

**Department of History, University of Lethbridge**  
**Brief Referencing Guide, updated January 2016**

All history essays must use Chicago-style footnotes or endnotes and a bibliography (the format set out in *The Chicago Manual of Style*), unless your instructor says otherwise. This handout explains some basic principles of Chicago-style references. It includes examples for the most common types of references that you will use, and a sample bibliography and list of endnotes to show what it should look like when it is all put together.

**Chicago-style citations and bibliographies**

Historians use Chicago-style citations because they provide more information than other referencing styles while also keeping your sentences free from interruptions by brackets and references in the text. Always include as much information as you have about a source, especially publication information, because it should be quick and easy for any other historian to find the same item you used. Chicago-style citations tend to follow a basic formula (name, title, publication info). In the examples below note that the key differences between a footnote and a bibliographic citation are commas vs periods, the presence or absence of brackets, and the order of the author's names.

**Footnotes and endnotes**

There is no magic number of citations required in any given essay, but you must cite the source of any direct quotations, paraphrasing, statistics, or ideas that are not your own. You do not need to cite information that would be considered common knowledge, such as "World War I started in 1914." Too many references and your essay looks unoriginal; too few and it may appear that you just don't have much evidence for your argument.

You can use footnotes or endnotes, beginning with the number 1 and then subsequently numbered 2, 3, 4, etc... throughout the paper. Do not use Roman numerals for these notes. Put the superscript number (i.e. raised slightly) which indicates a footnote or endnote immediately after a direct quote or at the end of a sentence or paragraph where you need to indicate your sources. In North America punctuation always goes inside the quotation marks, but the European standard is for the final punctuation to come after the final quotations marks – so ask your professor which they prefer. If you are referencing two sources in one sentence, place a single note at the end of the sentence and include the citation information for both sources in the footnote or endnote. Use a semi-colon to separate the two sources, and list them in the same order as you used them in the sentence or paragraph.

**Use a shorter format for subsequent notes**

The complete note must be given the first time a source is cited in a paper, but for subsequent notes you can just use the author's last name, followed by a comma, and then the page number. If you have more than one work by the same author, the author's last name is followed by a comma and the shortened title of the article or book, another comma and then the page number of the reference. If you are going to use "Ibid." to clean up your footnotes, do not add it until you are completely finished because it is very easy to get them mixed up during a last-minute cut-and-paste.

**Extended quotations**

Only use long quotations if it is absolutely necessary to convey the full flavor of the quotation. If a quotation is more than five lines in length, single space the text of the quotation and indent the whole block of text a further 1/2 inch from your normal margin. You do not need to use quotation marks because the format clearly indicates that it is a quote. Do not indent the right side or shrink the font.

**Paraphrasing**

Never string together a series of direct quotations. Do not rely on direct quotes to make your point. Direct quotes are only there to provide evidence and should only be used when an author's words are particularly useful in illustrating your argument. Try to use your own words to summarize the author's point, although you must still give that author credit in your footnotes.

### **Altering a direct quotation**

The words inside of the quotation marks must be exactly the same as they appeared in the original quote. There are only a few situations where you can change the original quote, and you must clearly indicate your changes.

- If you add anything to a quote you use square brackets to indicate the additions. For example, if the direct quote refers to “she,” and it is not entirely clear who “she” is, replace “she” with the person’s name. Similarly, if you must change capitalization to keep your sentence grammatically correct, this is also indicated by square brackets.

- If you wish to shorten a quote or include only a part of the original sentence, use an ellipsis (three periods ... ) to indicate that you’ve omitted some of the original text.

- Do not correct errors in punctuation, spelling or any other aspect of a direct quote, but indicate that the error is not your own by inserting the word “sic” in square brackets after the mistake.

### **Bibliographies**

Always list your primary sources (i.e. original sources from the time period you are studying) first and then the secondary sources (i.e. sources written by scholars after the time period you are studying), with each category clearly identified by a subheading. Within each category items must be listed alphabetically by author’s last name, never numbered.

#### **Citing secondary sources**

**A basic monograph citation. Note the key elements and the order in which they appear.**

Notes

1. Mary-Ellen Kelm, *A Wilder West: Rodeo in Western Canada* (Vancouver: University of British Columbia Press, 2011), 201.

Bibliography

Kelm, Mary-Ellen. *A Wilder West: Rodeo in Western Canada*. Vancouver: University of British Columbia Press, 2011.

