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The Writing Centre

Chicago Style Guide

October 2020

Please Note:

This handbook is an abridged style guide that should only be used as a general reference. Some professors may have different requirements, so make sure to follow the information provided in your assignment outline and check with your professor for clarification.

Saint Mary's University, Department of History, Style Manual

The University of Chicago Press. *The Chicago Manual of Style, 17*th ed., Chicao; London, 2017.

TABLE OF CONTENTS

HOW TO FORMAT AN ESSAY OR TERM PAPER

Title
The title page of every term paper or report should contain the following information: the full title of the paper, the name of the author of the paper, the name of the instructor to whom it is submitted, the name and number of the course, and the date the paper is submitted.

The title of the paper should be short but descriptive (i.e., "Essay #1" would not be acceptable). It does not have to be witty or catchy, but it must give the reader a general idea of the topic to be discussed. See the title on the first page of the sample essay near the end of this guide.

Spacing and Margins
Papers should be word-processed using a size 12 font such as Times, Times New Roman or Palatino. Use standard 8 1/2" x 11" (216 x 279 mm) letter white paper. The paper should be double spaced, with one-inch (2.54 cm) margins at the top, bottom and sides of the page.

Printing
Papers should be printed on standard white 8½" x 11" paper.

Please check with your professor to see if double-sided printing is acceptable.

Pagination
Number every page of your paper (not including the title page) in the top right-hand corner of the page. You may also include your name immediately before the page number to protect your work. Note the following example (assuming that the text box represents the top of the page):

Thoreau 3

Page numbers should not be embellished with periods, parentheses, or other punctuation.

Indentation

Indent paragraphs five spaces from the left-hand margin. Leave no extra spaces between paragraphs.

Always be sure to check with your professor, and the assignment for particular formatting requirements.

PLAGIARISM

What is Plagiarism?

According to Saint Mary's Academic Calendar, plagiarism is the "presentation of words, ideas or techniques of another as one's own. Plagiarism is not restricted to literary works and applies to all forms of information or ideas that belong to another (e.g., computer programs, mathematical solutions, scientific experiments, graphical images, or data)" (Saint Mary's University, 2009, pp.22-23).

Therefore, plagiarism includes taking someone else's words, sentences, or paragraphs and using them in your own paper without explaining where you got them from. However, this is not the only form of plagiarism. Plagiarism also involves taking someone else's *ideas* or *arguments*, putting them into your own words, and then not citing the source. In addition, keep in mind that when you paraphrase an idea or argument from someone else, you need to change the structure of the sentence and put it into your own words as well as include a citation. Simply changing or rearranging a few words is not sufficient and is considered a form of plagiarism. Academic writing is all about ideas and arguments, so if you get information (or specific sentences or groups of words) from somewhere else, then you have to show where you got it from.

Avoiding Plagiarism

To avoid plagiarism, make sure that you cite all sources that you use in your paper. If you include information word-for-word from a source, then you need to put quotation marks around it (see the Quotation section in this booklet) and include it in your text and in your reference list. If you take someone's idea/argument but put it into your own words, then you don't need quotation marks, but you still need to cite it in your text and in your reference list.

Common Knowledge and Plagiarism

It cannot be overemphasized that sources of all information, unless it is common knowledge, must be documented. Undergraduate students are often unintentionally guilty of plagiarism because they assume that when material is paraphrased, rather that quoted directly, it need not be acknowledged. The rule is that all statements of particular opinion which are not original with you, and all facts which are not common knowledge, must be noted.

The individual writer must judge what constitutes common knowledge. Many phrases from the Bible or from Shakespeare are proverbial and need not be noted. Likewise, it is common knowledge that Victoria was Queen of England in the 19th century, but it is not common knowledge that she became Empress of India in 1876. If you are in doubt as to whether something is common knowledge or not, then you should probably document it.

Example of something that **does** **not** *need to be cited:*

William Shakespeare is considered to be one of the greatest writers in the

Western canon.

Example of something that **must** *be cited:*

As for his characters, "Shakespeare manages to give the impression that they

possess autonomous interior life and that they are constituted as subjects in the

same way that we are constituted".[2]

If you are unsure whether or not a source is common knowledge, then it is always better to cite it than not to cite it. Also, keep in mind that if you are using a specific person's study or idea, even if it is common knowledge, then you should cite it.

Here is an example:

Plays are compositions that are specifically designed to be performed by actors

who take on the characters' roles both in terms of actions and dialogue.[1]

> While the idea of what constitutes a play can usually be considered common knowledge, in this example, it is one person's specific definition, so it needs to be cited.

HOW TO REFERENCE SOURCES AND CREATE A BIBLIOGRAPHY

Chicago style requires both in-text/footnote citations and a Bibliography. For every in-text citation there should be a full citation in the Works Cited list and vice versa. You must provide an in-text citation that is numbered and included in a footnote at the bottom of the page when you do any of the following:

1. Quote directly from another author

2. Paraphrase or summarize material you used from a source

3. State a fact that is not common knowledge

Footnotes or endnotes are used primarily to acknowledge the source of your information -- not only direct quotations, but also specific facts and opinions. A secondary usage is to make incidental comments upon your source or to amplify textual discussions, i.e., to provide a place for material which the writer considers essential, but which would disrupt the normal flow of the text.

