A Brief Manual of Style

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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 have different stylistic conventions; for example, English uses "MLA" or the Modern Language Association's style. All professors in the UNC Department of History have agreed to use either "Note Style One" or "Note Style Two," both of which are described below. All have agreed to use the bibliographic style explained in these pages.

Preparing Your Papers

General Rules

Unless your professor has other instructions, all written work should be double-spaced, on 8 1/2 x 11 pages with one-inch margins on all sides. Papers of 5 pages or more in length should have a cover page that includes the title of the paper, your name, the course number, the date, and any other pertinent information. The cover page does not count as any of the required pages of text. Generally, it is always a good rule of thumb to ask your professor if a cover page is needed or if there are other requirements for the paper.

Proofreading

All faculty expect that you will proofread your paper before it is handed in. Check your spelling, grammar, punctuation, and logic. Even if the professor does not count off for each specific error, papers filled with mistakes will be less successful than those carefully prepared. Professors understand that absolute perfection is rare, but papers filled with misspellings and poor grammar cannot help but make a bad impression. And obviously, faculty will have a hard time taking you seriously if in a paper on the Civil War you consistently write about Aberham Lincon.

There is a writing lab located on the first floor of Ross; it is very useful. And remember, computer spell check functions cannot tell when you mean "from" but typed in "form." Always spell check and do it slowly.

Page numbers

All pages --except for the cover page-- should be numbered. This includes the endnote and bibliography pages. Most computers will not number pages unless you "tell" them to do so. Where on the page the number is placed --upper right, top center, etc.-- is generally up to you. Just be consistent and have the pages stapled in the right order.

Placement of the Bibliography, Footnotes, and Endnotes

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**, they will appear at the bottom or "foot" of the page in consecutive order. So footnote 1 comes before footnote 5. Because footnotes are placed automatically by the computer, there can be problems. Sometimes, a quote appears on page 1 of your paper but your computer places the footnote on page 2. Or, your computer may leave a huge margin at the bottom of the page. Print the paper out early to see if this problem occurs. If it does, chances are pretty good you will not be able to fix it! This is not your fault. Microsoft Word is a stupid program. Do ask a computer tech for help. Let your professor know what has happened and make sure you compensate the page length to make up for any big blank spaces. **See the section below on Endnotes to find out how to change your footnote numbers from Roman to Arabic numerals.**

Endnotes are notes that, logically enough, appear at the end of the paper's text but before the bibliography, on their own, separate endnotes page. Assuming you are using Microsoft Word, **here is how you make endnotes for your paper.** At the point where you want to put in a citation (that is, an endnote), go up to your toolbar where it says "INSERT". Click on that and look for "FOOTNOTE". Click. Now you will see a window that up at the top has two little circles next to "FOOTNOTE" and "ENDNOTE". Click on the circle next to "ENDNOTE." In that same window, click on the button that says "OPTIONS." In that window, click on "NUMBER FORMAT" and select "1,2,3". Why? Because. Microsoft Word is stupid and thinks that footnotes and endnotes should be in Roman numerals (ii, iii, iv). (For footnotes, just do not change that first circle, go to options and change the number format.) Make sure the "CONTINUOUS" circle just below is also clicked. Now, go back to that first window and click on "OK".

You will see your paper's page divided into two sections. In the lower section, that is your endnotes (or footnotes) window. Type in your citation information there. When done, either close the box or move the cursor back to the top section and go on with your paper.

From this point on in your paper, whenever you want to add a citation, click on "INSERT", "FOOTNOTE", "OK" and enter the information at the new note number.

Now, **pay attention**. When you are done with your paper, you have one more step. **You need to make your endnotes appear on a separate page.** Why? Because, Microsoft Word is stupid. It thinks endnotes go on the last page of your paper, just below the last sentence. **WRONG**. Here is what you need to do.

Move your cursor so that it is at the end of the very last word of your conclusion. Create a PAGE BREAK. On the very first line of that new page, type in Endnotes. Now, hit return/enter two times. You have now created an endnotes page. To see what I mean, go to PRINT PREVIEW. See? There are your endnotes. Endnotes must appear on their own, separate page.

The Difference between Note Citations and Bibliographic Entries

Notes and bibliographies do different things, and so they are formatted differently. Compare the two sources below:

Note Style One (for Note Style Two refer to that section)

1. John Doe, *This is My Life* (Greeley, CO: University of Northern Colorado Press, 1999), 23.

2. James Slone, "Student Rituals and Dormitory Life," *Student Lives* 40 (Winter 1999): 23.

Bibliographic style:

Doe, John. *This is My Life*. Greeley, CO: University of Northern Colorado Press, 1999.

Slone, James. "Student Rituals and Dormitory Life." *Student Lives* 40 (Winter 1999): 20-
      32.

