QUICK GUIDE TO MHRA REFERENCING

(Modern Humanities Research Association)
Note-Taking

- The secret to referencing is great note-taking
- NEVER take notes, without first ensuring you have the full bibliographic details of the source
- Always note down the *page/section* when you are noting down specific ideas, opinions, facts and quotations
General Points

- You must always show *in your text* when you use an idea, opinion, fact or quote from a source, even if you put it in your own words.
General Points

- This is done by adding a superscript number at the end of the sentence and completing a footnote with the details of the source.
General Points

• You should then have a completed alphabetical list of References at the end of your work
Creating In-Text References

- At the end of the sentence *insert a footnote*
  - WORD 2013 – go to References – insert footnote
  - Google Doc – *insert - footnote*
  - Pages - *Click format button in the toolbar - Footnote.*
Here is an example of what an in-text citation should look like in MHRA style.¹ There should be a superscript number at the end of the sentence which links to a footnote explaining where that information came from.

Here is an example of how to 'complete a short quotation'². As you can see, a short quote goes into single speech marks and is contained within the text.

If I wanted to use a much longer quote, then you would need to separate this from the main body of the text and indent it from the side, like the following example:

In this case, the quote that I wish to include is much longer and it would therefore not fit within the normal flow of the text. As this quote is sitting alone, it does not require speech marks.³

² Karina Van Dort, Another Example of a Book (London: Oxford University Press, 2019), pp. 232-252
³ John Smith, ‘An example of an article’, From A Famous Journal, 36 (2), pp.2-3
BOOK

Firstname Lastname. *Title in Italics* (Place of publication: Publisher, Date), p.x

JOURNAL ARTICLE

Firstname Lastname. ‘Article Title in single speech marks’, *Journal Title*, year, vol, pages, p.x

ONLINE JOURNAL ARTICLE

Firstname Lastname. ‘Article Title in single speech marks’, *Journal Title*, year, vol, pages, p.x, <url> [date accessed]
Repeating Footnotes

- If you repeat a footnote, then you don’t have to include all the information again. Instead it is shortened to just the author surname and page number e.g.

- If you quote the exact same reference, after each other, then reduce it completely to *Ibid*

- If there is no author, reduce to just the title
References

- References use the same information as the footnote, but without the exact page number and they are listed by the LASTNAME first.

- References should be one list of everything you have used. Do NOT divide this into different types of resources.

- They should be in ALPHBETICAL order, by the first term.

- When they go onto the second line, they should be indented from the edge so that the first term sticks out.
Crosby, Alan, "The Origins Of Parish Registers", *Ancestors*, December (2008), 10-12


Useful Tools

- **Bibliographic Management Tools**
  - RefWorks
  - Endnote

- **Free Online Referencing Tools**
  - Cite this for me
  - Cite 2 Write
  - Bibme / Citation Machine

- **Other Referencing Tools (may need a subscription)**
  - EasyBib
  - NoodleTools
Bibliographic Management Tools

PROS:
◦ Will store your references in one place
◦ You can manage your references by putting them in folders related to your assignments
◦ You can create both the in-text and reference information from these
◦ You can write basic notes on your sources
◦ You can create a free account using your RHUL email address
◦ You can use RefWorks and Endnote from the Library Search

CONS:
◦ They DO NOT store the complete resource
◦ You need to check all the reference information it imports is correct
Refworks

- Tool to help you collate your References
- Does NOT store them in full text
- Can make limited notes
- Create an account using your RHUL email
- Import References from the Library Search
Free Online Referencing Tools

**PROS:**
- They will create your footnote and reference lists for you
- They are easy to use
- Some will link into Word and Google Docs

**CONS:**
- *Because they are free, unless you sign in and create an account they will not store your references*
- *You need to check all the reference information it imports is correct*
- *You need to ensure that when you copy across the information the formatting is correct*
- *Some tools require you to subscribe before they will give you access to styles like MHRA*
Cite this for me

- Choose Referencing Style
- Modern Humanities Research Association (Notes – bibliography)
- Choose Type of Resource (don't forget other)
- Enter your search terms
- Check the information it provides (it's not always accurate!)
- Create Citation
- Copy across either the footnote or bibliography
Cite 2 Write

- [https://www.qub.ac.uk/cite2write/mhra3b.html](https://www.qub.ac.uk/cite2write/mhra3b.html)
CHECK YOUR REFERENCES ARE CORRECT


http://www.mhra.org.uk/style