Notes may either be placed at the bottom of the page (footnotes) or gathered together on a page or pages at the end of the text (endnotes). For the reader it is more convenient to use footnotes.

Footnote Numbers

Footnotes should be numbered in one series through an entire paper or report, except in a thesis, where each chapter contains its own series of footnotes. Indicate the place in the text by an Arabic numeral (1, 2, 3), placed immediately after the passage or quotation to which it refers, and raised slightly above the line. Footnotes and endnotes should always be single-spaced. Second of subsequent footnote entries should be numbered in sequence, with reduced information in the entry. See examples below.

What is a Bibliography?

A bibliography is a list of all sources (books, articles, internet sources, lectures, interviews, radio or television programs, etc.) that you have used in the preparation of a paper. The entries in a bibliography are arranged alphabetically according to the authors' last names and are placed on a separate page or pages at the very end of the paper.

Difference between Footnote and Bibliographic Form

It is important to note that bibliographic form differs from footnote form in several respects. Whereas in a footnote the author's name is given in its normal order (first name first), in a bibliography the authors' names are listed alphabetically by surname. Also, both punctuation and indentation in a bibliography differ from what is found in footnotes.

Quotations

All quotations should correspond *exactly* with the original text in wording, spelling, capitalization, and interior punctuation.

Also, be sure to introduce quotations in such a way that they are grammatically correct and make sense with your own prose. In other words, don't just leave a quotation standing as a sentence on its own (see the examples below).

Short Quotations

A short quotation is used when quoting a passage that is three lines or less. The quotation should be surrounded by quotation marks, and the punctuation for the sentence should *precede* the citation.

> Note that if you need to modify the quotation in any way, e.g. to include extra words/letters to ensure grammatical correctness, then place those in square brackets.

Here is an example:

In his critical essay, Lawrence suggests that "[t]he suffering which constitutes

Lear's grandeur and grants his existence a certain tragic weight is largely

voluntary."[2]

Long Quotations

Note that long prose quotations in excess of approximately 40 words (or more than three lines) should be set off by beginning a new line, indenting ten spaces, and typing the quotation as a single-spaced block without using quotation marks.

> ***Here is an example:***
>
> As John Tosh argues:
>
>> it was not until the first half of the nineteenth century that all the elements of historical awareness were brought together in a historical practice which was widely recognized as the proper way to way to study the past. This … intellectual movement known as *historicism* ... began in Germany and soon spread all over the Western world.[1]
>
> Tosh traces…

Adding Information to a Quotation

If it is absolutely necessary to insert words of your own into the quotation then use square brackets around the inserted words to indicate that you have done so. In the following example, the pronoun "him" has been replaced with the name of the historian [Ranke], placed in square brackets to clarify the meaning of the quotation for the reader and to indicate how the citation has been slightly changed.

> ***Here is an example:***
>
> "Thus the American Historical Association in 1885 elected [Ranke] as its first
>
> honorary member, hailing him as 'the father of historical science.'"[4]

Removing Information from a Quotation

If you need to remove words from a direct quotation, you must indicate this by using an ellipsis (three spaced periods) in place of the missing words. For an ellipsis within a sentence, use three periods with a space before each and a space after the last. If you omit words at the end of a sentence, use four periods, with no space before the first. Four periods may also be used to indicate the omission of an entire sentence or paragraph. Keep in mind that the quotation must still embody the original idea; the author you are using must be represented fairly.

Here is an example:

"The critical success of these writers . . . helped to lay the foundation for

another astonishing trend of the last 30 years: the rise in Black commercial

fiction, especially that written by women."[2]

Paraphrased Material

When you paraphrase (use another author's ideas but rewrite them in your own words), then you still need to cite where you got the information from.

Here is an example:

Deborah Kennedy argues that this praise shows solidarity between female

poets.[2]

OR

However, this praise can also show solidarity between female poets.[2]

The Bibliography

A bibliography is a detailed list of all the sources (journal articles, books, primary sources, documents from websites, interviews, etc.) used in preparing a paper. It appears at the end of an essay on a new page. Rather than consulting a guide for each source, construct each entry by including any available publication information in the following order (take note of what punctuation follows each section):

- **Authors,**
  If the work has only one author, the entry should include the author's first and last name. If there is more than one author, the second author's name will appear in reverse form (Last, First). Use the word "and" when listing multiple authors of a single work. If the source has more than two authors, only list the first, followed by *et al*. in the footnote, with all authors listed in the bibliography.

- **Title of source,**
  Article and chapter titles should be italicized, and in quotations only if the source is a smaller piece in a larger volume (e.g. journal articles, book chapters, entries in an anthology, etc.).

- **Title of container,**
  When the work cited is a piece of a larger whole, the larger volume is the container. This applies to book titles, as well as to the names of newspapers, magazines, and academic journals. These elements should be written in italics.

- **Version/Volume, Number,**
  For multivolume works, use the abbreviations "vol." and "no." to identify the issue (e.g., "vol. 64, no.1" not "64.1"). If the issue is identified by month or season, record this information with the date instead.

