

A GUIDE TO

LIBRARY RESEARCH

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a book in our library, you will not find it difficult to locate books in other libraries in the world. The system is world-wide.

Keep the class marks and full titles of the books you borrow from the library for your future reference. Make your own mini-author-and-subject catalogues for use each year.

GENERAL REFERENCE SECTION

This is the section of the library where reference books are kept. Reference books are books that are not read through but consulted for specific information you need. They are for use in the library only. Do not take them out of the library. They are not for borrowing.

The General Reference is a very important section of the library. It has books in all disciplines. In fact, you can begin your research by consulting many of the books in this section. You will find information on social and economic subjects, scientific and cultural fields, and so on, covering national, continental or world issues. You will also find biographies of important African and world figures, living or dead. A number of books in this section have information on current events in many parts of the world.

Among *many* useful books found in the General Reference in UNZA library the following are *some* of the most important ones:

1. **Social Sciences index (CAT. HALL A 13 INT)**

These books have author and subject entries to periodicals in the fields of anthropology, economics, geography, history and the other social sciences. Use these books before going to the Serials section of the library. They will help you to locate the articles you want to consult for your research.

2. **British Humanities Index (CAT. HALL A 13 BRI)**

These books will offer you useful information on what journals, books and so on, have been published in the last few years on humanities subjects. You should also use these books before going to the serials section.

3. **Encyclopedia**

There are many kinds of these in the library. Take your pick. Topics are alphabetically arranged. They cover any discipline. Names of some encyclopedias found in this section are:

- (a) *International Encyclopedia of the Social Sciences*
- (b) *Students Encyclopedia*
- (c) *The Macmillan Family Encyclopedia*
- (d) *The Encyclopedia Americana*

- (e) *Collier's Encyclopedia*
- (f) *Everyman's Encyclopedia*
- (g) *Chamber's Encyclopedia*
- (h) *Encyclopedia of the Third World*
- (i) *African Encyclopedia* (Gen. Ref. DT.2, mainly for African Affairs).

4. **Dictionaries** (Gen. Ref. DT. 1924 DIC)

There are many types of dictionaries in the General Reference section of the library. They do not only offer meanings to words, but also provide details on important subjects. They can be divided into the following categories:

(a) *Biographies*

These offer biographies of famous figures, living or dead such as kings, soldiers, politicians, writers, chiefs, statesmen and so on. Under this title we have books like:

- (i) *African Dictionary of African Biography* (Gen. Ref. DT.18.DIC)
- (ii) *Biographical Dictionary of Republican China* (in many volumes)
- (iii) *A Chinese Biographical Dictionary*
- (iv) *China: An annotated Biography of Biographies*
- (v) *Southern African Dictionary of National Biography* (Gen. Ref. 752.ROS, good on South Africa).
- (vi) *Dictionary of South African Biography* (in many volumes)
- (vii) *Contemporary Leaders of Africa* (Gen. Ref. DT.18.KAN, very useful on African leaders).

(b) *Social Sciences*

These are more explicit on social sciences than the other types of dictionaries. The main one is *A Dictionary of Social Sciences* by J. Gould and W.L. Kolb (editors).

(c) *Who is Who*

There are many *who is who* and *who was who* books, covering various countries. They are useful for specific assignments.

(d) *Historical Dictionaries of Countries in Africa*

These offer extremely useful information on national history and other particular information. It is a must for H230 students whose course covers the whole of Africa. You will find historical dictionaries of countries such as Zaire, Congo, Guinea Bissau, Gambia, Ethiopia, Chad, Sudan, Swaziland (Gen. Ref. DT. 8545 GRO and so on).

5. **Handbooks, National Studies and National Guides**

These books offer good basic though not very detailed information. The information covers Africa country by country, and it is very useful for those

doing research on specific countries in Africa. Example of books in this category are:

- (a) *The handbook of Africa* (Gen.Ref.DT. 30 JUN)
- (b) *Traveller's guide to Africa* (Gen. Ref. DT. 15.TRA)
- (c) *Area Handbooks*, published by the Government of the United States of America (U.S.A.) on each country in Africa. Check the subject catalogue for the country you want.
- (d) *Sudan: A country Study* (Gen.Ref.DT. 108 AME)
- (e) *Tchad: A country Study* (Check subject catalogue for class mark).
- (f) *Black Africa: A Comparative Handbook* (Gen. Ref. DT. 2 MOR, very useful country by country information).
- (g) *Africa 71* (Gen. Ref. DT. 1 AFR, country by country information. There is good material on the Nigerian Civil War).
- (h) *Africa South of the Sahara* (Gen. Ref. DT. 352.5 AFR).

