Footnotes document the sources of the information used in a history paper. Unlike the parenthetical author and page citations favored by many other disciplines (Smith, 92), footnotes cite the full bibliographical information at the "foot" of the page where the source is first used. Here's an example:

TEXT OF ESSAY

> According to Patrice Higonnet, the state of Massachusetts was a theocracy "of a peculiar and unstable kind."[3]

FOOTNOTE

> 3. Patrice Higonnet, *Sister Republics: The Origins of French and American Republicanism* (Cambridge, Mass.: Harvard, 1988), 31.

After the first time you use a source, abbreviate the citation with the author's last name, a few key terms from the title, and the page number.

SUBSEQUENT NOTE

> 5. Higonnet, *Sister Republics*, 88.

Documentary Footnotes

In history, the *context* of the source—its time, place, author, etc.—is often just as important as the *content* of the document. Including this information in the text of the essay, rather than saving it for the bibliography, helps the reader quickly access the original source of quotations, facts, and ideas. The Citation Models below provide examples of how to cite in many of the situations you will encounter. As a general rule, *keep your citations consistent and provide your reader with whatever they need to find the original source.*

Discursive Footnotes

Documentary footnotes also afford the writer the opportunity to add commentary that would be out of place in the body of the essay. Such "discursive" notes may be used to evaluate the credibility of a source, to acknowledge indebtedness for a colleague's assistance, or to discuss questions related to, but not essential to, your main argument. Use discursive notes sparingly.

EXAMPLES OF DISCURSIVE NOTES[1]

> 3. Mably later urged Americans to ponder the advantages of "the same form of worship, of obedience to the same divine laws." *Letters to John Adams*, 120.

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[1] The first two examples are adapted from the endnotes to Patrice Higonnet's *Sister Republics: The Origins of French and American Republicanism* (Cambridge, Mass.: Harvard University Press, 1988), 286–87.

7. See Gary B. Nash, *The Urban Crucible*, 132–34. Nash presents these riots (inaccurately, to my mind) as proof of popular resentment against "aristocratic, wealthy, and ambitious men."

15. I wish to express gratitude to my colleague Andrew Hernandez for pointing out the many subtle references to Machiavelli in this chapter of *The Social Contract*.

When to Cite

Cite to acknowledge the source of direct quotations, paraphrases, summaries, and information not considered common knowledge. You must also acknowledge ideas that originated with someone else, even if you don't quote the author. You need not cite common knowledge, such as dates of prominent events or ideas that have become common currency (e.g. Freud's idea of the "ego"). This exception for common knowledge applies even to information you didn't know before you read about it. That the Seven Years' War lasted from 1756-1763 is well-established knowledge. You need not cite the textbook where you read these dates, even if you weren't familiar with them beforehand. By contrast, the claim that the loss of Native American allies in 1760 was the main cause of French defeat during the Seven Years' War is an interpretation that could be questioned. You would need to cite the source for such an assertion.

For more on citing and plagiarism, see the University of Oklahoma's statement on Academic Integrity [http://integrity.ou.edu/students_guide.html]

Where to Cite

Cite at the end of the sentence where you used the author's words or ideas—*even if* the quotation ends before the conclusion of the sentence.

Yes: John Woolman described slaves as "innocent men capable to manage for themselves," a remarkable stance for the eighteenth century.[5]

No: John Woolman described slaves as "innocent men capable to manage for themselves,"[3] a remarkable stance for the eighteenth century.

How to Create a Footnote

In Microsoft Word, create a footnote following these steps:

1. Put your cursor at the end of the sentence you wish to footnote.
2. From the "Insert" menu, choose "Footnote"
3. Word will automatically create a numbered footnote at the bottom of the page. Type your footnote there.

Bibliographies

A bibliography is an alphabetized list of all the sources you consulted or cited while writing the essay. Begin your bibliography at the top of the first page after the conclusion of your paper. If you use more than one work by the same author, replace their name with six hyphens (------) for entries after the first. Here is an example for a paper that used two books by historian Richard White:

Slotkin, Richard. *The Fatal Environment: The Myth of the Frontier in the Age of Industrialization, 1800–1890*. Athaneum: New York, 1985.

White, Richard. *Railroaded: the Transcontinentals and the Making of Modern America*. Norton: New York, 2011.

------. *The Middle Ground: Indians, Empires, and Republics in the Great Lakes Region, 1650 – 1815*. Cambridge Studies in North American Indian History. Cambridge University Press: Cambridge, 1991.

Citation Models

What follows is a list of the most common kinds of sources you may need to cite in a history essay. If you encounter a type of source not on this list, consult Kate L. Turabian's *Manual for Writers of Research Papers, Theses, and Dissertations* (Chicago: University of Chicago Press, 2010), or ask your TA for assistance.

