Footnote (Author-Title) Referencing

University of Hull standard style
There are several different types of footnote referencing (Chicago, Oxford, etc.) and every university has its own guide that differs slightly in terms of punctuation, formatting and the order of information.
This guide gives definitive examples of how to reference different materials using footnote referencing here at the University of Hull.

This is the standardised referencing system to be used by all departments, faculties and schools at the University of Hull who ask their students to use a footnotes referencing system (with the exception of Law who use the standard OSCOLA system). Use these guidelines when referencing manually. We do, however, recommend that all students learn how to use bibliographic software (EndNote or Refworks) over the course of their studies to make their referencing more efficient. Relevant styles are available on the Skills Team website (www.hull.ac.uk/skills).
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**What is Referencing?**

Referencing is acknowledging the sources of information (originated by another person) that you have used to help you write your essay, report or other piece of work.

In your work, you should use the existing knowledge of others to back up and provide evidence for your arguments. *This makes your arguments stronger and gives them true academic value.* The sources of information you use may include books, journal articles, newspapers, government publications, organisational reports, websites, videos, computer programs and so on.

**When must you use a reference in your work?**

You MUST use a reference whenever you:

- Quote directly from a source.
- Paraphrase (put into your own words) someone else’s ideas. This is often a better alternative to using a direct quotation.
- Use statistics or other pieces of specific information which are drawn from a source you have read, viewed or heard.
- Use photographs, diagrams, illustrations or charts that you have not designed and created yourself.

**Plagiarism**

If you do not follow the conventions of referencing your work you run the risk of committing the serious academic offence of *plagiarism*. Plagiarism is taking the work of others and passing it off as your own work (even unintentionally). This may ultimately result in failure or expulsion from the University. Don't panic though, it is easy to avoid if you follow some basic rules.

**How do you reference?**

You reference using a *referencing system*. This is a set of guidelines to show you what information is needed in a reference and how you should format it, both within your text and in your reference list at the end of the document. Your department has decided to use a Footnote referencing system and you should follow the guidelines in this document when you are referencing your assessed university work.

**Golden rules**

Whichever referencing system you use, there are some general golden rules which should be followed:

- Be consistent – use only the guidelines provided and stick to them for all your work.
- Follow the detail in your guidelines absolutely; for example, for punctuation, capitals and italics. If you do this inconsistently, you may lose marks. Referencing is all about attention to detail.
- If the source of information you are referencing does not fit any of the examples in the guidelines, include enough information for your reader to find and check that source, in a format as near to the appropriate example as possible.
THE GUIDELINES

Basic rules of Footnote referencing

When using footnote referencing, information from another source is indicated in the text by using a superscript number after the relevant text. This should come after the relevant punctuation mark (usually the full stop but it could be a comma, colon or semi-colon if you are referring to several sources within a single sentence). At the bottom of the page, the number is repeated with the reference given. This is usually achieved in Microsoft Word by using the 'Insert Footnote' option on the References tab. If you use this function the numbers will be automatically generated and updated. Other word processors will have equivalent functions.

The amount of information that you give in the footnote is dictated by whether it is the first time you have referred to a source or not (see below).

A full bibliography is then given at the end of the document with the references in alphabetical order by surname. The first name in each reference in your bibliography should have the surname before the initial to enable you to sort the paragraphs into alphabetical order easily using a word processor.

The first time you cite a source

Give a full reference (called a full footnote in this guide). Author names should be Initial(s) Surname and are not reversed. Many footnote systems suggest full names should be given rather than initials, however the University of Hull has decided to use initials only as many academic journals do not give full names and this would lead to inconsistency within the system. Examples of a book and a journal article for single authors are given below.


Subsequent citations

Use ibid if the source is the same as the previous citation on the same page, otherwise use the short footnote form (No 4 below). There is no rule as to how short this should be, other than to make sure it is recognisable as a specific reference.

2 ibid

Bibliography entries

In the bibliography, references are entered in alphabetical order with the surname first (for more than one author, only the first surname is reversed).

- Use single line spacing with hanging indents.

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1 This is an example of how a footnote will look.
• Multiple entries by the same author should use a long dash (em dash) for all but the first entry (these can be inserted using Ctrl+Alt+– on your numeric keypad).
• Publishing information is not given in brackets.
• Page numbers are not needed for full books (just journal articles or book chapters/sections).

Examples:

**Missing information**

Where no date is known, use the abbreviation n.d.

You can also use n.p. for no publisher and n.l. for no location. Check with your department to see if these are necessary or whether you can just omit the information completely.

**Unknown authors**

Many official documents and web pages do not give the actual author of the text, but publish as an organisation. If this is the case, just use the organisation name (BBC, UN Security Council etc.) in place of the author initials and name.

Where the author name is not known (for instance for some reference books) and a corporate author is not clear, use the title of the work (or web page) in your footnote (if this is long you can use a shortened form):


Do not use the abbreviation Anon.

**When to include page numbers**

If possible, you should include page numbers to point to the specific page or pages where the information you are referencing can be found. This is to help your reader locate your source material more easily. Occasionally you will be referring to a source as a whole in which case page numbers are not necessary. The page numbers should come at the end of the reference:

Full footnote:


Short footnote:


With journal articles or chapters in books, where you have already given a page range, a colon separates this from the relevant page(s):


Page numbers are not given in bibliography entries – only those indicating journal article and book chapter page ranges.

**Secondary references**

Sometimes you want to reference something that has been quoted, reproduced or cited in a source you have read (a secondary reference). Here are a few simple rules when dealing with them:

- If at all possible, find the original source and use that instead.
- Never pretend you have read the original source.
- Only include the book/article you have read in the reference list.
- Always make it clear in your in text or footnote that it is a secondary reference.

Here are some examples:

Harrison implied that...²


Alternatively, Harrison, quoted/cited in Smithson,² suggested that .....  