**Article in academic journal. Use this format for all journals that were first published in paper, even if you found the journal online. Never include information about the database where you found it (eg. JSTOR), because that is the equivalent of saying “I found this book in a library.” See the Chicago Manual of Style website (link below) to see how to cite articles from journals that ONLY exist in an electronic format.**

Notes

5. Sharon Farmer, “Down and Out and Female in Thirteenth-Century Paris,” *American Historical Review* 103, no. 2 (April 1998): 345.

Bibliography

Farmer, Sharon. “Down and Out and Female in Thirteenth-Century Paris.” *American History Review* 103, no. 2 (April 1998): 345-372.

**\*\*For more information and examples of how to cite books with more than one author, edited and translated books, book chapters, e-books, theses and dissertations, websites and other electronic sources, go to the Chicago Manual of Style’s online Quick Guide. Use the “notes and bibliography” instructions not the author-date instructions:**

[http://www.chicagomanualofstyle.org/tools\\_citationguide.html](http://www.chicagomanualofstyle.org/tools_citationguide.html)

**Citing primary sources** can be more challenging because they don't always conveniently include all the information you need (such as the name of the person who wrote a newspaper article or took a photograph, or where an item was first published), or they include new kinds of information that secondary sources don't (such as information about where a source can be found in a specific archive). The most common abbreviations include "n.a." or "anonymous" for no author (although this is becoming increasingly optional and many citations begin simply with the title of the work), "n.p." for no publisher and "n.d." for no date.

**Citing a newspaper.** If the name of the newspaper does not include an obvious location then add the location to the citation. If you are using documents that you found online or in a microfilm collection you must include that information at the end of the citation.

*Lethbridge Daily Herald.* [http://www.ourfutureourpast.ca/newspapr/np\\_page2.asp?code=n69p0121.jpg](http://www.ourfutureourpast.ca/newspapr/np_page2.asp?code=n69p0121.jpg) (Accessed January 3 2012).

**Citing a newspaper article. If you are using documents that you found online or in a microfilm collection you must include that information at the end of the citation.**

Notes

10. N.A., "An Alderman Predicts a Day of Reckoning," *Lethbridge Daily Herald*, 25 August 1909, [http://www.ourfutureourpast.ca/newspapr/np\\_page2.asp?code=n69p0121.jpg](http://www.ourfutureourpast.ca/newspapr/np_page2.asp?code=n69p0121.jpg) (Accessed January 3 2012): 1.

Bibliography.

"An Alderman Predicts a Day of Reckoning." *Lethbridge Daily Herald*. 25 August 1909. [http://www.ourfutureourpast.ca/newspapr/np\\_page2.asp?code=n69p0121.jpg](http://www.ourfutureourpast.ca/newspapr/np_page2.asp?code=n69p0121.jpg) (Accessed January 3 2012).

**Government documents. If you are using documents that you found online you must also include the online citation information at the end. The government itself is usually listed as the author.**

Notes

11. Canada, Department of the Interior, "Annual Report of the Deputy Minister," *Sessional Papers*, Volume 7, #12, 29 February 1884: 23-24.

Bibliography

Canada. Department of the Interior. "Annual Report of the Deputy Minister." *Sessional Papers*. Volume 7, #12, 1884.

**Archival documents. Indicate what the source is. If you are using documents that you found online you must add the online citation information at the end of the citation.**

Notes

12. Julia Short Asher, reminiscence, Short-Knupp family fonds, Glenbow Archives M1137.

Bibliography

Asher, Julia Short. Reminiscence. Short-Knupp family fonds. Glenbow Archives M1137.

**Primary source which has been republished. Include the original publication information if available.**

Notes

13. Walter McClintock, *The Old North Trail: Life, Legends and Religion of the Blackfeet Indians*, intro. William E. Farr (Lincoln and London: University of Nebraska Press, 1999; Originally published 1910): 3.

Bibliography

McClintock, Walter. *The Old North Trail: Life, Legends and Religion of the Blackfeet Indians*. Intro. William E. Farr. Lincoln and London: University of Nebraska Press, 1999; Originally published 1910.

**Primary source reprinted in a secondary source**

Notes

14. Pierre Falcon, "Chansons des Bois Brulés," trans. Robert Baldwin, in Gerhard Ens, *From Homeland to Hinterland* (Toronto: Toronto University Press, 1998): 96-97.

