UNIT 3 FOOTNOTING AND REFERENCE

Structure

3.0 AIMS AND OBJECTIVES

This Unit tells you about the steps you should take to make your footnotes and references accurate and useful. You must follow the instructions very carefully, otherwise your efforts are likely to end in shoddy scholarship.

Try to remember the following general principles:

- The details that are to be given in footnotes must be correct, consistently arranged, and complete in all respects.
  Footnotes must be used only when absolutely unavoidable; otherwise the information must be included in the body of the text itself.
  Accuracy in the references is extremely important. This would help the reader in locating the material in a library or a bookshop.

3.1 INTRODUCTION

In the preceding Units of this Block you learnt how to correct errors in your typescript and to check your work for correctness, consistency, appropriateness and proportion. This Unit now tells you the importance of acknowledging your sources and shows how you can do so. You can either give footnotes at the bottom of the relevant page or list your references at the end of the work.

3.2 NOTES AND FOOTNOTES

Notes and footnotes can play an important role in your writing. In the present day world, the written text is generally based on primary or secondary sources. Even some fiction writers make surveys, and collect information before they actually begin their work. References to primary and secondary sources are made when the author wants to elucidate or elaborate a particular idea. Also, when the author's descriptions are brief, notes are provided for those readers who would like to refer to the original source material on the subject. In addition, acknowledgement of sources is also made in the form of notes.

Primary and secondary sources are: (a) publications and documents available on the subject, (b) manuscripts, and (c) archival material, research monographs, etc. Once the author decides that a note is to be provided, the information about the source is given either at the foot of the page—called 'footnotes'—or, at the end of the chapter or at the end of the book—called 'notes' or 'end-notes'. The location of the note' depends upon its utility. If the author feels that the reader needs to refer to the notes instantly, while reading the text, the notes are given at the foot of the page. Otherwise, these are generally given at the end of the book. Those publications which consist of chapters written by different authors contain notes at the end of each chapter.

3.3 METHODOLOGY

There is a good deal of difference between the compilation of a note and that of a bibliography for the reference of the readers, although most of the information included is identical.

The preparation of a note will depend upon the published or unpublished form of the work you want your reader to refer to. Your reference could be to a page in a book, periodical or an unpublished document. This will influence the methodology of preparing the note. The treatment has, therefore, been divided into three sections, viz., books, periodicals and unpublished documents.

3.3.1 Preparing a note about a book

A note about a book contains information in the following order
   i. Author's name
   ii. Title.
   iii. Compilers, Editors, Translators
   iv. Series statement
   v. Editions
   vi. Number of volumes
   vii. Imprint
   viii. Volume number, if any
   ix. Page number(s) of the particular citation

i) Author's name
The name of the author is written as given on the title page, i.e., name followed by surname, and without entering the academic qualifications. If only the initials of the author's first and second names are given on the title page they need not be explained. But if the surname is given in initials or if the author has used a pseudonym, it should be explained. e.g.
   S. Gopal
   J.E.N (esfield)
   Krishna Chaitanya, Pseud (K.K. Nair)

If the author's name does not appear on the title page and you can get it from an outside source, the name is to be entered in brackets e.g. (Nikhil Chakravarty).

When two or three authors are to be entered in the authors' statement, they are rendered in full. .
   V.N. Datta and B.E. Cleghorn, Nationalist Muslims and Indian Politics, New Delhi: Macmillan, 1974, p. 280.
   R.P. Misra, K.V. Sundaram and V.L.S. Prakasa Rao, Regional Development Planning in India: A New Strategy, Delhi: Vikas, 1974, p. 155.

When there are more than three authors, the name of the first author should be used. It should be followed by 'et al!

   CD. Deshpande et al, Impact of Metropolitan City on the Surrounding Region: A Study of South Kolaba, Maharashtra, New Delhi: Concept, 1983, p. 103.

If the book is written by many contributors, and compiled or edited by an editor or editors, the entry is made under the name of the editor or editors.

