MHRA Referencing User Guide
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The contents of this guide in part are taken from the University of Kent MHRA referencing guide: Available at https://www.kent.ac.uk/ai/MHRAStyleGuide2009.pdf

MHRA = Modern Humanities Research Association

The MHRA style of referencing is used in the Humanities, and particularly these disciplines: English, history, modern languages and literature.

The MHRA style of referencing is a three-part process:

1. Instead of naming authors in the text, which can be distracting for the reader, numbers are used to denote citations by inserting a superscript (raised) number within the text where you have quoted from another text, or referred to another author's work e.g. 1

   These numbers in the text are linked to a full reference in footnotes in your bibliography.

   Cited publications are numbered in the order in which they are first referred to in the text. Superscript numbers can be created in Microsoft Word by selecting ‘References’ from the menu bar, then ‘Insert Footnote’. A number will appear within the text and then at the bottom of the page a superscript number where you will write your citation.

   ![Insert Footnote](image)

   ![This is where you write your citation](image)

2. Creating a bibliographic citation in your footnote linked to the superscript number within the text.

   The resulting reference within this footnote is called a “citation”, and the format of the citation can vary.

   Every citation is then labelled in your text using a superscript (raised) number so that the source can be identified. 2

---

1 This is where your Superscript number leads to, known as a footnote, it is the bibliographic citation of the source you have used. MS Word can create this automatically.

2 Each number in the text refers to the bibliographic citation in the footnote.
3. Creating a bibliography at the end of the document listing material that you have directly cited.

A list of all the references you have cited throughout the text is compiled at the end of the document. This list is called a “bibliography”. The references in this bibliography are carefully formatted according to the type of material. Your bibliography should only include material that you have directly cited in your text.

List works in alphabetical order by surname of the first author. Surname followed by forename.

Using Footnotes – some rules

There should be no more than one footnote per sentence. If you are referring to more than one work in the same sentence, just place all the citations in the same footnote. Where ever possible footnotes should be placed at the end of a sentence (following the full-stop, exclamation or question mark), or after a quote.

Example:

Pears and Shields state that ‘The MHRA referencing style is used in some arts and humanities publications’. ³

You can group citations for more than one sentence together in the same footnote. However, single footnotes should not be used to group citations spanning more than one paragraph in your text.

Avoid cross-referencing (e.g. “see note 12 above” or “see page fifteen”) in footnotes where at all possible. Only use the term “ibid.” where the same reference has already been given in the preceding footnote. Otherwise use the shortened formats for later footnote citations, given in this document.

Quoting in the body of your text:

The source of quotations within your text must always be clearly identified (so the reader can use the bibliography to identify the original work the quote was taken from), and a page reference if appropriate.

Direct quotations in the body of your text should not exceed forty words of prose, or two complete lines of verse, and must be enclosed within single quotation marks. Where quotations span more than one line of verse, indicate the line break with an upright “|”. Indicate omitted text using an ellipsis […]:

the mythical romance of Aengus searching for his love, ‘Though I am old with wandering | Through hollow lands and hilly lands’ (lines 17-18) endures.4

Longer quotations should be set into the body of your document, as a separate paragraph, with an additional line break between it and the preceding and following lines of text. The quotation may also be either indented or set in a smaller font size to further distinguish it.

The quotation paragraph does not have to be enclosed within quotation marks. However, additional quotations within it should use single quotation marks. Format quotes from plays or verse as it is laid out in the original text. End the quotation with a full-stop, exclamation mark or question mark. Put additional references (page, paragraph, section, act, scene or line numbers) outside this in parentheses, see page 20 for example.

Footnote citations and bibliographic references:

Footnote citations should include all the bibliographic details of the item referred to or quoted. Include page, paragraph, section, act, scene or line numbers as appropriate.

Footnote citations should be formatted according to the examples laid out in this guide. Where the footnote citation is repeated in your document, the reference may take an abbreviated form.

Your bibliography is an alphabetical list of references to every work cited in your document. The references in your bibliography will be derived from the citations made in your footnotes. Bibliographic references usually differ slightly in format from the original footnote citation.

