

A Simplified Guide to Footnotes and Citations

Adapted Sept 3, 2011 from Princeton University's Department of History web-site
([Junior-Paper-Guidelines-Revised-4-22-2011.pdf](#))

Footnotes must be used to indicate the sources of:

- (1) all **direct quotations** and statistical data,
- (2) all **opinions or interpretations that are not your own**, whether quoted, paraphrased, or summarized.

You do **not** have to footnote "general information"- the sort of information that appears in encyclopedias or Wikipedia. **However** if you directly quote Wikipedia or any other source- which in general you shouldn't- you must footnote it.

Footnotes may also include your comments on the sources, remarks on disagreement among authorities, or essential information that cannot appropriately fit into the text. However, as a general rule, anything worth saying at all is worth saying in the text. Do not use your footnotes as a dumping ground for surplus data. **In an undergraduate paper, you should generally only use footnotes to cite your sources.**

The best way to make footnotes, when using MS word, is to go to **Insert**, then **Footnote**, then click on the highlighted **Insert** button on the bottom of the dialogue box. This way, MS word will place the footnotes in the footer of the paper automatically for you, and will keep them properly numbered as you add more. You only need to fill in the proper citation data in the footer.

There is no single, universally accepted set of rules for citations. You probably will notice in your reading that different publishers and authors use different forms of footnotes. However, most historians follow the so-called Chicago style, which is based on the *Chicago Manual of Style*, and this is the format recommended by the Department of History.

The following rules provide a basic guide to the most common types of footnotes:

Book. The first time you cite a book, give the author's full name, the full title of the book as it appears on the title page (underlined), the place of publication, the publisher's name, the date of publication, and page from which your material has been drawn. Note that the publication data is enclosed in parentheses. For example:

1. Arthur M. Schlesinger, Jr., Robert Kennedy and His Times (Boston: Houghton Mifflin, 1978), 231.

Book Chapter. If the source you are using is a chapter in an edited volume, you must give the author's full name, the full title of the chapter as it appears on the title page (in quotation marks), and then the editor's name, name of the book (underlined), the place of publication, the publisher's name, the date of publication, and page from which your material has been drawn.

2. John J. Saunders, "The Nomad as Empire Builder." In Fred M. Donner ed., The Expansion of the Early Islamic State. London: Ashgate, 2008, p. 123.

Article in a Scholarly Journal. For the first citation of an article, give the author's full name, the full title, and the name (in *italics*), volume number, month and year, and page number of the journal or quarterly. For example:

3. Edwin S. Gaustad, "The Theological Effects of the Great Awakening in New England," *Mississippi Valley Historical Review*, 40 (March 1954): 690.

Article in Popular Magazine. Cite the article much as you would an article in a scholarly journal, but it is not necessary to cite the volume or issue number of a magazine of general interest. Note, however, that the abbreviation "p" is required to distinguish clearly between the date of publication and page number. For example:

4. Michael Rogers, "Software for War, or Peace: All the World's a Game," *Newsweek*, Dec. 9, 1985, p. 82.

Newspaper. For reference to a newspaper, the name of the paper and date usually are sufficient. However, for large newspapers, particularly those made up of sections, it is desirable to give the page number. For example:

5. *Richmond Enquirer*, May 15, 1835.

6. *New York Times*, Oct. 24, 1948, p. 17.

Web Site. Include as much of the following information as is available: author, title of the site, sponsor of the site, and the site's URL. When no author is named, treat the sponsor as the author. For example:

7. Kevin Rayburn, *The 1920s*, <http://www.louisville.edu/~kprayb01/1920s.html>.

Subsequent Citation. Subsequent citations of the source, if it is a book, book chapter, or article, should give only the author's last name and an abbreviated (short) title. For example:

8. Schlesinger, *Robert Kennedy*, 295.

9. Gaustad, "Theological Effects of the Great Awakening," 693-695.

Bibliography: if you use the format given above, no bibliography is needed in at the end. However, if you use another format (such as "parenthetical citation", also known as the MLA style) you will need to give full bibliographical data at the end, since this citation style does not give full biographical details within the text itself.