

TABLE OF CONTENTS

How to format an essay or term paper	3
How to footnote or document research and create a bibliography	4
What is a bibliography?	5
A note on plagiarism	5
Sample footnotes and bibliography	7
Books	7
Journal articles in print, as a pdf, from an electronic database, or online	12
Websites and internet sources	14
Other formats such as conference papers, book reviews, dissertations, magazines, newspapers, encyclopedia entries	15
Archival sources and microfilms	18
How to format footnotes for the second, third reference to the same book, journal article or electronic citation (and what <i>ibid</i> means)	19
Further guides to writing, research papers and style formats	21
Sample history essay with examples of title page, footnotes, bibliography, ellipsis, block quotations	22

SAINT MARY'S UNIVERSITY DEPARTMENT OF HISTORY STYLE MANUAL

This style manual is designed to help students format the essays they write for History courses. It includes information on how to do footnotes gathered from different types of books, articles and online sources and then set up a bibliography of these sources. The sample essay and bibliography provide examples of how to document the research for a History essay.

HOW TO FORMAT AN ESSAY OR TERM PAPER

i. Title Page

The title page of every term paper or report should contain the following information: the full title of the paper, the name of the author of the paper, the name of the instructor to whom it is submitted, the name and number of the course, and the date the paper is submitted.

ii. Spacing and Margins

Papers should be word-processed using a size 12 font such as Times, Times New Roman or Palatino. Use standard 8 1/2" x 11" (216 x 279 mm) letter white paper. The paper should be double spaced, with one-inch (2.54 cm) margins at the top, bottom and sides of the page.

iii. Pagination

Number every page of your paper (not including the title page) in the top right-hand corner of the page. You may also include your name immediately before the page number to protect your work.

iv. Indentation and Paragraphs

Indent paragraphs five spaces from the left-hand margin. Leave no extra spaces between paragraphs.

v. Quotations

Inserting words into a quotation

All quotations should correspond exactly with the original in wording, spelling, capitalization, and interior punctuation. If it is absolutely necessary to insert words of your own into the quotation then use square brackets around the inserted words to indicate that you have done so. In the following example, the pronoun "him" has been replaced with the name of the historian **[Ranke]**, placed in square brackets to clarify the meaning of the quotation for the reader and to indicate how the citation has been slightly changed: "Thus the American Historical Association in 1885 elected **[Ranke]** as its first honorary member, hailing him as 'the father of historical science.'" **See this substitution identified by square brackets on p.2 of the sample essay attached to this guide.**

Block quotes

Note that long prose quotations in excess of approximately 40 words (or more than three lines) should be set off by beginning a new line, indenting ten spaces, and typing the quotation as a single-spaced block without using quotation marks. **See the example of a block quotation on p.1 of the sample essay attached to this guide.**

As cited in

When a citation is not borrowed from the original source but taken from a quotation in a secondary source it is important to indicate **as cited in** or **as quoted in**. **See the example of a quotation written by Ranke in the 1820s as cited in a book written in the 1990s by the historian John Tosh on pp.1- 2 of the sample essay this guide.** It is always better to use the original source if possible.

Ellipsis

If you wish to omit words from a quotation, indicate the omission by the use of an ellipsis (three spaced periods that look like this ...). **See the example of the use of an ellipsis on p.1 of the sample essay attached to this guide.** When leaving words out remember the obligation to represent fairly the quoted author and the need for the quotation to make grammatical sense. Where the ellipsis occurs at the end of a sentence, use four periods with no space before the first. Always enclose commas and periods within the closing quotation mark. Four spaced periods (that look like this) may also be used to indicate the omission of a whole sentence or even of a paragraph or more.

HOW TO FOOTNOTE OR DOCUMENT RESEARCH AND CREATE A BIBLIOGRAPHY

You must list all sources referred to in the paper in a bibliography at the end of the paper, and you must document your source:

1. When you quote directly from another writer.
2. When you are paraphrasing or summarizing material you found in another writer's work. **Even if you rephrase this material in your own words it is still plagiarism if you do not cite your source in a note.**
3. When you state a fact that is not common knowledge.

Footnotes or endnotes are used primarily to acknowledge the source of your information -- not only direct quotations, but also specific facts and opinions. A secondary usage is to make incidental comments upon your source or to amplify textual discussions, i.e., to provide a place for material which the writer considers essential, but which would disrupt the normal flow of the text.