Later footnote citations:

Where different parts of the same text are referred to later in your document, use an abbreviated form of the reference in your footnotes. This will consist of the author’s name followed by a comma, then a volume or act number (if applicable) in small, upper case roman numerals, and a page reference or the scene/chapter, verse, and line numbers. Separate any volume, act, scene, chapter, verse and line details with a full-stop:

Example:

Original footnote


Later footnote

Wolffe, p. 74.
More than one work by the same author:

Where more than one work by the same author has been cited, use the author name and a short form of the title, e.g.:


Where there is no author, or the text can be clearly identified from the title alone, use a short form of the title, e.g.:

Aeneid, VI. 215.

Multiple references:

Multiple references to an exact same quote or text need not be referred to each time in new footnotes. Simply state in the first, full reference footnote, that “Further references (to this edition etc.), are given after quotations/mentions in the text”. Then use a short form of the reference in the text of your document (as above).

Different materials are referenced in different ways. Use this guide for guidance on the correct format a footnote reference, subsequent footnote reference, and bibliographic reference for each type of material should take.

Follow all conventions regarding layout, punctuation and abbreviations:

Use commas, full stops, parentheses, etc. exactly as they are used in the following examples. Apply this to any abbreviations such as trans., ed./eds. (editor/editors), edn (edition), vols (volumes), repr. (reprinted), p./pp. (page/pages) etc.

Missing information

If you are unsure of the publication details, use the following conventions: place uncertain elements inside square brackets with a question mark, e.g. [London?] or [Heinmann] or [1935?]. If the details do not exist; use the following conventions [n.p.] (no place), [n. pub] (no publisher), and [n.d.] (no date).

If the work has been reprinted at a later date, detail the original publication details first, then put a semi colon, and give the reprint publication details, introducing them with the abbreviation ‘repr.’:

Sources of information and how to reference them

1. Books

1.1 Book with one author

Footnote citation format:

Start the reference with the author’s first name (or initials if name not available), then their surname, a comma and the title (in italics, and using Upper Title Case for Titles in the English Language). Lastly, include the publication details in parentheses (place: publisher, year published), then a comma and the appropriate page reference, e.g.


Bibliography format:


(NB the authors names are reversed, this is so that they can be added to the Bibliography in alphabetical order).

Checklist for Reference in Bibliography

- Author/editor
- Title (in italics)
- Edition (only include the edition number if it is not the first edition)
- Place of publication: publisher, year of publication (all in round brackets)

5 For titles in languages other than English, follow the capitalization as it is given on the title page.

1.2 Books with multiple authors

Footnote citation format:

Start with the author firstname, then surname. Repeat for succeeding authors (up to a limit of three), as follows...

Peter Brooker and Peter Widdowson, A Practical Reader in Contemporary Literary Theory (Hemel Hempstead: Prentice Hall, 1996).


Bibliography format:

Start the reference with the FIRST author’s surname. However, do not reverse the order for subsequent authors. Separate each author name with a comma.

1.3 Four or more authors

Footnote citation format:

Include the first author’s name, and then abbreviate the remaining authors to “and others” (NOT et al.): 


Bibliographic reference format:

Wheelwright, Philip, and others, The Language of Poetry, ed. by Allan Tate, Mesures Series in Literary Criticism (Princeton: Princeton University Press, 1942)
1.4 Anonymous work

Footnote citation format:
Start with the title, and give the full reference...


Where the author’s name appears in the title of the text (e.g. Works of [...] ), treat it as an edited book, and omit the author name (see the Edited Books section below).

Later footnote citations to the same edition: Use the short title format...


Or even (so there can be no confusion)


Bibliographic reference format:
Order alphabetically in the bibliography by the title (in the example below, the reference will be entered under ‘a’s):


1.5 Translation/series editor

Bibliographic reference format:
These details are given after the title, and precede the series title details. Translator details are given before editor details:


If the text has been translated and edited by the same person, use the format ‘trans. and ed. by [...]’.

