

A BRIEF GUIDE TO FOOTNOTE CITATIONS IN HISTORY

Full references (all of the information that you might need to include, although for many sources, you will only need to include the * items):

Book:

*Author's full name

[NOTE: if the author of the book is actually the editor of a collection, then write: author's name, ed., or author and author, eds. if the book has more than one author]

*Complete title of the book (either in *italics* or underlined)

Editor, compiler, or translator, if any [this is an individual who is not the author]

Name of series in which book appears, if any, and volume or number in the series

Edition, if other than the first

Number of volumes

*Facts of publication – city where published: publisher, date of publication

Volume number, if any

*Page number(s) of the particular citation

FOOTNOTE FORMAT:

first citation:

Author [first name initial last name], *Title* (place: publisher, date of publication), page number(s).

[NOTE: you do not need to write p. or pp. before the page numbers]

subsequent citations:

Author [last name only], *shortened title*, page number(s).

[NOTE: the shortened title might give the first part of the title or key words from the title]

a citation immediately following a previous citation:

Ibid., page number.

[NOTE: when working with multiple sources, do not use *Ibid.* unless you have finished revising and editing your essay. Otherwise, when you cut and paste a quotation and its reference mark, it might end up following a reference to a different source.]

“Article” in a Periodical or Newspaper:

*Author's full name

[NOTE: for a newspaper article, include this if there is a byline]

*Title of the article (in quotation marks)

[NOTE: for a newspaper article, give the headline, and subhead, if any]

*Name of the periodical or newspaper (either in *italics* or underlined)

*Volume (and number) of the periodical

*Date of the volume or issue

[NOTE: for a newspaper article, give the full date]

*Page number (s) of the particular citation

[NOTE: for a newspaper article, give the section, if any and page number]

FOOTNOTE FORMAT:

first citation:

Periodical: Author [first name initial last name], “Title,” *Journal* volume, number (date), page numbers(s).

Newspaper: Author [if a byline is listed], “Headline: subhead,” *Newspaper* vol., number (day, month, year), section [if any], page number.

subsequent citations:

Author [last name only], "shortened title," page number(s).
a citation immediately following a previous citation:

Ibid., page number.

[NOTE: in this case, since the reference is to an article rather than a book, Ibid. is not italicized or underlined]

Unpublished Material:

*Author

*Title of document [or description of document], if any, and date

*Folio number (or box number or other identifying specific)

*Name of collection

*Depository, and city where it is located

A primary source or primary document reprinted in a Secondary Source or Edited Collection, or
a *quotation* from another author, reprinted in a Secondary Sources or Edited Collection:

*Full name of the author of the primary source

*Complete title of the primary source (if it was originally published) OR a description of the text
if it is unpublished

*Facts of publication or origin (place, date)

*Reprinted in:

[then list full citation for the source in which you found the text]

FOOTNOTE FORMAT:

first citation:

Author [first name initial last name], *Title* [or "Title"], (place: publisher [if any], date), reprinted
in Author(s) [first name initial last name], ed. [or eds.], *Title* (place: publisher, date of
publication), page number(s).

subsequent citations:

Author [last name only of the author of the document], *shortened title* [or "shortened title"], page
number(s).

a citation immediately following a previous citation:

Ibid., page number(s)

A primary source or primary document archived on a website:

Begin the citation with the all of the bibliographic information for the original document (the
website should include this information).

Then: title of list/website, <internet address of the site>, [menu path for the particular source], date
if provided.

Adapted from *A Manual of Style: Twelfth Edition, Revised*. (Chicago: University of Chicago Press,
1969), 346.