For a bibliography, single space within each entry; double space between entries. For notes, single space. For both notes and bibliography, underline or italicize (but not both!) the titles of all books, journals, magazines, and newspapers. Underline when you cannot italicize, for example, if you are typing. This manual uses italics, but if you cannot, replace the italics with underlining and the style will be fine.

Also, notice that bibliographies have the author's last name first. This is because **bibliographic entries are ALWAYS ordered alphabetically**. However, footnotes and endnotes are not in alphabetical order. That's why the author's last name goes last in the notes.

Very important note regarding page numbers for bibliographies: When you are citing a source in the bibliography, you are telling the reader what sources you consulted for the paper. As a result, you cite the entire source, NOT the specific pages

you used. This means **that book citations in bibliographies typically have no page numbers at all**. The only exception to this rule is if you used only one or two essays that were found in a book. In that instance, each essay is cited separately. If you used more than two essays that were in a book, the entire book is cited. See the Essays in Books section in the bibliography section for the examples. For articles in bibliographies, the entire article must be cited. So, if the article started on page 19 and ended on page 30, you cite 19-30. See that section for the example.

Honors or Masters Thesis
If you are preparing an Honors or Masters thesis, the rules below for notes (that is, foot- or endnotes) and bibliographic style still apply. However, you will also have a table of contents and separate chapters. Note numbers are consecutive within the chapters. So, chapter 1 will have a note 1, and so will chapter 2. If you have title pages for each chapter, these are typically not numbered. All page numbers are numbered consecutively.
   VERY IMPORTANT: Both Honors and the Graduate School have very specific formatting guidelines that are a nightmare to implement if you have finished your paper. Get a copy of the guidelines from Honors or the Graduate School before you begin your paper!

<div align="center">

Note Style One: Footnotes and Endnotes

</div>

The Logic Behind Note Citation – and other important stuff[1]
   If you wish to blame someone for the need to use notes, blame Pierre Bayle. He was an Enlightenment scholar who discovered that much of what was believed to be true was actually false. In order to identify those who had spread superstition and lies, he used footnotes. Historians quickly adopted the practice as a way to let the reader know just where they got their information --and to save themselves from Bayle's criticism!
   Since Bayle, notes have become basic tools of historical practice. Because all good historical writing combines argument and evidence, you need to alert your reader as to just where you found your information. How many notes do you need? Unfortunately, it depends on the paper. Fortunately, the more experience you have, the easier it becomes. In general there are four reasons why one should use a note:

   to identify the source of a direct quotation
   to credit the source for a paraphrase
   to give credit to a scholar who "gave" you a fact, interpretation, or
   innovative idea

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[1]"Notes" here and throughout the manual refers to either footnotes or endnotes. They are really the same thing, but footnotes appear at the foot (bottom) of the page and endnotes appear at the end of the paper.

to add additional information or comment that would be distracting if placed in the text of the paper

Direct quotations should not just be stuck in to prove you read a book. They should either reveal an attitude, a personality, or express an idea in a particularly concise or intelligent manner. <u>Every time you have a direct quotation from any source, you must copy the quote exactly, place quotation marks at the beginning and end of the quote, and cite it with a note.</u> **Every time** (except for the exception described in the next paragraph). Think of it this way: If you said something extremely witty, wouldn't you want anyone who repeated your saying to get it exactly right and to give you credit? Taking someone else's words and claiming them as your own is intellectually dishonest. In fact, if you take someone else's words and represent them as your own, you have committed plagiarism.

The only time quotations do not need quotation marks is when you have a block quote. Please go to the section "Quotations -Rules to Live By" and read there for more on block quotes.

Paraphrases are summaries of another scholar's work. These should be in your own words. For example, suppose you summarize an author's argument in a paragraph. At the end of that paragraph, cite the source that gave you the information summarized. See the later section in this manual on paraphrasing.

You should also **give credit to an author** when you use his interpretation, new facts, or innovations. Failure to do so is another kind of plagiarism. How do you know when that author should be given credit? Ask yourself: Where did I get this information. If the material you are using is based on information presented in a book, at the end of that section, insert a note and credit the author. You will almost never cite a date or a name. But, if you are writing on the Battle of the Marne, and include a description of the battle from one or two books, at the end of that description, tell your reader where the information came from with a note. Even if you do not quote!

The last kind of note adds extra information that just does not fit into the text of the paper. These are called **discursive notes**. You may never have such a note, but they can be useful. You can elaborate on an issue touched upon in the paper. Or, you can comment on a scholarly controversy. If you do use them, however, they should be few in number. A 5-page paper with five discursive notes is really poor scholarly practice.