Bibliography

Falcon, Pierre. "Chansons des Bois Brulés." Trans. Robert Baldwin. In Gerhard Ens, *From Homeland to Hinterland*. Toronto: Toronto University Press, 1998.

**Citing paintings, photographs, and other visual primary sources. Indicate what the source is.**

Notes

15. "Anne Bonney als Pirat," Portrait, (Netherlands, 1725) in *Ages of Woman, Ages of Man: Sources in European Social History, 1400-1750*, eds. Monica Chojnacka and Merry Wiesner-Hanks (London: Longman, 2002): 69.

Bibliography

"Anne Bonney als Pirat." Portrait. Netherlands, 1725. In *Ages of Woman, Ages of Man: Sources in European Social History, 1400-1750*, edited by Monica Chojnacka and Merry Wiesner-Hanks. London: Longman, 2002.

**Classical texts, in print or online**

The book, section, and line numbers used when citing for classical works are usually based upon the ones in the earliest manuscripts of the work in question. Those numbers do not change with different translations or editions and should be included in the footnote/endnote if they are provided. If you find the source online that information might not be provided. Indicate in your bibliography and the first time you cite a classical work the full details of the edition used, along with the translator and the details of publication, if that information is provided. Citing books like the Bible or Shakespeare does not usually need publication information unless the specific edition is relevant to your discussion. Use "B.C.E." (before common era) and "C.E." (common era) instead of "B.C." and "A.D."

Notes

16. Aristotle, *Metaphysics*. In *Complete Works of Aristotle: The Revised Oxford Translation*, edited by J. Barnes, 2 vols, (Bollingen Series. Princeton: Princeton University Press, 1983): 3.2.996b5-8.

19. Aristotle, *Metaphysics*, Book I, translated by W.D. Ross, Ancient History Sourcebook, accessed February 14, 2015 <http://legacy.fordham.edu/Halsall/ancient/aristotle-metaphysics.txt>

Bibliography

Aristotle. *Complete Works of Aristotle: The Revised Oxford Translation*. Edited by J. Barnes. 2 vols. Bollingen Series. Princeton: Princeton University Press, 1983.

Aristotle. *Metaphysics*. Book I. Translated by W.D. Ross. Ancient History Sourcebook. Accessed February 14, 2015 <http://legacy.fordham.edu/Halsall/ancient/aristotle-metaphysics.txt>

## Sample bibliography

### Primary

“Anne Bonney als Pirat.” Portrait. Netherlands, 1725. In *Ages of Woman, Ages of Man: Sources in European Social History, 1400-1750*, edited by Monica Chojnacka and Merry Wiesner-Hanks. London: Longman, 2002.

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Asher, Julia Short. Reminiscence. Short-Knupp family fonds, Glenbow Archives M1137.

Canada. Department of the Interior. “Annual Report of the Deputy Minister.” *Sessional Papers*, Volume 7, #12, 1884.

Falcon, Pierre. “Chansons des Bois Brulés.” Trans. Robert Baldwin. In Gerhard Ens, *From Homeland to Hinterland*. Toronto: Toronto University Press, 1998.

*Lethbridge Daily Herald*. (Lethbridge, Alberta) 1909.

[http://www.ourfutureourpast.ca/newspapr/np\\_page2.asp?code=n69p0121.jpg](http://www.ourfutureourpast.ca/newspapr/np_page2.asp?code=n69p0121.jpg) (Accessed January 3 2012).

McClintock, Walter. *The Old North Trail: Life, Legends and Religion of the Blackfeet Indians*. Intro. William E. Farr. Lincoln and London: University of Nebraska Press, 1999; Originally published 1910.

Tocqueville, Alexis de. *Democracy in America*. 2 vols. Trans. Henry Reeve. New York: Schocken Books, 1961.

### Secondary

Carey, Elaine, and Marak, Andrew M. Eds. *Smugglers, Brothels, and Twine: Historical Perspectives on Contraband and Vice in North America's Borderlands*. Tucson, Arizona: University of Tucson Press, 2011.

Cheney, Charise. “Representin’ God: Rap, Religion and the Politics of a Culture.” *The North Star* 3, no. 1 (Fall 1999). Accessed July 19, 2011. <http://northstar.vassar.edu/volume3/cheney/html>.