1.6 Series Title

The series title follows any translator or editor details, but comes before edition and volume statements prior to the publication information:

Dickens, Charles, Oliver Twist, ed. by Steven Connor and Michael Slater, Everyman Library, Rev. edn (London: J.M.Dent, 1997)

Wheelwright, Philip, and others, The Language of Poetry, ed. by Allan Tate, Mesures Series in Literary Criticism (Princeton: Princeton University Press, 1942)

If the titles within the series are numbered, include the number of the volume after the series title, separated by a comma, as in the example below. Do not use the format ‘vol. 19’.

1.7 Edition

**Bibliographic reference format:**

The edition details are given after the title, translator, editor, and series title details, in the format 3rd edn., Rev. edn., 2nd edn., etc. (there is no need to note first editions). E.g.


1.8 Volume

**Footnote citation format:**

Enter details in the usual format (author forenames/initials, surname, title, translator and/or editor details, series title).

Then include the total number of volumes in the set (e.g. ‘5 vols’), before the publisher details (in parentheses). Add the inclusive dates of the entire set of volumes.

Finally, put a comma, the number of the volume within the set that you are referring to (express this number as small, upper case roman numerals), include the publication date of that particular volume within parentheses, then another comma and the appropriate page references.


If you don’t have all the details, or are referencing only one volume from the set, the following will be sufficient:


**Later citations to the same edition:**

Use short reference formats, but include the volume number used...

Doyle, VIII, 159.

**Bibliographic reference format:**

Follow the usual convention, with surname first...


Or...

Bibliographic reference format:

The edition details precede any volume statements...


Alternatively...

Conway, Jill Ker, Written by Herself, 3rd edn (New York: Random, 1996), II

1.10 Electronic book

Bibliographic reference format:

Enter all the bibliographic details as per normal, footnote citations will follow the usual format. Include the URL <in angled brackets> after the publication details, and then the access date [in square brackets]:


Authored books in online databases:

If the book is part of a specific online collection, give the publication details as normal, then the name of the database (italicised), preceded by the a comma and the word “in”, then the URL and access date (as follows):


1.11 Edited book Single Author

Footnote citation format:

Footnote references to an edited book follow the same layout as for authored books, except that there is no author name, so the reference begins with the title of the work, followed by editor’s forename, initials, surname, and the abbreviation ‘ed.’ or ‘eds.’ The other details follow in the order you’d expect: series title, edition, volumes, publication details (in parentheses).

Dickens, Europe and the New Worlds, ed. by Anny Sadrin (Basingstoke: Macmillan, 1999), pp.159-62.

Where the original author’s name appears in the title of the work (e.g. Works of [...], or Letters of [...] etc.), treat it as an edited text (there is no need to include the author details) . . .


Initial footnote references for all the following examples of edited books will adhere to this format, unless otherwise specified
Later citations:

Subsequent footnote citations will follow the short reference formats already demonstrated for authored books, e.g.

Sadrin, pp. 159-62.
Sadrin, Dickens, pp. 159-62. etc.

Bibliographic reference

For the bibliographic reference, the editor’s surname precedes the title, so that the item can be arranged in alphabetical sequence in the bibliography. Other elements of the reference retain the same sequence:

Sadrin, Anny ed., Dickens, Europe and the New Worlds (Basingstoke: Macmillan, 1999)

1.12 Multiple editors

Footnote citation format:

Again, start with the title, then put a comma and the prefix, ‘ed. by’ before listing the editors’ names (forename initials surname). Precede the last editor’s name with ‘and’. If there are three editors, separate the first name from the following ones with a comma. All other details are in the order you would expect:


Bibliographic reference format:

Start the reference with the first editor’s surname, separate subsequent editor’s (up to a limit of three names) with a comma. Subsequent editors’ names should be given in the format: forename, initials, and surname. The last editor’s name should be preceded by ‘and’. Place a comma after the last editor’s details, then the abbreviation ‘eds.’, another comma, and the title and all other information in the standard sequence:


Charlton, Donald Geoffrey, Jean Gaudon, and Anthony Roy Pugh, eds., Balzac and the Nineteenth Century : Studies in French Literature Presented to Herbert J. Hunt by Pupils, Colleagues and Friends (Leicester: Leicester University Press, 1972)

1.13 Four of more editors
Footnote citation format:

Start with the title, then give the editor details (‘ed. by’). Enter only the first editor’s name, a comma, and abbreviate the remainder with the suffix ‘and others’. Other bibliographic and publication details follow this in the usual sequence:


Bibliographic reference format:

Follow the example below...