Formatting Rules For Notes

The formatting rules for footnotes and endnotes are the same. Because notes enable the reader to locate the sources used, the citation entries need to be complete. In general, all notes contain the same information, in the same order. That is, <u>there is a pattern that guides the placement for all note information</u>. And if you think about it,

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 marks, the journal title is the material in italics, volume 7 was published in 1995, and the pages on which the quote appear are 23-24.

Once you learn the pattern or order for note material, all you need to do is plug in the information. **The pattern is this:** the name of the author, editor, or author of the source; the title; where and when the work was published (or if an unpublished source, where it was found); and the exact page or pages where the information was found in that source. After a source has been cited completely, the second and other citations of that source may be shortened. For that pattern, see the section "Subsequent Citations."

The most common kinds of notes are described below. If these examples do not fit your exact situation, ask your professor for assistance.

Examples of How to Cite in Endnotes or Footnotes

Book Citations - For Notes (not for Bibliography!)

The first reference to a book must include the following information. (References to works cited a second time or more are in the section called "Subsequent Citations".)

Author's full name, first name first.[2] If the editor is the main author, list the editor.

Complete title, either in italics or underlined. This is done to make it clear that the reader knows at a glance that it <u>is</u> a title.

The name of the **translator, or compiler** (or rarely, the editor), if there is one.

The number of **volumes**, if more than one.

Publication information; city where published, name of publisher, date of publication. If the city is not in the US, cite only the city. For SU cities, cite the city AND the abbreviation for the state: Bloomington, IN; Bloomington, IL.

Page numbers in the book that the note is referring the reader to; for works of more than one volume, this includes the volume number.

There is also a **pattern for the punctuation** that goes between this information. The author's name is followed by a comma; there is no comma after the book title; the publishing information is enclosed in parentheses; there is a comma after the publishing information; the page number(s) follow the publishing information. Because the location of this number indicates it refers to a page, the "p." is not needed. And a period ends the citation.

The examples below show how to format just about any kind of entry you will need to do for footnotes and endnotes.

Book with one author:

1. John P. Roche, *The Quest for the Dream: The Development of Civil Rights and Human Relations in Modern America* (New York, NY: Macmillan, 1963), 204-6.

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[2]Of course, there is an exception to this rule. With Chinese, Korean, and Japanese names, the family name traditionally comes first. When this is so, do not change the name order. Thus, Li Zhisui, author of the *Private Life of Chairman Mao*, should not be changed to Zhisui. If you are confused, please ask your professor.

Book with two or three authors:

2. John P. Dean and Alex Rosen, *A Manual of Intergroup Relations* (Chicago, IL: University of Chicago Press, 1955), 102.

Notice here that it is inappropriate to type "Univ. of Chicago Pr." because you cannot be sure that your reader will understand the abbreviations.

3. Adolf Hitler, Joseph Stalin, and Idi Amin, *We Were Completely Misunderstood* (Belgrade: Some Publisher, 1990), 303, 390, and 400.

Books with more than three authors are cited under the name of the first author, followed by the Latin abbreviation et al., which means "and others." (In a bibliography, you have to include all of the authors.)

4. Jaroslav Pelikan et al., *Religion and the University* (Toronto: University of Toronto Press, 1964), 109.

Edited or translated book

5. Peter Paret, ed., *Frederick the Great: A Profile* (New York, NY: Wang and Hill, 1972), 18-29.

6. Marc Bloch, *Feudal Society*, trans. L. A. Manyon (Chicago, IL: University of Chicago Press, 1961), 69.

If the book is a collection of papers by one person that was edited by another, the entry looks like this:

7. James Madison, *The Papers of James Madison*, 27 vols., ed. William Hutchinson (Chicago, IL: Chicago Press, 1962-78): 1:59. (Here 1:59 means vol. 1, page 59.)

If a book is edited by one person and translated by another:

8. Albert Bloch, ed., *My Brother the Historian*, trans. L. A. Manyon (Paris: Allons, 1997), 5.

If the book is translated and edited by the same person:

9. Heloise Bloch, ed. and trans., *My Brothers the Authors* (Davis, CA: Happy Land Press, 1988), 12.

Multiple Editors

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., *We Three Stooges* (Hollywood: Nyuk-nyuk Press, 1988), 11.

11. Groucho Marx, *The Papers of Groucho*, ed. Zeppo Marx and Harpo Marx (New York: City Press, 1955), 10. (Here "ed." is short for "edited by.")

If there is no author listed, but a translator or compiler is, then use the translator or compiler as the author, but alert the reader:

12. Mark Graubard, trans., *Tidings Out of Brazil* (Madison, WI: University of Wisconsin Press, 1957), 13.

13. Alex Trebec, comp., *Jeopardy Questions that Are Always Missed* (New York, NY: Games Publisher, 1998), 3.

If there is no author at all, just begin with the title:

14. *No One Wished to Claim Me* (Greeley, CO: Horace Press, 1877), 80.