Farmer, Sharon. “Down and Out and Female in Thirteenth-Century Paris.” *American History Review* 103, no. 2 (April 1998): 345-372.

“If World War One Was a Bar Fight.” Last modified March 9, 2013. Accessed April 23, 2014. <http://themetapicture.com/if-wwi-was-a-bar-fight/>

Kagan, Donald, et al. *The Western Heritage: Brief Edition*. 2<sup>nd</sup> ed. Upper Saddle River: Prentice Hall, 1999.

Kelm, Mary-Ellen. *A Wilder West: Rodeo in Western Canada*. Vancouver: University of British Columbia Press, 2011.

Thomson, Guy P.C. “The Ceremonial and Political Roles of Village Bands, 1846-1974.” In *Rituals of Rule, Rituals of Resistance: Public Celebrations and Popular Culture in Mexico*, ed. William H. Beezley, et al. Wilmington: Scholarly Resources, 1994, 307-342.

### Sample page of endnotes based on preceding examples:

1. Mary-ellen Kelm, *A Wilder West: Rodeo in Western Canada* (Vancouver: University of British Columbia Press, 2011), 201.
2. Alexis de Tocqueville, *Democracy in America*, Vol 1, trans. Henry Reeve (New York: Schocken Books, 1961): 143.
3. Donald Kagan, et al. *The Western Heritage: Brief Edition*, 2<sup>nd</sup> ed. (Upper Saddle River: Prentice Hall, 1999): 63.
4. Elaine Carey and Andrew M. Marak, editors, *Smugglers, Brothels, and Twine: Historical Perspectives on Contraband and Vice in North America's Borderlands* (Tucson, Arizona: University of Tucson Press, 2011), 1.
5. Sharon Farmer, "Down and Out and Female in Thirteenth-Century Paris," *American Historical Review* 103, no. 2 (April 1998): 345.
6. Guy P.C. Thomson, "The Ceremonial and Political Roles of Village Bands, 1846-1974," in *Rituals of Rule, Rituals of Resistance: Public Celebrations and Popular Culture in Mexico*, ed. William H. Beezley, et al. (Wilmington: Scholarly Resources, 1994): 314.
7. Charise Cheney, "Representin' God: Rap, Religion and the Politics of a Culture," *The North Star* 3, no. 1 (Fall 1999), accessed July 19, 2011, <http://northstar.vassar.edu/volume3/cheney/html>.
8. "An Alderman Predicts a Day of Reckoning," *Lethbridge Daily Herald*, 25 August 1909, accessed January 3, 2012, [http://www.ourfutureourpast.ca/newspapr/np\\_page2.asp?code=n69p0121.jpg](http://www.ourfutureourpast.ca/newspapr/np_page2.asp?code=n69p0121.jpg): 1.
9. Canada, Department of the Interior, "Annual Report of the Deputy Minister," *Sessional Papers*, Volume 7, #12, 29 February 1884: 23-24.
10. Julia Short Asher, reminiscence, Short-Knupp family fonds, Glenbow Archives M1137.
11. Walter McClintock, *The Old North Trail: Life, Legends and Religion of the Blackfeet Indians*, intro. William E. Farr (Lincoln and London: University of Nebraska Press, 1999; Originally published 1910): 3.
12. Pierre Falcon, "Chansons des Bois Brulés," trans. Robert Baldwin, in Gerhard Ens, *From Homeland to Hinterland* (Toronto: Toronto University Press, 1998): 96-97.
13. "Anne Bonney als Pirat," Portrait, (Netherlands, 1725) in *Ages of Woman, Ages of Man: Sources in European Social History, 1400-1750*, eds. Monica Chojnacka and Merry Wiesner-Hanks (London: Longman, 2002): 69.
14. Aristotle *Metaphysics* 3.2.996b5-8.
15. Kelm, 210.
16. Farmer, 348.
17. "An Alderman Predicts a Day of Reckoning."
18. Aristotle, *Metaphysics*, Book I, translated by W.D. Ross, Ancient History Sourcebook, accessed February 14, 2015 <http://legacy.fordham.edu/Halsall/ancient/aristotle-metaphysics.txt>
19. "If World War One Was a Bar Fight," last modified March 9, 2013, accessed April 23, 2014, <http://themetapicture.com/if-wwi-was-a-bar-fight/> .