In the following examples,

FN = First Note
SN = Subsequent Note
BIB = Bibliographical Entry

Books

One Author

FN   4. Richard White, *Railroaded: The Transcontinentals and the Making of Modern America* (New York: Norton, 2011), 74.

SN   8. White, *Railroaded*, 105.

BIB   White, Richard. *Railroaded: the Transcontinentals and the Making of Modern America*. New York: Norton, 2011.

Multiple Authors

FN   7. Joe M. Richardson and Maxine D. Jones, *Education for Liberation: The American Missionary Association and African Americans, 1890 to the Civil Rights Movement* (Tuscaloosa: University of Alabama Press, 2009), 190.

SN   11. Richardson and Jones, *Education for Liberation*, 201–203.

BIB   Richardson, Joe M., and Maxine D. Jones. *Education for Liberation: The American Missionary Association and African Americans, 1890 to the Civil Rights Movement*. Tuscaloosa: University of Alabama Press, 2009.

Translator or Editor in Addition to the Author

FN   11. Alexis de Tocqueville, *Democracy in America*, trans. Arthur Goldhammer (New York: Library of America, 2004), 99.

SN   15. Tocqueville, *Democracy*, 12.

BIB   Tocqueville, Alexis de. *Democracy in America*. Translated by Arthur Goldhammer. New York: Library of America, 2004.

Note: If a book has both an editor and translator, include both.

Editor Instead of Author

If you are citing the editor of a compilation or anthology, or referencing the entire edited work, begin your note with the editor's name. If you are citing the author of a chapter in an edited anthology, see "Work in an Anthology" below.

FN   2. Ralph F. Young, ed., *Dissent in America: The Voices that Shaped a Nation* (New York: Pearson, 2006), xxiii.

SN   5. Young, *Dissent*, xxi.

BIB   Young, Ralph F., ed. *Dissent in America: The Voices that Shaped a Nation*. New York: Pearson, 2006.

Works Accessed on a Website

Books and other sources consulted online follow the same citation format as their printed counterparts, except that you must also include an access date and a web address. Many websites and databases have begun using a DOI, or Digital Object Identifier, to create a short, stable link to books and articles. If no DOI is available for a work published on a website, then use the site's URL (this can be copy-pasted from your browser's address bar). If you are citing a book you accessed through a database like JSTOR or ProQuest, cite the website's name instead of the URL (these URL's are often very long!) unless a DOI is provided.

Website (use DOI or URL)

FN   3. Thomas Paine. *Common Sense*, in *The Writings of Thomas Paine, Volume I,* ed. Moncure Daniel Conway (New York: G.P. Putnam's Sons, 1894; Project Gutenberg, 2008), 25–26, accessed February 18, 2013, http://gutenberg.org/ebooks/147.

SN   9. Paine, *Common Sense*, 29.

BIB   Paine, Thomas. *Common Sense*. In *The Writings of Thomas Paine, Volume I.* Edited by Moncure
          Daniel Conway. New York: G.P. Putnam's Sons, 1894; Project Gutenberg, 2008.
          Accessed February 18, 2013. http://gutenberg.org/ebooks/147.

NOTE: For a website with no page numbers, use section or chapter headings to orient your reader to the location of the cited passage. Place them where the page number would go.

Database (Use DOI or Database Name)

FN   8. John Filson, *The Discovery, Settlement, and Present State of Kentucky: and
          an introduction to the topography and natural history of that rich and important
          country: also Colonel Daniel Boon's narrative of the wars of Kentucky*, (London: Stockdale,
          1793), 5, accessed March 12, 2012, Sabin Americana.

SN   9. Filson, *Kentucky*, 7.

BIB   Filson, John. *The Discovery, Settlement, and Present State of Kentucky: and an introduction to
          the topography and natural history of that rich and important country: also Colonel
          Daniel Boon's narrative of the wars of Kentucky.* London: Stockdale, 1793. Accessed
          March 12, 2012. Sabin Americana.

Sections in Books

Work in an Anthology (including primary sources in edited collections).
          When citing a contribution to an anthology, start with the name of the author of the chapter or
section you're referencing. For primary sources, note the *original* date of publication after the title.

FN   4. John Woolman, "Considerations on Keeping Negroes, Part Second" (1762), in *Dissent
          in America: The Voices that Shaped a Nation*, ed. Ralph F. Young (New York: Pearson, 2006),
          55–56.

SN   9. Woolman, "Keeping Negroes," 58.

