

## Davidson College Department of History Standards for Documentation

Students in history courses should document their sources by using either footnotes or endnotes. Notes should conform to the standard format outlined in Mary Lynn Rampolla, *A Pocket Guide to Writing in History* or [The Chicago Manual of Style](#), available through our library website.

**GENERAL FORM GUIDELINES:** Body text should be double spaced. Notes and bibliography should be single spaced. Use a standard font such as Times New Roman, preferably in 12-point font. Notes are best in 10-point font.

**FOOTNOTES OR ENDNOTES:**<sup>1</sup> Cite the source of any factual evidence, insight, or point of background that you have taken from another author. Citations should be numbered consecutively through your paper; do not begin a new series with each page or section, except in long papers with separate chapters. Whenever possible the numerals should be placed at the ends of sentences or quotations, not after commas or semicolons. Occasionally, however, precision demands a note mid-sentence. For titles of books and journals, use italics. The first line of any footnote/endnote should be indented.

### Book (first reference):

<sup>3</sup> Sally G. McMillen, *Motherhood in the Old South: Pregnancy, Childbirth, and Infant Rearing* (Baton Rouge: Louisiana State University Press, 1990), 39.

### Subsequent references:

<sup>3</sup> McMillen, 47.

(but if this work is one of two or more by an author named McMillen, then):

<sup>3</sup> McMillen, *Motherhood*, 47.

### Article (first reference):

<sup>10</sup> Vivien E. Dietz, "The Politics of Whisky: Scottish Distillers, the Excise, and the Pittite State," *Journal of British Studies* 36 (January 1997): 40.

### Subsequent references:

<sup>10</sup> Dietz, 42.

(but if this work is one of two or more by an author named Dietz, then):

<sup>10</sup> Dietz, "The Politics of Whisky," 42.

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<sup>1</sup> Footnotes can be formatted automatically by choosing Insert→Footnote in Word. In general, footnotes are preferred over endnotes. Footnotes may be in a slightly smaller font (10-point), but this is a matter of preference.

### **Document from a published collection of primary sources:**

<sup>7</sup> Charlemagne, "Letter to Pope Leo III," in C. Warren Hollister, et al., eds., *Medieval Europe: A Short Sourcebook*, Third Edition (New York: McGraw-Hill, 1997), 86.

**Other sources:** For references to electronic sources, encyclopedias, book reviews, interviews, newspapers, films, videos, works of art, poems, manuscripts, recordings, and other types of sources, follow the guidelines in Rampolla or *The Chicago Manual of Style*.

**BIBLIOGRAPHY:** For shorter papers that cite all sources in footnotes, a separate bibliography is generally not required. For longer research papers, a bibliography is appropriate and may be required. Your bibliography should include all sources from which you have drawn any materials, insights, or background. List primary and secondary sources separately. Each list should follow alphabetical order according to author's last name; if no author is listed or known, use the first substantive word of the title. Note that in a bibliographical entry the first line begins at the left margin; all following lines are indented five spaces. This indentation format is the reverse of the one used for footnotes or endnotes.

#### **Book:**

Mangan, Jane E. *Transatlantic Obligations: Creating the Bonds of Family in Conquest-Era Peru and Spain*. New York: Oxford University Press, 2015.

#### **Article:**

Aldridge, Daniel. "Campus to Counter: Civil Rights Activism in Raleigh and Durham, North Carolina, 1960-1963," *North Carolina Historical Review* 100, no. 4 (October 2023): 446-447.

#### **Article or chapter in a collection:**

Tilburg, Patricia A. "Colette: The New Woman Takes the Stage in belle époque France," *The Human Tradition in Modern Europe, 1750 to the Present*. Eds. Cora Granata and Cheryl A. Koos. New York: Rowman & Littlefield, 2007, 75-90.

**ELECTRONIC SOURCES:** Often the Web is not a reliable source of information, largely because many sites are not refereed. Before using a web source, look for signs of bias or incompetence. Refer to Rampolla for the correct form to use in citing and listing various types of electronic sources. In general, for electronic sources one should include the same information provided for printed materials, and identify the pathways needed for access to the material. In some cases, especially when a webpage is easily located by its title, it is unnecessary to cite the URL. Example of a footnote citation to an online source:

<sup>5</sup> Tom Holmberg, "Napoleon and the French Revolution," *Napoleon Bonaparte: Internet Guide*, c. 1998. [http://www.napoleonbonaparte.nl/html/body\\_nap\\_and\\_revolution.html](http://www.napoleonbonaparte.nl/html/body_nap_and_revolution.html).