U.S. Military Academy at West Point
Department of History
Style and Formatting Guide

This is a reference guide for formatting Chicago style footnotes and the Bibliography or Works Cited in your history papers at West Point. Use this guide in conjunction with the Documentation of Academic Work and the Little, Brown Handbook. In case of conflicts, this guide takes precedence.

SAMPLE CITATIONS

Book (Print, Single Author)

Footnote, first use:


Footnote, subsequent consecutive reference to the same work with different page number:

³ Ibid., 4.

Footnote, subsequent consecutive reference to the same work with same page number:

⁵ Ibid.

Footnote, subsequent nonconsecutive reference to the same work:

⁷ Palmer, Summons of the Trumpet, 6.

Bibliography or Works Cited:


Book (Print, Two, or Three Authors)

Footnote, first use:

**Footnote, subsequent nonconsecutive reference to the same work:**


**Bibliography or Works Cited:**


**Book (More Than Three Authors)**

**Footnote, first use:**


**Footnote, subsequent nonconsecutive reference to the same work:**

⁵ Maier et al., *Inventing America*, 508.

**Bibliography or Works Cited:**


**Edited Volume**

**Footnote, first use:**


**Footnote, subsequent nonconsecutive reference to the same work:**


**Bibliography or Works Cited:**

Chapter in an Edited Volume

Footnote, first use:


Footnote, subsequent nonconsecutive reference to the same work:

⁵ Ross, “Components of Cultural Justice,” 207.

Bibliography or Works Cited:


Journal Article

When a journal article is obtained via an online database but is a photographic copy of the original publication (usually in pdf format), it is not necessary to cite it as an online source. In this case, simply cite it by the original publication information according to the format below.

Footnote, first use:


Footnote, subsequent nonconsecutive reference to the same work:


Bibliography or Works Cited:


Newspaper Article

When a newspaper article is obtained via an online database but is a photographic copy of the original publication (usually in pdf format), it is not necessary to cite it as an online source. In this case, simply cite it by the original publication information according to the format below.
**USMA Department of History, Style and Formatting Guide**

Footnote, first use:


Footnote, subsequent nonconsecutive reference to the same work:


**Bibliography or Works Cited:**


**Magazine Article**

Footnote, first use:


Footnote, subsequent nonconsecutive reference to the same work:


**Bibliography or Works Cited:**


**Website**

Note: Not all web sources are valid for scholarly research. Acceptable web sources include primary sources and scholarly secondary sources. A secondary source is scholarly if it follows at least the same standards of evidence as your paper (it must include footnotes or endnotes). Your instructor may give you additional guidance on web sources. It is not necessary to include non-durable URLs for web sources that were previously published and are merely photographically reproduced in a database (such as JSTOR). In these cases, cite only the original publisher.

Footnote, first use:

Bibliography or Works Cited:


**Journal Article from Online Database (Not Copied in Original Format)**

When a journal article in an online database is not a photographic copy but merely text, it is necessary to provide the URL because page numbers will not match those in the original publication. In this case, include only the durable URL to the database, not the temporary URL that is specific to your login session. The temporary URL is not used because it holds no value for a scholar who may attempt to retrace your citation. Normally, durable URLs are much shorter than temporary URLs, whereas temporary URLs often require multiple lines of text.

**Footnote, first use:**


**Bibliography or Works Cited:**


**Article Reprinted in USMA History Course Notebook**

**Footnote, first use:**


**Bibliography or Works Cited:**


**Article Reprinted in USMA History Course Reader**

**Footnote, first use:**

Bibliography or Works Cited:


West Point History of Warfare (iBook edition)

Footnote, first use:


Footnote, subsequent nonconsecutive reference to the same work:


Bibliography or Works Cited:


West Point History of Warfare (online edition)

Footnote, first use:


Footnote, subsequent nonconsecutive reference to the same work:


Bibliography or Works Cited:

USMA Department of History, Style and Formatting Guide


Translation

Footnote, first use:


Bibliography or Works Cited:


Quotation from Secondary Source

Footnote, first use:


Bibliography or Works Cited:


Unpublished Thesis or Dissertation

Footnote, first use:


Bibliography or Works Cited:


Congressional Record (Reports, Bills, or Resolutions)

Footnote, first use:

Bibliography or Works Cited:


Laws and Statutes

Footnote, first use:


Bibliography or Works Cited:


Primary Source in a Multi-Volume Collection

Footnote, first use:


Bibliography or Works Cited:


Primary Source from a Untitled Volume in a Multi-Volume Collection

Footnote, first use:


Bibliography or Works Cited:

Primary Source from Archive

Footnote, first use:

² Department of State Memorandum of Conversation, “Swiss protest concerning flight of American aircraft over Swiss territory,” dated October 12, 1943, RG 59, Central Decimal File, 1940-1944, decimal 811.2354/25, Box 7352, U.S. National Archives at College Park, MD (hereafter NARA).