The Smithson book would be referenced in the footnote and bibliography.
Referencing templates and examples

You will find below information about how to reference nearly all possible types of material. If there is anything missing, please contact us on Skills@hull.ac.uk and we will advise you personally and then add the information to this page.

Books (print and electronic)

Book with single author

Full footnote:
Initial(s). Surname of author, *Title of book in sentence case and italics:* subtitle if present (City published: Publisher, Year), relevant page(s).

K. Robinson, *Out of our minds: learning to be creative* (Chichester: Capstone Publishing Ltd. 2001), 63–64.

Short footnote:
Surname, *Shortened form of book title,* relevant page(s).

Robinson, *Out of our minds,* 63–64.

Bibliography entry:
Surname, Initial(s). *Title of book in sentence case and italics: subtitle if present.* City published: Publisher, Year.


Book with multiple authors

Full footnote:
Initial(s). Surnames of authors, *Title of book in sentence case: subtitle if present* (City published: Publisher, Year), relevant page(s).

For two authors use an ampersand (&) between them:


For more than two authors, list only the first, followed by et al (not italicised):


Short footnote:


Bibliography entry:
List all the authors with the first one reversed. Don’t bracket publishing information.


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2 Sentence case means you only capitalise the first word and any proper nouns.
Daiches, D., A. Thorlby, E. Mottram, M. Bradbury, J. Franco, D. R. Dudley, & D. M.

**Not the first edition**

Put the edition number after the book title (after a comma) in the full footnotes and
bibliography entry. Use the full word 'edition' not an abbreviation (to distinguish it from the
abbreviation for editor):

**Full footnote:**
Initial(s). Surname of author(s), *Title of book in sentence case: subtitle if present*, No edition
(City published: Publisher, Year), relevant page(s).


**Short footnote:**
Lynch & Horton, *Web style guide*.

**Bibliography entry:**

**An edited book**

As for an authored book with the addition of (ed.) or (eds.) after editor name(s) in full
footnotes and bibliography entries.

**Full footnote:**
Initial(s). Surname of editor(s) (ed(s).), *Title of book in sentence case: subtitle if present* (City
published: Publisher, Year), relevant page(s).


A. Bradley & A. DuBois (eds.), *The anthology of rap* (New Haven: Yale University Press,
2010), 42–43.

**Short footnote:**


**Bibliography entry:**
2010.

**A chapter in an edited book**

The name of the book, not the chapter needs to be in italics. The chapter title should be in
single inverted commas. If the chapter date is different to the book publication date (e.g. for
collected articles) put the book date after (ed.), before the book title.

**Full footnote:**
Initial(s). Surname of author(s), 'Title of chapter', In Editor(s) (ed(s).) *Title of book*. (City
published: Publisher, Year). Page range of chapter:relevant page(s).

**Short footnote:**
Richardson, ‘British Empire’, 449.

**Bibliography entry:**

**An electronic book (eBook)**
There is no need to give information about which provider you accessed the eBook through. It is sufficient to indicate that it is an eBook that you have read by putting [eBook] in square brackets after the book title or edition information. If no place of publication information is available, don’t worry, just put the publisher. URLs are not required as these are usually session specific and would not link the reader to the eBook:

**Full footnote:**
Initial(s). Surname of author(s), *Title of book* [eBook] (City published (if available): Publisher, Year), relevant page(s).


**Short footnote:**


**Bibliography entry:**


**An eReader book (Kindle, Kobo, Nook etc)**
As with other eBooks, it is sufficient to make it clear which version of the book you have read. This information is placed after the book title or edition information. You should include download dates if possible (versions are updated and this should be reflected). Download dates are usually the same as your purchase dates and can be found by looking back at your order history online. If you no longer have access to this information, don’t worry, just give what information you have. City or publisher information is often unavailable and can be omitted if this is the case (although can often be found at the end of your eReader book).

Note: Early eReader books may have location rather than page information. You can use ‘loc’ to indicate this if necessary.
Full footnote:
Initial(s). Surname of author(s), Title of book, eReader version (City published: Publisher, Year), relevant page(s) or location [Downloaded date].

D. Stevenson, Story theater method: strategic storytelling in business, Kindle version (Colorado Springs: Cornelia Press, 2003), loc 211. [Downloaded 2011].


Short footnote:
Stevenson, Story theater method, loc 211.

Sheldrake et al, Chaos, creativity, 45.

Bibliography entry:


Translated books
You should include details for the translator and an indication of the original language. If the original was a historically significant book, include the date of the original as well as the translation.

Full footnote:
Initial(s). Surname of author(s), Title of book. Translated from language by name of translator, date if needed (City published: Publisher, Year), relevant page(s).


Short footnote:
Wolf, One day a year, 65.

Sartre, Existentialism and humanism, 44–45.

Bibliography entry:


Audio Books (CDs and downloads)
When referring to material from audiobooks, a time stamp would be needed rather than page information.
Audio books on CD:

Full footnote:
Initial(s). Surname of author(s), *Title of book*, [Audio CD] Version (abridged or unabridged) (City published: Publisher, Year), time stamp.


Short footnote:
Tracy, *Time management*, 22–26 min.

Bibliography entry:

Audio books via download:
The main difference here is that you need to include a download date as versions change. Publishing cities are often not given.

Full footnote:
Initial(s). Surname of author(s), *Title of book*, [Audio download]. Version (abridged or unabridged) (Publisher, Year), time stamp. [Downloaded date].


Short footnote:
Tracy, *Time management*, 22–26 min.

Bibliography entry:

Articles (journal, newspaper and magazine)

Journal article (print or online)
Print journals and online versions of printed journals should be referenced in the same way. There is no need to state that a journal was accessed online or through which database (unless it is an online-only journal in which case see below).

Many journals articles are written by multiple authors. For two authors, separate initials and surnames with an ampersand (&). For more than two authors, give the first name followed by et al in the footnotes but give all names in the bibliography entry.

