19th October 2017

Woodhouse Eaves Heritage Project

Sources, References and Note Taking

St. Paul's Heritage
WOODHOUSE EAVES

Primary Sources

For original (manuscript) documents consulted at Leicester Record Office, for example, note down the following or as much as you can, for each document.

- Location of the document – the archive holding it
- Document collection and archive reference
- Description of the document
- Date of the document (so far as it is known)
- Page numbers if appropriate

Example:

Leicester Record Office: DE4669. Photographs of Saxelby and Woodhouse Eaves Windmill, c.1930.

Newspaper articles

Also applicable to magazine articles. You might not be able to find all of the following information for newspaper articles, particularly for older editions. Noting down the name of the newspaper and the specific date of publication is essential if you cannot find the rest of the information.

- Name of author, if available
- Title of article
- Title of newspaper
- Date of publication
- Pages referred to, where available
- Web address, if applicable

Example:

A.Rush, '£100,000 lottery grant to repair church chancel', *Loughborough Echo* (7th September 2017) [http://www.loughboroughecho.net/news/local-news/100000-lottery-grant-repair-church-13577203]

J. Arlott, 'Leicester and Burnley fall from grace', *The Observer* (6th October 1963), p.19.

Secondary Sources

When you are making notes from a book, record the following information.

- Name(s) of author(s)/editor(s)
- Title of work in full in italics
- Volume number - if required
- Place, edition (if not the 1st), and year of publication
- The page number you have taken that particular information from

Example:

Richard Roger and Rebecca Madgin, *Leicester: A Modern History* (Lancaster: 2016).

Online material

References to online material generally follows the same format as print sources. Try to note down the following aspects if you are using information from a website.

- Name(s) of author(s), if known
- Title of website and where appropriate of the sub-section or page.
- Date of publication, creation or posting (if available)
- The date on which you consulted the website in brackets
- A link to the website

Example:

''Cigarette' fire devastates Bradgate Park in Leicestershire', BBC News (9th April 2017) [http://www.bbc.co.uk/news/uk-england-leicestershire-39545014] [Viewed 19th October 2017)

Oral History Interviews

If the interview is in an archive with a collection numbers, make sure you note the following where possible:

- Name of Archive or Repository
- Collection Name
- Accession Number
- Collection Number
- Name of interviewee/Anon
- Date of Birth.

Example:

Interview with F Smith, [sound recording/transcript], b.1928, Thornton Collection, 0233, TH/010/011, East Midlands Oral History Archive.

If the interview is one you have conducted yourself:
- Name of interviewee/anon
- Date of interview
- Location
- Date of birth

Example:

Interview with F Smith, 1 January 2005. Leicester, UK. Born in 1928.