

More Than Oliver Twist: References Style Guide

A source is the record, however obscure or informal, from which we get our information. A reference is the link that connects a source to our conclusion.

References should be kept for ALL sources used to research a persons' life and write their biography.

The More Than Oliver Twist: Life History Summary should be used to record research and sources for each individual person. This should be submitted, together with the written biography to your local Regional Mentors once research is complete.

To be effective, references must be complete and consistent. For the *More Than Oliver Twist* project we are using a simplified form of endnotes.

This system is made up of two parts:

- an in-text reference number
- a reference list at the end of the document

In a piece of research, ideas taken from other people are indicated by placing an italicised number in rounded brackets after the given information, e.g. (1). This number then correlates to the reference list given at the end of the biography, which is ordered in the same order we encounter the reference in the text.

The below guide provides instructions and examples on how to write the various types of records you are likely to encounter in your research, to be displayed in the reference list.

Census records:

To be made up of:

- Name of person (in single quotation marks)
- Year of census (in round brackets)
- Census return for ... (in italics)
- Street, place, county (in italics)
- Registration subdistrict (in italics)
- Public Record Office:
- Piece number, folio number, page number

If you retrieved the certificate online, add:

- Year of last update (in round brackets)
- Available at: URL
- (Accessed: date)

In-text citation:

Mark Jones moved to York in the 1950s (1).

Reference list:

- (1) 'Mark Jones' (1956) Census return for Leeds Road, Bishopthorpe, York subdistrict, North Yorkshire. Public Record Office: PRO YO9/3765, folio 89, p. 8 (1956). Available at: <http://www.ancestry.co.uk> (Accessed: 23 June 2015).
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Civil records of births, marriages and deaths:

To be made up of:

- Name of person (in single quotation marks)
- Year of event (in round brackets)
- Certified copy of ... certificate for ... (in italics)
- Full name of person (forenames, surname) (in italics)
- Day/month/year of event (in italics)
- Application number from certificate
- Location of Register Office
- If you retrieved the certificate online, after application number from certificate, add:
- Year of last update (in round brackets)
- Available at: URL
- (Accessed: date)

In-text citation:

Jayne was born in Pontefract (2)...

Reference list:

- (2) 'Jayne Seaman' (1966) Certified copy of birth certificate for Jayne Seaman, 20 December 1966. Application number 5001977/D. Pontefract Register Office.

We know many of our volunteers won't be able to access full birth, marriage and death certificates. For Civil Registration Index entries (for example located on FreeBMD) references should be made as follows:

- (2) 'Jayne Seaman' (1966). Certified entry recording birth on the Civil Registration Index, December 1966. Available:
<https://www.freebmd.org.uk/cgi/information.pl?cite=B5qRAiNAeWyWF5EgaYb4Uw&scan=1>
(Accessed 31 July 2019).

To obtain accurate URLs for civil registration index entries on FreeBMD click on the info button next to the entry and scroll down to Citations. You should note that a citation applies to the specific entry concerned and if the entry no longer exists the citation will fail. This can happen, for example, if the entry is revised to contain different data since the entry that the citation refers to no longer exists.

Local Workhouse Records:

To be made up of:

- Author: Surname, First Name (individual or group if identified)
- Year of meeting (in round brackets)

- Item being referenced (in single quotation marks)
- Title and date of meeting (in italics)
- Organisation
- Location of record

In-text citation:

The workhouse Guardians (4) suggested...

Reference list:

- (4) Mitford and Launditch Workhouse Guardians Committee (1894) 'Provision of out-relief'. Minutes of the Guardians of the Mitford and Launditch union workhouse 24 January 1894. NRO C/GP14/35. Norfolk Record Office.

National Workhouse Records:

To be made up of:

- Author, Surname, First Name (individual or group if identified)
- Year of letter or document (in round brackets)
- Item being referenced (in single quotation marks)
- Title or theme and date of letter or document (in italics)
- Organisation
- Location of archive

If you retrieved the document online, after location of archive add:

- Available at: URL
- (Accessed: date)

In-text citation:

The workhouse clerk (5) requested...

Reference list:

- (5) King, Samuel (1894) 'Provision of out-relief'. Letter regarding the Provision of Out-relief in the Mitford and Launditch Union. TNA MH12/8475/82. The National Archive. Available at: <http://www.discovery.nationalarchives.co.uk> (Accessed: 23 June 2015).

Records from the parish (settlement/birth):

To be made up of:

- Name of person (in single quotation marks)
- Year of event (in round brackets)
- Baptism, marriage or burial of ...
- Full name of person (forenames, surname)
- Day/month/year of event
- Title of register (in italics)

For an online certificate, add:

- Year of last update (in round brackets)
- Available at: URL
- (Accessed: date)

In-text citation:

Alex and Alice's wedding (6)...

Reference list:

- (6) 'Alex Jones and Alice Roberts' (1934) Marriage of Alex Jones and Alice Roberts, 5 May 1934. St Andrew's Church Bishopthorpe, York marriage register 1900-1950 (2009). Available at: <http://www.genuki.org.uk/bishopthorpe> (Accessed: 29 March 2015).

Newspapers:

To be made up of:

- Author/byline
- Year of publication (in round brackets)
- Title of article (in single quotation marks)
- Title of newspaper (in italics – capitalise first letter of each word in title, except for linking words such as and, of, the, for)
- Edition if required (in round brackets)
- Day and month
- Page reference

For an online newspaper article, add:

- Year of last update (in round brackets)
- Available at: URL
- (Accessed: date)

In-text citation:

"Businesses and organisations around York are showing their support" (7).

Reference list:

- (7) Lewis, S. (2015) 'Rainbow support for York pride', The Press, York, 18 June, p.6 (2019). Available at: <https://www.britishnewspaperarchive.co.uk> (Accessed 31.7.2019).

Other Family History Resources:

It is hard to be specific as other resources used may be many and varied. In general we should record:

- Author
- Year of publication (in round brackets)
- Title of source (in single quotation marks)

- Title of item containing the source (if appropriate, in italics – capitalise first letter of each word in title, except for linking words such as and, of, the, for)
- Organisation (if appropriate)
- Location of source
- Page number

In-text citation:

According to the British consulate (8).

Reference list:

- (8) Guy, J. (2001). *The view across the river: Harriette Colenso and the Zulu struggle against imperialism*. Charlottesville, Virginia: University Press of Virginia, p. 37.

Other Biographies Written as Part of the Project:

When referring to other biographies written as part of the More Than Oliver Twist project. Especially useful when writing biographies for multiple family members.

To be made up of:

- Author
- Year written (in round brackets)
- Title of biography. This should be the inmate's name and date of birth and death in single quotation marks – if unknown, please write 'circa'. Example, "Rose Goward (c. 1824 – 1881)"
- Title of project (*More Than Oliver Twist Project*) - (if appropriate, in italics – capitalise first letter of each word in title, except for linking words such as and, of, the, for)
- Organisation (Workhouse Network)
- Location of source

In-text citation:

Stephen Goward was the son of Rose Goward (9).

Reference list:

- (9) Dennis, M. (2019). 'Rose Goward (1824-1881)'. *More Than Oliver Twist Project*, Workhouse Network: Gressenhall Farm and Workhouse, Norfolk.