If you are referring to a whole article, the article page range is sufficient; if you want to point to a specific page or page range, include this after a colon.
Full footnote:
Initial(s). Surname of author(s), 'Title of article in sentence case', *Journal title in italics*, Issue information (Year), page range.


Short footnote:
Panikkar, 'Literature as history', 6.


Bibliography entry:
The only difference in the reversal of name and initials at the beginning of the entry:


Journal article (online only)
Give the following information, note that page numbers are not often used:

Full footnote:
Initial(s). Surname of author(s), 'Title of article', *Journal title in italics*, Issue information (Year). Available online: URL for the article [Accessed date], relevant page(s) if available.


Short footnote:
Bowstead, 'Coming to writing', 3.

Bibliography entry:

Newspaper article (print or archived online)
As with journals, it is not necessary to give the online information if you are referring to a printed article, or one that only came out in print originally:

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3 Issue information is usually volume and issue but can sometimes be volume only or include supplement information. Occasionally it is a season (Spring, Summer etc), month or date (do not repeat the year if this is the case).
Full footnote:
Initial(s). Surname of the author if known or newspaper title if not, 'Title of the article or column heading', Title of the newspaper (Place of publication if known). Date in full, Page number.

J. Gunn, 'Why London will have to go international', The Times (London). 28 November 1984, 17.


Short footnote:

Gunn, 'Why London will have to go international', 17.

Cardiff Times, 'Clydach Vale Disaster', 10.

Bibliography entry:


Newspaper article (online only or internet edition)

Internet editions of newspaper articles are often slightly different to the printed articles (information may be added or excluded). It is therefore important to make it clear that you have accessed the article online:

Full footnote:
Initial(s). Surname of the author if known or newspaper title if not, 'Title of the article', Title of the newspaper. Date in full [Online]. Available at: URL [Accessed date].


Short footnote:

Karim, 'Giant penguin fossil'.

Bibliography entry:


Magazine/comic article

These are similar to printed newspaper or journal articles:

Magazines:

Full footnote:
Initial(s). Surname of author if known or magazine title if not, 'Title of the article or comic strip', Title of the Magazine/Comic. Issue and/or date, article page(s): relevant page(s).

L. Evans & D. Winkler, 'Equador: into the fungal jungle', Fungi. 4(4) Fall 2011, 10–12.

Short footnote:
   Evans & Winkler, 'Equador: into the fungal jungle'.
   Tanner, 'Maria Callas', 28.

Bibliography entry:

Comics:

Full footnote:
Initial(s). Surname of author if known or comic title if not, 'Title of the article or comic strip', *Title of the Magazine/Comic*. Issue and/or date, page number if relevant.


Short footnote:
   Beano, 'Minnie the Minx'.
   Cooper, 'T'Priel Revealed'.

Bibliography entry:

Official Governmental and NGO documents

Act of Parliament

The way we reference Acts changed in 1963. Before that, the year of reign of the monarch (regnal year) needs to be included:

Prior to 1963

Full footnote:
*Name of Act including year* (short title with key words capitalised). Regnal year, Chapter Number (City published: Publisher).


Since 1963

Full footnote:
*Name of Act including year* (short title with key words capitalised). Chapter Number (City published: Publisher).


If you wish to refer to a particular section (known as a schedule) or paragraph you can add that extra information to your footnote:

Short footnotes (for both time periods):

*Criminal Justice Act 2003*, s35(122).

Bibliography entries:

Remove the brackets from around the publisher information.


**Statutory Instrument**

Full footnote:

*Title with key words capitalised (including bracketed information if present) (SI Year and Number) (City published: Publisher).*


Short footnote:

*Criminal Justice Order 2003.*

Bibliography entry:

Remove the brackets from around the publishing information.


**Law reports/cases**

Legal citation takes a particular format and should be used for both full footnote and bibliography entries:

*Names of the parties involved (these could be letters if anonymised). Year of reporting – in square brackets or round brackets* Volume number *Abbreviation of the law report series, First page of reference.*

*Callery v Gray (No 2) [2001] 4 All ER, 1.*


In the example above All ER = All England Law Reports, FCR = Family Court Reports and U.S. = United States Reports.

**Note** Short footnotes should just use the names i.e. *Callery v Gray*. Dates can be included if needed to distinguish cases only.

4 Square brackets are used when the date is the primary method for finding the case (in the examples above there are more than one volume 4 and 2 in those report series). Round brackets are used when the date is not necessary to find the case (there is only one volume 347 in the United States Reports).
Command papers (including White Papers and Green Papers)

You need to include the official number of the paper (usually found at the bottom left of the front cover):

**Full footnote:**
Authorship, *Title of document*. Official number (City published: Publisher). Available online: URL [Accessed date].


**Short footnote:**
The British Museum, *Report and accounts*.


**Bibliography entry:**
Remove the brackets from around the publishing information.


British and International Standards

You need to include the identifying letters and numbers (which include the year), they come before the title:

**Full footnote:**
Standards Institution, *Letters and numbers of standard: Full title of standard* (City published: Publisher).


**Short footnote:**
Abbreviations for institutions can be used, alongside the identifying number.


BSI, *BS ISO 690:2010*.

**Full footnote:**
Remove the brackets from around the publisher information.


**Patent**

If the patent is available online, show where and when you accessed it.

**Full footnote:**


**Short footnote:**

Borgen, *Wind turbine rotor*.

Karsten, *Wind turbine tower*.

**Bibliography entry:**

Reverse the first name and remove brackets around patent information.


**European Union documentation**

**Full footnote:**

Name of institution – common abbreviations acceptable, *Title of document*. Official number (City published: Publisher (often the institution in full), Year).


**Short footnote:**

CEC, *Communication*.

European Council, *Special meeting*.

**Bibliography entry:**

Remove brackets from around publishing information.
Brussels: Commission of the European Communities, 2005.