6. Year Books

These are books that are issued once a year giving information in form of reports, statistics on trade and commerce and general country by country surveys. They offer recent or updated information. Here are *some* of the Yearbooks:

- (a) *New Africa Yearbook* (Gen. Ref. DT. 2 NEW, country by country survey, very valuable indeed).
- (b) *Information please. Al Manac Atlas and Yearbook* (Gen. Ref. AY 64 INT). This book does not only cover Africa but other continents as well. A must for the history students. It deals with each country's history, economy, current events, etc.
- (c) *Africa Contemporary Record. Annual Survey and Documents* (Gen. Ref. DT. 1 A 35C 6). It deals with current issues in Africa, country by country. It is in volumes. For example, vol. 1. 1968-69, vol. 2. 1969-70, vol. 3 1970-71, and so on.
- (d) *The Middle East and North Africa (1983-84)* (Gen. Ref. DS.49. MSE 12). Contains detailed information on all countries in the Middle East and North Africa. It is very useful and is published annually.

7. Current Events Books

Books on current affairs contain latest information on important national, continental and world events. Some of the information is published weekly, while a great deal is published monthly. Most of the work is done on a regional basis such as West Africa, Southern Africa, Central Africa and so on. *Some* of the books in this field include:

- (a) *Keesing's Contemporary Archives Weekly diary of important World events* (Gen. Ref. DT40 KEE). It is published in volumes, one for each year. For example vol. xiii for 1971-72. A note is provided on how to use these books.
- (b) *African Diary. Weekly diary of African events* (Gen. Ref. DT1. A35 D5). It is a weekly and yearly publication and it is very useful on current events in Africa.
- (c) *Africa Research Bulletin* (Gen. Ref. DT 1 A35 R45) Offers latest information on research in Africa in the field of economic, financial and social research.
- (d) *Africa Confidential* (found in the Special Collections and at the National Archives of Zambia). It covers current events in Africa. It covers both confidential and non-confidential information. But its main speciality is confidential and sensitive material. It is published weekly. It is given only on request.

8. Bibliographical Reference Books

These are books that contain lists of full titles of other books or writings on different subjects. They are very useful to a researcher. By using these books the researcher can know the titles of other books published on the same topic or theme he is working on. He can therefore read them and gather more information on the topic. If for example he is planning to write on 'Tropical Agriculture in Africa', he may find a book by Hess and Coger, *Bibliography of 19th Century Tropical Africa* (CAT. HALL Z 3501 HES) quite useful for his study. It may contain some titles of books he did not know, yet very relevant to 'Tropical Agriculture in Africa', a theme he is working on.

Bibliographical references can also contain bibliographies of individual countries (that is, a book containing lists of books written on a particular country). This can be found in the subject catalogue which has a bibliography section under each country. There are even bibliographies of bibliographies.

Bibliographies can be divided into two parts, namely *annotated* bibliographies and *non-annotated* bibliographies. An annotated bibliography contains lists of books with short comments or notes on each of them. By reading an annotated bibliography you will be able to know something about the contents of the book without actually reading it. The same is very true if you read book reviews. Examples of annotated bibliographical references include:

- (a) *Guide to research and reference works in Sub-Saharan Africa* (CAT/HALL Z 3501 DUI).
- (b) *Bibliography of 19th Century Tropical Africa.*
- (c) *Book Review Digest* (CAT.HALL Z 1035.AL.B6).

A non-annotated bibliography contains lists of books without explanations or commentaries. Such works include:

- (a) *Bibliography of African Bibliographies* (CAT. HALL Z 3518 SOU).
- (b) *Bibliography for the study of African politics* (Gen. Ref. DT.31 BIB).
- (c) *A current bibliography on Africa* (CAT.HALL Z 3503 CUR).
- (d) *A bibliography of Africana* (Gen. Ref. DT.1 PAN).

It must be emphasized that a number of books found in the General Reference have not been dealt with here. You will find them *very* useful. Spend some time browsing through this section of the library.

SERIALS (PERIODICALS) SECTION

This section of the library is also called *periodicals* section. It is the section that receives publications which appear at regular or irregular intervals or periods, like magazines, newspapers, journals and so on.

It contains periodicals on various disciplines which the University library buys from abroad and within the country.

If you want to read an article in a journal or any periodical held by the library you must know specific information about the particular periodical. The information should be given to the experienced staff who will locate the periodical for you and give it to you to read for a specific period of time. There are special rules to follow for any reader using periodicals in this section. The information you must know about a particular periodical is as follows:

- (a) Title of the periodical. For example, *Journal of African History*.
- (b) Volume of the periodical. For example, volume 9.
- (c) Number of the periodical. For example, number 3.
- (d) Date of the periodical. (When it was published). For example, November 1984 or Winter 1979.
- (e) Title of the article in the periodical. For example, 'Peasants farming technology in Africa'.
- (f) Name of the author of the article in the periodical. For example, T.W. Mtengo.
- (g) Page references of the article in the periodical. For example, 152-190.

