Format and Citations for History Papers

This guide is intended as a quick reference to writing papers according to the *Chicago Manual of Style*, the authority for academic citation that is most often used in history writing. Many other disciplines also use Chicago-style citation, but be sure to check with your instructor about which method (*Chicago*, MLA, APA, or something else) is preferred in your class and your discipline.

The information and examples here are by no means exhaustive. For more detailed information, consult Kate L. Turabian's *A Manual for Writers of Research Papers, Theses, and Dissertations*. When in doubt, talk with your instructor.

This guide is adapted from Bedford/St. Martin's *Research and Documentation Online*, an excellent resource for citations and formatting in *Chicago* and other styles:
http://bcs.bedfordstmartins.com/resdoc5e/RES5e_ch10_s1-0006.html

Formatting the paper

Title page: Not necessary for shorter papers. For theses, include the full title of your paper, your name, the course title, the instructor's name, and the date.

Pagination: Using Arabic numerals, number the pages in the upper right corner. Do not number the title page; start on the first page of text (in MS Word, go to *Header & Footer Tools* and toggle "Different first page;" right click on the page number and select "Format page number" to adjust settings). Depending on your instructor's preference, you may also use a short title or your last name before the numbers.

Margins & font: Use standard 1-inch margins. Indent the start of each paragraph one-half inch from the left margin. Avoid a font that is unusual or hard to read, and be consistent throughout your paper; 12-pt Times New Roman is standard.

Line spacing: Double-space the body of the paper. Single-space a block quotation, and leave a blank line before and after it. Single-space footnotes and the bibliography, but leave a blank line between entries.

Block quotations: Set off a long quotation (more than 3-4 lines) by indenting the entire quotation one-half inch from the left margin. Single-space. Do not add quotation marks. Be sure to include a footnote.

Capitalization: In titles of works, capitalize all words except articles (*a, an, the*), coordinating conjunctions (*and, but, or, nor, for, so, yet*), or the words *to* or *as*, unless one of these words is first or last in the title or subtitle. Do not capitalize prepositions (*at, from, between*, *to,* and so on) unless they are emphasized or used as adverbs, adjectives, or conjunctions. Follow these guidelines in your paper even if the title is styled differently in the source or in the library catalog.

Italics: Italicize the titles of books, journals, films, and other long works. Use quotation marks around the titles of periodical articles, short stories, poems, other short works, and websites.

URLs (Web addresses): When a URL must break across lines, do not insert a hyphen or break at a hyphen if the URL contains one. Instead, break the URL after a colon or a double slash or before any other mark of punctuation. If your word processing program automatically turns URLs into links (by underlining them and changing the color), turn off this feature.

Headings: *Chicago* does not provide guidelines for the use of headings in student papers. If you would like to insert headings in a long essay or research paper, check first with your instructor.

Figures and tables: Sometimes, you may choose to use visual aids in your paper. These could be *figures* (charts, graphs, diagrams, maps, photographs, drawings, or other images) or *tables* (grids consisting of columns and rows that present numerical or verbal facts by categories). Check with your instructor for specific instructions on including and formatting visual aids, but the following are some guidelines:

Label each **table** with an Arabic numeral (Table 1, Table 2, and so on) and provide a clear title that identifies the table's subject. The label and the title should appear on separate lines above the table, flush left. Below the table, give its source in a note like this one:

> *Source:* Edna Bonacich and Richard P. Appelbaum, *Behind the Label* (Berkeley: University of California Press, 2000), 145.

For each **figure**, place a label and a caption below the figure, flush left. The label and caption need not appear on separate lines. The word "Figure" may be abbreviated to "Fig."

In the text of your paper, discuss the most significant features of each illustration or table. Place visual aids as close as possible to the sentences that relate to them unless your instructor prefers that they appear in an appendix. Especially if you will be submitting your paper electronically, be sure to group all labels and captions with the figure or table, and to anchor it in your text. Remember that if your paper will be compiled into a larger work, the editor may need to copy and paste from your paper; using anchors and grouping will help keep your visuals in correct part of your text.

Formatting the footnotes

Use MS Word's footnote command ("Insert Footnote" on the *References* tab) to insert footnotes; this will ensure that they are correctly numbered even if you later add, remove, or reorder notes.

Remember that the MS Word defaults for footnotes are *not* the same as *Chicago* style! You will have to manually adjust the format for footnotes to ensure the font, indentation, and line spacing are correct.

Font: Use the same font as the rest of your paper, but in a slightly smaller size; 10-pt Times New Roman is standard.

Indenting & line spacing: Indent the first line of each note a half inch from the left margin; do not indent additional lines in the note. Single-space each note, but leave a blank line between notes.

Punctuation: In general, separate most elements with commas. Enclose publication details such as city and publisher name in parentheses. Do not use "p." before page numbers. Each note should end with a period.

Numbering: If you use superscript reference numbers (default in MS Word), you should begin the text of each note immediately after the number with no intervening period or space. If you type the numbers yourself in regular script, type a period after the numeral and then add one space before beginning the note.

Shortened notes: Give a complete citation the first time you cite a work and a shortened one in subsequent notes. A shortened note should include only the author's last name, a shortened title, and a page number:

> [3]Turabian, *Manual for Writers*, 154.

To shorten a citation to a work that appears in the immediately previous note, you may use the Latin *ibid.* (from *ibidem* or "in the same place"):

> [4]Ibid., 155.

Formatting the bibliography

Typically, the notes in *Chicago*-style papers are followed by a bibliography, an alphabetically arranged list of all the works cited or consulted. Center the title Bibliography at the top of the page. Number bibliography pages consecutively with the rest of the paper.

Alphabetizing the list Alphabetize the bibliography by the last names of the authors (or editors); when a work has no author or editor, alphabetize it by the first word of the title other than *A, An*, or *The*.
If your list includes two or more works by the same author, use a 3-em dash (six hyphens) instead of the author's name in all entries after the first. Arrange the entries alphabetically by title.

Indenting and line spacing Begin each entry at the left margin, and indent any additional lines one-half inch. Single-space each entry and double-space between entries (unless your instructor prefers double-spacing throughout).

Categorized listings: You may organize a longer bibliography into categories to help readers see related sources as a group. For example, you may separate primary sources from secondary ones. Ask your professor before doing this.

Important Reminder:

The correct formats for footnotes and bibliographies are different! You cannot simply copy and paste a reference from your footnote into your bibliography. Consult the accompanying "Brief Guide to Style" or the references below for information about the differences, and pay careful attention to punctuation.

Additional Resources:

Bedford/St. Martin's Press. "*Chicago* Style: History." Research and Documentation Online.
> http://bcs.bedfordstmartins.com/resdoc5e/RES5e_ch10_o.html

Calvin History Department Quick Guide: Sample *Chicago*-style Citations.
> http://www.calvin.edu/academic/history/academics/resources/sample-citations.pdf

Turabian, Kate L. *A Manual for Writers of Research Papers, Theses, and Dissertations*. 8th ed. Chicago:
> University of Chicago Press, 2013.
> http://www.press.uchicago.edu/books/turabian/turabian_citationguide.html