**United Nations documents and publications**

The United Nations produce both internal documents and external publications. These include resolutions, statements, reports etc. Titles could be long, sometimes (as for statements) the actual document does not say what they are about in their title but the initial link to them does. It is hard to produce a template that covers them all, but use the basic one below as guidance, adapting it as needed for the document in question.

*Links to online versions may not be needed - check with your supervisor/lecturer.*

**Full footnote:**

Name of institution/committee (common abbreviations acceptable), *Title of document* (Full date of document, Official number). Available online: URL [Accessed date].


**Short footnote:**

UN Security Council, *Statement by the President*.


**Bibliography entry:**

As full footnote.

**Other NGO documents**

There are so many different non-governmental organisations that a fixed template is difficult to create. Adapt the one below as necessary, trying to keep the styling consistent:

**Full footnote:**

Name of organisation – common abbreviations acceptable, *Title of document* (Full date of document, Official number if given). (City or country published: Publisher). Available online: URL [Accessed date].


**Short footnote:**

UNESCO, *Teaching and learning.*


Danish Refugee Council, *Strategic Programme Document*

**Bibliography entry:**

As full footnote but remove brackets around publisher information if present.


**Other documents**

**Conference paper/proceedings**

Conference papers are the individual papers presented at a conference, symposium or seminar. Conference proceedings are the collected papers of the whole conference, published together. Individual conference papers may be unpublished in which case omit the publishing information.

**Conference paper:**

**Full footnote:**

Initial(s). Surname of author(s), 'Title of paper in sentence case', *Title of conference: subtitle if present.* Location and date of conference (City published: Publisher if given), page range.


**Short footnote:**

Blozijl & Andeweg, 'The effects of text slide format', 288–299.

**Bibliography entry:**

Conference proceedings:

Full footnote:
Initial(s). Surname of all author(s)/editor(s), 'Title of proceedings', Title of conference: subtitle if present. Location and date of conference (City published: Publisher if given).


Short footnote:
Transportation Research Board, 'City logistics research'.

Bibliography entry:
As full footnote with brackets removed from publisher information.


Company/organisational report

Note that the publisher is often the same as the organisation.

Printed report

Full footnote:
Initial(s). Surname of author/Organisation, Full title of report (City published: Publisher, Year (if not in title)).


Short footnote:
BT Group plc, Annual report 2014.

Bibliography entry:
As full footnote with brackets removed from publisher information.

Online report

Full footnote:
Initial(s). Surname of author/Organisation, Full title of report (City published: Publisher (if given), Year (if not in title). Available online: URL [Accessed date].


Short footnote:
NHS, Everyone counts.

Bibliography entry:
As full footnote with brackets removed from publisher information.

**Government/NGO Reports**

These are slightly different – see section above.

**Dissertation or thesis**

Give the following information (‘Available online’ is optional).

**Full footnote:**


**Short footnote:**

Stern, *The impact of leadership*.

Walsh, *Charles the Bold*.

**Bibliography entry:**


**Religious text**

When referencing texts such as the Bible, Qur’an or Torah, include the following information:

**Full footnote:**

*Title of the version you have used*. Translated by name of translator (if given) (City published: Publisher, Year).


**Short footnote:**

Give the name of the text only.

*The Torah*

**Bibliography entry:**

Remove brackets from publishing information

PDF documents

PDF documents are nearly always accessed online, and so you can point readers to the URL along with other information. If the URL is unavailable (for instance if you have been emailed it) or if you have no publisher information, just give as much information as you have or can find.

Full footnote:
Initial(s). Surname of author, Title of document (City published: Publisher, Year). Available online: URL [Accessed date].


Short footnote:
Godin, Stop stealing dreams.


Bibliography entry:


Informal document (leaflet, in-house publication)

For leaflets, handouts, flyers etc just provide what information you can:

Full footnote:
Initial(s). Surname of author/organisation, Title of document [Media] (Other useful details).


Short footnote:
University of Hull, Learning, Teaching.


Bibliography entry:

Don't bracket the details.


**Archive material**

Archive material is often unique: books could be annotated etc which means that the collection that they came from is equally as important as the document details.

Initial(s). Surname of Author/Organisation, *Title of document*, Edition (publisher information if relevant, Year) [Medium]. Whatever collection details are available (i.e. name of collection, reference numbers, location, name of library/archive).


**Online sources (see also Audiovisual etc below)**

**Web page**

First, please note that a website URL is NEVER a suitable reference on its own. Sometimes the author (even an organisation) is not clear. If that is the case, use the webpage title (and a short form of this as your short footnote). Dates can often be found in copyright information at the bottom of the page. If a range is given, use the later year.

Full footnote:

Initial(s). Surname of author(s), *Title of web page* (Date). Available online: URL [Accessed date].

**Individual Author(s)**


**Company author**


**No author or company name**


Short footnote:

Reynolds, *Top ten slide tips.*

SocialBakers, *LinkedIn statistics.*

*Gourmet coffee boom.*
Bibliography entry:
As full footnote but put the author surname first and don’t put dates in brackets.

Blog post

Blogs are often unsubstantiated opinions and should be used with caution as academic references. However, some reputable, published authors have their own blogs which can provide useful, up to date comments and insights. Include the following information:

Initial(s). Surname of blogger, 'Title of blog post', *Title of website*. Date of post. Available online: URL [Accessed date].


Short footnote:
Godin, 'Trading favors'.
Reynolds, 'Story structure.'

Bibliography entry:
As full footnote but with author surname first.

Forum entry

Quite often you are referring to an answer rather than a question in a forum, however, it is the question that you reference in this case. Always check the expertise of the answerer and use with caution and criticality. Author names are usually aliases, type them as they appear.

Full footnote:
Initial(s). Surname, 'Title of post' (often a question), *Title of Forum*. Date of post. Available online: URL [Accessed date].


Short footnote:
jlawler, 'Can the term'.