If there is no date or no publisher --which sometimes happens with old books-- just alert the reader by using "n.p." for no publisher or "n.d." for no date. The location remains the same.

15. Jerome Bonaparte, *My Bossy Brother* (n.p.: n.d.), 12.

Essays in books:

16. Stan Laurel, "Living with Olly," in *Hollywood Tales*, ed. Hedda Hopper (Berkeley, CA: University of California Press, 1966), 15.

17. Goldilocks Doe, "I Should Have Just Stayed Home," in *Grizzly Tales*, ed. Momma Bear and Papa Bear (Akron, OH: Cave Press, 1913), 88-101.

You do not use "eds." in note 17 because here, "ed." means "edited by."

Multivolume Books
If you are citing an entire collection, then you simply refer the reader to the entire collection; of course, you will have no page number.

18. Margaret Mitchell, *My Rough Drafts*, 12 vols. (Atlanta, GA: Sherman Press, 1900).

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 <u>revised edition</u>, 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 German Town in the Third Reich*, 2nd ed. rev. (New York, NY: J. Watts, 1990), 101.

Journal or Magazine Articles

The first reference to an article in a journal, magazine, or newspaper has the following information, in the following order:

Author's full name, first name first.

Complete title of the article, in quotation marks.

The title of the periodical, either in italics or underlined.

The volume number, if there is one.

The complete date.

Page numbers for the citation. Note that if you are citing the entire article, you must include the page numbers for the entire article.

Journal or Magazine Articles, with volume number.

22. Lenore O'Boyle, "The Image of the Journalist in France, Germany, and England, 1815-1848," *Comparative Studies in Society and History* 10 (1967-68): 304-5.

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 newspapers had no numbers. When that is the case, you can let your reader know by saying "unpaginated" which means "no page numbers."

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

You may also put the date in a different order, but this requires more commas:

27. "Luke and Laura on the Run," *Port Charles News*, October 11, 1996, unpaginated.

Book Reviews that have no title of their own (in which case they are cited as regular articles) are cited as follows. Note that in this example, it is Hilary who is reviewing Bill's book, and the review appeared in the yearbook.

28. Hilary Clinton, review of Bill Clinton, *The Honest Truth* in *Newt Yearbook* 27 (Summer 1999): 123-347.

Notes with More than One Document Cited. If you have more than one citation in a note, that's perfectly fine. Separate them with either a semi-colon or a period.

29. William Safire, "The End of NATO," *The New York Times*, 11 August 1965, 38; "The Death of NATO," *Akron Beacon Journal*, 12 August 1965, 11. For another view, see "NATO is Fine," *The Plain Dealer*, 12 August 1965, 12.

Discursive Notes are notes that contain extra information that really does not belong in the text, or that explains something about the sources. Here is one example.

30. The importance of porridge is too often ignored. For example, in Lizzy Goldilocks, "My Encounter with Bears," *Goose Review* 1 (August 1955): 81, the author claims that porridge had nothing do to with her interpretation of the grizzly incident. However, as Babe E. Bear, *Strangers in my House* (New York, NY: Random House, 1996) makes clear, porridge lay at the heart of the entire matter; see especially pp. 83-90. See also M. Bear,

"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.

The following examples would be the subsequent citations for items cited above. The note numbers will of course follow whatever order the citations appear in. However, here I have kept the same note numbers I used for the first citation. So, if you want to see how the entry marked as note 11 above would look in the shorter style, you can tell by looking at note number 11 in the following, (I have left out some note entries to avoid repetition. Your notes would NEVER look like this because you would not have numbers missing.)

1. Roche, *The Quest for the Dream*, 204-6.

2. Dean and Rosen, *A Manual of Intergroup Relations*, 102.

3. Hitler, Stalin, and Amin, *We Were Completely Misunderstood*, 303, 390, and 400.

5. Paret, ed., *Frederick the Great*, 8-29.

6. Bloch, *Feudal Society*, 69.

10. Larry Howard, Curly Howard, and Moe Howard, eds., *We Three Stooges*, 11.

11. Marx, *The Papers of Groucho*, 10.

20. Mitchell, *My Rough Drafts*, 1:19.

22. O'Boyle, "The Image of the Journalist," 304-5.

23. "That Flapper Daughter," 12-13.

