

MHRA Referencing Style – Basic guidelines

Copies of the full MHRA Style Guide are available in the University Library or online at: <http://www.mhra.org.uk/Publications/Books/StyleGuide/download.shtml>.

Examples are given below for guidance.

General Notes

- **Authors and editors.** For any item you are citing only give the names of up to 3 authors or editors in full. For works by more than 3 authors or editors the name of only the first should be given, followed by **and others**.
- **First author.** The name of the first author should be inverted in references within your bibliography (that is surname first), but not in references appearing in your footnotes.
- **First footnote.** The first time that you make reference to an item within your footnotes, you should use the same format as that used for the reference to the item in your bibliography, except that you should not invert the name of the first author and you should include specific page references.
- **Later footnotes.** These should be abbreviated to the shortest intelligible form (see the examples below).
- **Page numbers.** Where page numbers are given the abbreviations **p.** for one page and **pp.** for a range are used. However, when a volume number either immediately or closely precedes the page numbers, the abbreviation can be omitted and just the pages themselves given.
- **Editors and editions.** Use the abbreviation **ed. or eds**, and to denote editions, **edn**.
- **Full point.** Use a full point (or full stop) at the end of a reference in a footnote, but not after each item in your bibliography. Use a full point after abbreviated forms of words, except where the last letter is the same as the last letter of the full word (including **s**).

Books

References are listed in the bibliography in alphabetical order by author or editor surname. The format for references to books in a bibliography is:

Author surname, Author first name(s) (for first author), **Author first name(s) Author surname** (for other authors), **Title: Subtitle, Series/Edition/Volume** if relevant (**Place of publication: Publisher name, Year of publication**)

Examples - bibliography:

Cook, Chris and John Stevenson, *The Routledge Companion to European History since 1763* (London: Routledge, 2005)

Lustig, Irma S. and Frederick A. Pottle, eds, *Boswell: The English Experiment 1785-1789*, The Yale edition of the Private Papers of James Boswell (London: Heinemann, 1986)

This example is of a whole book reproduced within a microfilm set. Both the title of the book and of the microfilm set are in italics.

Seymour, Juliana-Susannah, *Conduct of a Married Life: Laid Down in a Series of Letters to a Young Lady, her Relation, Lately Married* (London: Baldwin, 1753), reel 11, in *Women Advising Women: Advice Books, Manuals and Journals for Women, 1450-1837* (Marlborough: Adam Matthew, 2006) [on microfilm]

Whilst authors and editors are listed first in references appearing in the bibliography, where a reference is to the whole of an edited work, the title of the edited work will appear first in the reference within the footnotes.

Examples - footnote:

Chris Cook and John Stevenson, *The Routledge Companion to European History since 1763* (London: Routledge, 2005), p. 67.

Boswell: The English Experiment 1785-1789, ed. by Irma S. Lustig and Frederick A. Pottle, The Yale Edition of the Private Papers of James Boswell (London: Heinemann, 1986), pp. 333-35.

Juliana-Susannah Seymour, *Conduct of a Married Life: Laid Down in a Series of Letters to a Young Lady, her Relation, Lately Married* (London: Baldwin, 1753), p. 10, reel 11, in *Women Advising Women: Advice Books, Manuals and Journals for Women, 1450-1837* (Marlborough: Adam Matthew, 2006) [on microfilm]

Examples – later footnote:

Cook and Stevenson, pp. 102-105.

Seymour, p. 12.

Or, where there is more than one item by the same author(s) cited:

Cook and Stevenson, *The Routledge Companion to European History*, pp. 102-105.

Or, where the reference is to the whole of an edited work a short-title form of reference can be used:

Boswell, p. 326.

Book Chapters, or Documents in Edited Collections

The format for a reference to a chapter or document in an edited collection in a bibliography is:

Author surname, Author first name(s) (for first author), **Author first name(s) Author surname** (for other authors), **'Title of Chapter', in *Book Title: Subtitle*, editors (Place of publication: Publisher name, Year of publication), Page numbers.**

Examples - bibliography:

North, R.C., 'The Revolution in Asia: N.M Roy', in *Revisionism: Essays on the History of Marxist Ideas*, ed. by Leopold Labedz (London: Allen and Unwin, 1962), pp. 91-100

Robespierre, Maximilien, 'Speech to the Jacobins, 25 February 1793', in *The French Revolution Sourcebook*, ed. by John Hardman (London: Arnold, 1999), pp. 160-161

Examples - footnotes:

R.C. North, 'The Revolution in Asia: N.M Roy', in *Revisionism: Essays on the History of Marxist Ideas*, ed. by Leopold Labedz (London: Allen and Unwin, 1962), pp. 91-100 (p. 95).

Maximilien Robespierre, 'Speech to the Jacobins, 25 February 1793', in *The French Revolution Sourcebook*, ed. by John Hardman (London: Arnold, 1999), pp. 160-161 (p. 161).

Examples – later footnotes:

North, p. 98.

Robespierre, p. 161.

Or, where there is more than one item by the same author(s) cited:

North, 'The Revolution in Asia', p. 98.

Robespierre, 'Speech to the Jacobins', p. 161.

Articles in Journals

The format for references to journal articles in a bibliography is:

Author surname, Author first name(s) (for first author), **Author first name(s) Author surname** (for other authors), **'Title of Article', *Title of Journal*, Volume (Year of Publication)**, first and last page numbers of the article. Only include a part number if the parts within each volume of the journal are individually paginated, in which case the format is: **Volume. Part (Year of Publication)**.