Bibliography or Works Cited:

U.S. National Archives at College Park, MD, Record Group 59.
BIBLIOGRAPHY/WORKS CITED GUIDANCE

For history papers provide a list of sources at the end of the paper. Your instructor will tell you whether to provide a Bibliography or a Works Cited. A Bibliography includes all the sources that informed your paper – whether cited or not. A Works Cited includes only works that you have actually cited in your footnotes. The list should be formatted in Times New Roman font, size 12. Center the title WORKS CITED (or BIBLIOGRAPHY) two inches from the top of the page. Your sources should be listed in alphabetical order. If applicable, they should also be organized by primary and secondary sources and then alphabetically. Single-space each source, and double-space between sources. Subsequent lines for each source should be indented five spaces.

Bibliography/Works Cited Example:

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WORKS CITED
Primary Sources


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GENERAL FORMAT GUIDANCE

Narrative text should be formatted in Times New Roman font, size 12, and double spaced. The paper title should not be repeated before the introduction, as it already appears on the title page. The 1.5-inch margin on the left side of each page allows for the paper to be bound in the brown bomber without the binding encroaching on the text.

General Format Example:

This guide will help you document your written work for introductory history courses and other classes here at West Point. Documentation is designed to: (1) give proper credit to the originators of ideas, (2) lend weight to your own arguments by offering corroborating evidence from credible sources, and (3) enable your reader to refer back to the specific location in the source cited. Improper documentation not only fails in these objectives but also detracts from your own credibility by suggesting laziness, ignorance and/or duplicity.

The instructions contained in this guide can help you not only improve your grades, but also enhance the overall effectiveness of your writing. If you have further questions, consult current editions of The Little, Brown Handbook (LBH) and the Dean’s Documentation of Academic Work (DAW) as well as your instructor for definitive rules.

Margins are 1.5" on the left, and 1" on the top, right, and bottom

Last name and page number in the upper right corner through the list of sources

No extra spaces between body paragraphs
FOOTNOTE GUIDANCE

Create footnotes through MS Word by selecting "insert footnote" from the "References" tab. This will create a superscript number for you. In the text, the footnote number should appear at the end of the sentence after all punctuation. Consolidate all references in one sentence into one footnote and separate sources with a semi-colon. Footnotes should be formatted in Times New Roman font, size 10. Single-space within each note, and double-space between notes.

Footnote Example:

Indent first line of notes five spaces

Footnotes can be used to further provide context that is not appropriate to include in the paper body

Use shortened format for repeated, non-consecutive notes

Ibid. is an abbreviation for ibidem, meaning "the same place," a reference to the preceding citation

Double-space between notes


38 Ibid.

39 Jackson Granholm, The Day We Bombed Switzerland: Flying with the US Eighth Army Air Force in World War II (Shrewsbury, UK: Airlife Publications, 2000), 140; Meier, Friendship under Stress, 315.


41 Report from Military Air Attache, Bern, Switzerland, “Results and Effects of Aerial Bombing at Basel, Switzerland,” dated March 16, 1945, RG 165, E418, Boxes 962-63, NARA; Granholm, The Day We Bombed Switzerland, 140.

Acronymize record locations that are used repeatedly

Single-space within notes
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TITLE PAGE GUIDANCE

Title Page Example:

UNITED STATES MILITARY ACADEMY

WRITING REQUIREMENT #2: ROOSEVELT AND THE DEPRESSION

HI105: HISTORY OF THE UNITED STATES
SECTION E8
COL IAM THEPROF

By

CADET IAM THELEADER ’14, COH1
WEST POINT, NEW YORK
4 FEBRUARY 2012

MY DOCUMENTATION IDENTIFIES ALL SOURCES USED AND ASSISTANCE RECEIVED IN COMPLETING THIS ASSIGNMENT.

I DID NOT USE ANY SOURCES OR ASSISTANCE REQUIRING DOCUMENTATION IN COMPLETING THIS ASSIGNMENT.

SIGNATURE: __________________________________________

WORD COUNT: 1,479

The font is Times New Roman, size 12

Use spacing guide to ensure proper format

Include original titles for original research papers

Include a word count, if applicable. This does not include the title page, block quotations, footnotes, or list of sources