1.14 Series Title

Footnote citation format: The series title follows the editor details, and precedes the edition, volume and publication details:


Bibliographic reference format:


If the titles within the series are numbered, include the number of the volume after the series title, separated by a comma:

Modern German Culture and Literature, 12

Do not use the format ‘vol. 12’.

1.15 Edition

The edition details are given exactly the same as for authored books (in both footnote citation, and bibliographic reference formats):


Where an edition has been substantially revised by a different editor, give the new editor’s details following the edition statement in the format, 3rd ed. rev. by [...].
1.16 Volume

Volume details are incorporated into the reference in exactly the same way as they are for authored books:

**Footnote citation format:**


Or...


**Bibliographic reference format:**


Or...


1.17 Volume and edition

As with authored books (see above)

1.18 Electronic edited book

**Footnote citation format:** Simply add the URL <inside angled brackets> and the date the item was accessed [inside square brackets] to the normal footnote citation:


**Bibliographic reference format:**
Simply add the URL <inside angled brackets> and the date the item was accessed [inside square brackets] to the normal bibliographic reference for an edited book:

Edited books in online databases:

If the text is from an online collection, then give the name of the database in italics (preceded by a comma and the word “in”) after the publication details. Finish with the URL and access date:


1.19 Reference works (e.g. encyclopaedias)

Give precedence to the title, but treat as an anonymous authored book, including the series editor, edition and volume details, e.g.

Footnote citation format: Give a full reference in the first footnote citation


Later footnote references: Give an abbreviated form of the reference for later footnote citations. For major reference works, there is no need to give the full title, e.g.:

New Encyc Britann, X, 453.

OED, p. 1242.

DNB, XII, 261.

Bibliographic reference format: Will be arranged in alphabetical sequence under the title:

The New Encyclopedia Britannica, ed. by Robert McHenry, 15th edn (Chicago: University of Chicago, 1992), X

1.20 Chapters within a book

Footnote citation format: Give the details of the chapter author, follow all the conventions for authored footnote texts in terms of sequence (forename, initials, surname), and handling of multiple authors. Then give the chapter title in single quotation marks, the word ‘in’ (preceded by a comma) and the title of the work the chapter appears in (use italics), then the editor and other bibliographic/publication details. End the reference with the page range for the chapter followed by any specific page references (within parentheses), if necessary.

For detailing multiple chapter authors, and multiple book editors, follow the conventions already given above.


Later footnote citations: Abbreviate subsequent references according to the standard conventions:
Fitz, pp. 111-23 (p. 119). Fitz, ‘The Vox Populi’, pp. 111-23 (p. 119).

Where a different chapter from an anthology already cited is being referenced, follow this convention:

Bobby J. Chamberlain, „Striking a Balance: Amado and the Critics“, in Jorge Amado: New Critical Essays (see Fitz, above), pp. 31-42.

Bibliographic reference format:


Titles within the chapter title appear within double quotation marks. Any book titles not in English, are capitalised as per the entry on the title page of the anthology:

Garcia Lorenzo, Maria M., 'Venus Bound and Unbound in J. Steinbeck's "The Chrysanthemums" and in R. Waller's "The Bridges of Madison County"', in Estudios de la mujer en el ambito de los paises de habla inglesa, III, ed. by Ana Anton-Pacheco, and Josephine Bregazzi (Madrid, Spain: Universidad Complutense de Madrid, 1998), pp. 37-52

1.21 Series title, volume, and edition details

Follow the rules above for including series title, volume and edition details within the format of a book chapter footnote citation or bibliographic reference.

1.22 Previously published chapters

Bibliographic reference format: Handle as before, but include the original source of publication at the end of the reference (such items are usually published first as a journal article):


1.23 Electronic chapter

Bibliographic reference format:


Chapters in online databases:

If the chapter forms part of an online collection, give the publication details as normal. Then give the name of the database (preceded by a comma and the word “in”). Finish with the URL and access date:
If the chapter forms part of an online collection, give the publication details as normal. Then give the name of the database (preceded by a comma and the word “in”). Finish with the URL and access date:


1.23 Entries within a reference work (e.g. an encyclopaedia entry)

Treat entry as a chapter within an edited book, e.g.

