# **Quickstart MHRA Footnotes Referencing Guide**

More guidance and further referencing examples can be found in the full guide:

<https://librarydevelopment.group.shef.ac.uk/referencing/mhra-footnotes.html>

## **Introduction**

Referencing in the MHRA Footnotes style is a three–part process:

* Footnote number – numerical reference in the text referring to a footnote.
* Footnote – bibliographical details of source material referred to in the text.
* Bibliography – list of all materials consulted with full bibliographic details.

## **Creating a Footnote Number/Footnote**

* Footnotes are numbered sequentially throughout the text and are written in superscript, and should be placed at the end of a sentence after the full stop, e.g. end of sentence. 2
* The corresponding footnote should be at the bottom of the page in which the footnote number appears.

## **References**

* References need to be formatted with a hanging indent.
* The names of up to three authors should be given in full; for works with more than three authors, only the first name should be given, followed by ‘and others’.
* Do not put a full stop at the end of the reference in the bibliography.

### **Book/ebook**

#### **In the footnotes**

**Footnote number Author Forename Surname, Title of book, Edition (if not the first) (Place of publication: Publisher, Year of publication), pages used. [If an ebook] Supplier/Platform/file ebook.**

6 Patrick McCarthy, Albert Camus: The Stranger, 2nd edn (Cambridge: Cambridge University Press, 2004), pp. 11-12. Ebook Central ebook.

#### **In the bibliography**

**Author Surname, Forename, Title of book, Edition (if not the first) (Place of publication: Publisher, Year of publication) [If an ebook] Supplier/Platform/file ebook**

McCarthy, Patrick, Albert Camus: The Stranger, 2nd edn (Cambridge: Cambridge University Press, 2004) Ebook Central ebook

### **Book – chapter in an edited book**

#### **In the footnotes**

**Footnote number Chapter author Forename Surname, ‘Chapter Title’, in Name of book, ed. by Editor Forename Surname, Edition (Place of publication: Publisher, Year), pages of chapter (pages used).**

7 Gabor Thomas, ‘The Prehistory of Medieval Farms and Villages: From Saxons to Scandinavians’, in Medieval Rural Settlement: Britain and Ireland, AD 800-1600 ed. by Neil Christie and Paul Stamper (Oxford: Windgather Press, 2012), pp. 43-62 (p. 45).

#### **In the bibliography**

**Chapter author Surname, Forename, ‘Chapter Title’, in Name of book, ed. by Editor Forename Surname, Edition (Place of publication: Publisher, Year), pages of chapter**

Thomas, Gabor, ‘The Prehistory of Medieval Farms and Villages: From Saxons to Scandinavians’, in Medieval Rural Settlement: Britain and Ireland, AD 800-1600 ed. by Neil Christie and Paul Stamper (Oxford: Windgather Press, 2012), pp. 43-62

### **Images and Figures**

This guidance is for referencing images and figures that you are **referring** to in your work. If you have **inserted** an image or figure into your work please see the "Guidance for taught course students inserting images and figures into university work.": <https://xerte.shef.ac.uk/play.php?template_id=836>

#### **In the footnotes**

**Footnote number Artist/Creator Forename Surname, Details of image/figure following the format for the source where you viewed it.**

#### **In the bibliography**

##### **From an online collection/social media site, e.g. Flickr, Instagram, etc.**

**Artist/Creator Surname, Forename, Title of image/figure, description, Name of site, day month year of publication <URL> [Date accessed]**

Bridges, Derek, Man Cat, digital photograph, Flickr, 22 December 2008 <https://www.flickr.com/photos/derek\_b/3145058691/> [accessed 18 January 2018]

##### **From a museum/gallery (either viewed in person or online)**

**Artist/Creator Surname, Forename, Title of image/figure, Year, description (include dimensions in cm if available), [If viewed in person] Holding institution, Location [If viewed online] <URL> [Date Accessed]**

Drouais, Jean-Germain, Marius at Minturnae, 1786, oil on canvas, 271 × 365cm, Musée du Louvre, Paris

##### **From a journal**

**Artist/Creator Surname, Forename, ‘Title of image/figure’, description, ‘Title of journal article’ Author of journal article (if different to Artist/Creator) Forename Surname, Title of Journal, Volume.Issue, Page range of article (Page number of image/figure) [If online] <URL/DOI>**