- **Other contributors.**
  This includes translators and editors, especially when using a source in a collected anthology.

- **Page Range.**
  For sources found in container volumes, identify the page or page range using p. or pp. for the works cited list.

- **Publisher,**
  Omit business words like "Company/Co." and "Incorporated/Inc." For academic publishers, use *U*, *P*, and *UP* (for University, Press, and University Press respectively). If the publisher is also the author, do not repeat this information.

- **Date,**
  This refers to the year of publication. It is not necessary to list the access date for electronic sources. If there is no date available, simply leave it out rather than using "n.d.".

- **Location.**
  In most cases, it is not necessary to list the city of publication for books and other print sources.

Here are some things to note about the Works Cited list:

- **Alphabetically Organize the List:** Entries should be arranged in alphabetical order by authors' last names. If there is no author, use the title within the same list. Ignore any initial *A, An,* or *The.*

- **Hanging Indent:** The first line of the entry is flush with the left margin, and all subsequent lines are indented.

- **Abbreviations**: Abbreviate common terms like editor (ed.), translator (trans.), and compiler (comp.) in footnotes only. These should be written in full in the bibliography.

Guide to First Footnote Entries and Bibliography

Citing a Book with One Author
For a source that has one author, cite the author's name, title of the work, year, publisher, and the page, paragraph, or section number from which you got the information. Because a bibliographic reference identifies the whole book, rather than a specific part, page numbers are unnecessary

---

Footnote:

    1. Kirrily Freeman, *Bronzes to Bullets: Vichy and the Destruction of French Public Statuary, 1941-1944* (Stanford: Stanford University Press, 2008), 123.

Bibliography:

Freeman, Kirrily. *Bronzes to Bullets: Vichy and the Destruction of French Public Statuary, 1941-1944*. Stanford: Stanford University Press, 2008.

Citing a Book with Two Authors or Editors
To cite a work by two or three authors, include all the authors' names, and include "and" before the final author. Only the first author or editor's name is listed surname first, the rest are listed in normal fashion.

Footnote:

> Use "and," not "&."

    2. Sandra Cavallo and Lyndan Warner, eds., *Widowhood in Medieval and Early Modern Europe* (London and New York: Longman, 1999), 14.

    3. David Bushnell and Neill Macaulay. *The Emergence of Latin America in the Nineteenth Century*, 2nd edn (Oxford: Oxford University Press, 1994), 20.

Bibliography:

Cavallo, Sandra and Lyndan Warner, eds. *Widowhood in Medieval and Early Modern Europe.* London and New York: Longman, 1999.

Bushnell, David and Neill Macaulay. *The Emergence of Latin America in the Nineteenth Century*. 2nd edn. Oxford: Oxford University Press, 1994.

Citing a Book with More than Three Authors

For three or more authors simply include the first author's name followed by "et al.," which means "and others." Bibliographic style follows that of two authors of editors.

Footnote:

    3. John G. Reid, et al., *The 'Conquest' of Acadia, 1710: Imperial, Colonial, and Aboriginal Constructions* (Toronto: University of Toronto Press, 2004), 78.

Bibliography:

Reid, John G., Maurice Basque, Elizabeth Mancke, Barry Moody, Geoffrey Plank, and William C. Wicken. *The 'Conquest' of Acadia, 1710: Imperial, Colonial, and Aboriginal Constructions.* Toronto: University of Toronto Press, 2004.

Citing a Book with No Author

In citing a source with no author listed, simply omit the author section. Do not include 'Anonymous' in place of the author, as this is an older method of citation.

Footnote

    5. *The Men's League Handbook on Women's Suffrage* (London, 1912), 9.

Bibliography

The Men's League Handbook on Women's Suffrage. London, 1912.

Citing a Work with Both Authors and Editors

Footnote

    7. William Wye-Smith, *Recollections of a Nineteenth-Century Scottish-Canadian*, ed. Scott A. McLean and Michael E. Vance (Toronto: Dundurn Press, 2008), 22.

Bibliography

Wye-Smith, William. *Recollections of a Nineteenth-Century Scottish-Canadian*. Edited by Scott A. McLean and Michael E. Vance. Toronto: Dundurn Press, 2008.

Citing a Translated Source

Include the name of the translator as you would an editor.

Footnote

   8. Sergei Khrushchev, *Khrushchev on Khrushchev! An Inside Account of the Man and His Era*, ed. and trans. William Taubman (Boston: Little Brown, 1990), 5.

Bibliography

Khrushchev, Sergei. *Khrushchev on Khrushchev! An Inside Account of the Man and His Era*. Edited and translated by William Taubman. Boston: Little, Brown & Co., 1990.

Citing a Multivolume Work

When citing a work that contains multiple volumes, cite the specific volume used in your footnote, and the entire work in the bibliography. If the volume is included in the title, include it as in the first example below. If an individual volume does not have its own title, include the volume with the page number as in the second example.

Footnote

   9. Shelby Foote, *The Civil War: A Narrative*, vol. I, Fort Sumter to Perryville (New York: Vintage Books, 1986), 353-354.

   10. *The New Cambridge Modern History* (Cambridge: Cambridge University Press, 1957), vol. I, 52.

