

Davidson College Department of History Standards for Documentation

The Department expects all students in history courses to document their sources by using footnotes and a bibliography. Footnotes should conform to the standard format outlined in [Mary Lynn Rampolla, *A Pocket Guide to Writing in History*](#), 10th ed., Chapter 7. The form specified in Rampolla, and outlined briefly below, is essentially that of *The Chicago Manual of Style*, 18th ed., Chapter 13, available online through our library website at <https://www-chicagomanualofstyle-org.proxy048.nclive.org/book/ed18/frontmatter/toc.html>.

GENERAL FORM GUIDELINES:

All text should be double spaced. Footnotes should be single spaced. The bibliography should also be single spaced, with an extra space inserted between bibliographic entries. Use Times New Roman 12-point font for text and bibliography and Times New Roman 10-point font for footnotes.

FORMAT FOR FOOTNOTES – BASIC EXAMPLES:

Use footnotes to 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. Whenever possible the numerals should be placed at the ends of sentences or quotations, not after commas or semicolons. Occasionally, however, precision demands a note in mid-sentence. The first line of any footnote should be indented by one half inch.¹ List an author's given name before their surname and place a comma after the author's surname. For titles of books, journals, and other major works, use italics. Use quotation marks for titles of journal articles.

Book (first reference):

¹ Alice Wiemers, *Village Work: Development and Rural Statecraft in Twentieth-Century Ghana* (Ohio University Press, 2021), 48.

Book (subsequent references):

² Wiemers, 102.

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

² Wiemers, *Village Work*, 102.

¹ When using Microsoft Word or Google docs, you can format footnotes automatically by selecting "References" → "Insert Footnote" or simply "Insert" → "Footnote." To indent the first line of a footnote one half inch, place the cursor to the left of the note number and use the tab key.

Journal article (first reference):

¹Rose Stremmlau, “Allotment, Jim Crow, and the State: Reconceptualizing the Privatization of Land, the Segregation of Bodies, and the Politicization of Sexuality in the Native South,” *Native South* 10, no. 1 (2017): 63.

Journal article (subsequent references):

²Stremmlau, 67.

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

²Stremmlau, “Allotment,” 67.

Document from a published collection of primary sources:

¹Ieyasu Tokugawa, “Code for Warrior Households” [1615], in *Sources of East Asian Tradition: The Modern Period, Volume 2*, ed. Wm Theodore de Bary (Columbia University Press, 2008), 122.

Document from a published collection of primary sources (subsequent references):

²Tokugawa, 123.

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

²Tokugawa, “Code for Warrior Households,” 123.

Other sources:

To format footnotes for electronic sources, encyclopedias, book reviews, interviews, newspapers, films, videos, works of art, poems, manuscripts, recordings, and other types of sources, follow the guidelines in [*The Chicago Manual of Style, 18th ed.*](#)

FORMAT FOR BIBLIOGRAPHY – BASIC EXAMPLES:

Your bibliography should include all sources from which you have drawn any materials, insights, or background. List primary and secondary sources separately. Sources should be listed in alphabetical order according to the author's surname; if no author is listed or known, use the first substantive word of the title.

List an author's surname, followed by a comma, and then the author's given name(s), followed by a period. When formatting a bibliographic entry for an entire book, do not include page numbers. When formatting a bibliographic entry for a journal article, a book chapter published in an edited volume, or a document from a published collection of primary sources, include the source's full page number range, rather than just the specific page(s) you cite in your essay.

Note that in a bibliographical entry the first line begins at the left margin; all following lines are indented a half inch. This indentation format is the reverse of the one used for footnotes.

Book:

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

Journal article:

Kabala, Jakub. "Computational Authorship Attribution in Medieval Latin Corpora: The Case of the Monk of Lido (ca. 1101–08) and Gallus Anonymus (ca. 1113–17)." *Language Resources and Evaluation* 54 (2020): 25-56.

Book chapter in an edited volume:

Tilburg, Patricia. "Colette: The New Woman Takes the Stage in Belle Époque France." In *The Human Tradition in Modern Europe, 1750 to the Present*, edited by Cora Granata and Cheryl Koos, 75-89. Rowman & Littlefield, 2008.

Document from a published collection of primary sources:

Tokugawa, Ieyasu. "Code for Warrior Households" [1615]. In *Sources of East Asian Tradition: The Modern Period, Volume 2*, edited by Wm Theodore de Bary, 122-4. Columbia University Press, 2008.

Other sources:

To format bibliographic entries for electronic sources, encyclopedias, book reviews, interviews, newspapers, films, videos, works of art, poems, manuscripts, recordings, and other types of sources, follow the guidelines in [*The Chicago Manual of Style, 18th ed.*](#)