BIB   Woolman, John. "Considerations on Keeping Negroes, Part Second." 1762. In *Dissent in America:
          The Voices that Shaped a Nation*, edited by Ralph F. Young, 53-58. New York: Pearson,
          2006.

Letter from a Collection.

FN   8. Tecumseh to Governor William Henry Harrison, 1810, in *The Library of Oratory*, ed.
          C.M. Depew (New York: Globe, 1902), 4: 363–64.

SN   9. Tecumseh to Harrison, 364.

BIB   Tecumseh. Tecumseh to Governor William Henry Harrison, 1810. In *The Library of Oratory*, ed.
         C. M. Depew. New York: Globe, 1902.

Periodicals

Journal Article (Print)

FN   3. Bettye Hobbs Pruitt, "Self-Sufficiency and the Agricultural Economy of
Eighteenth-Century Massachusetts," *William and Mary Quarterly* 41, no. 3 (1984): 338.

SN   5. Pruitt, "Self-Sufficiency," 339.

BIB   Pruitt, Bettye Hobbs. "Self-Sufficiency and the Agricultural Economy of Eighteenth-Century
         Massachusetts." *William and Mary Quarterly* 51, no. 3 (1984): 334–64.

Annual journal volumes are sometimes divided into issue numbers. In the above example, "41" is the
volume number, and "no. 3" is the issue number. If the journal doesn't have an issue number, substitute
a month of publication if available. If the *William and Mary Quarterly* hadn't provided an issue number,
for example, you would have written:

Bib   Pruitt, Bettye Hobbs. "Self-Sufficiency and the Agricultural Economy of Eighteenth-Century
         Massachusetts." *William and Mary Quarterly* 51 (July 1984): 334–64.

Article from Online Journal
        If you're reading an article directly from a journal's website, add the date of access and DOI or
URL to the end of your citation.

FN   5. Elizabeth Greenhalgh, "The Viviani-Joffre Mission to the United States, April – May
1917: A Reassessment," *French Historical Studies* 35, no. 4 (2012), 628, accessed June 25, 2013.
doi: 10.1215/00161071-1627072.

SN   8. Greenhalgh, "Viviani-Joffre Mission," 628.

BIB   Greenhalgh, Elizabeth. "The Viviani-Joffre Mission to the United States, April–May 1917: A
         Reassessment" *French Historical Studies* 35, no. 4 (2012): 627–59. Accessed June 25,
         2013. doi: 10.1215/00161071-1627072.

Article from a Database
        When you access an article from a database like JSTOR or LexisNexis Academic, use the DOI if
provided. If there is no DOI, use the title of the website instead of copy-pasting the lengthy URL from the
address bar.

FN   1. John F. Burns, "Taming the Elephant: An Introduction to California's Statehood and Constitutional Era," *California History* 81, no. 3-4 (2003): 2, accessed May 14, 2012, http://www.jstor.org/stable/i25161694.

SN   2. Burns, "Taming the Elephant," 5.

BIB   Burns, John F. "Taming the Elephant: An Introduction to California's Statehood and Constitutional Era." *California History* 81, no. 3-4 (2003): 1-26. Accessed May 14, 2012. http://www.jstor.org/stable/i25161694.

Newspaper or Magazine Article

When using a newspaper or popular magazine article as a *secondary source*, you may cite it in the body of your text rather than in a note. For example: "In a August 7, 2013 article in the *New York Times*, Charlie Savage reported that. . . ."

When citing a newspaper as a *primary source*, provide a footnote and a bibliographic entry. You will access most of the historical newspapers you use through a database, so be sure to add date of access and the name of the database. Start with the author's name if it's provided; otherwise, begin with the title of the article.

FN   8. "Tented City for Refugees: Government Making Preparations to Care for Mexican Prisoners at Fort Bliss," *Tulsa World*, January 16, 1914, accessed January 29, 2012, America's Historical Newspapers.

SN   10. "Tented City"

BIB   "Tented City for Refugees: Government Making Preparations to Care for Mexican Prisoners at Fort Bliss." *Tulsa World*, January 16, 1914. Accessed January 29, 2012. America's Historical Newspapers.

Book Review

FN   12. Phillip Hamilton, review of *Accommodating Revolutions: Virginia's Northern Neck in an Era of Transformations, 1760 – 1810*, by Albert H. Tillson, Jr., *American Historical Review* 116, no. 1 (2011): 171.

SN   13. Hamilton, review of *Accommodating Revolutions*, 171.

BIB   Hamilton, Phillip. Review of *Accommodating Revolutions: Virginia's Northern Neck in an Era of Transformations, 1760 – 1810*, by Albert H. Tillson. Jr. *American Historical Review* 116, no. 1 (2011): 171–172.