Bibliography

Foote, Shelby. *The Civil War: A Narrative*. 3 vols. New York: Vintage Books, 1986.

The New Cambridge Modern History. Vol. I. Cambridge: Cambridge University Press, 1957.

Citing a Preface, Foreword, or Introduction to a Work

Include the name of the work that is introduced following the title of the source.

Footnote

11. James H. Morrison, introduction to *University in Overalls: A Plea for Part-Time Study*, by Alfred Fitzpatrick (Toronto: Thompson Educational Publishing, 1999), 19-21.

Bibliography

Morrison, James H. Introduction to *The University in Overalls: A Plea for Part-Time Study*, by Alfred Fitzpatrick, 7-29. Toronto: Thompson Educational Publishing, 1999.

Citing a Chapter or Article in an Edited Book, Collection or Anthology

Sources within a larger container should be listed with the title in quotes and the container in italics.

Footnote

7. Bill Sewell, "Postwar Japan and Manchuria," in *Japan at the Millennium: Joining Past and Future*, ed., David W. Edgington (Vancouver: University of British Columbia Press, 2003), 103-4.

Bibliography

Sewell, Bill. "Postwar Japan and Manchuria." In *Japan at the Millennium: Joining Past and Future*, edited by David W. Edgington, 97-119. Vancouver: University of British Columbia Press, 2003.

Citing a Chapter or Source in a Volume Originally Published Elsewhere

For sources originally published elsewhere, include the most recent publisher in the footnote and bibliography, with the original publisher in the bibliography only, followed by "Originally published in".

Footnote

   27. Nicole Neatby, "Preparing for the Working World: Women at Queen's During the 1920s," in *Gender and Education in Ontario: An Historical Reader,* ed. Alison Prentice and Ruby Heap (Toronto: Canadian Scholar's Press, 1991), 335.

Bibliography

Neatby, Nicole. "Preparing for the Working World: Women at Queen's During the 1920s." In *Gender and Education in Ontario: An Historical Reader*, edited by Alison Prentice and Ruby Heap, 333-356. Toronto: Canadian Scholar's Press, 1991. Originally published in *Historical Studies in Education/Revue d'histoire de l'éducation* 1:1 (1989): 53-72.

Citing a primary source such as a letter, a deposition or court order in a published collection or book

Include the information of the source (e.g. letter correspondence, court case and date) in the footnote only. The bibliographic reference contains only the whole publication.

Footnote

   13. Mary Puttenham v. Richard Puttenham, Court Order, 7 February 1566, *Marital Litigation in the Court of Requests 1542-1642,* ed. Tim Stretton (Cambridge: Royal Historical Society Camden Fifth Series, 2008), 49.

Bibliography

Stretton, Tim, ed. *Marital Litigation in the Court of Requests 1542-1642*. Cambridge: Royal Historical Society Camden Fifth Series, 2008.

Citing an Electronic or Digital Book

Some books are now available in printed editions as well as online digital or electronic formats. Cite the book as you would the print edition, but also include the url or web address as well as the access date in parentheses at the end of the citation.

Footnote

    3. Fanny Kelly, *Narrative of my Captivity Among the Sioux Indians. With a Brief Account of General Sully's Indian Expedition in 1864, Bearing upon Events Occurring in my Captivity*, 3rd edn (Chicago: R. R. Donnelley & Sons co., 1891), 11-12, http://www.lib.virginia.edu/digital/collections/text/westward_exploration.html (accessed 26 October 2008).

Bibliography

Kelly, Fanny. *Narrative of my Captivity Among the Sioux Indians. With a Brief Account of General Sully's Indian Expedition in 1864, Bearing upon Events Occurring in my Captivity*, 3rd edn. Chicago: R. R. Donnelley & Sons, 1891. http://www.lib.virginia.edu/digital/collections/text/westward_exploration.html

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Indirect Quotations (Citing a Source within a Source)

When a citation is not borrowed from the original source but taken from a quotation in a secondary source it is important to indicate as cited in or as quoted in. It is always better to use the original source if possible.

If this is the case, both the original and secondary source must be listed.

Zukofsky is the author of the information being quoted.

Footnote

    1. Louis Zukofsky, "Sincerity and Objectification," *Poetry* 37 (1931): 269, quoted in Bonnie Constello, *Marianna Moore: Imaginary Possessions* (Cambridge, MA: Harvard University Press, 1981), 78.

Bibliography

Zukofsky, Louis. "Sincerity and Objectification," *Poetry* (1931). Quoted in Constello, Bonnie. *Marianna Moore: Imaginary Possessions*. Cambridge, MA: Harvard University Press, 1981.

Constello is the author of the source in which Zukofsky's quotation was found.

Citing a Source without Page Numbers

If the source being cited does not contain page numbers, then there are several different ways to cite it, depending on the information available.

If the source numbers specific sections (i.e. chapters), then you can cite

those, including a comma after the author's name. The proper abbreviations include the following:

Book	bk.
Chapter	ch.
Note	n
Number	no.
Paragraph	par.
Section	sec. *or* sect.
Volume	vol.

If the source does not have any numbered parts or sections, then do not include anything after the author's name. Do *not* count paragraph numbers for a non-numbered source.