CN. Vakil, ed, *Industrial Development of India: Policy and Problems,* New Delhi: Orient Longman, 1963, p. 320.

Neil J. Smelser and William T. Smelser, ed. *Personality and Social Systems,* New York: John Wiley, 1963, p. 43.

You should note that etc. is not used after people's names. Italicise *et al..*

ii) Title

The title of a book is always underlined and printed in italics. The first and last words in a title, and all nouns, pronouns, adjectives, verbs, adverbs and subordinate conjunctions are all capitalised. Therefore, the pattern of capitalisation used on a title page should be changed accordingly. A subtitle is separated by a colon and an alternative title by a semicolon, the word 'or' and a comma. The initial letter of the first word of a subtitle or an alternative title is capitalised.

T.V. Paramesvara Iyer, *Handbook of Indian Medicine: The Gems of Siddha System,* Delhi: Sri Satguru Pub., 1982, p. 415.

Sarnbhu S. Bhatt, *Suvarnor;* or, *The Golden Dust,* Bangalore: Jnana Vignanasamanayaya, 1959, p. 103.

iii) Compilers, Editors and Translators

The names of compilers, editors or translators, in the presence of an author's name, are not included in the author's statement. But they should be entered after the title.

Kalidasa, *'Sakoontala' or, The Lost Ring,* Tr. by Monier Monier-Williams, Varanasi: Indological Book House, 1961.

Henry Yule and A.C. Burnell, *Hobson-Jobson,* new ed. by William Crooke, Delhi: Munshiram Manoharlal, 1968, p. 957.

iv) Series statement

If the book is part of a series of titles, the information may be given in the note. The series information follows the title. It is followed by a comma and the volume and number of publication in the series.

Arabinda Poddar, ed. *Man, Science and Society: Proceedings of a Seminar,* Transactions of the Indian Institute of Advanced Studies, vol. 9, Simla: Indian Institute of Advanced Studies, 1970, p. 177.

v) Edition

Edition statement follows the series statement. Information about edition should be given when the edition is other than the first or when it is a special edition.

George Simpson and Fritz Kafka, *Basic Statistics: A Text Book of the First Course,* Rev. and enl. ed. Calcutta: Oxford & I.B.H., 1965, p. 383.

vi) Number of Volumes

Information about the number of volumes, when the publication is in more than one volume, follows the edition statement.

Jerome Alan Cohen and Hungdan Chiu, *People's China and International Law: A Documentary Study,* 2 vols. Princeton: Princeton University Press, 1974, vol. 1, p. 261.

vii) Imprint

Imprint consists of the place of publication, the name of the publisher in brief and the year of publication. A colon follows the place of publication and a comma follows the publisher's name. If the book is simultaneously published at two places or by two publishers, you may give the information as follows:

S. Swianiewiez, *Forced Labour and Economic Development: An Enquiry into the Experience of Soviet Industrialization,* London; New York: Oxford University Press, 1965, pp. 61, 62.

Benjamin Fruchter, *Introduction to Factor Analysis,* East-West ed. Princeton, NJ.: D. Van Nostrand; New Delhi: Affiliated East-West Press, 1967, p. 39.

viii) Reference numbers

Citations regarding particular passages or pages consist of the volume number, if the publication is a multi-volume set, and the page number(s) of the particular citation. The words volume, part, number, book, chapter, page(s) used for citation purposes are abbreviated and put in lower case as vol., pt., no., bk., chap., p. (pp. for pages). The word *passim* (here and there) is used when the references for citations are scattered on a number of pages consistently.

3.3.2 Preparing a note for periodicals and composite books

Notes for material published in a periodical consist of the following elements:

> Author's name
> Title of the article
> Name of the periodical
> Volume and number of the periodical
> Date of the particular number
> Page number(s) of the particular citation

For example,
> Sigmund Koch, 'Theory and Experiment in Psychology', *Social Research* 40 (4) Winter 1973, pp. 692-93.