Bibliography entry:
As full footnote.
YouTube video

When referencing a YouTube video, it is the name of the person who posted the video, not who made it that you reference (these can be the same or different). Use the URL that you get when you click the 'Share' link as it is shorter than the one in the URL box:

**Full footnote:**
Initial(s). Surname of person/Name of organisation posting video, *Title of video, Series title if relevant*. Date uploaded [Video]. Available online: URL [Accessed Date].


**Short footnote:**
Tunalioglu, *Richard Phillips Feynman*.

Harvard University, *Putting a price tag on life*.

**Bibliography entry:**
As full footnote.

Social media

For other social media, adapt whichever of the following is most appropriate.

**Facebook**

If your reader needs to register (and be accepted) to see the entries you are referring to, and you are not quoting them in full within your text, it is wise to include a copy of the actual text as an appendix to your work.

**Full footnote:**
Initial(s). Surname of author, *Title of Page (could just be author's timeline)* [Facebook]. Date posted. Available online: URL [Accessed date].


**Short footnote:**
Reynolds, *Garr Reynolds Timeline*.

Fallin, *Skills Team at Hull*.

**Bibliography entry:**
As full footnote but with surname first.

**Twitter**

**Full footnote:**
Initial(s). Surname of author, *Full text of tweet (as written)* [Twitter]. Date posted. Available online: URL [Accessed date].
N. Glass, wondering just how far this moment is from dreams I've had. it all feels vaguely familiar yet completely foreign. resisting tears. so tired [Twitter]. 30 March 2009. Available online: https://twitter.com/noah/status/1422661056 [Accessed 13/8/2014].

Short footnote:
Glass, wondering just how far.

Bibliography entry:
As full footnote but with surname first.

Mailing list
If your reader needs to subscribe to see the entries you are referring to, and you are not quoting them in full within your text, it is wise to include a copy of the actual text as an appendix to your work. In this case, add 'see appendix n' in your footnote.

Full footnote:
Initial(s). Surname of author, 'Subject line', Title of mailing list. Date of message. Available online: URL [Accessed date].


Short footnote:
Keenan, 'Peer led academic learning'.

Bibliography entry:
As full footnote but with surname first.

Images, artwork and maps

Photograph
You should reference every photograph you use unless you took it yourself. Give the following information:

Online photographs

Full footnote:
Initial(s). Surname of photographer, (Initial(s). Surname if available, username if not), Title of photograph in italics (or description if none available). Date taken/uploaded if given [Photograph]. Available online: URL [Accessed date].

keithhull, Hull is the new UK City of Culture for 2017. 21 April 2009 [Photograph]. Available online: https://www.flickr.com/photos/21506908@N07/3478651395 [Accessed 14/8/2014].


Short footnote:
keithhull, Hull is the new UK City of Culture.
P. Harrop, *Plinth and Maritime Museum*.

**Bibliography entry:**

As full footnote.

**Prints, slides or negatives (in known collections)**

**Full footnote:**

Initial(s). Surname of photographer, *Title of photograph in italics*. Date taken if not in title [Photograph]. Whatever collection details are available (i.e. name of collection, reference numbers, location, name of library/archive).


**Short footnote:**

Larkin, *Negative of [Monica Jones]*.

Watson, *Hull City Football Team*.

**Prints, slides or negatives (not in collections)**

**Full footnote:**

Initial(s). Surname of photographer, *Title of photograph (or description if none available).*

Date taken if known [Photograph] (Place of publication: publisher (if available)).


**Short footnote:**

Bartram, *Bluebells*.

**Bibliography entry:**


**Book illustration, figure or table**

If the illustration/figure/table is created by the author (basically not attributed to anyone else) then just cite the book as normal, giving the appropriate page number. If the image is attributed to someone else, the footnote would include both the person responsible for the image and the author(s) of the book. The bibliography entry would list the book, not the specific illustration.

**Full footnote:**


**Short footnote:**

Turgot & Bretez, 'Plan de Paris'.

**Bibliography entry:**

Cartoon

Give as much as the following information as you can find (online information optional):

Full footnote:
Initial(s). Surname of artist, 'Title of cartoon' [Cartoon], Title of publication, Date published. Available online: URL [Accessed date].


Short footnote:
Rawson, 'Wealth inequality'.

Bibliography entry:
As full footnote but with name reversed (Rawson, M.,).

Painting, drawing or poster

Give as much of the following information as you can find. If available online, add Available online: URL [Accessed date]:

Full footnote:
Initial(s). Surname of artist, Title of work. Year created if known [Medium]. Institution/collection, City (or Location, Exhibition, dates of exhibition).


Short footnote:
Denison, Clippers on the Humber.
Cook, B. Tommy Dancing.
Gold, B. Alien.

Bibliography entry:
As full footnote.

Sculpture or installation

Include as much of the following information as you can find:

Full footnote:
Initial(s). Surname of artist, Title of the work. Year created if different to date seen [Medium]. Name of collection/exhibition information or Location (include date seen for temporary installations).

H. S. Moore, Large Totem Head. 1968 [Bronze Sculpture]. Yorkshire Sculpture Park.

S. Producoes, Colourful Canopies of Umbrellas [Installation]. Agueda, Portugal, July 2013.
**Short footnote:**

Moore, *Large Totem Head.*

Producoses, *Colourful Canopies of Umbrellas.*

**Bibliography entry:**

As full footnote but with names reversed (Moore, H. S.,).

**Printed map**

**Ordnance Survey map**

**Full footnote:**

Ordnance Survey, *Title of map.* Edition if not first. Map/sheet number, Scale. Map series if appropriate (Place of publication: Publisher, Year).


**Short footnote:**


**Bibliography entry:**

As full footnote.

**Other map**

**Full footnote:**

Map producer, *Title of map,* Edition if not first. Map/sheet number, Scale (Place of publication: Publisher, Year).


