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**Documenting the Books and Sources**

**for HIS 101 & HIS 102 :**

***Voyages in World History and***

***Envisioning World Civilizations***

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 History Lab.

1 *The Chicago Manual of Style: The Essential Guide for Writers, Editors, and Publishers*, 17th ed. (Chicago: The University of Chicago Press, 2017).

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*, 9th ed. (Boston: Bedford/St. Martin’s, 2018).

\* **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.

2

\* **Placing a footnote or endnote in your paper on the computer**: In most word processing programs (Microsoft Word, for example), if you place your cursor after the period of the sentence where the quoted material is, and select “References” in the toolbar, you will be able to select a button to “Insert footnote.” The program will automatically number your footnotes or endnotes for you. DO NOT just open the document’s footer and try to type the notes manually—it will not work correctly. The History Lab Staff will be happy to help you with this if you ask.

***Voyages in World History* by Hansen and Curtis (HIS 101/102 Textbook)**

\* **Chicago Style**

\* Footnote/Endnote Form

1 Valerie Hansen and Kenneth R. Curtis, *Voyages in World History*, Brief 2nd ed. (Boston, MA: Cengage Learning, 2016), 399.

(If you use the electronic textbook that does not contain page numbers, you can reference

the numbered section(s) of the textbook you draw from instead of a page number.)

\* Bibliography Form

Hansen, Valerie, and Kenneth R. Curtis. *Voyages in World History*. Brief 2nd ed. Boston, MA: Cengage Learning, 2016.

***Envisioning World Civilizations* by Southern Miss’s History Department
(HIS 101/102 Document Collection)**

3

\* **Chicago Style**

\* Footnote/Endnote Form

1 Thucydides, “Funeral Oration if Pericles,” in *Envisioning World Civilizations*, 4th ed., by History Department, University of Southern Mississippi (Boston, MA: Cengage Learning, 2017), 6.9.

2 “Popol Vuh,” in *Envisioning World Civilizations*, 4th ed., by History Department, University of Southern Mississippi (Boston, MA: Cengage Learning, 2017), 5.1.

3 Henry IV, “The Edict of Nantes,” in *Envisioning World Civilizations*, 4th ed., by History Department, University of Southern Mississippi (Boston, MA: Cengage Learning, 2017), 17.4.

4 Mary Wollstonecraft, “Vindication of the Rights of Women,” in *Envisioning World Civilizations*, 4th ed., by History Department, University of Southern Mississippi (Boston, MA: Cengage Learning, 2017), 21.8.

5 Heinrich Himmler, “Speech to SS Officers in Posen,” in *Envisioning World Civilizations*, 4th ed., by History Department, University of Southern Mississippi (Boston, MA: Cengage Learning, 2017), 29.4.

\* Bibliography Form

Henry IV. “The Edict of Nantes.” In *Envisioning World Civilizations*, 4th ed., by History Department, University of Southern Mississippi, 17.4. Boston, MA: Cengage Learning, 2017.

“Popol Vuh.” In *Envisioning World Civilizations*, 4th ed., by History Department, University of Southern Mississippi, 5.1. Boston, MA: Cengage Learning, 2017.

Thucydides. “Funeral Oration of Pericles.” In *Envisioning World Civilizations*, 4th ed., by

History Department, University of Southern Mississippi,6.9. Boston, MA: Cengage Learning, 2017.

Wollstonecraft, Mary. “Vindication of the Rights of Women.” In *Envisioning World Civilizations*, 3rd ed., by History Department, University of Southern Mississippi, 21.8. Boston, MA: Cengage Learning, 2017.

 SECONDARY REFERENCE IN NOTES

o 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 document number.
* 18. Wollstonecraft, 21.8.
* If the work does not have an author, use the title in place of the author.
* 19. “Popul Vuh,” 5.1.
* If you use multiple works by the same author use their last name, a shortened title, and the document number.
* 25. Aristotle, “On Slavery,” 6.8.
* 30. Aristotle, “Draco,” 6.7.

When in doubt, cite it. **DO NOT take the chance of accidentally committing plagiarism!!!**

4