Footnote citation format: If the author of an article within a reference work is given, include their details as part of the reference.


Otherwise, treat as an anonymous work, and start with the article title:


Later footnote citations:

Beard, DNB, XII, p. 261.

DNB, XII, p. 261.

Bibliographic reference format:


An entry in an electronic reference work:

Footnote citation format: Give a full reference in the first instance. Put the starting line number of any quotation if it has not already been included in your text. A line range (e.g. 17-23 or 18, 23-27) is only given if the passage has been referred to in the text, but not directly quoted:


Give relevant book numbers (in small, capital roman numerals), and verse/canto numbers before the starting line number. Verse and starting line numbers should be given in arabic numerals. Separate book, verse and line numbers with a period (full-stop):


Later footnote citations: Follow the usual formats, eg.:

Yeats, 'The Song of Wandering Aengus', 5.

Where you wish to cite a different poem published in an anthology that has previously been referenced:

'The Wanderings of Oisin', in W.B. Yeats the Major Works (see Yeats above), III, 213.

With long poems, after the first full reference, use an abbreviated form based on the title:

Aeneid, IV. 440.

Bibliographic reference format:


Checklist for Reference in Bibliography

- Poet – Surname, First name(s),
- Title of poem (in single quotation marks),
- in – title of the book where the poem is found (in italics)
- ed. by (editor(s) names)
- Edition (only include the edition number if it is not the first edition)
- Place of publication: publisher, year of publication (all in round brackets)
In text format:

Format quotes from plays or verse as it is laid out in the original text. End the quotation with a full-stop, exclamation mark or question mark. Put additional references (page, paragraph, section, act, scene or line numbers) outside this in parentheses. Finally, place the footnote entry at the end of the quotation:

[...] Over hill, over dale,
  Thorough bush, thorough briar,
Over park, over pale,
  Thorough flood, thorough fire,
I do wander everywhere,
  Swifter than the moon’s sphere; (II.1.5)

Footnote citation format:

Give the first full reference to the edition of the play used. Include relevant act, scene and starting line number* separated by periods (full-stops). Act numbers should be given in small, capitalised roman numerals, scene and line numbers should be given in arabic numerals. Only include these details if they are not given following the direct quotation in your text:

Footnote citation format:

Titles of books from the Bible are not italicised. Book numbers are given in roman numerals, chapter and verse numbers in arabic numerals separated by a period:


Bibliographic reference format:

If a specific edition of the Bible is used, include the details in the bibliography as you would for an anonymous authored book:


Checklist for Reference in Bibliography

- Title of Bible, Version and what it contains (*in italics*)
- Place of publication: publisher, year of publication (all in round brackets)

5.0 Journal Articles

Footnote citation format:

Include the author name (follow the rules used with authored books for the inclusion of multiple authors and four or more authors). Follow this with a comma, the article title in single quotation marks (see the section on Book chapters, above), then another comma, the full *title of the journal in italics* (omitting any leading articles: e.g. *The*, or *A*), another comma, and the volume number (in arabic numerals – do NOT use roman numerals, even if these are given by the journal itself). Then put the year (in parentheses), a comma, the page range for the whole article, and finally, (inside parentheses), the page number for the source of your quotation or reference:

Paul Dean, ‘Nothing that is So is So’: Twelfth Night and Transubstantiation’, *Literature and Theology*, 17 (2003), 281-97 (p. 287).

Only include an issue number (following the volume, but separated from it by a full-stop), or a date, if the parts within each volume are individually paginated:

Lionel Trilling, ‘In Mansfield Park’, *Encounter*, 3.3 (September 1954), 9-19 (pp. 11-14).

Later footnote citations:

These follow the standard conventions, e.g.:
Dean, pp.281-97 (p.283). Dean, “Nothing that is So is So”, pp.281-97 (pp.282-83).

