Standards for Documentation 9/2011

The Department expects all students in history courses to document their sources by using either footnotes or endnotes. These notes should conform to the standard format outlined in Mary Lynn Rampolla, *A Pocket Guide to Writing in History,* 6th ed., Chapter 7, and in Kate L. Turabian, *A Manual for Writers ofTerm Papers, Theses, and Dissertations,* 6th ed., Chapter 8. The form specified in Rampolla and in Turabian, and outlined briefly below, is essentially that of *The Chicago Manual of Style,* 16th ed., Chapter 14, available online through our library website, or directly at http://www.chicagomanualofstyle.org/16/contents.html.

GENERAL FORM GUIDELINES

All text should be double spaced. Notes and bibliography should be single spaced, with an extra space separating each entry. Use a standard font such as Times New Roman; the preferred font size is 12-point for text. Notes may be in either 12-point or 10-point font.

FORMAT FOR FOOTNOTES OR ENDNOTES --BASIC EXAMPLES[1]

You should cite the source of any factual evidence, insight, or point of background that you have taken from another author. Citations should be numbered consecutively through your paper; do not begin a new series with each page or each section, except in long papers with separate chapters. Whenever possible the numerals should be placed at the ends of sentences or quotations, not after commas or semicolons. Occa ionally, however, precision demands a note in mid-sentence.

For titles of books, journals, and other major works, use italics if possible; otherwise, use underlining (but do not mix these forms). Note that 'the first line of any footnote or endnote should be indented around a half-inch.[2]

Book (first reference):

[3]Sally G. McMillen, *Motherhood in the Old South: Pregnancy, Childbirth, and Infant Rearing* (Baton Rouge: Louisiana State University Press, 1990), 39.

Subsequent references:

[3]McMillen, 47.

(but if this work is one of two or more by an author named McMillen, then):

[3]McMillen, *Motherhood,* 47.

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[1]When appearing as footnotes, references should be separated from the text by a line, as shown here. In general, footnotes are preferred over endnotes. Footnotes may be in a slightly smaller font (I 0-point), as in this example, but this is simply a matter of preference.

2. The reference numbers in your text should always be superscripted, but an acceptable alternate form for the reference at the bottom of the page is to use unsuperscripted numerals followed by a period and a space, as in this example.

Article (first reference):

[10]Vivien E. Dietz, "The Politics of Whisky: Scottish Distillers, the Excise, and the Pittite State," *Journal of British Studies* 36 (January 1997): 40.

Subsequent references:

[10]Dietz, 42.

(but if this work is one of two or more by an author named Dietz, then):

[10]Dietz, "The Politics of Whisky," 42.

Document from a published collection of primary sources:

[7]Charlemagne, "Letter to Pope Leo III," in C. Warren Hollister, et al., eds., *Medieval Europe: A Short Sourcebook,* Third Edition (New York: McGraw-Hill, 1997), 86.

Other sources

For references to electronic sources, encyclopedias, book reviews, interviews, newspapers, films, videos, works of art, poems, manuscripts, recordings, and other types of sources, follow the guidelines in Rampolla, Chapter 7, in Turabian, Chapter 8, or in *The Chicago Manual of Style,* Chapter 14. For references to electronic sources, see also the brief guidelines noted below.

FORMAT FOR BIBLIOGRAPHY (if required)

For shorter papers that cite all sources in footnotes, a separate bibliography is generally not required. For longer research papers, a bibliography is appropriate and may be required. Your bibliography should include all sources from which you have drawn any materials, insights, or background. List primary and secondary sources separately. Each list should follow alphabetical order according to author's last name; if no author is listed or known, use the first substantive word of the title. Note that in a bibliographical entry the first line begins at the left margin; all following lines are indented five spaces. This indentation format is the reverse of the one used for footnotes or endnotes.

Book:

Berkey, Jonathan Porter. *The Formation of Islam: Religion and Society in the Near East, 600-1800.* New York: Cambridge University Press, 2003.

Article:

Levering, Ralph B. "Public Opinion, Foreign Policy, and American Politics since the 1960s." *Diplomatic History* 13 (Summer 1989): 383-393.

Article in a collection:

Barnes, Robin B. "Astrology and Popular Print in Germany, c. 1470-1520." In *Books Have Their Own Destiny: Essays in Honor of Robert V Schnucker,* edited by Robin B. Barnes, et al. Kirksville, Missouri: Thomas Jefferson University Press, 1998, 17-26.

CITING ELECTRONIC SOURCES:

Often the Web is not a reliable source of information, largely because many sites are not refereed. Before using a web-source, look for signs of bias, incompetence, or even paranoia. Ask at the library's reference desk for pointers in evaluating web-sources. Refer to Rampolla, Turabian or another up-to-date manual for the correct form to use in citing and listing various types of electronic sources. In general, for electronic sources one should include the same information provided in citations for printed materials, and also identify the pathways needed for online access to the material.

Example of a footnote citation to a source found on the Web:

[5]Tom Holmberg, "Napoleon and the French Revolution," Napoleon Bonaparte: Internet Guide, c. 1998. http://www.napoleonbonaparte.nl/html/body_nap_and_revolution.html.

Note: in some cases, especially when a web-page is easily located simply by its title, it is not necessary to cite the URL, but merely to identify the site as an online resource. Check with your professor.