**Short footnote:**

International Travel Maps, *South America.*

Max et al. *Bedrock Geology.*

**Bibliography entry:**


**Atlas**

Reference as a standard book, giving scales if relevant. For a specific page, include the page number at the end of the footnotes only.


Short footnote:

Bossard, *Regional atlas on West Africa*.

Bibliography entry:


Digimap online map

These guidelines are for maps that are viewed, annotated or printed.

Digimap does have a citation generator, but this provides a citation that is not consistent with the rest of our scheme so we do not recommend you use it (although it can sometimes be useful to confirm information).

Digimaps are generated by you, so you will have to give a description of the map that makes it clear what it is showing as its title. Other information can be found by clicking on Map Information on the left of your screen or for some services, clicking the Sheet Information button (i) and then clicking on the map. The publisher is usually the copyright holder (check the bottom of the map). The citation year should be from the map date, if no map date is available, use the copyright date.

Full footnote:
Map publisher, *Title/description of map*. Scale. Source (Map Product), Year of original map. Created online: http://edina.ac.uk/digimap [Created on date].


Short footnote:
Ordinance Survey, *Kingston upon Hull*.

Landmark Information Group, *Barmby Moor*.

Natural Environment Research Council, *Vale of Pickering*.

Bibliography entry:
As full footnote.

Map created using GIS software

When you create a map that you include in your assignment, you only need to reference the data source and the tool you used (it is your own work after all). You can find a lot of the information that you need for referencing when you view your basket. You would give the figure a name (Figure 1 – title) and add your footnote after the title. Subsequent citations would refer to Figure 1 and not the data directly so short footnotes are not needed.
Full footnote:
Created with (insert software), data from Producer [data format] Scale, Tile(s). Product name, version: date. Available online: http://edina.ac.uk/digimap [Downloaded date].


Short footnote:
Not applicable, see above.

Bibliography entry:
You do not need the 'created with' information.


Google maps/Bing maps

URLs can be found for specific map views by clicking the Share button in each case. In Bing maps the URL is shown, in Google maps you will need to right-click on the Google Maps link (if you have searched, the link may be your search term) and and choose to copy the link address.

Full footnote:

Google Maps, Humber Dock Marina, Satellite view. Available online: https://www.google.co.uk/maps/@53.73926,-0.3387019,622m/data=!3m1!1e3 [Accessed 22/8/2014].


Short footnote:
Google Maps, Humber Dock Marina.

Bing Maps, The University of Hull campus.

Bibliography entry:
As full footnote.

Audiovisual sources
**DVD/Video/Blu-ray**

Many referencing systems suggest that you need to include a place of distribution. However, this is rarely available on DVDs etc so we suggest you just put the distributor/studio which can usually be found on the reverse. If a place *is* available, include it before a colon as with publisher information.

**Film**

**Full footnote:**

*Title in italics*. Directed by Director name [Medium] (Studio/Distributor, Year of release).


**Short footnote:**

*Good Morning, Vietnam.*

*Good Will Hunting.*

**Bibliography entry:**

Remove brackets from distribution information.


**TV programme**

**Full footnote:**

*Title*, directed by Director name. Written by Writer name (if known) [Medium] (Distributor, Year of distribution).


**Short footnote:**

*In the Wild.*

**Bibliography entry:**

Remove brackets from distribution information.


**Episode of a TV programme**

**Full footnote:**

'Episode title', *Programme title*, series and episode numbers. Directed by Director name. Written by Writer name (if known) [Medium] (Place of distribution: Distributor, Year of distribution).

Short footnote:
‘Old Fears’, Mork & Mindy.

Bibliography entry:
Remove brackets from distribution information.


Extra commentaries
If extra commentaries by directors/producers/actors etc are given on a DVD/Blu-ray you would reference using the person’s name rather than the title:

Initial(s). Surname of commentator, director’s (or other) commentary, Title of Film. Version if needed. Directed by Director name [Medium] (Studio/Distributer, Year).


Short footnote:
Snyder, Watchmen.

McCarthy et al, The Ultimate Matrix Collection.

Bibliography entry:


Broadcasts and streaming (TV, Radio, Netflix, BoB etc)

Dates given in brackets should be the original broadcast year (the copyright year given at the end of the programme). You may be able to find this and information such as writers etc on something like IMDb if you do not have the credits recorded. The broadcast date is the broadcast that you actually watched (except for online subscription-only programmes, in which case it is the release date).

TV programme

Full footnote:
Title. Directed by Director name (if known). Written by Writer name (if known) [TV Programme]. (TV channel (or service if online only), broadcast date and time).


Short footnote:
Scotland decides.

Bibliography entry:
As full footnote but with no brackets around the broadcast information.
If you are quoting a specific person on the programme, you can include their name first:


**Episode of a TV programme**

**Full footnote:**

'Episode title', *Programme title*, season and episode numbers. Directed by Director name. Written by Writer name (if known) [TV programme]. (TV channel (or service if online only). Broadcast date and time).

'The Empty Chair', *The Honourable Woman*, season 1, episode 1. Directed by Hugo Blick. Written by Hugo Blick [TV programme]. (BBC TWO. 3 July 2014, 21:00).


**Short footnote:**

'The Empty Chair', *The Honourable Woman*.

'Chapter 2', *House of Cards*.

**Bibliography entry:**

As full footnote.

**Programmes/episodes watched via Box of Broadcasts**

Please DO NOT cite these using the information given in the *How to cite this* tab underneath the broadcast window. Instead, just add the URL and access information as with other online resources:

**Full footnote:**


**Short footnote:**

*Scotland decides*.

**Bibliography entry:**

As full footnote.

**Radio programme**

This is the same as for TV programmes but use [Radio Programme] instead:

**Full footnote:**


If you are quoting a specific person on the programme, you can include their name first:

Film (cinema release, TV or BoB)
Film, cinema release or TV

Full footnote:
*Title in italics.* Directed by Director name [Film] (Place of distribution (if known): Studio/Distributer, Year of release).