Jones, Jeanette Eileen, ‘Emigrants Sent by the American Colonization Society to Liberia, 1847-74’, table, in ‘"The Negro's Peculiar Work": Jim Crow and Black Discourses on US Empire, Race, and the African Question, 1877-1900’, Journal of American Studies, 52.2 (2018), 330-57 (p. 341) <https://doi.org/10.1017/S0021875817001931>

##### **From a book/ebook**

**Artist/Creator Surname, Forename, Year, ‘Title of image/figure’, description, in Title of Book by Author of book (if different to Artist/Creator) Forename Surname, (Place of publication: Publisher), Page number [If online] Supplier/Platform ebook**

Sutherland, Graham, 1941, ‘Devastation 1941: City, Twisted Girders’, painting, in Reading the Ruins: Modernism, Bombsites and British Culture by Leo Mellor (Cambridge: Cambridge University Press, 2011), p. 119. Proquest Ebook Central ebook

### **Journal article**

#### **In the footnotes**

**Footnote Number Author Forename Surname, ‘Title of article’, Title of Journal, Volume.Issue (Year), page range of article (pages used) [If online] <URL> [Date accessed] OR <DOI>.**

13 Rebecca S. Miller, ‘Hucklebucking at the Tea Dances: Irish Showbands in Britain 1959-1969’, *Popular Music History*, 9 (2014), 225-47 (pp. 226-27) <http://doi.org/10.1558/pomh.v9i3.31855>.

#### **In the bibliography**

**Author Surname, Forename, ‘Title of article’, *Title of Journal*, Volume.Issue (Year), page range [If online] <URL> [Date accessed] OR <DOI>**

Miller, Rebecca S., ‘Hucklebucking at the Tea Dances: Irish Showbands in Britain 1959-1969’, *Popular Music History*, 9 (2014), 225-47 <http://doi.org/10.1558/pomh.v9i3.31855>

### **Reports**

#### **In the footnotes**

**Footnote Number Author Forename Surname OR Corporate Author, Title of report, Report number (if available) (Place of publication: Publisher, Year of Publication), pages used (if available). [If online] <URL> [Date accessed].**

14 National Trust, Impact Review 2017/18 (Wiltshire: National Trust, 2018), p.7 <https://www.nationaltrust.org.uk/documents/impact-review-201718.pdf> [accessed 20 September 2018].

#### **In the bibliography**

**Author Surname, Forename OR Corporate Author, Title of report, Report number (if available) (Place of publication: Publisher, Year of Publication), pages used (if available). [If online] <URL> [Date accessed]**

National Trust, Impact Review 2017/18 (Wiltshire: National Trust, 2018), p.7 <https://www.nationaltrust.org.uk/documents/impact-review-201718.pdf> [accessed 20 September 2018]

### **Web page**

#### **In the footnotes**

**Footnote number Author Forename Surname OR Corporate Author, ‘Title of page’, Name of website, Year <URL> [Date accessed].**

15 Met Office, ‘Urban Climate Impacts’, Met Office, 2014 <https://www.metoffice.gov.uk/research/climate/climate-impacts/urban> [accessed 22 January 2018].

#### **In the bibliography**

**Author Surname, Forename OR Corporate Author, ‘Title of page’, *Name of website* <URL> [Date accessed]**

Met Office, ‘Urban Climate Impacts’, *Met Office*, 2014 <https://www.metoffice.gov.uk/research/climate/climate-impacts/urban> [accessed 22 January 2018]

## **Summary**

Why not look at some of our other Research Skills and Critical Thinking resources? Book onto a Workshop or take an Online Tutorial: <https://www.sheffield.ac.uk/library/study/research-skills>

Visit our FAQs: <http://libraryhelp.shef.ac.uk/>

Get in touch: [library@sheffield.ac.uk](mailto:library@sheffield.ac.uk)

Except otherwise noted, this work by The University of Sheffield Library is licensed under the Creative Commons Attribution-NonCommercialShareAlike 4.0 International License. To view a copy of this license, visit http://creativecommons.org/licenses/by-nc-sa/4.0/.