Footnotes Hull Quick Reference Guide
Common Reference Types

**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:**

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:**
Bleser & Gordon, *Intimate strategies*, 34.

**Bibliography entry:**
List all the authors with the first one reversed. Publishing information not in brackets. No page numbers.


**An edited book**

**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).


**Short footnote:**

**Bibliography entry:**
As footnote with first author name surname first. Publishing information not in brackets. No page numbers.

**A chapter in an edited book**

**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:**
As footnote with first editor surname first. Publishing info. not in brackets. Page range only.
**An electronic book (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:**
As footnote with first author name surname first. Publishing information not in brackets. No page numbers.

**Journal article (print or online)**

**Full footnote:**
Initial(s). Surname of author(s), 'Title of article in sentence case', *Journal title in italics*, Issue information (Year), page range: relevant page(s).


**Short footnote:**
Panikkar, 'Literature as history', 5.

**Bibliography entry:**
As footnote with the all authors listed, first author surname first. Publishing information not in brackets. Page range only.

**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: relevant page(s).


**Short footnote:**
Blozijl & Andeweg, 'The effects of text slide format', 292.

**Bibliography entry:**
As footnote with first author surname first and all authors listed. Publishing information not in brackets if given. Page range only.

**Web page**

**Full footnote:**
Initial(s). Surname of author(s), *Web page title* (Date). Available online: URL [Accessed date].

**Individual Author(s)**

Available online:

**Company author**

SocialBakers, *LinkedIn statistics, number of LinkedIn users & demographics* (2014).
Available online:

**No author or company name**

Gourmet coffee boom takes Russia by storm (2013).
Available online:

**Short footnote:**
Reynolds, *Top ten slide tips*.
SocialBakers, *LinkedIn statistics*.
Gourmet coffee boom.

**Bibliography entry:**
As full footnote but with author surname first and dates not in brackets.

**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.

In your text, you could write
"Harrison implied that..."

The footnotes and bibliography entries would then be:

**Footnote:**

**Bibliography**

Alternatively, you could make the secondary nature of the reference clear in your text i.e. "Harrison, quoted/cited in Smithson², suggested that..."

The Smithson book would then be referenced in the footnote and bibliography with no further mention of Harrison.