Citing an Article in a Printed Journal

A scholarly journal is treated as a container (see *The Bibliography*, p. 10), in which the source article is published. Note that a bibliographic entry must contain the numbers of the pages on which the whole article appears.

Footnote

    14. John E. Crowley, "'Taken on the Spot': The Visual Appropriation of New France for the Global British Landscape," *Canadian Historical Review* 86, no. 1 (March 2005): 22.

Bibliography

Crowley, John E. "'Taken on the Spot': The Visual Appropriation of New France for the Global British Landscape." *Canadian Historical Review* 86, no. 1 (March 2005): 1-28.

When citing articles from one of the electronic databases available through the Saint Mary's Library website such as EBSCO, JSTOR, Project Muse, Oxford Journals Online, SAGE journals online or CAIRN follow the format used when citing from the printed version as in the example above.

Footnote

14. John E. Crowley, "'Taken on the Spot': The Visual Appropriation of New France for the Global British Landscape," *Canadian Historical Review* 86, no. 1 (March 2005): 22. Academic Search Premier, EBSCOhost (accessed 2 December 2008)**.**

Bibliography

Crowley, John E. "'Taken on the Spot': The Visual Appropriation of New France for the Global British Landscape." *Canadian Historical Review* 86, no. 1 (March 2005): 1-28. Academic Search Premier, EBSCOhost (accessed 2 December 2008)**.**

Electronic citation of journal articles with print versions and online versions

Some journals such as the *American Historical Review* are available in print versions as well as online versions. Note that the online version of a journal article has paragraph numbers in the left or right margin. Students may use these paragraph numbers for citation of online articles when they are unable to cite or find the page numbers of a pdf or print version. If paragraphs are used, the total number of paragraphs must be included in the bibliography.

Footnote

21. Dylan C. Penningroth, "The Claims of Slaves and Ex-Slaves to Family and Property," *The American Historical Review* 112, no. 4 (2007): pars 16-17. http://www.historycooperative.org/journals/ahr/112.4/penningroth.html, (accessed 27 Oct. 2008).

Bibliography

Penningroth, Dylan C. "The Claims of Slaves and Ex-Slaves to Family and Property." *The American Historical Review* 112, no. 4 (2007): 46 pars. http://www.historycooperative.org/journals/ahr/112.4/penningroth.htm l (accessed 27 Oct. 2008).

Electronic citation of journal articles with online versions only

> **Footnote**
>
> 33. Thomas Bender, "'The Politics of the Future are Social Politics': Progressivism in International Perspective," *History Now* 17 (September 2008), http://www.historynow.org/09_2008/historian2.html
>
> **Bibliography**
>
> Bender, Thomas. "'The Politics of the Future are Social Politics': Progressivism in International Perspective." *History Now* 17 (September 2008). http://www.historynow.org/09_2008/historian2.html (accessed 22 October 2008).

Citing Websites and Internet Sources

Websites and internet sources follow the citation format below:

1. Author/editor (if known, first name, last name or institution name), "Title of Page," Edition or revision date of web page, if available. URL. Access date. [Dates are cited in the order: day, month, year.]

Author/editor [Institution or last name, first name]. "Title of Page." Edition or revision date of web page, if available. Page publisher. Available: URL. Access date.

> **Footnote**
>
> 17. University of Chicago Press, "The Chicago Manual of Style Online. 14th edn," Copyright 2006, 2007. http://www.chicagomanualofstyle.org/tools_citationguide.html. (accessed 15 November 2008).
>
> **Bibliography**
>
> University of Chicago Press. "The Chicago Manual of Style Online. 14th edn." Copyright 2006, 2007. University of Chicago. http://www.chicagomanualofstyle.org/tools_citationguide.html. (accessed 15 November 2008).

Citing a paper presented at a meeting or conference

> ***Footnote***
>
> 4. Rosana Barbosa, "French and Portuguese Immigration to Rio de Janeiro in the 1830s and 1840s" (paper presented at the Canadian Association of Latin American and Caribbean Studies (CALACS) Conference. University of Calgary, September 28-30, 2006).
>
> ***Bibliography***
>
> Barbosa, Rosana. "French and Portuguese Immigration to Rio de Janeiro in the 1830s and 1840s." Paper presented to the Canadian Association of Latin American and Caribbean Studies (CALACS) *Conference. University of Calgary, 28-30 September 2006.*

Citing an Encyclopedia Entry

Some encyclopedia entries are signed by an author at the end of the entry, others are anonymous and probably written by staff or freelancers. Acknowledge the author if one is indicated.

Signed in a print encyclopedia

Footnote

   9. Lyndan Warner, "Widows and Widowhood: Comparative History," in *Oxford Encyclopedia of Women in World History*, 4 vols, ed. Bonnie G. Smith (Oxford and New York: Oxford University Press, 2008), vol. IV, 379-87.

Bibliography

Warner, Lyndan. "Widows and Widowhood: Comparative History." *Oxford Encyclopedia of Women in World History*, 4 vols, ed. Bonnie G. Smith. Oxford and New York: Oxford University Press, 2008. Vol. IV, 379-87.

