Addendum to the Dean's Documentation of Academic Work for the Department of History

This addendum supplements the published guides to documentation provided to each cadet class. For work in the Department of History, cadets will follow the standard Chicago Manual of Style, as explained for student papers in Kate L. Turabian, *A Manual for Writers of Term Papers, Theses, and Dissertations*, 6th edition. Information on this style appears in:


Supplemental Guidance:

Use BIBLIOGRAPHY or WORKS CITED for the list of sources at the end of the paper. “Works Cited,” the term used in LBH, refers solely to works you have actually cited in your footnotes. “Bibliography” includes other works that you have consulted, perhaps for wider context, but have not needed to cite in your footnotes; “bibliography” is thus a more comprehensive term that suggests the breadth of your research to your instructor.

*LBH* says that you may use italics or underlining for titles. Use italics for titles in all submissions to the Department of History.

After the first citation of a source in a footnote, subsequent citations should use either “Ibid.” or a shortened note with the author’s last name, an abbreviated title of four or fewer key words, and the page number. Do not use in-text parenthetical citations. (Some exceptions may be introduced in HI 498.)

Two steps must be taken with each footnote entry in MSWORD to make it comply with Chicago style as described by Turabian. After inserting the footnote indent it by moving the cursor to the left margin and hitting “TAB.” At the end of each footnote, add another “RETURN” to provide a blank line between footnotes. Finally, MSWORD automatically inserts a superscript number at the beginning of each footnote, rather than the number and a period. According to Turabian, this is an acceptable format in Chicago style and need not be changed.

Sample Citations: This addendum introduces additional examples of often-used sources that cadets will encounter in their research projects for the Department of History core courses (HI 103/04, HI 153/54, HI 107/08, HI 301/02, and HI 351/352).

*LBH* includes the common examples listed below:

1. A book with one, two, or three authors.
2. A book with more than three authors.
4. An anonymous work.
6. A work with more than one volume.
7. A selection from an anthology.
8. An article in a journal with continuous pagination throughout the annual volume.
9. An article in a journal that pages issues separately.
10. An article in a popular magazine.
11. An article in a newspaper.
12. A government publication.
13. A work of art.
14. A source on CD-ROM or diskette.
15. An on-line source.

Additional Examples of Documentation for the History Department

See especially examples 1 and 2, which address articles and documents in your course reader, and 5, which shows how to cite a primary source which you have found in a secondary source. (Note that you must document articles and documents you find in other course readers, as well as those found in the reader for your class.)

1. A primary source document from a cadet Course Notebook.

Footnote:


Bibliography entry:


2. An article reprinted in a cadet Course Reader.

Footnote:


Bibliography entry:


3. Published Reports.

Footnote:

Bibliography entry:


4. **Public Papers of the Presidents.**

Footnote:


Bibliography entry:


5. **Secondary Source of Quotation.**

Footnote:


Bibliography entry:


6. **Unpublished Thesis or Dissertation.**

Footnote:


Bibliography entry:


7. **Translations.**

Footnote:

Bibliography entry:


Footnote:


Bibliography entry:


Footnote:


Bibliography entry:


10. Congressional Record (Debates).

Footnote:

10 Congress, Senate, Senator Ted Kennedy of Massachusetts speaking for the Joint Resolution on Nuclear Weapons Freeze and Reductions to the Committee on Foreign Relations, S.J. Res. 163, 97th Cong. 1st sess., *Congressional Record* 128, pt. 3 (10 March 1982): 3832-34.

Bibliography entry:


11. Congressional Record (Bills and Resolutions)

Footnote:

Bibliography entry:


12. United States Statutes at Large (Bills and Resolutions Passed by Congress)

Footnote:


Bibliography entry: