

DOCUMENTATION CHECKLIST

Text—

- Are all sources introduced with a signal phrase at least once?
- Are all footnote numbers in superscript and placed at the end of sentences after the final punctuation?

Footnotes—

- Are all footnotes numbered sequentially from one?
- First References
 - Are the author, title, and other basic facts cited for each source the first time it is cited in the footnotes?
 - Are the other basic facts properly abbreviated?
- Subsequent References
 - Are references to each source shortened after the first reference?

Bibliography—

- Is every source cited in the footnotes also in the bibliography?
- Is the bibliography in alphabetical order by author's last name or beginning of a title (if there is no author)?
- Are all web page references cleaned up so that they are as short as possible and formatted as normal text?

Documenting History Papers

A Concise Style Guide

INTRODUCTORY NOTE

Source citations are both sign and symptom of professional history. To the uncritical reader, notes and bibliographies are an annoyance; to the scholar they are indispensable.

Styles of documenting sources have developed incrementally over the centuries. Safeguarded by disciplinary tradition these styles tend to change slowly in reaction to new times and technologies. Yet from the house rules of book publishers and academic journals, citation style guides have evolved to become more universal and adaptable, even if they continue to appear baffling and esoteric.

This short pamphlet aims to demystify footnotes and bibliographies for college history students. Offering a guide to the logic behind the conventions of source citation, Part I explains how to add notes to a paper and build a bibliography. It also presents a simplified system of documentation for history papers. (Please note the double asterisks that call attention to significant differences from current Chicago Style recommendations.) Part II gives examples of a variety of common citations in bibliographic and note form.

In the architecture of historical citation, form does not wholly follow function—delighting traditionalists and distressing modernists. For the former, there are more intricacies of source citation to explore in the pages of the latest edition of *The Chicago Manual of Style*. For the latter, there is the assurance that the digital revolution has only just begun. For each, there are building projects aplenty.

Many thanks to all whose comments have improved this guide, and especially to: Stacy Cordery, Amy Scott, and John Williams. Thanks, too, to Courtney Wiersema for permission to excerpt and slightly alter her paper.

The footnote would seem to be the smallest detail in a work of history. Yet it carries a large burden of responsibility, testifying to the validity of the work, the integrity (and the humility) of the historian, and to the dignity of the discipline.

—Gertrude Himmelfarb, *On Looking Into the Abyss* (1991).

ONLINE RESOURCES & FURTHER READING

The Chicago Manual of Style Online—

www.chicagomanualofstyle.org/home.html

Guides to Citing Internet and Electronic Sources—

Crouse, Maurice. "Citing Electronic Information in History Papers." history.memphis.edu/mcrouse/elcite.html

Harnack, Andrew, and Eugene Kleppinger. *Online! A Reference Guide to Using Internet Sources*. New York: St. Martin's Press, 2003.

www.bedfordstmartins.com/online/cite7.html

"Citing Electronic Resources." Library of Congress.

<http://lcweb2.loc.gov/ammem/ndlpedu/start/cite/index.html>

Quinion, Michael B. *Citing Online Sources*.

<http://www.quinion.com/words/articles/citation.htm>

Comprehensive Style Guides for Students—

Gibaldi, J. *MLA Handbook for Writers of Research Papers*. 6th ed. MLA, 2003.

Lipson, Charles. *Cite Right: A Quick Guide to Citation Styles—MLA, APA, Chicago, the Sciences, Professions, and More*. University of Chicago Press, 2006.

Turabian, K., et al. *Manual for Writers of Term Papers, Theses, and Dissertations: Chicago Style for Students and Researchers*. 7th ed. University of Chicago Press, 2007.

Chicago Manual of Style: The Essential Guide for Writers, Editors, and Publishers. 15th ed. University of Chicago Press, 2003.

The History of Documentation—

Anderson, B. "The Decline and Fall of Footnotes." *Stanford Magazine* (Jan-Feb 1997),

www.stanfordalumni.org/news/magazine/1997/janfeb/articles/footnotes.html.

Grafton, Anthony. *The Footnote: A Curious History*. Cambridge: Harvard University Press, 1999.

Zerby, Chuck. *The Devil's Details: A History of the Footnote*. Simon & Schuster, 2003.

When I slept, armies of footnotes marched across my dreams in close-order drill.

—Ted Morgan, *Maugham* (1980).

UNDERSTANDING PLAGIARISM

Definition—

Plagiarism (from the Latin word *plagiare*, meaning "to steal") means presenting someone else's words, ideas or work without clearly acknowledging the source.

Common Forms of Plagiarism —

- Putting someone else's words in your paper without appropriate quotation marks
- Taking someone else's sentence and changing a few words before putting it in your paper without adding quotation marks
- Paraphrasing or summarizing someone else's words in your paper without noting the author or page number
- Misrepresenting the source of a quotation
- Inadequately citing the source of images

Penalties—

Appropriate penalties for cases of plagiarism include papers earning no credit (a zero) and students receiving a failing course grade. Students may be asked to rewrite all or part of the paper. Plagiarism cases are routinely reported to department chairs and campus authorities. For your own information, please review policies and procedures at your school.

Avoiding Plagiarism—

- Take careful notes with complete source citations and accurate quotations, adding page numbers or web addresses as you read.
- Check paraphrases to avoid unintentional quotation.
- Learn the proper forms for source citation and follow them carefully.
- Be precise, and methodical in acknowledging the sources for your paper in signal phrases, footnotes, and bibliography.
- When in doubt, ask questions.

PART I: CONVENTIONS OF SOURCE CITATION

GENERAL REQUIREMENTS

Give Essential Information Accurately—

All source citations should provide precise information about (1) authors, (2) titles, and (3) other basic facts that will allow readers to locate the sources so indicated.

Use Prescribed Forms Consistently—

The form of each citation is determined by conventions in the classification of sources (see Part II: Models of Source Citation). Footnotes and Bibliographic entries are similar in content, but different in form.

RULE 1: ESTABLISH AUTHORSHIP

Give the Author's Name—

- List the name as it appears in the source.
- Add a space between initials.
- Do not include degrees (e.g., *M.D.* or *Ph.D.*), job titles, ascriptions (e.g., Saint or Queen), or affiliations.
- When possible, put the author's real name in brackets after a false name or pseudonym.
- If the author is not known, start with the title. Do not use "Anonymous" or "Anon."
- Multiple Authors' names should be listed in the order they appear in the source.

Corporate Authors—

Use the organization name instead of a personal author, if there is no author listed.

Credit Editors and Translators—

- When no author is listed, cite the editor or translator before the title.
- When a single author is listed (or is obvious), the name of the editor or translator comes after the title.
- Treat other roles (such as "with Introduction and Notes by") as subsumed by "editor".

History is the transformation of tumultuous conquerors into silent footnotes.

—Paul Eldridge

RULE 2: ADD THE TITLE

Write Titles in Headline Style—

Use normal font, capitalizing first letters

Capitalize first, last, and all principal words but not articles, prepositions, and coordinating conjunctions (like *and*, *but*, *or*, *so*)

Separate Subtitles—

Use a colon for the first subtitle and semicolons for additional subtitles.

Where there is other punctuation, like exclamation or question marks, no colons are needed.

Emphasize Titles and Subtitles with Italics or Quotation Marks—

Long works are italicized. Do not use underlining.

Short works are set within double quotation marks.

Titles within titles are set off with either further quotation marks (single or double as appropriate) or the absence of italics

Leave out Series Titles and Editors **

Note Volumes

Include the Volume Number at the end of the title.

Volume numbers are often part of subtitles.

List Titles for Parts of Books—

If there is a separate title, the part of the book is given in quotation marks (or italics if the part is a longer work like a poem or play), followed by "in" and then the title of the book.

If the part is generic (an introduction, preface, afterword or the like), it is not set in quotation marks

Generic Titles—

For material without a title (Letters to the Editor, Reviews, Editorials), generic titles must be added.

He has the common feeling of his profession. He enjoys a statement twice as much if it appears in fine print, and anything that turns up in a footnote ... takes on the character of divine revelation.

—Margaret Halsey, *With Malice Toward Some* (1938).

ALPHABETICAL ORDER IN BIBLIOGRAPHIES

General Principles—

List the family name before the individual name (separated by a comma when the individual name usually comes first—e.g. in American usage but not in Chinese, Japanese, or Hungarian).

Proceed letter-by-letter (ignoring hyphens and spaces).

Put shorter names (and initials) before longer names.

Multiple Works by the Same Author or Authors—

List single-author sources before multi-author ones.

List original works before edited works.

Put the sources in either chronological order by date of publication or alphabetical order by title.

Consider using a three-em dash in place of the author's name in subsequent citations (but not in conjunction with other authors names).

When there is no author or editor—

Titles are ordered letter-by-letter.

Numbers in titles are ordered numeral-by-numeral in ascending order. **

Names—

Principles

Names can be tricky, particularly since some are compound words (often without hyphens) and different cultural traditions vary.

In general, follow the author's preference or the customary usage first (it may be helpful to look up the author by name in a good biographical dictionary, library catalog, or journal database).

When there is no clear precedent, prefer simplifying family names by adding traditional particles that are isolated by spaces (de, de la, le, van, von and the like) after the individual name.

Ethnic Traditions to Note

It is traditional to treat Gaelic family names that begin with *Mc* or *M'* as if they were spelled *Mac* (meaning *son of*).

In Spain and Latin America, first the father's family name and then the mother's family name come after the individual name, so both are treated as a compound family name.

With Arabic names, the prefix *al-* (meaning *the*) is kept in place but ignored for the purpose alphabetizing. Other prefixes like *ibn-* and *bin-* (meaning *son of*), and *abu-* (*father of*) may be kept or removed depending on common usage. So too for the Jewish prefix *ben* (meaning *son of*).

Footnotes—little dogs yapping at the heels of the text.

—William James

BIBLIOGRAPHIES

Format—

The bibliography should begin at the top of a separate page at the end of the paper and list all of the materials consulted in the process of preparing the paper (including all the sources cited in the footnotes).
Indent all but the first line of each bibliographic entry.

The bibliography should be titled by type.

Types—

All bibliographies take the form of a list in alphabetical order.

A *Bibliography* gives a comprehensive and unified list of sources.

A *Selected Bibliography* lists only the sources cited in the notes.

A *Divided Bibliography* is divided in sections with subtitles either by topic or by classification of sources.

An *Annotated Bibliography* includes a brief description and evaluation of the source after every entry.

A *Bibliographic Essay* integrates the source citations into an essay on the variety and quality of sources available.

A bibliography titled *Further Reading* lists recommended sources.

Differences Between Footnotes & Bibliographic Entries

1. The three sections of a citation (author, title, and other basic facts) are divided by commas in a footnote and by periods in a bibliographic entry. Note too, in footnotes, other basic facts are placed in parentheses.
2. Footnotes are numbered; bibliographic entries are in alphabetical order.
3. Author names in bibliographies start with family names first, while notes begin with first names.
4. Abbreviations are acceptable in notes, but not in bibliographic entries. **
5. Footnotes usually refer to a specific page or pages; bibliographic entries give no page numbers for books and only inclusive page numbers for articles and parts of books.

This is just a footnote, though a microcosmic one perhaps, to the greater curve of the elaboration...

—John Ashbery, "*Sortes Vergilianae*"

RULE 3: END WITH OTHER BASIC FACTS

Publisher and Date—

For Books

Editions

Editions other than the first should be noted after the title in simplified form.

Place of Publication **

Conventionally this is the city in which the publishing firm has headquarters, but may also or alternatively indicate the printshop.

Give the first place listed on the title page only.

If there is ambiguity about the location (esp. when it is not clarified by the name of the publisher), an abbreviation for the state or country should follow the place name.

NB: This requirement may have been useful in the past, but has become outdated. Dropping this requirement for books published since the year 2000 is strongly recommended, but ask your instructor about this first.

Publisher

Simplify the Publisher's Name but do not translate it.