Signed in an online encyclopedia

Footnote

   13. Lyndan Warner, "Widows and Widowhood: Comparative History," *The Oxford Encyclopedia of Women in World History*. *© Oxford University Press 2008*. The Oxford Encyclopedia of Women in World History: (e-reference edition). Oxford University Press. Dalhousie University. 20 March 2009 http://www.oxford-womenworldhistory.com/entry?entry=t248.e1148-s1

Bibliography

Warner, Lyndan. "Widows and Widowhood: Comparative History" *The Oxford Encyclopedia of Women in World History*. *© Oxford University Press 2008*. The Oxford Encyclopedia of Women in World History: (e-reference edition). Oxford University Press. Dalhousie University. 20 March 2009 http://www.oxford-womenworldhistory.com/entry?entry=t248.e1148-s1

Not signed in an online encyclopedia

A short encyclopedia entry is not always included in the bibliography, but should be acknowledged in the footnotes.

Footnote

   14. "Giacomo Puccini," *Encyclopædia Britannica,* 2009. Encyclopædia Britannica Online. <http://www.britannica.com/EBchecked/topic/482661/Giacomo-Puccini> (accessed 17 Feb. 2009).

Citing a Film or Video

When citing a video or film clip, include any information relevant to identifying the item (such as director and studio) as well as the physical source (e.g. DVD or url for online videos).

Footnote

    1. "The Black Panthers: Vanguard of the Revolution," directed by Stanley Nelson Jr. (2015; United States: Firelight Films, 2015), DVD.

    2. Deanna Pucciarelli, "The history of chocolate," nar. Addison Anderson, TED-Ed, 2017, 4:21. https://www.ted.com/talks/deanna_pucciarelli_the_history_of_chocolate (accessed 19 November 2019).

Bibliography

Nelson Jr., Stanley, dir. *The Black Panthers: Vanguard of the Revolution*. 2015; United States: Firelight Films. DVD.

Pucciarelli, Deanna. "The history of chocolate" Narrated by Addison Anderson. TED-Ed, 4:21, 2017. https://www.ted.com/talks/deanna_pucciarelli_the_history_of_chocolate (accessed 19 November 2019).

Citing a Lecture

If you cite information from a lecture (i.e. information provided in class), include as much information as possible in the following format:

Footnote

    1. Professor/Instructor (first name, last name), "Title of Lecture," lecture in "Title of Course," Date of Lecture, Institution.

Bibliography

Professor/Instructor (last name, first name). "Title of Lecture" (Lecture in "Title of Course", Institution, Date).

Citing a Thesis or Dissertation

> **Footnote**
>
>   22. Emily Burton, "Portuguese interest in settlement in sixteenth-century northeastern North America: a historiographical reassessment" (M.A. thesis, Saint Mary's University, 2005), 21- 23, 45.
>
> **Bibliography**
>
> Burton, Emily. "Portuguese interest in settlement in sixteenth-century northeastern North America: a historiographical reassessment." M.A. thesis, Saint Mary's University, 2005.

Citing a Book Review

> **Footnote**
>
>   13. Blake Brown, review of Barry Cahill, ed., *Frank Manning Covert: 50 Years in the Practice of Law* (Montreal & Kingston: McGill-Queen's University Press, 2004), in *Canadian Historical Review*, 87, no. 4 (2006), 405-407.
>
> **Bibliography**
>
> Brown, Blake. Review of *Frank Manning Covert: 50 Years in the Practice of Law*, ed. Barry Cahill (Montreal & Kingston: McGill-Queen's University Press, 2004), in *Canadian Historical Review* 87, no. 4 (2006): 405-407.

Citing a Magazine or Newspaper Article

> **Footnote**
>
>   10. Blake Brown, "'Oh Christmas Tree, Oh Christmas Tree': The Boom Years of the Nova Scotia Christmas Tree Trade, 1915-1960," *The Beaver*, December 1998 / January 1999, 34.
>
>   16. Alan S. Green, "Subway Crime on the Increase," *The New York Times*, May 3, 1978, 16.
>
> Page numbers of the article are only required in the footnote, and not the bibliography for a newspaper article citation.
>
> **Bibliography**
>
> Brown, Blake. "'Oh Christmas Tree, Oh Christmas Tree': The Boom Years of the Nova Scotia Christmas Tree Trade, 1915-1960." *The Beaver*, December 1998 / January 1999, 33-40.
>
> Green, Alan S. "Subway Crime on the Increase." *The New York Times*, May 3, 1978.

Citing a Podcast

When citing a podcast, include the name of the host and producer (and/or production company if known). The title of the podcast episode is considered the work and the podcast title itself is the container.

Footnote

   5. John Biewen, "Little War on the Prairie," November 23, 2012, in *This American Life*, Produced in collaboration with WBEZ Chicago and PRX The Public Radio Exchange, podcast, MP3 audio, 61:53, https://www.thisamericanlife.org/479/little-war-on-the-prairie

Bibliography

Biewen, John. "Little War on the Prairie." Produced in collaboration with WBEZ Chicago and PRX The Public Radio Exchange. *This American Life*, November 23, 2012. Podcast, 61:53. https://www.thisamericanlife.org/479/little-war-on-the-prairie

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Documents in Archives or Archival Sources

When referencing documents in archives, move from the general to the specific. Name the archive such as the Nova Scotia Archives and Records Management (NSARM), then the collection name or type of source, then the specific number of the volume or carton. Place details such as the item number, page number or folio in the footnote. It is not necessary to repeat these page or folio details in the bibliography, but all the general information should be listed so that another researcher going to the archive could order the document.

