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.

Basic Book Forms

One Author

★ Footnote/Endnote Form


★ Bibliography Form


★ 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.
  - If you use multiple works by the same author use their last name, a shortened title, and the page number.

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


★ Bibliography Form

Anonymous Works

★ Footnote/Endnote Form


★ Bibliography Form


Edited Work with an Author

★ Footnote/Endnote Form


★ Bibliography Form


Edited Work Without an Author

★ Footnote/Endnote Form


★ Bibliography Form

Translated Work

★ Footnote Form


★ Bibliography Form


Multi-volume Work

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

★ Bibliography Form


★ You may also cite a single volume of a multi-volume work.

★ Footnote/Endnote Form


★ Bibliography Form


★ 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

★ Bibliography Form


**Edition Other Than the First**

★ Footnote/Endnote Form


★ Bibliography Form


**Forwards and Introductions**

★ Authors of these are usually omitted, unless the forward or citation is the item cited.

★ Footnote/Endnote Form


★ Bibliography Form


**Chapter or Essay in an Edited Collection**

★ Footnote/Endnote Form


★ Bibliography Form