A Brief Manual of S

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Introduction

The Department of History has developed this set of guidelines to assist you with the preparation of research papers, essays, book reviews, take-home examinations, and similar writing assignments. Every discipline has a standard set of practices that guide the use of footnote, endnotes, and bibliographies. For history, our standard is called “Chicago Style” because most history journals and publishers rely on the comprehensive handbook called *The Chicago Manual of Style* (14th ed., 1993). Other disciplines h

The **bibliography** is always the last page (or pages) of the paper. The first page of the bibliography is separate from the text of the paper. To alert the reader, you should type Bibliography at the top of the page. You can also center the word and put it in boldface if you wish. If you use endnotes, the easiest way to have your bibliography appear on a separate page at the end of the paper is to have the bibliography in a separate file and then assign it the proper page number so it fits with your paper. If you use footnotes, just enter a page break at the end of your text; the new page should then be titled Bibliography.

Notes, that is footnotes or endnotes, are a little trickier. Read the section on notes to find out how to format them correctly with the computer.

If you are using **footnotes**

this makes a great deal of sense. Suppose no one ever formatted note entries in a similar, logical manner. You could end up with something like this:

Thomas Jones 23-4 7 the red herring a fishy reader 1995 June

It would be hard to decode such an entry, and really annoying. But if you saw this:

Thomas Jones, "A Fishy Reader," *The Red Herring* 7 (June 1995): 23-24.

You would now be able to tell that the author is Jones, the article title is in quotation

It depends on the kind of editing done, but the first example is the most common type you'll be using.

10. Larry Howard, Curly Howard, and Moe Howard, eds.,

If you are citing a particular page, section, or chapter of a particular volume, then you need to make it clear which volume the citation and page refer to. There are 2 ways and either is correct.

19. Margaret Mitchell, *My Rough Drafts*, vol. 1 (Atlanta, GA: Sherman Press, 1900), 19.
20. Margaret Mitchell, *My Rough Drafts*, 12 vols. (Atlanta, GA: Sherman Press, 1900), 1:19. (The 1 refers to the volume number; the 19 is the page number.)

Editions other than the first.
In general, if your book is a second edition, you do not need to make that clear. However, if it is a revised edition, then you do need to tell your reader. For example, the second revised edition of William S. Allen's *The Nazi Seizure of Power* is a very different book than the first edition. How can you tell if the book is a revised edition? It will say so on the title page or in the publishing information on the back of the title page.

21. William S. Allen, *The Nazi Seizure of Power: The Experience of a Single G (r:)(r:)(r:)wel0.00T3(r:)1 (T.1 (0C 1

23. “That Flapper Daughter: What Shall We Do with Her?” *Harper’s* 127 (November 1922): 12-13.

If there is no volume number,

24. Peter Uwe Hohendahl and Juergen Habermas, “Critical Theory, Publicity, and Culture,” *Basis: Journal for Contemporary German Literature*, June 1966, 10-11.

25. Bill Clint, “The Trouble with Politicians,” *George*, 2 November 1994, 106.

Newspaper Articles, include the author (if there is one), the title of the article, the newspaper’s title, the date, and when possible, the page number. Note some very old

"Our Home Was Violated," in *True Stories of Abuse by Humans*, ed. Bambi Deer (Missoula, MT: Animal Resistance Press, 1999), 63-78. R. Hood completely misses this point in R. Hood, *My Walk in the Woods* (New York, NY: Random House, 1997).

Subsequent Citations

The examples you have just gone through are for the first reference to the material you are using. After you cite a book, an article, etc., for the first time, the next time you cite the same document, you can use a shorter citation. This does not mean you can be cryptic; the reader must still be able to understand you. The general pattern is author's last name, shortened article or book title, page number.

[1]Marshall S. Clough, *Mau Mau Memories: History, Memory, and Politics* (Boulder, CO: L. Rienner, 1998), 45.
[2]Ibid., 50.
[3]Fritz Fischer, *Making Them Like Us: Peace Corps Volunteers in the 1960s* (Washington, D.C.: Smithsonian Institute Press, 1998), 167.
[4]Clough, *Mau Mau Memories,* 66.
[5]Ibid.
[6]Joan L. Clinefelter, "The Documentary 'Der ewige Jude'," in *Through a National Socialist Lens*, ed. Robert Reimer (Boston, MA: Camden House, 2000), 200-34.
[7]Erin L. Jordan, "Prayers, Patronage and Polders: Assessing Cistercian Foundations in Thirteenth-century Flanders and Hainaut," *Cîteaux* 53 (Spring 2002): 99.
[8]Michael Welsh, "Often Out of Sight, Rarely Out of Mind: Race and Ethnicity at the University of New Mexico, 1889-1927," *New Mexico Historical Review* 71 (Fall 1996): 105.
[9]Janet Worrall, "Reflections on Italian Prisoners of War: Fort Wadsworth, 1943-46," *Italian Americana* 10 (Winter 1992): 147-55.
10Mary Borg, *Writing Your Life: An Easy-to-Follow Guide to Writing an Autobiography*, 3rd ed. (Fort Collins, CO: Cottonwood Press, Inc., 1998), 7-10.
[11]Nicholas Syrett, *The Company He Keeps: A History of White College Fraternities* (Chapel Hill, NC: University of North Carolina Press, 2009), 300-305.
[12]Worrall, "Reflections on Italian Prisoners of War," 147.
[13]Fischer, *Making Them Like Us*, 66.

Note Style Two: Citations in Text

The Bibliography

The Logic Behind the Bibliography

Below are some sample bibliographic entries. There is a pattern, and once you

If here is no author, put the title in alphabetical order by the first significant word in the title.

No One Wished to Claim Me. Greeley, CO: Horace Press, 1877.