Bibliographic reference format:
Dean, Paul, ‘Nothing that is So is So’: Twelfth Night and Transubstantiation’, Literature and Theology, 17 (2003), 281-97

Checklist for Reference in Bibliography
- Author (s) Surname, Firstname,
- Title of article (in single quotation marks),
- Title of Journal,
- Volume number in Arabic numbers.
- Issue number (Only include an issue number, or a date, if the parts within each volume are individually paginated)
- Year of publication (in round brackets),
- Page range of the article

Again, follow the rules used with authored and edited books for the inclusion of multiple authors and four or more authors.

5.1 Journal article reprinted in a later anthology

Give the original publication details for the journal article, and then (inside parentheses), give the publication details for the anthology that the article was reprinted in.

Bibliographic reference format:

5.2 Journal article first published in an earlier anthology

You could give the publication details of the original chapter and anthology and specify that the chapter was reprinted in a journal, giving the full journal reference.

However, if the reprinted article is easier to obtain than the original chapter from the book, you could give the reference like this:

Bibliographic reference format:

First footnote citations, and subsequent footnote citations will follow all the usual conventions given in the examples preceding this.
5.3 Online Journal Article

**Footnote citation format:**
These follow the standard format of starting with the author firstname, Surname, and then publication details, followed by the URL <in angled brackets> and the access date [inside square brackets]:


**Later footnote citations:** These follow the standard conventions

**Bibliographic reference format:**


**Articles in online databases:**

For an article in an online database, such as Literature Resource Center, Literature Online, or Literature Compass, give the details of the article and the original source of the printed publication in the standard format. Then give the name of the online database in italics, preceded by the word “in”. Finally, give the database URL and access date:


Include any reprint or original publication details as shown:

6.0 Newspaper and magazine articles

Do not include volume or issue numbers. Give only the author, ‘article title’, title, date month year, and page reference.

These follow the format for first footnote citations, giving the full reference starting with the reporter (author’s) first name, and the other elements in the order, headline (article) title“, Title, date month year, p. page. Follow the rules given for previous material types when dealing with multiple authors and four or more authors:


Omit The or A at the start of English-language newspaper titles, with the exception of The Times.

Later footnote citations: These follow the standard conventions, e.g.


Bibliographic reference format:


No author - Simply omit the reporter details, and begin the reference with the article headline

Later editions/supplements - Add the edition details or include the relevant section detail, before the page information:

Bibliographic reference format:


Gibbs, Nancy, 'If You Want to Humble an Empire', Time, 14 September 2001, Special Issue, pp. 34-50


Checklist for Reference in Bibliography

- Author or article – Surname, firstname,
- Title of article (in single quotation marks),
- Title of newspaper (in italics),
- Date of newspaper e.g. 15 January 2019
- Section/Special Issue/Late edn (where applicable)
- Page or section numbers e.g. pp. 10 – 11, c12 etc...
6.1 Online newspaper or magazine article

Follow the standard format. Finish by adding the URL <in angled brackets> and the access date [inside square brackets]:

**Bibliographic reference format:**

**Naughton, Philippe, 'Watchdog Slams Tube Maintenance Company',**
*Times Online*, 16 November 2006, News & Comment section
<http://www.timesonline.co.uk/article/0,,2-2456093,00.html> [accessed 17 November 2006]

**Newspaper or magazine articles in online databases:** For a newspaper or magazine article in an online database, such as *Lexis Nexis, Business Source Premier*, or *General Business File*, give the details of the article and the original source of the printed publication in the standard format. Then give the name of the online database in italics, preceded by the word “in”. Finally, give the database URL and access date:

**Kington, Miles, 'Sailing the 450 Seas to the Two Corners of the Earth',**

**Lapham, Lewis H., 'Hazards of New Fortune',** *Harper's Magazine*,
June 2000, p. 57, in *Literature Resource Centre*
<http://galenet.galegroup.com/servlet/LitRC> [accessed 20 November 2006]

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**Checklist for Reference in Bibliography**

- Author or article – Surname, firstname,
- Title of article (in single quotation marks),
- Title of newspaper *(in italics)*,
- Date of newspaper e.g. 15 January 2019
- Section/Special Issue/Late edn (where applicable)
- URL (web address) enclosed in <>
- accessed [in square brackets]
MHRA does not give guidance on how to reference these sources. In the absence of advice, treat conference papers as journal articles.

