References

Always bear in mind that referencing has two purposes. One is to indicate the sources from which you got your information. The other, equally important, is to allow scholars with related interests to follow up some aspect, perhaps 20 or even 100 years hence. This is why you need to say where unpublished materials are lodged, and should not cite anything which is not lodged in a major and long-term repository. If in doubt, do what is most user-friendly for this hypothetical future researcher. This is the reason for giving page/figure numbers where applicable, and for using 'pers. comm.' as little as possible.

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If two authors have the same surname, and published in the same year, then you may need to add an initial to distinguish them apart.

Page numbers should be included wherever a specific point is referred to, and **must** be used for a quotation.

Do not use *idem* or *ibid* (though *passim* can be used).

For two authors, include both names (Trott and Tomalin, 2003). For more than two authors use *et al*. (Bass *et al*., 1967) in the text, but list all the names in the bibliography.

If you refer to several works, list them **chronologically**, separated by a semi-colon. Works of the same date should be listed alphabetically (Bass, 1967; Jones, 1976; Brown, 1991; Green, 1991; Blue, 2002).

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