      The name of the archive is usually abbreviated after the first reference in the footnotes so, for example, Nova Scotia Archives and Records Management becomes NSARM.

Footnote

    6. Nova Scotia Archives and Records Management (NSARM), RG34-312, series F, vol. 11, Halifax Session Papers.

    7. NSARM, RG5, series P, vol. 5, no. 59: (22 December 1834) Petition from Onslow Concerning the Regulations for the Grand Juries.

    8. The National Archives (TNA), Acton v. Acton [1553], REQ 1/9, fo. 157

    9. Bibliothèque nationale de France (BN), Mss, Collection Dupuy 115, 'Recueil de plaidoiries, factums, arrêts et consultations des XVIe et XVIIe siècles', fo. 170r.

    10. BN, Dupuy 115, fo. 156v.

Bibliography

Bibliothèque nationale de France (BN), Manuscripts, Collection Dupuy 115, Recueil de plaidoiries, arrêts et consultations des XVIe et XVIIe siècles.

The National Archives (TNA), Acton v. Acton [1553], REQ 1/9.

Nova Scotia Archives and Records Management (NSARM), RG34-312, series F, vol. 11, Halifax Session Papers.

Guide to Second and Subsequent Footnote Entries

The first footnote of a work should include all the elements of information about it such as **author or editor, title, place, publication and year of publication**. **After the first full citation,** subsequent citations to the same work should **use a shortened form of reference**, usually just the author's last name, an abbreviated title and the page or page numbers.

   If no other work is references in between citations to a particular source, 'Ibid' may be used. 'Ibid.' is an abbreviation of *ibidem*, which is Latin for 'in the same place.' Ibid. always refers to the last immediately preceding reference.

   If you are not comfortable with the correct use of Ibid., repeating the author's name, the title of the work and the appropriate page numbers, as in the second example below, may also be acceptable to the professor.

Subsequent Footnote Entries for a Book

1. Henry Kamen, *Inquisition and Society in Spain* (London: Weidenfeld & Nicholson 1985), 203.

would be subsequently cited as

3. Kamen, *Inquisition*, 201.

or

4. Ibid.

or, if the reference is to material on another page:

4. Ibid., 208.

Subsequent Footnote Entries for a Journal Article

> 1. Jonathan Dewald, "Crisis, Chronology, and the Shape of European Social History," *The American Historical Review* 113:4 (2008): 1031-32.
>
> **would be subsequently cited as**
>
> 2. Dewald, "Crisis", 1032.
>
> **or**
>
> 3. Ibid.
>
> **or, if the reference is to material on another page:**
>
> 4. Ibid., 1039.

Subsequent Footnote Entries for an Electronic Citation

The first citation provides full details of the reference and where it may be found online. Authors, title, journal name in italics, month and year of publication, followed by the url and date of access.

> 1. Dylan C. Penningroth, "The Claims of Slaves and Ex-Slaves to Family and Property," *The American Historical Review* 112, no. 4 (2007): pars 16-17 http://www.historycooperative.org/journals/ahr/112.4/penningroth.html, (accessed 27 Oct. 2008).
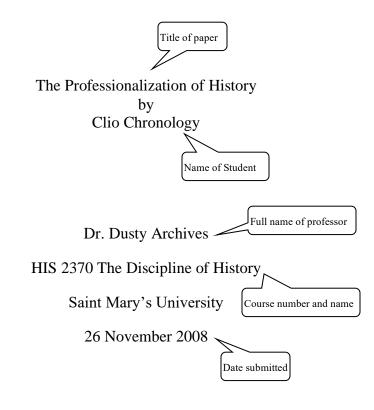>
> **The format for a second reference appears as follows and gives the specific paragraph numbers:**
>
> 2. Penningroth, "The Claims of Slaves", pars 4-6.
>
> **or, if no other citation intervenes the next reference to this source:**
>
> 3. Ibid., pars 9-10.

SAMPLE PAPER

Title of paper

The Professionalization of History
by
Clio Chronology

Name of Student

Dr. Dusty Archives   Full name of professor

HIS 2370 The Discipline of History

Saint Mary's University   Course number and name

26 November 2008

Date submitted

The discipline of history has a history. Ancient Greeks such as Herodotus and Thucydides demonstrated a fundamentally different view of history than historical writers in subsequent centuries. In each generation or era, such as the medieval period, the Renaissance or the Enlightenment, historical writers reveal shifts in the understanding of history. In the nineteenth century, history began to emerge as a profession when departments of history formed in the universities of Europe and North America and began to train students in methods, approaches and research in history. This paper examines the rise of history as a profession and how the creation of university departments, historical societies and journals shaped the discipline itself.

