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**Documenting Books**

For every source in your paper, you must provide complete bibliographical information so your reader will know where you got the information. This allows your readers to find the sources in order to evaluate your interpretation of them or read more extensively from them to gain a deeper understanding of the topic. There are numerous ways to document sources, and most academic disciplines have their own preferred methods and style manuals to guide the way. While each historian is different and opinions are in a constant state of flux, the most widely used manual for historians continues to be *The Chicago Manual of Style*.1

*The Chicago Manual of Style* uses a system of footnotes or endnotes for documentation, along with a bibliography. Kate Turabian’s *A Manual for Writers of Research Papers, Theses, and Dissertations* and Mary Lynn Rampolla’s *A Pocket Guide to Writing History* are also widely used by historians, since they are both based on the Chicago system of documentation.2 Most historians, feeling the system imprecise and prone to misunderstandings, do not accept parenthetical documentation as promoted by the Modern Language Association. However, as with all issues about writing, you should consult your professor’s guidelines for documentation and follow them*.* The following examples, based on the Chicago system, are simply models. They should not take the place of using the appropriate style manuals for your classes, especially since the examples treat only the most common citations. Please direct any questions you have to your professor or the HL.

 **Note**: The first example in each case is the note form, footnote or endnote, and the second example in each case is the bibliography form. Take notice of the differences between the two forms in word order, punctuation, spacing, and format.

1 *The Chicago Manual of Style: The Essential Guide for Writers, Editors, and Publishers*, 16th ed. (Chicago: The University of Chicago Press, 2010).

2 Kate L. Turabian, *A Manual for Writers of Research Papers, Theses, and Dissertations*, 8th ed. (Chicago: The University of Chicago Press, 2013).; Mary Lynn Rampolla, *A Pocket Guide to Writing in History*, 7th ed. (Boston: Bedford/St. Martin’s, 2012).

**Basic Book Forms**

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**One Author**

\* Footnote/Endnote Form

1 Heather Marie Stur, *Beyond Combat: Women and Gender in the Vietnam War Era* (New York: Cambridge University Press, 2011), 102.

2 Douglas B. Chambers, *Murder at Montpelier: Igbo Africans in Virginia* (Jackson: University Press of Mississippi, 2005), 15 – 16.

\* Bibliography Form

Chambers, Douglas B. *Murder at Montpelier: Igbo Africans in Virginia*. Jackson:

University Press of Mississippi, 2005.

Stur, Heather Marie. *Beyond Combat: Women and Gender in the Vietnam War Era*. New York: Cambridge University Press, 2011.

\* SECONDARY REFERENCE IN NOTES

* In footnotes or endnotes, when making an additional reference to the same work, you can use a shortened form of note.
* If you only use one work by an author use their last name and the page number.
* 18. Stur, 103.
* If you use multiple works by the same author use their last name, a shortened title, and the page number.
* 25. Chambers, *Murder*, 37.

**Two or More Authors**

\* List the authors in the order in which they appear on the title page.

\* If there are more than three authors, you may use the abbreviation et al. in the notes

* In the bibliography, you must list all authors

\* Footnote/Endnote Form

57 Andrew Wiest and Gregory Louis Mattson, *The Pacific War: From Pearl Harbor to the Fall Of Japan* (Mishawaka, IN: Motorbooks International, 2001), 25.

\* Bibliography Form

Wiest, Andrew and Gregory Louis Mattson. *The Pacific War: From Pearl Harbor to the Fall of Japan*. Mishawaka, IN: Motorbooks International, 2001.

**Anonymous Works**

3

\* Footnote/Endnote Form

33. *Images of America: A Panorama of History in Photographs* (Washington, D.C.: Smithsonian Books, 1989), 23.

\* Bibliography Form

*Images of America: A Panorama of History in Photographs*. Washington, D.C.: Smithsonian Books 1989.

**Edited Work with an Author**

\* Footnote/Endnote Form

18 Edmund Ruffin, *The Diary of Edmund Ruffin: Toward Independence: October 1856 - April 1861*, ed. William K. Scarborough (Baton Rouge: Louisiana State University Press, 1972), 48.