24. Hohendahl and Habermas, "Critical Theory, Publicity, and Culture," 10-11.

26. Safire, "The End of NATO," 38.

29. McCarthy to Doe, 15 July 1951.

30. McCarthy, Testimony before the House Un-American Activities Committee, 15 July 1951, reel 14, frame 11.

31. Joint Session of Congress, Declaration of a State of War with Japan, Germany, and Italy.

Ibid. And How to Use It

Ibid. can be a useful tool when using foot- or endnotes. Ibid. is an abbreviation for the Latin word ibidem (which means "in the same place"). Because ibid. is an abbreviation, there is always a period after it. It is not underlined or italicized and it is capitalized only if it begins a sentence. Ibid. can only be used after a full citation, and only if the source that ibid. is standing for is listed in the previous note.

Suppose the section below is a separate endnote page. It looks like this:

<div align="center">

Endnotes

</div>

[1] Lizzy Goldilocks, "My Encounter with Bears," *Goose Review* 1 (August 1955): 81.
[2] Marc Bloch, *Feudal Society* (Chicago, IL: University of Chicago Press, 1961), 69.
[3] Ibid., 78.
[4] Ibid., and Goldilocks, "My Encounter," 81.
[5] Bloch, *Feudal Society*, 88; Goldilocks, 90.
[6] Marc Bloch, "Pleasant Peasants Ate Pheasants," *Say What?* 4 (Summer 1988): 34; and Goldilocks, "My Encounter," 52.
[7] Bloch, "Pleasant Peasants," 30; Goldilocks, "My Encounter," 52.
[8] Bloch, "Pleasant Peasants," 30.
[9] Ibid., 29.

Remember, ibid. can only refer to the source that was listed in the preceding note. This means that note 3 is referring to Bloch's *Feudal Society*. The ibid. in note 4 also refers to this book, AND because here it refers to *Feudal Society*, p. 78, the page number is not needed. You might think that the author should have used ibid. for note 7 , but you cannot use ibid. to refer to more than one source. Note 9 refers to the Bloch article. You must be very careful to keep your use of ibid. clear. Otherwise, you could refer the reader to the wrong source.

VERY IMPORTANT: If you decide to use ibid., do not change any notes until you are all done with the paper. That way, if you add new notes, you will not mess up your ibids. If this caution makes no sense to you, ask your professor to explain ibid.

Here is **a sample Endnotes** page – pretend it is on a separate page.

Endnotes

[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.

[10]Mary 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

There is another note style that is accepted by the Department of History. **However, before you decide to use this style, be sure to check with your instructor.** There are some faculty in the department who prefer Note Style One; others like Note Style Two. Ask which style they want.

In this style, notes entries are very short and they appear in parentheses in the main text of the paper. Typically, the pattern is: (Author's last name date, page number). For example:

It is generally understood that "students find style manuals to be truly boring" (Smith 1999, 80).

For one or more authors:

(Smith and Wesson 1988, 80).

If you are referring to the author of an article or the editor of the book, you still just list the author's name and the year of publication. Sometimes, however, you will have 2 sources by the same author that were published in the same year. In such instances, you need to make clear which publication is being cited. Use a very short version of the title. For example, let's say you have a book and an article by John Smith, both published in 1999. They are : John Smith, *The True Tales about Citation* and John Smith, "Mad Students Made Happy," *Student Life* 40 (Summer 1999): 34-55. You would cite them like this:

It is generally understood that "students find style manuals to be truly boring" (Smith, *True Tales*, 1999, 80). However, what some students fail to understand is that such manuals are needed (Smith, "Mad Students," 34) and are often funny (Smith, *True Tales*, 1999; Smith, "Mad Students"). Or at least, their professors find them humorous.

If you are citing an article (from a newspaper or magazine) that has no author, use a shortened version of the title:

("Greeley Warned: Don't Drink the Water," 9 Sept. 1999, 8).

Be sure to use the same shortened titles throughout the paper. As a general rule, you want the reader to be able to go to the bibliography for the full citation and have no doubts as to which source your note referred to.
For these short citations, you cannot use ibid.
For these short citations, you <u>must</u> always have a bibliography.

The Bibliography

The Logic Behind the Bibliography

      A bibliography is a list of authors and their works, in alphabetical order, that have been consulted during your research. There are two main purposes for bibliographies. First, they let the reader know where the author found her information. Second, they provide the reader with possible sources for his own research project. In order to make sure that most readers can understand most bibliographies, and that the bibliographies will be helpful to the reader, there are conventions of style for bibliographic citations. For example, bibliographic entries always have a "hanging indent." That means that the first line of an entry is not indented, but all the other lines of an entry are indented. Like this:

Peasant, Jack T. *How to Cite Books*. Greeley, CO: University of Northern Colorado Press,
      1996.

The hanging indent does have a purpose, too: it makes it visually easier to scan down a long list of authors.