MHRA does not give guidance on how to reference these sources.

### 8.0 Official Publications

In the absence of advice, treat official publications as authored books (see pg. 8).

### 9.0 Theses (unpublished)

Follow the usual conventions for first footnote, and subsequent footnote citations. The title of the thesis should be enclosed by single quotation marks. Where known, the degree level (in the format “unpublished doctoral thesis” or “unpublished master’s Dissertation” etc.), should be given in parentheses, along with details of the university, and year awarded.

**Bibliographic reference format:**


Treat published theses as authored books (see above)

### Checklist for Reference in Bibliography

- Author of thesis – Surname, Firstname,
- Title of the thesis (in single quotation marks)
- Where known, the degree level (in the format “unpublished doctoral thesis” or “unpublished master’s Dissertation etc.”) with details of the University and year awarded all in round brackets.

### 10.0 Original manuscript

The full name of the archive or manuscript repository should be given in the first instance. Then give the name of the collection and the remaining citation for the manuscript, following the conventions used by the archive that holds the material.

**Footnote citation format:** Give the full details, plus any folio references. Use the preferred abbreviations “fol.” Or fols” and r for recto or v for verso:

British Library, Cotton MSS, Caligula D III, fol. 15

Paris, Bilbliothèque nationale, fonds français, 1124

**Later footnote citations:** Abbreviate the repository name and collection title (if appropriate), but make sure that the meaning is still clear, e.g.:
BL, Cotton MSS, Caligula D III, fol. 16 . . . or . . . Cotton MS, Caligula D III, fols 17v-19r
BN, f. fr. 1124

**Bibliographic reference format:** This follows exactly the same format as that given in the first full footnote citation:

British Library, Cotton MSS, Caligula D III
Paris, Bibliothèque nationale, fonds français, 1124

**Checklist for Reference in Bibliography**

- The full name of the archive or manuscript repository should be given in the first instance.
- Then give the name of the collection and the remaining citation for the manuscript, following the conventions used by the archive that holds the material.
- Where present use folio references. Use the preferred abbreviations “fol.” or “fols” and r for recto or v for verso.

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11.0 Electronic sources

MHRA does not give specific guidance on how to reference electronic sources. Instead it refers the reader to ISO 6902. An international standard guide to referencing electronic materials.

A few examples are given below . . . .

11.1 Authored website

**Footnote citation format:**

Give the author name(s) before the title of the web site, then the publisher, year or copyright date (if available), date last updated (if available, citation date, and URL in the following format:


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<http://www.collectionscanada.ca/iso/tc46sc9/standard/690-2e.htm> [20 November 2006]
Later footnote citations: Use a standard abbreviation if there can be no confusion:

Willett, Victorian Women Writers.

Bibliographic reference format: Simply reverse author first name and surname.

Checklist for Reference in Bibliography

- Author – Surname, Firstname
- Title of the website (*italics*)
- [online].
- Publisher (if available)
- Year (if available)
- Copyright date (if available)
- [cited date in square brackets]
- Available from URL enclosed in <>

11. 2 Website, no author

Footnote citation and Bibliographic reference formats:

Start with the website title and a designation of the medium [inside square brackets] – e.g. “online”. Then give the publisher (if available), the year (if available) and a date when the site was last edited or updated (again, if available). Finish with the date and year on which the resource was last viewed using the convention “[cited . . .]”, a description if appropriate (e.g. “Section 4”), and then the URL using the phrasing “Available from: <URL>”. The format remains the same for both first footnote citations, and the bibliography.


Later footnote citations: Use the title

11.3 Specific page within a website

Give the author (if available) and page title first, followed by a full-stop, the word “In”, and the web site details in the same format as the examples above:

12 Personal Communication

12.1 Written letters, spoken or recorded interviews, etc.

MHRA does not give guidance on how to reference these unpublished sources.