Thus, on a small scrap paper write the details (a) to (g) and give the paper to the library staff at the Serials desk. (Do not bother yourself for *the time being* about the name of the author and title of the article in the journal).

In the example above, this is what you would write and give to the member of staff at the Serials section:

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The experienced staff at the Serials desk knows that 9 is for volume, 3 is for number, 152-190 are page references. He will go and collect the *correct* journal for you. If you wrote volume 3 instead of 9 and number 9 instead of 3, he may come back telling you that it is not available or he may give you one that is *inaccurate* but of course bearing these numbers, and naturally, without the article you want on pages 152-190 (if they are there). It is therefore very important to be careful when taking down the particulars of a periodical. Remember that some periodicals may only have numbers, but no volumes and vice versa.

There are also two important things for a reader to know at the Serials section. These are strip index and the vertical file.

The strip index is what you see on the desk at the Serials section. It is visible to all readers who go there or pass by. It contains strips of paper on which details of titles of currently acquired periodicals (mainly journals) are written. That is, the name of the periodical and its class mark can be found there. The material is in alphabetical order. The strip index is for the reader's use. Readers are however, warned that unless they know the details of the periodicals they want to consult, the strip index will not be of any help other than the names of the periodicals and their class marks.

The vertical file is a series of large green volumes into which *details* of every periodical are entered as it is received by the Serials section. It will have the title of the periodical, class mark like PER for periodical, Conc. Stack for concentrated stacks, or SP. Coll for Special Collections. All these library classification marks are followed by a number. These class marks tell you or the members of staff where the periodical in question is in the library. The vertical file will also show volumes or numbers of the periodical that have been received by the library. Sometimes, you may have certain volumes missing, meaning that perhaps, for some reasons the library was unable to acquire those volumes or that they were stolen. If you are unable to get a particular journal and you want to know whether or not it was received by the library, ask the members of staff to check for you in the vertical files. They are kept by them and are not on display for readers.

UNDERGRADUATE COLLECTION (U.G.C.)

Various academic departments in the University order books they want their students to use in their courses. They do this through the University library which buys books for the University from abroad and within the country. However, it is sometimes not possible to buy many copies of each book due to a number of reasons. As a result, each department if it so wishes, instructs the University library staff to secure a few copies, usually three to five, of the books ordered and to put them in the reserve section of the library, now known as Undergraduate Collection.

Books in this section of the library are not used anyhow. There are special regulations to be followed before using them. The books are loaned on short periods. This way a number of problems are solved or at least minimised. This means that if

for example you have checked at the author catalogue or subject catalogue and you have found out that the book you want is in the library, yet you cannot find a copy on the open shelves, you may find it in the U.G.C.

SPECIAL COLLECTIONS

This is an area which really contains special collections. This part of the library contains rare publications, many books that are out of print, single issues, many colonial and post-colonial government documents within and outside the country or the region, United Nations Organisation (U.N.O.) publications, dissertations and many other books considered fit for this part of the library. Access to or use of the Special Collections is restricted to a few people. If you want to use Special Collections you have to obtain permission from the lecturer in the particular course, whose work requires you to peruse books from there, for a specific period of time. The lecturer concerned must give you a note stating that you require to use the Special Collections for a specific assignment and for a specific period. Take the note to the members of staff in the Special Collections.

In the author and subject catalogues, some class marks for materials in the Special Collections begin with ZAMB, followed by a number. The staff in the Special Collections will help you whenever you have difficulties in locating what you want.

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CLASS MARKS AND DECKS FOR BOOKS

It is very important to take down *correct* particulars of the material you want to go and locate on the shelf. These include: names of authors, title of books and their class marks. The most important is the class mark. If you record the wrong class mark you will not be able to find the books. For example, if you want a book by B.J. Mulenga, *People of Africa*, what you would do is to go and look under the author catalogue, under M. You will find one card for the book by B.J. Mulenga. On the same card there will be a class mark (DT 6580 MUL, as for the example in Figure 1) Use the class mark to go and locate the book.

But if you write only DT 6580 leaving out MUL you will find problems in identifying the book. You may find many books with class mark DT 6580 but with different letters at the end. You may find on the same shelf DT 6580 PAN, DT 6580 KEN and so on. What you want is DT 6580 MUL for the book by Mulenga B.J. So be very careful in the way you write down class marks. DT. is not TD. Write the class marks in *full* and *accurately*.

Once you have the class mark, go to the deck or level where books in this category are shelved. On each deck you will find books of different class marks. But books of the same class mark are usually found in one section, that is, along the same shelves or on one deck. For example, on the last deck you will find DT, GN, D and so on. In the Special Collections, located in the basement of the UNZA library, you will find books with class marks beginning with ZAMB DT 8002, ZAMB PN 7846 and so on. In the General Reference located on the same floor as the author and subject catalogues, the class marks have letters GEN REF. or CAT. HALL before the number, like: GEN REF. DT.1. A35 R 4S, CAT. HALL. Z 3501 DUI, GEN REF. G. 2445 VAN and so on. Where you have class marks beginning with PER like PER DT.3.A30 R40, it means that the material is in the Periodicals (Serials) section of the library.

