Documenting the Books and Sources
for HIS 101 & HIS 102:
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 HL.

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**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.

**In HIS 101 and HIS 102, depending on your professor, you may be allowed to use the author-date style of citation, which includes parenthetical citations. Check before you write your first paper; this information is often on the syllabus. It is important to maintain consistency of style format throughout your paper!**

**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.

*World History by Upsher et al. (HIS 101/102 Textbook)*

**Chicago Style**

**Footnote/Endnote Form**


**Bibliography Form**


**Author-date Style (Parenthetical Citations) IF ALLOWED BY YOUR PROFESSOR!!**

**In-text Form**

*Should be at the end of the sentence, before the punctuation*

“Abbasid and Umayyad rulers actively supported philosophers and theologians” (Upshur et al. 2012, 399).

**Reference Page Form (for the back of the paper if the author/date style is used).**

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

★ Chicago Style

★ Footnote/Endnote Form

1 Thucydides, “Funeral Oration if Pericles,” in Envisioning World Civilizations, 3rd ed., by History Department, University of Southern Mississippi (Mason, OH: Cengage Learning, 2012), 134.

2 “Popol Vuh,” in Envisioning World Civilizations, 3rd ed., by History Department, University of Southern Mississippi (Mason, OH: Cengage Learning, 2012), 325.


5 “Nazi Youth Rally,” in Envisioning World Civilizations, 3rd ed., by History Department, University of Southern Mississippi (Mason, OH: Cengage Learning, 2012), 677.

★ 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.
    - 18. Wollstonecraft, 517.
  - If the work does not have an author, use the title in place of the author.
  - If you use multiple works by the same author use their last name, a shortened title, and the page number.

Author-date style (Parenthetical Citations). IF ALLOWED BY YOUR PROFESSOR!!

- In-text Form
  - Should be at the end of the sentence, before the punctuation

“Meanwhile these were the first that had fallen, and Pericles, son of Xanthippus, was chosen to pronounce their eulogium” (Thucydides, 133).

“Then they made the small wild animals, the guardians of the woods, the spirits of the mountains, the deer, the birds, pumas, jaguars, serpents, snakes, vipers, guardians of the thickets” (“Popol Vuh,” 324).

“It is forbidden as well to perform any function of the said religion in our court or retinue, or in our lands and territories beyond the mountains, or in our city of Paris, or within five leagues of the said city” (Henry IV, 420).

“Unless freedom strengthens her till she comprehend her duty, and sees in what manner it is connected with her real good (Wollstonecraft, 517).

The picture “Nazi Youth Rally” shows the range of emotions that some of the children involved felt (“Nazi Youth Rally,” 677).

Reference Page Form (for the back of the paper if the author/date style is used).


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