2003 and earlier: Go to Format, then select font to set your document to 12 pt. For Word 2007 simply click the font size on the second line of the header while on the Home tab.
3. The text of the essay should be typed in double line spacing. Line spacing is very easy to set in Word 2007: on the home page, go to Paragraph and then line spacing. On Word 2003: go to format, paragraph, line spacing.
4. For any indented quotations you may use single line spacing.
5. Number every page of your essay.
6. Fasten pages together firmly with a staple.
7. Keep a copy of your essay as a record.

8. Affix a title page to your essay. This title page should contain the following information – your name and address, your student number, the name of the course and the title of the topic in full and the name of your lecturer.
9. No essay should be handed in without footnotes and bibliography. **A 1000 word undergraduate history essay should have a minimum of four sources, more for a paper of 2000+ words.**