The rules for rendering an author's statement are the same as given above for books.

The title of the article, unlike in the case of books, is given in roman type and enclosed in quotation marks. The capitalisation and punctuations of the title are done according to the rules used for book titles.

The title of the periodical publication is given in italics and capitalised according to the rules given for book titles. Some authors prefer to abbreviate the commonly known words such as Journal, Review, Quarterly, etc., but the practice is not generally followed—e.$

> John H. Herz, 'Korea and Germany as Divided Nations: The Systematic Impact', *Asian Survey* 15(11) Nov. 1975, p. 958.

> Abul Hasan. 'State Aids to the Writer' in *Handbook for Indian Writers,* ed. by H X. Kaul, New Delhi: Munshiram Manoharlal, 1975, pp. 59, 60. (This is an example of a composite book).

3.3.3 Preparing a note for unpublished documents

The notes for manuscripts and unpublished documents contain information in the following order:

> 1 Title of the document
> 2 Date
> 3 Folio number
> 4 Name of the collection
> 5 Name and address of the institution where situated
> 6 Page number(s) of the particular citation.

for example:
> Diary of C.D. Deshmukh, 1964, M 297 Deshmukh Papers, Nehru Memorial Museum and Library, New Delhi.

3.4 GENERAL RECOMMENDATIONS FOR THE COMPILATION OF NOTES AND FOOTNOTES

You should remember that there are certain guidelines for compiling notes and footnotes—as shown hereunder.

3.4.1 Footnotes and the printed page

It should be carefully observed that the length of the printed page containing footnotes is equal to that of other printed pages. The footnote should appear on the page on which the reference to it has been cited.

3.4.2 Avoid too many footnotes

Too many footnotes on a page should be avoided as these discourage readers from reading the text. To do so, if the footnotes are in great numbers, some of these should be accommodated in the body of the text itself. In other words, the author should not provide notes for known and accepted scholarship and so avoid citing a number of footnotes. However, when there are many footnotes and they are necessary, accommodate them in a single paragraph under a single footnote instead of a number of them. The details of the footnotes should be given in the order of the quotations cited in the paragraph.

3.4.3 Principles for notes and footnotes

The principles for rendering notes and footnotes are designed to reduce the burden of describing complete bibliographical details in each and every entry of the footnote. The entry which appears in the book for the first time is, however, entered with complete bibliographical details. In the later entries, the same reference is to be shortened. In order to write a note in a shorter form, the following general rules may be observed:

> ibid., meaning, the same, (not in italics), takes the place of as many of the details as are identical with those in the immediately preceding note.

> op. cit., meaning in the work cited (not in italics), takes the place of title and publishing data of a work cited earlier but not in the immediately preceding note.

> loc. cit., meaning in the place cited (not in italics). If reference is to be made to the same page of a publication as a preceding but not immediately preceding reference, the last name of the author and the term loc. cit., are used.

> idem or id. (not in italics), is used to replace an author's name in successive references within a single note to several works by the same author. The use of this is now discouraged.

Some examples:

> V.K.R.V. Rao. *Agricultural Labour in India,* Bombay: Asia, 1962, p. 135.

> Manorarna Savur.'Labour and Productivity in Tea Industry'. *Economic and Political Weekly,* vol. 8, no. 11, Mar. 17, 1973, pp. 551-5.
> Ibid. pp. 556-9.
> Rao, op. cit., p. 73 and *passim* (note the italics) Savur, loc. cit.

A shortened reference to a book and an article should include only the last name of the author (entry element) and short title of the book in italics, followed by the page number of the reference. The short title contains only the key words of the title, without changing the order of words in the title.