Bibliographic entries are never numbered and if you think about it, this makes sense. Because bibliographic entries are in alphabetical order, numbering them would be of little use. If the author has several books in your bibliography, order the entry by author and then by the first major word in the title. Use five dashes instead of repeating the author's name. Like this:

Tolkien, J.R.R. *The Fellowship of the Ring*. New York, NY: Bantam Books, 1961.

-----. *The Two Towers*. New York, NY: Bantam Books, 1961.

Words like A, The, or Of are less important in such cases as Fellowship and Two. Because F comes before T, *The Fellowship of the Ring* comes first.

Note, too, that **bibliographic entries typically do not have page numbers.** That is because you are citing the entire book, not just the pages you used (which is what the notes are for). **The exceptions to this rule** are: When you are citing essays in books. If you are using one or two essays in a book, then cite each essay as a separate source. See the example Essays in Books below. If, however, you used more than two essays in a book, then cite the entire book just once. AND when you cite an article, all of the page numbers for the article MUST be cited in the bibliography. So, if the article started on page 11 and ended on page 23, cite 11-23.

Formatting Rules for Bibliographies

Below are some sample bibliographic entries. <u>There is a pattern, and once you learn the pattern, all you need to do is plug in the information.</u> Note that the author's last name is first; that a period follows the author's name, the end of the title, and the end of the entry. Book and journal titles are always either underlined or in italics (but not both!). By underlining book and journal titles, you alert the reader that these are indeed books or journals. Article titles always appear within quotation marks; again, this tells the reader what kind of document you are citing. Any extra information -- translators, editors, volumes numbers, editions and the like-- appear in the same order as they do in the notes. The one difference is that each segment of information is ended with a period.

This sounds confusing, but it actually makes sense. Think of it this way. Imagine you saw the following:

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

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

Jones, Thomas. "A Fishy Reader." *The Red Herring* 7 (Spring 1995): 23-4.

You would now be able to tell just what the entry means.

Be sure to read the end of this section for a complete sample bibliography! Here are some typical bibliographic entries by type:

Book Citations for Bibliographies

one author:

Clough, Marshall S. *Mau Mau Memories: History, Memory, and Politics*. Boulder, CO: L. Rienner, 1998.

Fischer, Fritz. *Making Them Like Us: Peace Corps Volunteers in the 1960s*. Washington, D.C. and London: Smithsonian Institute Press, 1998.

more than one author:

Bull, John, and U. S. Sam. *The Second Great War*. London: Allied Press, 1945.

Peasant, Jack T., Henry Noble, and Tom Bourgeois. *Why We Do Not Get Along*. London: Marxist Press, 1848.

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 entries are single spaced within the entry and double spaced between entries. Also, bibliographies always get their own page, with "Bibliography" centered at the top of the page. If there is no author for the article, then put the first major word of the article (do not include things like the and a) in alphabetical order among the authors. The following examples should cover most cases you will encounter. **Now turn the page:**

Bibliography

Borg, Mary. *Writing Your Life: An Easy-to-Follow Guide to Writing an Autobiography*. 3rd. ed. Fort Collins, CO: Cottonwood Press, Inc., 1998.

Bull, John, and U. S. Sam. *The Second Great War*. London: Allied Press, 1945.

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

Clough, Marshall S. *Mau Mau Memories: History, Memory, and Politics*. Boulder, CO: L. Rienner, 1998.

Fischer, Fritz. *Making Them Like Us: Peace Corps Volunteers in the 1960s*. Washington, D.C. and London: Smithsonian Institute Press, 1998.

"That Flapper Daughter: What Shall We Do with Her?" *Harper's* 127 (November 1922): 12-13.

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

Laurel, Stan. "Living with Olly." In *Hollywood Tales*. Ed. Hedda Hopper. Berkeley, CO: University of California Press, 1966, 15-43.

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

Peasant, Jack T., Henry Noble, and Tom Bourgeois. *Why We Do Not Get Along*. London: Marxist Press, 1848.

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

Syrett, Nicholas. *The Company He Keeps: A History of White College Fraternities*. Chapel Hill, NC: University of North Carolina Press, 2009.

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 (1996): 105-133.

Annotated Bibliography

Sometimes professors will assign an annotated bibliography. This type of bibliography begins with an entry that is formatted just like a "regular" bibliography. However, the entry is then followed by a short description of the source's content and/or an explanation why this source will be useful for your paper. You generally want to show that you have read the source and that you have a good idea of how it will contribute to your paper. The sample that follows is just one possibility. **Be sure to ask your instructor just how long the annotation (or description) should be and what it should include.**

Smith, Tom. "Teaching High School English: Tales from the Trenches." *Teachers Review* 33 (Fall 1994): 23-45. Based largely on his own experiences as a teacher, Smith offers lesson plans, teaching tips, and book lists for secondary English courses. This will be used as a primary source, and I have contacted Smith to set up an oral interview.