In some eras, such as the 1500s or 1600s, readers looked to history to provide models or examples of virtuous conduct, military strategy or political leadership. The idea of heroes in history even persisted through to the early 1800s, but then attitudes among historical writers began to change. As John Tosh argues,

Block quote

> it was not until the first half of the nineteenth century that all the elements of historical awareness were brought together in a historical practice which was widely recognized as the

Ellipses for information removed

proper way to way to study the past. This … intellectual movement known as *historicism* ... began in Germany and soon spread all over the Western world.[1]

Tosh traces the origin of the historicism to Leopold von Ranke, active at Berlin University from 1824 to 1872.[2] Ranke explained his approach to history in the preface to his first published work. "History has had assigned to it the task of judging the past, of instructing the present for the benefit of the ages to come. To such lofty functions this work does not aspire. Its aim is merely to show how things actually were *(wie es eigentlich gewesen)."* [3] This quotation from Ranke's *Histories of the Latin and German Na[tions]*

Example of work "as cited in"

from 1494 to 1514 is one of the most famous lines ever written by a historian about the practice of history. But why did it become such an influential idea?

Ranke believed that historical documents provided the key to

Footnotes single spaced at bottom of page

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1. John Tosh, *The Pursuit of History: Aims, Methods and New Directions in the Study of Modern History*, 3rd edn (London: Longman, 1999), 5.

2. Tosh, *Pursuit of History*, 5.

3. Leopold von Ranke, *Histories of the Latin and German Nations from 1494 to 1514* as cited in Tosh, *The Pursuit of History*, 5 [**OR** Leopold von Ranke, *Histories of the Latin and German Nations from 1494 to 1514* as cited in ibid.]

understanding the past. He used the development of language from oral to written form to distinguish between prehistory and history. "History cannot discuss the origin of society, for the art of writing, which is the basis of historical knowledge, is a comparatively late invention."[4] Ranke's emphasis on the written traces of history would influence generations of historians as they scoured the archives in search of primary sources such as letters, diplomatic records or diaries.[5] But Ranke did not simply believe in accumulating written historical records and extracting facts and events, instead he emphasized the "critical analysis" of these sources.[6] Thus Ranke has been credited with changing the nature of historical inquiry by making the discipline of history as rigorous in its methods as science and yet retaining the "critical and

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4. Leopold von Ranke, *Universal History: The Oldest Historical Group of Nations and the Greeks*, ed. and G.W. Prothero (New York: Harper, 1885), ix.

5. George G. Iggers, "The Professionalization of Historical Studies and the Guiding Assumptions of Modern Historical Thought," in *A Companion to Western Historical Thought*, ed. Lloyd Kramer and Sarah Maza (Oxford: Blackwell, 2005), 226.

6. Iggers, "Professionalization", 227.

readable" qualities of literary works.[7] As George Iggers has noted: 'the American Historical Association in 1885 elected [Ranke] as its first honorary member, hailing him as 'the father of historical science.'"[8]

Substitution in square brackets

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7. J. D. Braw, "Vision as Revision: Ranke and the Beginning of Modern History," *History & Theory* 46, no. 4 (Decem Shortened footnote ademic Search Premier, EBSCOhost (accessed November 3, 2008).

8. Iggers, "Professionalization", 230.

Last name, First name

Bibliography

Braw, J. D. "Vision as Revision: Ranke and the Beginning of
　　　Modern History." *History & Theory* 46, no. 4 (2007): 45-
　　　60.

Iggers, George G. "The Professionalization of Historical Studies
　　　and the Guiding Assumptions of Modern Historical
　　　Thought." In *A Companion to Western Historical Thought*,
　　　ed. Lloyd Kramer and Sarah Maza. Oxford: Blackwell,
　　　2005.

Ranke, Leopold von. *Universal History: The Oldest Historical
　　　Group of Nations and the Greeks*. Edited and translated by
　　　G.W. Prothero. New York: Harper, 1885.

Tosh, John. The *Pursuit of History: Aims, Methods and New
　　　Directions in the Study of Modern History*, 3rd edn.
　　　London: Longman, 1999.

- **Alphabetically organize the list:** Entries should be arranged in alphabetical order by authors' last names. If you have multiple sources by one author, arrange them alphabetically by title within the same list. In this case, ignore any initial *A, An,* or *The.*

- **Hanging Indent:** The first line of the entry is flush with the left margin, and all subsequent lines are indented to form a "hanging indent."

- **Single-spaced:** Unlike the body of the paper, the Bibliography should be single spaced, with a double space between each entry.

FURTHER GUIDES TO CHICAGO STYLE AND WRITING ASSISTANCE

The University of Chicago Press. *The Chicago Manual of Style,* *17*th ed., Chicao; London, 2017.

Purdue OWL. "Chicago Manual of Style 17th Ed." *The Purdue OWL,* Purdue U Writing Lab, 10 Jan. 2020. https://owl.purdue.edu/owl/research_and_citation/chicago_man ual_17th_edition/cmos_formatting_and_style_guide/chicago_ manual_of_style_17th_edition.html

The Writing Centre, in Room 115 of the Burke Building on Saint Mary's campus, has many writing guides and style manuals to help students. In addition, we offer tutoring services for help with essays and all other types of writing assignments. Online writing guides are also available. To book an appointment or for more information, please contact us:

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