For details on decks and corresponding class marks see the posters or signs that indicate on which deck you will find a particular category of books. The posters are located in the corridor (or path) going round the open square in the middle of the library, on each deck. With experience you will be able to locate the books without problems. However, the class mark guide table below will greatly help you.

CLASS MARK GUIDE

- A - General books: General encyclopedia, reference books etc.
- B - Philosophy: Religion (Psychology)
- C - Auxiliary Sciences of History (archaeology, biography etc.)
- D - History: General and Old World
- E - F: History of America
- F - Geography, folklore, anthropology etc.

- H - Social Sciences: Economics, Sociology etc.
- J - Political Science (Political Science, International Law, Local Administration)
- K - Law
- L - Education
- M - Music
- N - Fine Arts
- P - Languages and Literature
- Q - Science (Mathematics, Chemistry, Physics)
- R - Medicine
- S - Agriculture (Forestry, fishing etc.)
- T - Technology (Engineering, Home Economics, Handicrafts)
- U - Military
- V - Natural Science
- Z - Bibliography and Library Science

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NATIONAL ARCHIVES OF ZAMBIA LIBRARY (N.A.Z.)

This is the library where the country's records of all kinds are deposited. It is indeed a country library. You will find Pre-colonial and Post-colonial materials there. They are useful to historians especially history students doing projects in H410 and H499 courses.

The N.A.Z. is in Lusaka situated on Government Road. It is the next building after the Ridgeway Post Office as you go to the University Teaching Hospital (U.T.H.). This is the main library. But because of lack of space in this building some of the documents are kept at the branch offices. The members of staff here will explain to you how materials are obtained. There are regulations to be followed besides a fee for membership. For example, you only use pencils when making notes, taking notes or doing any form of writing in the library. There are also many archives all over the country for historians to consult. These are detailed in J.K. Rennie, *A guide to uncatalogued Archives in Zambia*.

FOOTNOTES AND BIBLIOGRAPHIES

The manner of presenting footnotes and bibliographical entries is not the same in all schools of the University. Some departments in the School of Humanities and Social Sciences (H.S.S.) use the Harvard system of enclosing references within the text. Others follow a different system. You should follow the system in your department. The different styles in different disciplines are however universal. What you learn as footnote style in the Department of History at the University of Zambia holds for any History Department in any University in the World.

When writing footnotes, pay special attention to the format in which they are presented. This involves putting a comma (,) semicolon (;), colon (:), parentheses (), and full stop (.) in the right place. You must also know which comes first; the comma, parentheses, year or name of the town where material was published, and so on. These things matter very much if you are going to be an international scholar in the history world. They also matter even if you will not be an international scholar but if ever you will want to publish a contribution in any scholarly journal in the world, a task any one can do.

FOOTNOTES

Footnotes are used mainly for four reasons: to cite the quotation you have used; to comment on the textual discussion; to make acknowledgements and to cite the sources of controversial items like dates or vital statistics.

Use numerical order when listing footnotes. This can be done *consecutively* throughout the essay *or* on the pages where it is required to provide footnotes. It is also a better practice to put the footnote number at the *end* of the sentence than inside or at the beginning of a sentence. For example if you are presenting a footnote for a quotation from a book you have been using, this is what you should do: 'passing through Kazembe village he saw a number of well-dressed men'⁶. The number 6 is at the *end* of the sentence/quotation. It is your sixth footnote.

Some people write their footnotes at the foot of the page. This is in fact the reason for calling such notes *footnotes*. For details see the footnotes in the sample essay in Appendix A. This system is good but it is used less frequently nowadays than before the endnote system was introduced. More and more people are now writing their notes at the end of the essay or chapter, on a separate page. Thus, they are called *Endnotes* or just *Notes*. For details see the Endnotes in the sample essay in Appendix B. Use any one of the two methods but *not* both in the same essay. In all notes, the first name (or initial) comes first, followed by the surname as shown in the examples below.

BIBLIOGRAPHY

In a bibliography you can either cite all the materials you have used in preparing your assignment, or you can select only the most important sources you used. It is recommended to put down all the sources you consulted when writing your assignment.

Bibliography comes after footnotes or endnotes. This is the last part of your assignment. As shown in the examples below, the surname comes first in the bibliography, followed by first names or initials. Write them in alphabetical order and do not number them. If you number them, they will look like endnotes, and this will bring confusion.

FOOTNOTES AND BIBLIOGRAPHY PRESENTATION

The following are examples of how you should present your footnotes and bibliographical references for all assignments in the Department of History. **F is for footnote; B is for bibliography.** Many of these examples are *made up* ones.