12.2 E-mail correspondence, postings to newsgroups or blogs, chatroom postings.

MHRA refers the reader to ISO 690-2 for conventions. This is a common format:


Checklist for Reference in Bibliography

- Author – Surname, Firstname,
- Title of post/blog/chatroom posting,
- Source of communication (in italics)
- Date and time of post
- [Date and time cited] in square brackets.
- Available from: URL in <>

13 Audiovisual media

13.1 Film

Footnote citation and Bibliographic reference formats:

The format remains the same for both. Give the title, director, performers (if appropriate), distributor and date in this sequence:

It’s a Wonderful Life. Dir. Frank Capra. James Stewart, and Donna Reed, Lionel Barrymore. RKO. 1946.

For a DVD or video version, add the format and reference number (if available) at the end:


Later footnote citations: Use the title.

Checklist for Reference in Bibliography

- Title of film (in italics),
- Dir. Directors name(s),
- Distributor
- Date.
- DVD/VHS (where appropriate)
13.2 Musical formats

Give the details in this order, with the elements separated by full stops: Composer or author. Title. Artist. Orchestra/band. Other elements. Conductor. Audiocassette, CD or LP reference number (usually assigned by the recording company, and available from the sleeve or jacket). First names for composers, artists and conductors may be omitted if not necessary.

Footnote citation and Bibliographic reference formats:

These are the same (although if first names are being used for the author/composer, you may have to reverse the orders accordingly)


Music of the Spanish Renaissance. Shirley Rumsey. 8.550614


Later footnote citations:
Simply abbreviate the entry following the usual conventions, but so that the meaning is still clear:

Brahms, Symphony No. 2

Checklist for Reference in Bibliography

• Composer/Author - Lastname, Firstname,
• Title of the piece of music
• Artist,
• Date.
• LP/CD (where appropriate)

13.3 Microform (microfiche, microfilm, etc.)
MHRA does not give guidance on how to reference these sources

13.4 Artworks (paintings, drawings, prints, sculpture, etc.)
MHRA does not give guidance on how to reference these sources

13.5 Downloaded audiovisual formats
MHRA does not give guidance on how to reference these sources

13.6 Broadcasts – TV, Radio, Vidcast, podcast etc.
MHRA does not give guidance on how to reference these sources

13.7 Live performances – Musical concerts, plays, the theatre
MHRA does not give guidance on how to reference these sources
Sample Bibliography:
References in your bibliography should be arranged alphabetically by author, or by title (if there is no author). Each entry should be separated by a double line break, and there should be a hanging indent of ten (10) spaces. Where several items by the same author are referenced, after the first entry, replace the author’s name with “- - -“.

American Council of Learned Societies, Teaching the Humanities: Essays rom the ACLS Elementary and Secondary Schools Teacher Curriculum Development Project (New York: ACLS, 1994)


British Library, Cotton MSS, Caligula D III

Brooker, Peter, and Peter Widdowson, A Practical Reader in Contemporary Literary Theory (Hemel Hempstead: Prentice Hall, 1996)


Charlton, Donald Geoffrey, Jean Gaudon, and Anthony Roy Pugh, eds., Balzac and the Nineteenth Century: Studies in French Literature Presented to Herbert J. Hunt by Pupils, Colleagues and Friends (Leicester: Leicester University Press, 1972)


Conway, Jill Ker, Written by Herself , 3rd edn, 2 vols (New York: Random, 1996), II

Dean, Paul, ""Nothing that is So is So": Twelfth Night and Transubstantiation‘, Literature and Theology, 17 (2003), 281-97

Descartes, Rene, L’Homme de Ren é Descartes ; et, La formation du foetus / avec les remarques de Louis de la Forge (Paris: Chez Charles Angot, 1677)


Gibbs, Nancy, 'If You Want to Humble an Empire', *Time*, 14 September 2001, Special Issue, pp. 34-50


Paris, Bibliothèque nationale, fonds français, 1124


Report of the Secretary General, Rape and Abuse of Women in the Territory of the Former Yugoslavia (New York, United Nations, 1994)


33


---, 'The Wanderings of Oisin', in *W.B. Yeats the Major Works* (see Yeats, above)
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<td>17</td>
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<td>(2003)</td>
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<td>‘The Song of Wandering Aengus’</td>
<td>in W.B.Yeats the Major Works, ed by Edward Larrissy,</td>
<td>Re. edn</td>
<td>(Oxford: Oxford University Press, 2001)</td>
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