Edited Book:
Grimm, P., ed. *Stuck in Greeley*. Rifle, CO: Western Press, 2005.

Scott, Samuel F., and Barry Rothaus, eds. *Historical Dictionary of the French Revolution, 1789-1799*. 2 vols. Westport, CT: Greenwood Press, 1985.

Essays in Books:
(be sure to include the page numbers for the entire article/essay)**:**

Clinefelter, Joan L. "The Documentary 'Der ewige Jude'." In *Through a National Socialist Lens*. Ed. Robert Reimer. Boston, MA: Camden House, 2000, 200-34.

Journal or Magazine Articles:

Jordan, Erin L. "Prayers, Patronage and Polders: Assessing Cistercian Foundations in Thirteenth-century Flanders and Hainaut." *Cîteaux* 53 (Spring 2002): 99-126.

Welsh, Michael. "Often Out of Sight, Rarely Out of Mind: Race and Ethnicity at the University of New Mexico, 1889-1927." *New Mexico Historical Review* 71 (Spring 1996): 105-133.

Worrall, Janet. "Reflections on Italian Prisoners of War: Fort Wadsworth, 1943-46." *Italian Americana* 10 (Winter 1992): 147-55.

Newspaper Articles:
with an author:

Safire, William. "The End of NATO." *New York Times*, 11 August 1965, 38.

without an author (again, put in alphabetical order according to title, so):

"The Edge of Night." *Soap Times*, 12 October 1963, 12.

"The End of NATO." *New York Times*, 11 August 1965, 38.

Book Reviews in Bibliographies:

Rowe, G. S. "Embattled Bench: The Pennsylvania Supreme Court and the Forging of a Democratic Society, 1684-1809." By Jonathan N. Chu. *American Journal of Legal History* 40 (Fall 1996): 401-403.

A Sample Bibliography: Bibliographic entrient 19960 -11 (lph (a)-1lh(19960 -1p(c)3 (o)5 ()-5 (f)2d w (5

For bibliographies, the above films would be alphabetized by director or when there is none (as for *Pride of the Nation*) by the first important word, and formatted as below.

Film commentary by Tom Cruise. In *Valkyrie*. Bryan Singer, dir. MGM Studios (DVD), 2008.

Henke, Hans, dir. *Good Morning, Mr. Hitler*. International Historic Films (video), 1993.

Pride of the Nation

4. Brutus T. Cat, “The Trouble with Mice,” http//:www.felines.rodents/44523.898ratsratsratsnomice.html (accessed 2 June 1999), 2.

For a **bibliographic entry**, follow the same rules, but apply the pattern for bibliographies.

Cat, Brutus T. “The Trouble with Mice.” http//:www.felines.rodents/44523.898ratsratsratsnomice.html. Accessed 2 June 1999.

Block quotes are the only kind that need no quotation marks. This is because the blocking tells the reader that this is a quote. All block quotes must have a note right at the end --that is, either a note number or a Note Style Two reference.

Where to place the end- or footnote number: Put the note number after the period that ends the sentence in which the quote appears.

"There she saw some chairs, which she ranked in a manner reminiscent of the porridge," explained the author.[6]

The following is WRONG:

"There she saw some chairs, which she ranked in a manner reminiscent of the porridge," explained the author. Overall, this analysis of the story is really rather silly. And yet, it does serve a purpose.[6]

Why is this wrong? Because the reader just cannot be sure if the note number refers to the quote, or if the quote was not cited (eek!) and the note number refers the reader to further information about the purpose mentioned.

There is, naturally, an exception to the above rule. **HOWEVER, do not do this UNLESS YOU ARE A GRADUATE STUDENT.** If you write a paragraph in which you have quotations from the same source, then you can give the last quotation a note number. For example:

As Caulfield explains, "I just did not feel like finishing the paper." While teachers may deplore such an attitude, even faculty at times agree with the idea that "papers are really just a coercive technique to ensure student reading." Thus Caulfield was probably correct, although hardly eloquent, when he stated "papers can be a drag."[4]

Because you need to be clear where each note comes from, the page number on which the quote can be found follows the order in which the quotes appeared in your text. The note for such a paragraph would read:

[4]All of the quotes here are from Caulfield, *The Catcher Caught*, 33, 5, 44.

went upstairs to find a suitable bed, and she promptly went to sleep. That is, until the bears came back from the baseball game and saw their porridge had been eaten.

So, what's wrong with this? It includes quotes that are not cited and not even demarcated with quotation marks. It relies too heavily on the original wording. And, it includes information not found in the original --the bears attending the baseball game-- and yet represented here as being part of the author's text. And, it has no note number. So, where did the author get this information? The reader would have no idea. Such a paraphrase will earn you much red ink and a low grade.

Should the paraphrase always have a note? Well, no, not always. If you are giving an overview of an entire book and it is clear in the text which book you are discussing, then a note is not needed. If you are writing a review of one book, you do not need a note, again if you are summarizing the book. But. If your paraphrase is a summary of material on one or several particular pages, then yes, you need to cite a source. If you feel uncomfortable at all about your paraphrasing, go ahead and cite the source.

A Final Checklist

1. Are your notes correct and clear? Do they refer to the correct pages?

2. Check the text of your paper that the notes are referring to. If they are direct quotes, are they demarcated as such with quotation marks? With blocked quotes?

3. Are your ibid.s clear and do they refer to the right sources?

4. Do your endnotes appear on a separate page?

5. Have you checked your spelling? Slowly?

6. Do you have page numbers for all pages and are they in the right order?

7. Are all the sources in your notes listed in the bibliography?

8. Is the bibliography alphabetized? Correctly?

9. Have you proofread the entire paper? Really?

10. Have you fulfilled all the requirements for the paper? Be sure to check any guidelines handed out.