Citing Films

If you quote from a film, do not put in a time code. Just cite as a normal quote and then cite the entire film. So, for **endnote**: (dir. means director)

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

[2]Sally Student, dir., *Those Nutty Professors Were Really Smart: A Documentary of the UNC History Department, a Comedy*, MGM Studios (DVD), 2001.

For a film that was originally made say in the 1930s and is out on DVD:

[3]Leni Riefenstahl, dir., *Triumph of the Will* (1935), International Historic Films (DVD), 2008.

And yes, it was originally in German. But you used the English version. However, alternatively you may do this:

[3]Leni Riefenstahl, dir., *Triumph des Willens* (1935), trans. as *Triumph of the Will*, International Historic Films (DVD), 2008.

For film commentary or extra material:

[4]Film commentary by Tom Cruise in *Valkyrie*, Bryan Singer, dir., MGM Studios (DVD), 2008.

[5]*Pride of the Nation*, extra material in *Inglourious Basterds*, Quentin Tarantino, dir., Universal Pictures (DVD), 2009.

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. Extra material in *Inglourious Basterds*. Quentin Tarantino, dir. Universal Pictures (DVD), 2009.

Leni Riefenstahl, *Triumph of the Will* (1935). International Historic Films (DVD), 2008.

Sally Student, dir. *Those Nutty Professors Were Really Smart: A Documentary of the UNC History Department, a Comedy*. MGM Studios (DVD), 2001.

Citing Material from the Internet
          First, never, ever cite or use Wikipedia as a source. The internet is a great resource, but there is also a lot of spurious and just plain lousy information out there. As a general rule, **you should use internet material only if the site is reputable and you know just what institution (or more rarely, person) put it together.** For example, the National Archives and the American Historical Association sites are perfectly fine and contain useful information. However, Joe Schmoe's site is only as good and as reliable as Schmoe, and you have no way to check his material. You should not use any material that does not have an author's name attached. And a site that misspells a person's name (like Adolph Hitler) is probably garbage. Unless you are writing a paper that investigates the various views represented by a political group, stay away from those sites. If you have any questions about whether you should use the site, ask your professor. In fact, you may want to check with your professor before you even begin. **Some faculty members do not permit the use of any material from the internet.** You should always make a copy of the document you wish to use in case there are any questions about the material later.
          If you are citing material from a website, follow the pattern for all notes. Begin with the author's name, then the title of the document, and then list the website address as you would a book or periodical (except you do not need to use italics; and capitalize only those letters that are capitalized in the website address). Because material comes and goes from some sites, include the date you located the material (put the date in parentheses), and end with the page number, if there is one. The guiding principle for internet citations is this: if someone wanted to find the very same information you are using, they should be able to use your note to track down the material, and with great ease.
For a note:

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.

**References for Material found in Microfilm, Microfiche,
Government Documents, or Archives**

There are as many kinds of references as there are materials, and there is no need to confuse you with an overabundance of examples. Generally, you want to make it possible for any reader to find the same material you did, but with far less work. Follow this pattern for **notes**:

The author, first name first, or if it's an institution, use that.

The title of the document, or the type of document (annual report, internal memo, etc.)

The date.

Where the document is located - this can be a bound volume with a title, in which case you cite it like a book; it can be a microfilm, in which case you list the title of the microfilm; it can be the name of an archive collection, in which case you list it.

The page number, frame number, or other further device to locate the document.

If your situation is not covered below, be consistent in the form you adopt or ask your professor. Also, check the place where you found the material. Most will tell you exactly how to cite the material and collections of documents also have this information, usually in the introduction.

29. Joseph McCarthy to John Doe, 15 July 1951, Papers of John Doe, Akron Historical Association, Akron, OH, box 7, folder 3. (This cites a letter.)

30. Joseph McCarthy, Testimony before the House Un-American Activities Committee, 15 July 1951, in *Hearings before the House Committee on Un-American Activities Committee, 1945-54* (Washington, DC: Brookhaven Press, 1977), reel 14, frame 11. (This cites a microfilm or microfiche collection; you can tell by the "page number" of the document.)

31. Joint Session of Congress, Declaration of a State of War with Japan, Germany, and Italy, 77th Cong., 1st sess., 1941, S. Doc. 148 (Serial 10575).

32. John W. Smith to Edward R. Jones, September 13, 1946, U.S. Department of State, *Papers Relating to the Foreign Relations of the United States*, 1946 (Washington, D.C., 1969), VII, 496.