BOOKS

1. One author

- ✓F: John Daka, *Chitemene Agriculture* (Lusaka: Zedo Press, 1982), p. 60.
- ✓B: Daka, John. *Chitemene Agriculture*. Lusaka: Zedo Press, 1982.

2. Two authors

- F: Sipiwe B. Sibongile and E. Thomas Drake, *The Zambezi River* (London: Manga Press, 1942), pp. 80-5.
- B: Sibongile, Sipiwe B., and Drake, E. Thomas. *The Zambezi River*. London: Manga Press, 1942.

3. Three authors

- F: Alexander B.J. Brooks, Paul Stevens and Seys Williams, *Elections* (Chicago: Clear Sky Press, 1972), pp. 40-53.
- B: Brooks, Alexander B.J. Stevens, Paul and Williams, Seys. *Elections*. Chicago: Clear Sky Press, 1972.

4. More than three authors

- F: Mohammed Selim et al., *Islam and the people in the Middle East* (London: Academic Press, 1940), p. 108.
- B: Selim, Mohammed; Selis, S.M.; Titus, Jean; Bliss, Mark; Miller, Seko; and Nic, Money. *Islam and the people in the Middle East*. London: Academic Press, 1940.

Note that in 4F: above *et al* stands for "et alia" meaning "and others".

5. **When the author's name is not given**
 F: *The city of Lusaka* (New York: Manda publishers, 1934), pp. 90-5.
 B: *The city of Lusaka*. New York: Manda publishers, 1934.
6. **When the author is an Institution or an association**
 F: Central African Studies Association, *The economic future of Northern Rhodesia* (Lusaka: Government Printer, 1961), p. iii.
 B: Central African Studies Association. *The economic future of Northern Rhodesia*. Lusaka: Government Printer, 1961.
7. **When the author is the editor (or compiler)**
 F: R.S.N. Johnston (ed.), *The Desert Men* (London: Sawn Publishers, 1950), p. iv.
 B: Johnston, R.S.N. (ed). *The Desert Men*. London: Sawn Publishers, 1950.
8. **When the author's work has been translated by another person**
 F: Chiwaya Manda, *The Bemba Traditions*, trans. Kapelwa Phiri (Lusaka: Yoo Group, 1952), p. 59.
 B: Manda, Chiwaya. *The Bemba Traditions*. Translated by Kapelwa Phiri. Lusaka: Yoo Group, 1952.
9. **When the book's edition has changed**
 F: John Tibs, *Facing the problems*, 4th ed. (London: Jones Press, 1941), pp. 40-41.
 B: Tibs, John. *Facing the problems*. 4th ed. London: Jones Press, 1941.
10. **When a book is reprinted**
 F: Mary Simmons, *Cooking beans at Sea Level* (Cambridge: Cambridge University Press, 1980; reprint ed., Lusaka: Kampele, 1984), p. 209.
 B: Simmons, Mary. *Cooking beans at Sea level*. Cambridge: Cambridge University Press, 1980; reprint ed., Lusaka: Kampele, 1984.
11. **When citing a chapter from an edited book or an article from a periodical**
 F: Vier Monde, 'People in the Jungle', P.K. Loss (ed.), *Fighting the environment in Africa* (Nairobi: Kogi Jones, 1964), pp. 305-6.
 B: Loss, P.K. (ed.). *Fighting the environment in Africa*. Nairobi: Kogi Johns, 1964.
12. **When a book (or any publication) is without the name of a publisher or date of publication**
 [n.p. no publisher, n.d. no date of publication]
 (a) F: Historical Association of Zambia. *Proceedings of the second Workshop, 1984* (Lusaka: n.p., 1985), p. 42.
 B: Historical Association of Zambia. *Proceedings of the second Workshop, 1984*. Lusaka: n.p., 1985.

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- (b) F: Johnston Boss, *The first person on Earth* (Maputo: Ontanio Press, n.d.), pp. 2-10.
 B: Boss, Johnston. *The first person on Earth*. Maputo: Ontanio Press, n.d.

13. **When a book is in many volumes**

- F: Philip Chunks, *The Mosquito*, 4 vols. (Nairobi: Mande and Johns, 1942), 2: 28
 B: Chunks, Philip. *The Mosquito*, 4 vols. Nairobi: Mande and Johns, 1942.