\* Bibliography Form

Ruffin, Edmund. *The Diary of Edmund Ruffin: Toward Independence: October 1856 – April 1861*. Edited by William K. Scarborough. Baton Rouge: Louisiana State University Press, 1972.

**Edited Work Without an Author**

\* Footnote/Endnote Form

46 Andrew Wiest and Michael Doidge, eds., *Triumph Revisited: Historians Battle for the Vietnam War* (New York: Routledge, 2010), 45.

\* Bibliography Form

Wiest, Andrew and Michael Doidge, eds. *Triumph Revisited: Historians Battle for the Vietnam War*. New York: Routledge, 2010.

**Translated Work**

4

\* Footnote Form

12 Gerd Althoff, *Otto III*, trans. Phyllis G. Jestice (Philadelphia: Pennsylvania State State University Press, 2003), 212 – 214.

\* Bibliography Form

Althoff, Gerd. *Otto III*. Translated by Phyllis G. Jestice. Philadelphia: Pennsylvania State University Press, 2003.

**Multi-volume Work**

\* If you cite a whole work published in multiple volumes, include the total number of volumes after the title.

\* Bibliography Form

Grant, Ulysses S. *The Papers of Ulysses S. Grant*. Edited by John Y. Simon. 32 vols. Carbondale: Southern Illinois University Press, 1967 – 2012.

\* You may also cite a single volume of a multi-volume work. \* Footnote/Endnote Form

87 Ulysses S. Grant, *The Papers of Ulysses S. Grant*, vol. 3. *October 1, 1861* – *January 7, 1862*, ed. John Y. Simon (Carbondale: Southern Illinois University Press, 1971), 67.

\* Bibliography Form

Grant, Ulysses S. *The Papers of Ulysses S. Grant*. Vol. 3, *October 1, 1861* – *January 7, 1862*. Edited by John Y. Simon. Carbondale: Southern Illinois University Press, 1971.

\* If an individual volume does not have a separate designation or title, then include the volume and page numbers after the publication information in the note.

\* Footnote/Endnote Form

32 *Cambridge History of American Foreign Relations* (Cambridge: Cambridge University Press, 1993), 1: 33-34.

\* Bibliography Form

5

*Cambridge History of American Foreign Relations*. Vol. 1. Cambridge: Cambridge University Press, 1993.

**Edition Other Than the First**

\* Footnote/Endnote Form

60 Edward P. Crapol, ed., *Women and American Foreign Policy: Lobbyists, Critics, and Insiders*, 2nd ed. (Wilmington, DE: SR Books, 1992), 72.

\* Bibliography Form

Crapol, Edward P., ed. *Women and American Foreign Policy: Lobbyists, Critics, and Insiders*, 2nd ed. Wilmington, DE: SR Books, 1992.

**Forwards and Introductions**

\* Authors of these are usually omitted, unless the forward or citation is the item cited. \* Footnote/Endnote Form

25 Jim Webb, forward to *Vietnam’s Forgotten Army: Heroism and Betrayal in the ARVN*, by Andrew Wiest (New York: New York University Press, 2007), 64.

\* Bibliography Form

Webb, Jim. Forward to *Vietnam’s Forgotten Army: Heroism and Betrayal in the ARVN*, by Andrew Wiest. New York: New York University Press, 2007.

**Chapter or Essay in an Edited Collection**

\* Footnote/Endnote Form

13 George C. Rable, “Beyond State Rights: The Shadowy World of Confederate Politics,” in *Writing the Civil War: The Quest to Understand*, ed. James M. McPherson and William J. Cooper, Jr. (Columbia: The University of South Carolina Press, 1998), 139.

\* Bibliography Form

Rable, George C. “Beyond State Rights: The Shadowy World of Confederate Politics.” In *Writing the Civil War: The Quest to Understand*, edited by James M. McPherson and William J. Cooper, Jr., 135–153. Columbia: University of South Carolina Press, 1998.