It cannot be overemphasized that in a history paper sources of all information about the past, unless it is common knowledge, must be documented. Undergraduate students are often unintentionally guilty of plagiarism because they assume that when material is paraphrased, rather than quoted directly, it need not be acknowledged. The rule is that all statements of particular opinion which are not original with you, and all facts which are not common knowledge, must be noted.

The individual writer must judge what constitutes common knowledge. Many phrases from the Bible or from Shakespeare are proverbial and need not be noted. Likewise, it is common knowledge that Victoria was Queen of England in the 19th century, but it is not

common knowledge that she became Empress of India in 1876. If you are in doubt as to whether something is common knowledge or not, then you should probably document it.

Notes may either be placed at the bottom of the page (footnotes) or gathered together on a page or pages at the end of the text (endnotes). For the reader it is more convenient to use footnotes.

Footnote Numbers

Footnotes should be numbered in one series through an entire paper or report, except in a thesis, where each chapter contains its own series of footnotes. Indicate the place in the text by an Arabic numeral (1,2,3), placed immediately after the passage or quotation to which it refers, and raised slightly above the line. Footnotes and endnotes should always be single-spaced. If more than one source is cited, each citation should be separated by a semicolon. **See examples of footnotes in the sample essay attached to this guide.**

WHAT IS A BIBLIOGRAPHY?

i. Bibliography Defined

A bibliography is a list of all sources (books, articles, internet sources, lectures, interviews, radio or television programs, etc.) that you have used in the preparation of a paper. The entries in a bibliography are arranged alphabetically according to the authors' last names and are placed on a separate page or pages at the very end of the paper. **See the sample bibliography in the sample essay attached this guide.**

ii. Difference Between Footnote and Bibliographic Form

It is important to note that bibliographic form differs from footnote form in several respects. Whereas in a footnote the author's name is given in its normal order (first name first), in a bibliography the authors' names are listed alphabetically by surname. Also, both punctuation and indentation in a bibliography differ from what is found in footnotes.

A NOTE ON PLAGIARISM

Plagiarism (from Latin *plagiarius*, 'kidnapper') means taking words or ideas from another person or source and using these words or ideas as though they are your own. An academic paper or report is expected to be the student's own work. This does not mean that you have to come up with ideas that no one else has ever thought of before. It does mean that the paper should acknowledge all sources that were consulted in its preparation, even if they are not quoted directly in the text.

Please note the following section on **Academic Integrity and Student Responsibility** reproduced from the Saint Mary's University Academic Calendar:

Plagiarism – "The presentation of words, ideas or techniques of another as one's own. Plagiarism is not restricted to literary works and applies to all forms of information or ideas that belong to another (e.g., computer programs, mathematical solutions, scientific experiments, graphical images, or data)".

Examples of plagiarism include:

- quoting, paraphrasing, or summarizing text without proper

acknowledgment;

- paraphrasing too closely (e.g., changing only a few words or simply rearranging the text)
- downloading all or part of a paper, journal article, or book from the Internet or a library database and presenting it as one's own work;
- purchasing documentation and presenting it as one's own work;
- sharing papers including the selling of essays, tests, or other assignments.

SAMPLE FOOTNOTES AND BIBLIOGRAPHY

BOOKS

A book with one author

Footnote

¹ Kirrily Freeman, *Bronzes to Bullets: Vichy and the Destruction of French Public Statuary, 1941-1944* (Stanford: Stanford University Press, 2008), 123.

Bibliography

Freeman, Kirrily. *Bronzes to Bullets: Vichy and the Destruction of French Public Statuary, 1941-1944*. Stanford: Stanford University Press, 2008.

[Because a bibliographic reference identifies the whole book, rather than a specific part, page numbers are unnecessary.]

A book with two authors or editors

Footnote

² Sandra Cavallo and Lyndan Warner, eds., *Widowhood in Medieval and Early Modern Europe* (London and New York, Longman, 1999), 14.

Bibliography

Cavallo, Sandra and Lyndan Warner, eds. *Widowhood in Medieval and Early Modern Europe*. London and New York, Longman, 1999.

[Only the first editor's name is listed surname first, the rest are listed in normal fashion.]

Bushnell, David, and Neill Macaulay. *The Emergence of Latin America in the Nineteenth Century*. 2nd edn. Oxford: Oxford University Press, 1994.

An edition other than the first

Footnote

³ David Bushnell and Neill Macaulay, *The Emergence of Latin America in the Nineteenth Century*, 2nd edn (Oxford: Oxford UP, 1994), 15.