NOTES

1. In number 11.F, it means that Vier Monde contributed a chapter entitled, 'People in the Jungle', in a book that was edited (compiled) by P.K. Loss entitled *Fighting the environment in Africa*. The title of the chapter is not underlined but only the title of the book.
 2. In number 13, it means that the book entitled *The mosquito* is in four volumes. The volume being quoted from is number two, page 28.
 3. In footnotes you have to put double 'P' like 'PP' followed by page numbers if you are citing more than one page as in number 2 and number 9. But if you are citing one page only, put a single 'P' thus 'P' followed by page number as in numbers 1 and 10.
 4. When serialising figures, write all numbers up to 50 in full, thus: 13-17, 30-31, or 40-41. Otherwise use the smallest number of figures consistently with clarity, thus: 53-4, 205-9 or 518-9.
14. **When citing the same book or any material more than once in footnotes only**
 The same material may be cited twice or more. The second and subsequent references are short reference format. This is how you do it:
- (a) Sherry Munthali, *The truth about God* (London: Apton and Sons, 1942), pp. 18-25.
 If you are going to cite material from this book again this is what you do:
 - (b) Munthali, *The truth about God*, p. 52.
 The same can be done many times changing only the page numbers. Remember that you only use the surname. Sometimes the title is shortened and thereafter consistently used. Such as:
 - (c) Jodi Chondoka, *The Zambian Culture and the People* (Livingstone: Malama Press, 1984), pp. 6-8.
 The title can be shortened by the writer in any meaningful manner, like:
 - (d) Chondoka, *Zambian Culture*, p. 20.

Remember that it is not recommended to use abbreviations such as op.cit, ibid, loc.cit. etc. This is because not many readers are familiar with these abbreviations.

15. **When citing more than once the same chapter from an edited book or an article from a Periodical like a journal:**

- (a) Kachele Nundwe, 'Harvesting Rice in Zambia', Maria Chilembo (ed.), *A short History of Chama* (London: Zilon Press, 1984), p. 500.
- (b) Nundwe, 'Harvesting Rice', pp. 80-1.
- (c) Nundwe, 'Harvesting Rice', p. 409.

This can go on and on. It is a chapter from an edited book. The chapter is by Kachele Nundwe. But the editor of the book is Maria Chilembo. The same is true for articles from journals, as shown below:

- (d) Suzgo Ngoyi, 'The History of Mzimba', *Journal of African History* 9, 3 (1984), 200-5.
- (e) Ngoyi, 'The History of Mzimba', 240.

YEARBOOKS, THESES (DISSERTATIONS), GOVERNMENT AND UNITED NATIONS DOCUMENTS

16. **When citing material from a Yearbook**

- F: The Government of the Republic of Zambia (G.R.Z.) Department of Agriculture, *Yearbook of Agriculture 1965* (Lusaka: Government Printer, 1966), p. 92.
- B: G.R.Z. Department of Agriculture. *Yearbook of Agriculture 1965*. Lusaka: Government Printer, 1966.

17. **When using Theses**

- F: Y.A. Chondoka, 'British Agricultural Policies in the Nile Valley 1882-1922', M.A. dissertation, University of Zambia, 1985, p. 65.
- B: Chondoka, Y.A. 'British Agricultural Policies in the Nile Valley 1882-1922', M.A. dissertation, University of Zambia, 1985.

Note that the terms 'dissertation' and 'thesis' are interchangeable. There is little or no difference. It is also important to note that unpublished titles such as theses and dissertations are not underlined.

18. **When using government documents**

- F: Great Britain, Parliament, *Parliamentary Debates* (Commons) 40th Series, 720 (1961): 779-85.
- B: Great Britain, Parliament. *Parliamentary Debates* (Commons), 40th Series, vol. 720 (1961).

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19. **When using United Nations Organisation (U.N.O.) Material**
F: United Nations Organisation, Secretariat, *Application of Part III of the Law of the Sea* (L.C. 118) (1984). p. 80.
B: United Nations Organisation Secretariat: *Application of Part III of the Law of the Sea* (L.C. 118) (1984).

20. **When citing material from Book Reviews**
F: Y.A. Chondoka, review of *Plains of Kenya* by J.K. Cows in *Monthly Review*, April 1984, p. 10.
B: Chondoka, Y.A. Review of *Plains of Kenya* by J.K. Cows *Monthly Review*, April 1984, pp. 8-12.

Note that in 20B above, the number of pages is also shown, and this time more pages are indicated than in F. This shows all pages covered by the review written by Y.A. Chondoka.

21. **Citing from Microfilms**
F: Peter Mason, *A short History of Kitwe* (Lusaka: University of Zambia Library, (Microfilms ZD 28190, 1985) p. 804.
B: Mason, Peter. *A short History of Kitwe*. Lusaka: University of Zambia Library Microfilms ZD 28190, 1985.

22. **When using documents from the National Archives of Zambia (N.A.Z.)**
F: N.A.Z., KDB 6/7, Mazabuka: Report for quarter ending 31 December 1963, P. 4.
B: NAZ, KDB 6/7, Mazabuka: Report for quarter ending 31 December, 1963.

Note that most archival documents are not underlined because they are not published documents.

JOURNALS, MAGAZINES, NEWSPAPERS, ENCYCLOPEDIAS AND DICTIONARIES

23. **When citing material from journals**

- (a) F: Kenneth Kapansa, 'Settlement Patterns in the Gwembe Valley', *Journal of African History* 2, 9 (1864), 125.
B: Kapansa, Kenneth 'Settlement Patterns in the Gwembe Valley', *Journal of African History* 2, (1864), 118-140.