Example - bibliography:

Walzer, Michael, 'A Theory of Revolution', *Marxist Perspectives*, 2 (1979), 30-44

Example – footnote:

Michael Walzer, 'A Theory of Revolution', *Marxist Perspectives*, 2 (1979), 30-44 (p.35).

Example – later footnote:

Walzer, p. 42.

Or, where there is more than one item by the same author cited,

Walzer, 'A Theory of Revolution', p. 42.

Online Publications

References to online sources should, as far as possible, follow the style used for printed publications as outlined above. The format for a reference to an online source in a bibliography is as follows:

Author surname, Author first name(s) (for first author), **Author first name(s) Author surname** (for other authors), **'Title of Item', *Title of complete resource*, Volume. Part (Year of Publication) <URL or DOI> [Date on which resource consulted]**

Note that if you are citing an article in a journal the URL that you give should be a stable or persistent URL, or a DOI (Digital Object Identifier). Many online collections will make available a stable or persistent URL, if not you can use the Library's "Find an Article" service at: <http://lib.leeds.ac.uk/openurlform?genre=article> On entering the details of your article this gives you a link to the full text of your article. Right click on this link and copy the URL into your bibliography.

Example – bibliography:

Darnton, Robert, 'An Early Information Society: News and the Media in Eighteenth-Century Paris', *American Historical Review*, 105.1 (2000) <<http://0-www.jstor.org.wam.leeds.ac.uk:80/stable/2652433>> [accessed 23 June 2008]

Note that where you are citing a whole work within another whole work, for example a whole book within the online database Early English Books Online as in the reference below, the work, as well as the work which contains it, are both in italics. The URL for the whole online database is given, rather than an individual URL for the work itself.

Aleman, Mateo, *The Rogue; or, The Life of Guzman de Alfarache* (London: Edward Bount, 1623) in *Early English Books Online* <http://0-eebo.chadwyck.com.wam.leeds.ac.uk/home> [accessed 28th July 2008]

Example – footnote:

Robert Darnton, 'An Early Information Society: News and the Media in Eighteenth-Century Paris', *American Historical Review*, 105.1 (2000) <<http://0-www.jstor.org.wam.leeds.ac.uk:80/stable/2652433>> [accessed 23 June 2008] (p. 12).

Mateo Aleman, *The Rogue; or, The Life of Guzman de Alfarache* (London: Edward Bount, 1623), p. 3, in *Early English Books Online* <http://0-eebo.chadwyck.com.wam.leeds.ac.uk/home> [accessed 28th July 2008].

Example – later footnote:

Darnton, p. 30.

Aleman, p. 3.

Or, where there is more than one item by the same author cited,

Darnton, 'An Early Information Society', p. 30.

Aleman, *The Rogue*, p.3.

Recordings, Films and Digital Media

References to recordings of music or speech should include the following as relevant:

Composer or Author surname, Author first names, Title, Artist/Orchestra/Conductor/Speaker as relevant (Recording company, CD reference, Date) [Format where relevant eg. on CD]

Example – bibliography:

Lattimore, Owen, *Owen Lattimore Reminiscences* (University of Leeds Library, 1976) [on audio cassette]

Thomas, Dylan, *Under Milk Wood*, read by Anthony Hopkins and Jonathan Pryce (LPF 7667, 1992) [on CD]

Example – footnote:

Owen Lattimore, *Owen Lattimore Reminiscences* (University of Leeds Library, 1976) [on audio cassette].

Example – later footnote:

Lattimore, *Reminiscences*.

For films, references should include title, director, distributor and date. Reference to the format of the material can be made at the end of the reference, eg. [on DVD].

Example – bibliography:

Beaumarchais, dir. by Edouard Molinaro (Artificial Eye, 2001) [on video cassette]

Example – footnote:

Beaumarchais, dir. by Edouard Molinaro (Artificial Eye, 2001) [on video cassette].

Example – later footnote:

Beaumarchais, dir. by Molinaro.

Original Manuscripts

The format for a reference to an original manuscript in a bibliography is:

City (where the archive is held), **Holding institution**, **Collection name** **Manuscript or Collection number**.

Example - bibliography:

London, British Library, MS Cotton Caligula D III

London, British Library, Oriental and India Office Collection, Hallett Papers, MSS.EUR.E 251

Cambridge, Centre of South Asian Studies, M.L. Darling Papers

The format for a reference to an original manuscript in a footnote is as for a reference in a bibliography, but with the addition of specific document numbers. Note that the abbreviations "fol." and "fols." are used for folio(s).

Example – footnote:

London, British Library, MS Cotton Caligula D III, fol. 15.

London, British Library, Oriental and India Office Collection (hereafter OIOC), Hallett Papers, MSS.EUR.E 251, Box. 38, Maurice Hallett to Linlithgow, 3 August 1942.

Cambridge, Centre of South Asian Studies (hereafter CSAS), M.L. Darling Papers, Box. XIV, Darling to E.M. Forster, 1 July 1919.

Example – later footnote:

MS Cotton Caligula D III, fols. 17^v-19^r.

MSS.EUR.E 251, Box 38, Maurice Hallett to Linlithgow, 3 August 1942.

M.L. Darling Papers, BOX XIV, Darling to E.M. Forster, 1 July 1919.

Note the abbreviated superscript forms for "recto" and "verso".

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