If there is no publisher listed, put "n.p."

Year of Publication

Dates of publication are found either on the title page or copyright page.

An "impression" or a "printing" is not a new edition.

When possible, give the original year of publication for the first edition in brackets after dates for a later edition.

If there is no year of publication listed, put "n.d."

For Periodicals (Journals, Magazines, and Newspapers)

Treat all periodicals in the same way. **

Give the Periodical Name

Add the Volume and Issue Number in Arabic numerals when listed on the title page. Precede the issue number with *no.* (for issue number) but *vol.* (for volume) is usually unnecessary.

Add the Date of Publication in as much detail as possible

Give dates in the order: Day, Month or Season, Year.

For Online Sources

Identify the organization that supports the site. This usual requires additional browsing on the site.

Establish the date of composition or the latest update.

Access Dates are not necessary, and probably not useful except where sites are continuously updated.

Cite the name of a Database in the bibliography only. **

Further Specifications (Pages, Illustrations, URLs)—**Page Numbers etc.**

Using *p.* or *pp.* (for page or pages) is usually unnecessary, and should be avoided.

Sections and Columns can be abbreviated in notes as *sec.* and *col.*

Note Numbers

Cite foot- or endnotes in a source by giving the page number followed by *n.* (or plural, *nn.*) and then the note number.

Illustrations

Cite illustrations by giving the page number first, then the type of illustration (plates, tables, maps, or figures), followed by the illustration number. Abbreviate illustration as *ill.* and figure as *fig.*

Web Site Information **

Give web page or web site information in the bibliography only.

Uniform Resource Locators (URLs) and Digital Object Identifiers (DOIs) should be listed in normal formatting (without underlining and in black ink).

Eliminate unnecessary prefixes like *http://*.

Replace complex web page citations longer than two lines, with a citation for the general website instead.

Do not add punctuation (e.g. periods) after the URL or DOI.

Do not include Retrieval Information (lists of links to click).

Always double-check the web page by copying the exact URL or DOI and searching for it using a web browsing software.

Use Hyperlinks (or Links) on Digital Papers

If you are submitting your paper as a digital file rather than a printed paper, then it is appropriate to convert all online source citations into hyperlinks allowing your reader to click on the footnote or bibliographic entry.

Medium (if unusual)—

For now, the word "paper" need not follow books and articles. But all unusual sources (e.g., material on CD-ROMs or DVDs) should note the medium in which they are stored or transmitted, if it is not otherwise clear, in the bibliography only.

Footnotes are the finer-suckered surfaces that allow tentacular paragraphs to hold fast to the wider reality of the library.

—Nicholson Baker, *The Mezzanine* (1988).

FOOTNOTES**Format—**

Insert Sequential Reference Numbers for each footnote at the end of sentences and paragraphs.

The number should be in superscript, i.e. in a smaller font and raised.

The reference number can be inserted in the middle of sentences (preferably at the end of a clause or other break), but only if necessary.

One footnote can include more than one source, so only one reference number is necessary...

Footnotes are listed at the bottom of the page and start with the note number.

Indent the first line of the footnote.

Do not use Endnotes.**

First References—

The first time a source is introduced in the footnotes the author and title must be cited in full.

Editor and *Translator* may be abbreviated as *ed.* and *trans.*, and first names of editors and translators may be given as initials.

Other Basic Facts should be abbreviated or eliminated. **

Always include Publisher and Date when possible.

Always include

Subsequent Short References—

After the first reference, the same source in the footnotes must be cited in a shortened form.

Short footnote citations should be as brief and unambiguous as possible. More than one work by the same author or similar titles may require slightly longer short references for clarity.

Names may be shortened to last name only.

Titles may be shortened to a word or phrase.

Other Basic Facts are shortened to page numbers or other specifications.

On the use of *Ibid.*, see the box on Short Note Citations in Part II.

Signal Phrases

A signal phrase alerts the reader to the source of the evidence by mentioning the author or title in the text of the paper. For more about Integrating Evidence, see Writing History Papers: A Concise Style Guide.