Readings in Community organisation Practice	*Readings*
Islamic Modernisation in India and Pakistan, 1857-1964.	*Islamic Modernisation*
American Dictionary of Printing and Book-making.	*Printing and Book-keeping*

3.4.4 Number your footnotes consecutively

Footnotes should be numbered consecutively throughout an article or a chapter in a book. The number should not be enclosed in parenthesis or followed by a full stop or a dash. Footnote numbers are 'superior figures'; they should be typed slightly above the line in the main body of the text, thus:

A Guide to Language Learning[3]

The footnote reference number will be the same as the reference in the text but now it will precede the entry, thus:

[3] A Guide to Language Learning

A footnote number in the text should came *after* all punctuation (including parentheses) except a dash; and always after a quotation—not after the author's

name or the **introductory** verb or the colon preceding quoted matter. The footnotes that appear on a **manuscript** page may not necessarily **appear** on the same page of the printed matter. They should, therefore, be thoroughly checked at the time of **proof-reading**. At *the* time of **interpretation** or **deletion** of a footnote, the serial number should be changed and **corrected**. The interpolation of additional notes in the serial numbering *in* the form of 27a or 27A is unscholarly and shows inexcusable laziness.

3.4.5 Footnotes for illustrative matter

Footnotes to **illustrative** matter such as maps, charts, graphs, etc. are not **numbered** with **the** text footnotes. They are shown by using superior reference marks, such as: *(asterisk), †(dagger), ‡(double dagger); §(section mark), ‖(parallels).

3.4.6 Notes acknowledging permission .

Notes acknowledging **permission** to reprint are generally given in the **front** matter of the book. If necessary, they should appear, without numbering, on the first page of the chapter.

3.4.7 Special typing for footnotes

Footnotes should be typed separately in double space because they are composed in a smaller type and **need** separate treatment. They should be added after each chapter and marked with legends, such as:

'Footnotes to Chapter 8' or
'Notes to Chapter 2'

Each note **should** start with a paragraph indention and end with a full stop.

3.4.8 Be consistent in footnotes

All notes should be **consistent in** their **referencing** system. Also, the placement of notes should be **consistent**. They should be either at the foot of the page, at the end of each chapter, or at the end of the publication.

Activity

The following **books** were referred to on a page of text. The order of reference is as indicated in the superior numbers following the title of the book. How would you have listed them as footnotes at the end of the page?

Volume Number	Series State- ment	Editi- on	Author's Name	Number of volumes	Title of Book	Compiler/ Editor/ Trans- lator	Imprint	Page numbers
—	Twentieth Century 'Views	—	Mark Spilka	—	Fielding: A Collection of Critical Essays'	Ronald Paulson (ed)	Place Englewood Cliffs, New Jersey Publisher Prentice- Hall Date 1962	64
—	—	Second	George Sherburn and Donald F. Bond	—	A Literary History of England[2]	Albert C. Baugh	Place New York Publisher Appleton Date 1967	847
—	New Poetry in India		Nissim Ezekiel	—	Ten Twen- tieth Century Indian Poets[3]	R Partha- sarthy	Place Delhi Publisher Oxford University Press Date 1976	37

(Check your answers with the example given at the end of the Unit)

3.5 SUMMING UP

This Unit stresses the importance of giving notes and footnotes in **non-creative** works. They are given is because a reader often needs additional information regarding an author's publication (place, year, pages, etc.).

Modes of furnishing such **information** differ in case of a book, a **periodical,** or an unpublished document: Your attention is particularly invited to the **section** which offers general guidelines for arranging notes and **footnotes.**

3.6 ACTIVITY: AID TO ANSWERS

Your footnotes should be arranged like this:

[3]Nissim Ezekiel. *Ten Twentieth Century Indian Poets* ed., *R* Parthasarthy, *New Poetry in India,* Delhi: Oxford University Press, 1976, p. 37.

Now do the other two in the same way.

3.7 GLOSSARY

You will **find** in the glossary a list of words referred to in this Unit.

Compiler: One who collects material, articles, poems, etc. into a volume

Monograph: A separate **treatise** on a single author, **object** or class of objects

Primary sources: The **original** texts to which an author might have referred to while writing a book

Secondary sources: Works which offer critical comments on the **primary sources** as explained above