Notice that sometimes in subsequent citations you can use shortened titles or even initials to represent a collection that is used throughout the paper. Usually, there is a set abbreviation for the collections; ask your professor. **For *Papers Relating to the Foreign***

Relations of the United States **collection, the abbreviation is** *FRUS.* Here is how you would use it:

32. John W. Smith to Edward R. Jones, September 13, 1946, U.S. Department of State, *Papers Relating to the Foreign Relations of the United States*, 1946 (Washington, D.C., 1969), VII, 496. Hereafter, this collection will be cited as *FRUS.*

33. Edward Jones to John W. Smith, September 14, 1946, *FRUS*, VII, 496.

Bibliographic entries for microfilm, microfiche, government documents, and archives are generally listed in alphabetical order by the name of the collection. Then follow the bibliographic pattern, ending each part of the entry with a period. Include all the reels or boxes you read through. The entries listed above would look like this in a bibliography; I have underlined the letter that provides the alphabetical order, but of course, you would not do this in a real bibliography:

Hearings before the House Committee on Un-American Activities Committee, 1945-54.
        Washington, D.C.: Brookhaven Press, 1977, reels 12 and 14.

Joint Session of Congress. *Declaration of a State of War with Japan, Germany, and Italy.*
        77Th Cong., 1st sess., 1941.

Papers of John Doe. Akron Historical Association. Akron, OH. Box 7 and 8.

U.S. Department of State, *Papers Relating to the Foreign Relations of the United States.* 7
        vols. Washington, D.C., 1969.

Quotations

Rules to Live By

Whenever you quote, you must, absolutely must, copy the original wording exactly. If you do not, you will get into big trouble. All quotations are always enclosed in quotations marks (unless its a block quote) and have a note number.
Quotations should not be used randomly, nor should they become a crutch upon which you lean too heavily. Quotes should either reveal something about the source, or summarize a point so beautifully that the reader simply must see the original.

Block Quotes: If the quote is more than three lines long, you will need to create a block quote. **Block quotes** are **single spaced and indented** from the rest of the text. Like this:

> Once upon a time in the middle of the woods, there were three bears. One was the mamma bear, one was the papa bear, and one was the wee bear. Mama Bear always made the porridge too hot, and so they were forever taking long walks in the woods. This was most annoying.9

<u>Block quotes are the only kind that need no quotation marks.</u> 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.
This tells the reader that if he wants to find the quote "papers are really just a coercive technique to ensure student reading" he will find it on page 5.

Paraphrasing

Paraphrasing is the cause of much anxiety for every scholar. The general rule is to <u>summarize in your own words</u> rather than to copy the author. You will probably use

some of the same words, which is fine; just <u>not</u> in the same order and never more than say two of the original words together. Also, for those words which appear to you to be solely the author's --like "Goldy"-- you will want to identify those words as the author's own. A good rule of thumb is this: If <u>you</u> wrote the original text, and then saw the paraphrase you just wrote, would you feel robbed or misused? If not, the paraphrase is probably ok. The more you do this, the easier it gets.

To make this clearer, consider the following quotation (Notice that you can tell this is a quote because it is "blocked;" this is why there are no quotation marks):

> Goldilocks was quite nervous but also very hungry. Seeing no one was in the house, she entered and sat down at the table. As you know, one bowl was too hot, the other too cold, and the last, just right. Sated, she stood and stretched and wandered into the living room. There she saw some chairs, which she ranked in a manner reminiscent of the porridge: too hard, too soft, just right. Sleepy from such categorization of relative heat and comfort, Goldy went upstairs to find a suitably "just right" bed. That found --after much rustling of covers-- she promptly fell asleep. That is, until she awoke to three fuzzy faces.[1]

The following would be a good paraphrase:

Realizing she was alone, Goldilocks went inside the bears' house. There she made the rounds: eating the porridge and testing the chairs. In this selection, however, the author notes the parallels between Goldilock's ranking of the cereal with her assessment of the furniture. As the author notes, "she ranked [the chairs] in a manner reminiscent of the porridge: too hard, too soft, just right."[1] "Goldy," as the author dubs her, then precedes upstairs to take a nap, only to be awakened by the returning bears.[2]

Because the "reminiscent" section was deemed unusual, this paraphrase does contain a quote within it. And note that there is an endnote number after that quote. Remember: Even if you are paraphrasing, if you quote directly you <u>must</u> have an end- or footnote for that quote! The second note number would refer the reader to the pages from which this paraphrase was drawn.

This paraphrase is correct and quite good. It maintains the original meaning while not relying too much on the author's words. Compare it to the original quotation. Do you see why it is a good paraphrase? See if you can tell why the following paraphrase would be **unacceptable.**

Goldilocks was nervous but she was also hungry. Seeing the cereal, she sat down at the table. She found the bowl that was "just right." Full, she got up and yawned, and then went into the living room. She saw some chairs, and ranked them in a way like she did the porridge: too hard, too soft, just right. Sleepy from such categorizing, Goldilocks

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.