Davidson College Department of History  
Standards for Documentation

Students in history courses should document their sources by using either footnotes or endnotes. Notes should conform to the standard format outlined in Mary Lynn Rampolla, *A Pocket Guide to Writing in History* or *The Chicago Manual of Style*, available through our library website.

**GENERAL FORM GUIDELINES:** Body text should be double spaced. Notes and bibliography should be single spaced. Use a standard font such as Times New Roman, preferably in 12-point font. Notes are best in 10-point font.

**FOOTNOTES OR ENDNOTES:** 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 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. Occasionally, however, precision demands a note mid-sentence. For titles of books and journals, use italics. The first line of any footnote/endnote should be indented.

**Book (first reference):**


**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.

**Article (first reference):**


**Subsequent references:**

10 Dietz, 42.

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


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1 Footnotes can be formatted automatically by choosing Insert→Footnote in Word. In general, footnotes are preferred over endnotes. Footnotes may be in a slightly smaller font (10-point), but this is a matter of preference.
Document from a published collection of primary sources:


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 or The Chicago Manual of Style.

BIBLIOGRAPHY: 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:


Article:


Article or chapter in a collection:


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