*Dawn of the Planet of the Apes.* Directed by Matt Reeves [Film] (20th Century Fox, 2014).

Short footnote:
*Dawn of the Planet of the Apes.*

Bibliography entry:
Remove brackets from distribution information.

*Dawn of the Planet of the Apes.* Directed by Matt Reeves [Film]. 20th Century Fox, 2014.

Film, seen on Box of Broadcasts
Please DO NOT cite these using the information given in the *How to cite this* tab underneath the broadcast window. Instead, just add the URL and access information as with other online resources. If distributor information is cut off the end by the TV channel, try looking on IMDb (Company Credits link):

Full footnote:
*Title in italics.* Directed by Director name [Film] (Place of distribution (if known): Studio/Distributer, Year of release). Available online: http://bobnational.net/record/234816 [Accessed date].


Short footnote:
*The Birds.*

Bibliography entry:
Remove brackets from distribution information.


Podcasts
If the author or presenter of the podcast is not known, use the organisation or website name instead.

Full footnote:
Initial(s). Surname of author/presenter, 'Title of podcast', *Name of Web page* [Podcast]. Day and month of post if shown. Available online: URL [Accessed date].

T. Harford, 'Student loans', *More or Less: Behind the Stats* [Podcast]. 15 August 2014. Available online:
J. Heaversedge, 'What is mindfulness?', Mental Health Foundation [Podcast]. Available online: http://www.mentalhealth.org.uk/content/assets/audio/what-is-mindfulness-mp3.mp3 [Accessed 19/8/2014].


Short footnote:
Harford, 'Student loans'.
Heaversedge, 'What is mindfulness?'.
Fearless Social, 'How to use magazines'.

Bibliography entry:
As full footnote, surnames of author/presenters first.

YouTube video
When referencing a YouTube video, it is the name of the person who posted the video, not who made it that you reference (these can be the same or different). Use the URL that you get when you click the 'Share' link as it is shorter than the one in the URL box:

Full footnote:
Initial(s). Surname of person/Name of organisation posting video, Title of video, Series title if relevant. Date uploaded [Video]. Available online: URL [Accessed Date].


Short footnote:
Tunalioglu, Richard Phillips Feynman.
Harvard University, Putting a price tag on life.

Bibliography entry:
As full footnote.

PowerPoint (or other) presentation
Most presentations you will reference will be accessed online, so reference as follows:

Full footnote:
Initial(s). Surname, Title of presentation. Date created/uploaded [Presentation]. Available online: URL [Accessed date].


If you accessed the presentations via other means, omit the 'Available online' information.

**Short footnote:**
- Brenman, *Thirst.*
- Duarte, *Slidedocs.*

**Bibliography entry:**
- As full footnote with surname of author first.

**Music**

**Individual musical scores**

**Print score**

**Full footnote:**
Initial(s). Surname of composer, *Title of score including work number if known* [Musical score]. Editor or arranger information (City published: Publisher, Year of publication).


**Short footnote:**
- Stravinsky, *Rite of spring.*
- Rimsky–Korsakoff, *Trombone Concerto.*

**Bibliography entry:**

**Online score**

**Full footnote:**
Initial(s). Surname of composer, *Title of score including work number if known* [Musical score]. Editor or arranger information (City published: Publisher (if given), Year published or uploaded). Available online: URL [Accessed date].


**Short footnote:**
- Bach, *Canon for Walther.*
Bibliography entry:

Scores in collected works/anthologies

Part of collected works

Full footnote:
Initial(s). Surname of composer, 'Title of score', *Title of collection* [Musical score] (City published: Publisher, Year). Available online: URL [Accessed date] (if relevant).


Short footnote:
Britten, 'How sweet the answer'.

Bibliography entry:

Part of anthologies

Full footnote:
Initial(s). Surname of composer, 'Title of score'. In Editor name (ed.) *Title of anthology* [Musical score] (City published: Publisher, Year). Available online: URL [Accessed date] (if relevant).


Short footnote:
Handel, 'Deborah'.

Bibliography entry:
Classical music recording

CD, audio cassette or vinyl

Full footnote:
Initial(s). Surname of composer, ‘Title of work if part of album/larger work’, *Title of Album/Work if whole*. Performer/orchestra conducted by Conductor name (if relevant) [Medium] (City of distribution (if given): Distributor/Label, Year).


Short footnote:
Elgar, *Cello Concerto*.

Bach, ‘Variato 8’.

Bibliography entry:

Membran Media, 2012.

Streamed or downloaded
It is necessary to give specific information about where you streamed music from if it is ONLY available through that method. Otherwise, just give as much of the above information as your streaming service gives or you can find elsewhere (the same recording may be available on Amazon for instance). Downloaded music should always give a URL.

Full footnote:

J. Sibelius, *Valse Triste*. Erik Helling [Download]. Available online:

Short footnote:
Debussy, *La Mer*.

Sibelius, *Valse Triste*.

Bibliography entry:

Sibelius, J., *Valse Triste*. Erik Helling [Download]. Available online:
Other recorded music

Standard names of single artists can be treated liked any other name, with initials given and reversed in the bibliography. Band names are unchanged. Single artists with non-standard names (Lady Gaga, Jessie J, P Diddy etc) should be treated as band names:

**Album**

**Full footnote:**
Artist, *Title of album* [Media]. Version if needed (Label, Year).


**Short footnote:**

Iron Maiden, *Powerslave*.

**Bibliography entry:**

**Album track**

**Full footnote:**
Artist, 'Title of track', *Title of album* [Media]. Version if needed (Label, Year).


**Short footnote:**
Blondie, 'Hanging on the telephone'.

Smith, 'Like I can'.

**Bibliography entry:**

**Streamed or downloaded**

It is necessary to give specific information about where you streamed music from if it is ONLY available through that method. Otherwise, just give as much of the above information as your streaming service gives or you can find elsewhere (the same recording may be available on Amazon for instance). Downloaded music should always give a URL.

