# Guidance for contributors

Footnotes should be used whenever a source is quoted or paraphrased in the text. They appear at the bottom of the relevant page, corresponding to reference numbers in the text. You can easily insert footnotes in Microsoft Word.

The reference number appears in superscript at the end of the clause or sentence it refers to. It is placed after any punctuation except a dash:

Burchell suggests that "the data is unconvincing."[1]

Burchell suggests that "the data is unconvincing"[1]—but Karn opposes that…

Notes should be numbered consecutively, starting from 1, across the whole text. Your first citation is marked with a 1, your second with a 2, *etcetera*. The numbering does not restart with a new page or section.

The footnote should contain the number of the citation followed by a full stop and then the citation itself. The citation always includes the author's name and the title of the text, and it always ends with a full stop. If you quote a source or refer to a specific passage, include a page number or range.

Do not place multiple footnotes at the same point in your work (e.g. [1,2,3]).

**Missing information**

Occasionally you may not have all the information required for your citation. You might be missing page numbers, the author's name, or the publication date.

If the source lacks a stated publication date, the abbreviation "n.d." (no date) should replace the year in your citation.

Italicize the book title. If the book states an edition (other than the first), include this and abbreviate it (e.g. 2nd ed., rev. ed.). Add the URL if you consulted the book online instead of in a physical copy. **Example below -**

> 1. Author surname name first name, *Book Title*, edition. (Place of publication: Publisher, year), number(s), URL.

## Journal article citation.

The article title should be enclosed in quotation marks, while the journal name should be italicized. Volume and issue numbers identify which edition of the journal the source appears in. **Example below -**

1. Author surname name first name, "Article Title," *Journal Name* Volume, Issue number (Year): page number(s), DOI or URL.

**Website citation -** How to Cite Online Resources.

Include information in the following order:

- author (the person or organisation responsible for the site)
- year (date created or last updated)
- name of sponsor of site (if available)
- accessed day month year (the date you viewed the site)
- URL or Internet address (between pointed brackets). If possible, ensure that the URL is included without a line-break.

Example below-

National Library of Wales, Welsh Newspapers. Accessed 30-09-2021.
https://newspapers.library.wales

**How to cite a Newspaper or Magazine article.**

Author (if available):  Article Title; in single quotation marks': Newspaper Title ; *in Italics*

Date of Article and page number (where given): Date accessed and URL.

'Beaufort' *Monmouthshire Merlin.* 28 January. 1867. Page5. Accessed 30/09/2021.
https://newspapers.library.wales/view/3402590/3402595/28/

## How to insert footnotes

Microsoft Word makes it very easy to insert footnotes, following these simple steps:

1. Place the cursor where you would like the superscript number to appear.
2. Click on "Insert Footnote" in the "References" tab. The superscript number will appear in the text automatically.
3. The corresponding number will be automatically inserted in the footer ready for you to add the footnote citation.
4. Type in your footnote citation.

### How to format footnote

- Don't use the same number twice, even if using the same source more than once. Each time you mention the source on a new page, it should be allocated the chronological number that fits with the other footnote citations on that page.
- Footnote citations must be in a smaller font than the main text of your document. If you use a 12-point font for your main text, use a 10-point font for your footnotes.
- The footnote number is placed immediately after the word / sentence to which the footnote citation refers. If the footnote citation refers to a paragraph, then place the footnote number immediately after the final punctuation mark.