118 - 140

Note that in 23B above you include all the pages covered by the article, *not* only the page where you quoted from as indicated in 23F. For 23B, it is also acceptable to write only the details of the journal leaving out the author's name and the title of his article.

- (b) F: Zomo Banda, 'Fertility level in Soils', *Library quarterly* 20 (December 1840), 18.

- B: Banda, Zomo. 'Fertility level in Soils', *Library quarterly* 20 (December 1840), 16-24.
- (c) F: B. Mwenya, 'Kalingalinga Marketeers', *Zambia Geographical Association* 4 (Winter 1880), 100.
- B: Mwenya, B. 'Kalingalinga Marketeers', *Zambia Geographical Association* 4 (Winter 1880), 90-112.

Note that in 23 (a) and (b) above, there is only a volume but no number of the periodical.

- (d) You can also cite in the footnotes material from the same periodical twice or more. This is how it is done:
- (i) T. Banda, 'Domestic Servants in Zambia', *Central African Anthropologist* 20, 2 (1861), 30-34.
- (ii) Banda, 'Domestic Servants', 32.
- (iii) Banda, 'Domestic Servants', 30.

Some examples of this are given in number 15 above. Remember that some periodicals do not have 'volume' or 'number' written on them. The first number is for volume while the second one is a number. Dates for periodicals are always in parentheses. Pages can be shown with or without p or pp, but for whichever style you choose to follow be consistent.

It is also common practice nowadays to put a colon (:) instead of a comma (,) after the closing parenthesis of the date, to be followed by the page numbers. For example:

Journal of African History 2, 9 (1982): 10-15. You can use this format but be consistent.

24. When citing material from magazines

- (a) F: Joseph Msumali, 'Mishanga Boys Cornered', *Women's Exclusive*, January 1984, p. 80.
- B: Msumali, Joseph. 'Mishanga Boys Cornered', *Women's Exclusive*, January 1984, pp. 80-2.
- (b) F: B.J. Bota, 'The Loved ones', *Z. Magazine*, February 1982. p. 2.
- B: Bota, B.J. 'The Loved ones'. *Z. Magazine*. February 1982. pp. 2-4.

25. Citing material from daily newspapers

- F: Patrick Jones, 'Emerald Diggers', *Times of Zambia*, 18th November 1982. p. 4.
- B: Jones, Patrick, 'Emerald Diggers'. *Times of Zambia*. 18th November 1982. p. 4.

26. Citing material arranged in

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26. **Citing material from Encyclopedia and Dictionary (for any alphabetically arranged reference works).**

- (a) F: *Encyclopedia Britannica*, 1980 ed. vol.10 'Kenneth Kaunda' by John Hut. p. 580.
B: *Encyclopedia Britannica*, 1980 ed. vol. 10 'Kenneth Kaunda', by John Hut. pp. 540-50.
- (b) F: *Columbia Encyclopedia*, 6th ed. vol.18 'The Amazon Basin', p. 624.
B: *Columbia Encyclopedia*, 6th ed. vol. 18 'The Amazon Basin', pp. 620-6.
- (c) F: *The Advanced Learner's Dictionary of Current English* rev. ed. (1982), 'Exterior'. p. 60.
B: *The Advanced Learner's Dictionary of Current English* rev. ed. (1982), 'Exterior'.

27. **Citing Interviews**

- (a) F: Interview with T. Sumaili, Chiwaya village, Petauke, Zambia, 10th August, 1984.
B: Sumaili, T. Chiwaya village, Petauke, Zambia. Interview, 10th August, 1984.
- (b) F: P. Johns, Interview number 5. 29th May 1980.
B: Johns, P. Interview number 5. 29th May 1980.

The other method of presenting interviews in footnotes and bibliography is by writing down full particulars of all the people you interviewed in the bibliography at the end of your work. Thus:

Interview number 15

Date: 29th May 1980.
Name: Y.A. Chondoka.
Occupation: Deputy Principal, Uteta College Chama, Zambia.
Place: In his office, at the college.
Tape: HD/08/Tape 13/2 (if you used tapes).

This means it will be easier now for you to refer to the tabulated list of interviews in the bibliography, when citing them in your footnotes, thus:

28. (i) Y.A. Chondoka, Interview number 15, 29th May 1980.
(ii) Z.P. Zgambo, Interview number 10, 1st August 1980.
(iii) Chondoka, Interview (if referring to interview number 15 again).
(iv) Maliki Zimba, Interviews, HD/08/Tape 13/12.
(v) Bwandame Suse, Interviews, WT/07/Tape 67/1.