**Full footnote:**
Short footnote:

Davis, *Boplicity*.

Macklemore & Lewis, 'Starting Over'.

Bibliography entry:


Lyrics or libretto

Lyrics

Full footnote:
Initial(s). Surname of songwriter(s), *Title of Song* [Lyrics] (Place of distribution: Distribution company or label, Year) or (Year). Available online: URL [Accessed date].


Short footnote:

Taupin, *Candle in the wind*.

Geldof & Ure, *Do they know it’s Christmas?*.

Bibliography entry:


Libretto

These are usually published separately so have publisher details:

Full footnote:
Initial(s). Surname of author(s) *Title of publication* [Libretto]. Edition or version if necessary. (City of publication: Publisher, Year).


Short footnote:

Sondheim, & Wheeler, *Sweeney Todd*.

Bibliography entry:

Liner notes/album cover notes etc

Liner notes are text found on the covers or inner sleeves of vinyl albums or on the little booklets that come inside CDs etc. These can be physical or electronic (for instance if you download an album). Sometimes they do not have individual titles, in which case just leave this out but add the [Liner notes] label to the short footnote to make it clear what you are referencing.

Full footnote:
Initial(s). Surname of author, 'Title of notes' [Liner notes]. In Title of recording [Media] (Label, Year).


Short footnote:
The Damned, 'Thanks to no-one'.
Cott [Liner notes].

Bibliography entry:

Live performances

Concert

Full footnote:
Initial(s). Surname of composer, Title. Name of orchestra/musician conducted by Conductor (if relevant) (Place of performance, Date of performance).

R. Strauss, Elektra. BBC Singers and the BBC Symphony Orchestra conducted by Semyon Bychkov (Royal Albert Hall, 31 August 2014).

Short footnote:
Strauss, Elektra.

Bibliography entry:
Strauss, R., Elektra. BBC Singers and the BBC Symphony Orchestra conducted by Semyon Bychkov. Royal Albert Hall, 31 August 2014.

Dance

Full footnote:
Initial(s). Surname of composer or choreographer, Title. Dance company (Location, Date seen).

**Short footnote:**
Bourne, *Lord of the Flies*.

**Bibliography entry:**

**Play**

In contrast to other live performances, the title of the play is given first, not the playwright.

**Full footnote:**
*Title*, by Author. Directed by Director (or Theatre Company) (Location, Date seen).

- *That’s All You Need to Know*, by Idle Motion (Hull Truck Theatre, 19 September 2014).

**Short footnote:**
*That’s All You Need to Know*.

*The Importance of Being Earnest*.

**Bibliography entry:**
Remove brackets from performance information.

- *That’s All You Need to Know*, by Idle Motion. Hull Truck Theatre, 19 September 2014.

**Live speech**

**Full footnote:**
Initials. Surname of speaker, *Title of the Speech (or context such as Queen’s Speech)*. Audience of the speech (Location, Date).

- C. Umunna MP, *Address to Congress*. TUC Congress (Liverpool, 7 September 2014).

If you do not know the speaker’s name, list by target audience.

**Short footnote:**
Umunna, *Address to Congress*.

**Bibliography entry:**
Surname first and remove brackets from performance information:

- Umunna, C. *Address to Congress*. TUC Congress, Liverpool, 7 September 2014.
Personal communications etc.

Email

For emails from distribution lists, see electronic resources. Be careful about including personal email addresses and respect confidentiality. It is usualy to keep copies and include them in appendices.

Full footnote:
Initial(s). Surname of sender, Message subject line [Email]. Message sent to Recipient's name (email address if appropriate). Date and time sent.

R. Heseltine, Reflective writing [Email]. Message sent to J. Bartram (j.bartram@hull.ac.uk). 22 April 2014, 20:49.

Short footnote:
Heseltine, Reflective writing.

Bibliography entry:
As full footnote.

Interview or conversation (including telephone and Skype)

Recorded interviews/conversations (including focus groups)

Full footnote:
Initial(s). Surname of interviewee, Description of communication [Conversation type]. Date and time of interview. Place if relevant.


For focus groups, you will probably use aliases:


Short footnotes
Harlow, The relevance of employability.

Bibliography entry:

Some supervisors will like you to provide a transcript as an appendix and cite the appendix and line number in your footnotes – check with them individually.

Non-recorded interviews or conversations

Check with your tutor/supervisor to see if these are usable (they are not considered recoverable data and some academics will not accept them as evidence within your written work). If they are acceptable, give the same information as for recorded interviews/conversations as in this example of a full footnote:

L. Fallin, Liberal Democrat volunteering opportunities in Hull [Skype interview]. 14 June 2015, 18:30.
Letter
Use a description of the letter’s contents if it has no obvious title:

Full footnote:
Initial(s). Surname of author, Title/description of letter [Letter]. Personal communication, Date on letter.


Short footnote:
Smith, Request for help.

Bibliography entry:

Lecture notes
Always check with your tutor that they accept lecture notes or other course material in a reference list (many do not). It is always better to read the original sources of the material if available and reference these. Otherwise reference as follows:

Full footnote:


Short footnote:
Bartram, 'Effective Presentations'.

Bibliography entry:

See PowerPoint (or other) presentation above if you have access to the actual presentation used rather than relying on your own lecture notes (but still check that it is acceptable to reference this).
Anything else

Anything not mentioned already

If you need to reference anything that is not already included in this guide then follow the basic template below.

Full footnote:
Initial(s). Surname of author/creator, *Title or description* [Medium if not obvious]. Anything that identifies it specifically (Any other information about where or when you saw it or that can help someone else find it, including date).

Short footnote:
Author/creator, *Title or description*.

Bibliography entry:
Surname, Initial(s). of author/creator, *Title or description* [Medium if not obvious]. Anything that identifies it specifically. Any other information about where or when you saw it or that can help someone else find it, including date.

Version 1.0.11