USE OF ELLIPSIS POINTS

Ellipsis points are sometimes called period points. They are used when you want to omit words, phrases or paragraphs in quoted material. When doing this you should leave equal space between each dot (period point). An omission within a sentence is shown by *three* spaced dots. For example:

29. (a) 'The villager is . . . of more economic and productive value to the overall economy as an employee of the European farmer than as a producer'.

But when an omission is followed by a sentence, it should have *four* dots instead of the normal *three*. Thus in (b) below, the last dot after *trees* is a full stop.

- (b) 'There are headmen and others who fifteen years ago had fine enclosed gardens with fruit trees Today . . . you will find the square houses dilapidated'.
- (c) 'During the past 25 years I think degeneration has taken place The natives as a body are growing poorer'.

If before the omission there is a question mark or exclamation mark, even if it is followed by a sentence you should use three dots only. The other one is taken up by the question mark or exclamation mark. For example:

'How hot it was! . . . Nobody could operate in such a situation.'

USE OF INTERPOLATIONS

These are mainly used for the purpose of correction, clarification or explanation. You can do this by inserting in a word or two. All such insertions are called *interpolations*. They must be shown in *brackets* [], NOT ordinary semi-circle parentheses (), to show that such insertions are the *writer's*, and not from the original quoted work. For example:

30. (a) (i) 'The first whiteman to see the Victoria Falls in 1850 [1854] was Dr. David Livingstone.'
- (ii) 'The road between Chama and Lundazi is *the busiest* in Eastern Province of Zambia' [italics mine].

Note that 30 (a) (i) above has corrected a historical fact. In 30 (a) (ii) the writer has explained that in the original quotation the italics (*the busiest*), were not there. They are his, to bring out an emphasis.

- (b) Sometimes there may be an error or incorrect spelling in the material to be quoted. You do not correct the error or the incorrect spelling in the quotation. You just show or indicate that this error is not yours. This is

shown by inserting the word *sic* always underlined and in brackets. For example:

- (i) 'The biggest kingdom in North-eastern Rhodesia by 1850 was the Cheta Mukule (*sic*) kingdom of the Bemba people.'
- (ii) 'The compound Misisa (*sic*) in Lusaka is constructed of brick with iron roof, it is in the form of a [hollow] square 95 feet x 75 ... [and] unfit for human habitation.'

The words in brackets have been inserted here by the writer. They were not in the original text of the work quoted.

QUOTATIONS

When using quotation marks there are no rigid rules to follow. However, it is generally accepted by historians that short quotations should be indicated by single quotation marks with double quotation marks for quotations within the main one. For example:

'He even went so far as to say that "if we had to start a strike there would be no industrial produce" in this province.'

Block quotes or quotations of more than twenty-five words should be indented from the left-hand margin and they should be separated from the main body of the text. They are always single-spaced even if the text of the essay is double-spaced. For example:

In early 1942 a letter about amalgamation was written by Harry Nkumbula who was later to succeed Godwin Mbikusita as President of the African National Congress. Nkumbula's opening salvo was:

We in Northern Rhodesia loathe the idea of amalgamating Northern Rhodesia with Southern Rhodesia, which is dominated by Europeans. Why is it that some Southern and Northern White settlers are worrying the Empire about amalgamation at this critical hour in its unbroken history?

Nkumbula thought they 'should be told they can be of more value to the Empire if they concentrated their time on war efforts'.

Note that it is not necessary to use quotation marks on indented material. In the last sentence, it is not necessary to indent the quotation because it has less than twenty-five words.

ITALICS

Italics should be used for names and words in languages other than English. Use foreign words only when necessary and then provide a translation in parentheses. For example:

He had gone to the village to see his *Nyumba* (house) that his father built for him.
Here *Nyumba* has been italicized because it is not an English word. Its translation is given in parentheses as shown. In subsequent references to a translated word it can still be italicized (or underlined) but the translation does not have to be furnished. If there is a whole list of foreign words essential to the essay, a glossary at the beginning or at the end of the work is acceptable.

Note that you can also use italics when you are emphasizing a point as shown below:

'The boy with a broken leg was the *most intelligent* in the class in 1952' [emphasis mine].

For more examples see 30 (a) (ii) above.

USE OF NUMBERS

It is important to use figures for units of measurements. For example, 6kg, 8 metres, 15mm, 3.81bs, 10.21bs and so on. Spell out numbers up to one hundred. You must also spell out a number regardless of its order, if it comes at the beginning of a sentence. Also spell out two hundred, one hundred, ten thousand, a million and so on. Put hyphens in twenty-one, thirty-four and so on. Put commas in number over 999. For example 4,089; 1,500; 250,001 and so on.

There are many more items not covered in this book. You have just been introduced to the world of footnotes and bibliography.

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This book will doubtless prove to be a real students' companion in the maze of the University of Zambia's library. It is not only essential to students studying History, but also to other students doing other disciplines. As a Guide, it is written in such a way that anyone following its contents closely, will find little difficulty in library research.