Bibliography

Bushnell, David, and Neill Macaulay. *The Emergence of Latin America in the Nineteenth Century*. 2nd edn. Oxford: Oxford University Press, 1994.

A book with more than three authors or editors

Footnote

⁴ John G. Reid, *et al.*, *The 'Conquest' of Acadia, 1710: Imperial, Colonial, and Aboriginal Constructions* (Toronto: University of Toronto Press, 2004), 78.

[The Latin abbreviation *et al.*, for *et alia* means 'and others.']

Bibliography

Reid, John G., Maurice Basque, Elizabeth Mancke, Barry Moody, Geoffrey Plank, and William C. Wicken. *The 'Conquest' of Acadia, 1710: Imperial, Colonial, and Aboriginal Constructions*. Toronto: University of Toronto Press, 2004.

A book with an editor (ed.), translator (trans.), or compiler (comp.)

Footnote

⁶ Tim Stretton, ed., *Marital Litigation in the Court of Requests 1542–1642* (Cambridge: Royal Historical Society Camden Series, 2008), 67-9.

Bibliography

Stretton, Tim, ed. *Marital Litigation in the Court of Requests 1542–1642*. Cambridge: Royal Historical Society Camden Series, 2008.

A work with an author in addition to an editor, translator or compiler

Footnote

⁷ William Wye-Smith, *Recollections of a Nineteenth-Century Scottish-Canadian*, ed. Scott A. McLean and Michael E. Vance (Toronto: Dundurn Press, 2008), 22.

Bibliography

Wye-Smith, William. *Recollections of a Nineteenth-Century Scottish-Canadian*. Edited by Scott A. McLean and Michael E. Vance. Toronto: Dundurn Press, 2008.

A translation

Footnote

⁸ Sergei Khrushchev, *Khrushchev on Khrushchev! An Inside Account of the Man and His Era*, ed. and trans. William Taubman (Boston: Little Brown, 1990), 5.

Bibliography

Khrushchev, Sergei. *Khrushchev on Khrushchev! An Inside Account of the Man and His Era*. Edited and translated by William Taubman. Boston: Little, Brown & Co., 1990.

A multivolume work

Footnote

⁹ Shelby Foote, *The Civil War: A Narrative*, vol. I, *Fort Sumter to Perryville* (New York: Vintage Books, 1986), 353-354.

or when an individual volume does not have its own title

¹⁰ *The New Cambridge Modern History* (Cambridge: Cambridge University Press, 1957), vol. I, 52.

Bibliography

Foote, Shelby. *The Civil War: A Narrative*. 3 vols. New York: Vintage Books, 1986.

The New Cambridge Modern History. Vol. I. Cambridge: Cambridge University Press, 1957.

Preface, foreword or introduction to a book

Footnote

¹¹ James H. Morrison, introduction to *University in Overalls: A Plea for Part-Time Study*, by Alfred Fitzpatrick (Toronto: Thompson Educational Publishing, 1999), 19-21.

Bibliography

Morrison, James H. Introduction to *The University in Overalls: a Plea for Part-Time Study*, by Alfred Fitzpatrick, 7 - 29. Toronto: Thompson Educational Publishing, 1999.

A chapter or article in an edited book, collection or anthology

Footnote

⁷ Bill Sewell, "Postwar Japan and Manchuria," in *Japan at the Millennium: Joining Past and Future*, ed., David W. Edgington (Vancouver: University of British Columbia Press, 2003), 103-4.

Bibliography

Sewell, Bill. "Postwar Japan and Manchuria." In *Japan at the Millennium: Joining Past and Future*, edited by David W. Edgington, 97-119. Vancouver: University of British Columbia Press, 2003.

Chapter in an edited volume originally published elsewhere

Footnote

²⁷ Nicole Neatby, "Preparing for the Working World: Women at Queen's During the 1920s," in *Gender and Education in Ontario: An Historical Reader*, ed. Alison Prentice and Ruby Heap (Toronto: Canadian Scholar's Press, 1991), 335.

Bibliography

Neatby, Nicole. "Preparing for the Working World: Women at Queen's During the 1920s." In *Gender and Education in Ontario: An Historical Reader*, edited by Alison Prentice and Ruby Heap, 333-356. Toronto: Canadian Scholar's Press, 1991. Originally published in *Historical Studies in Education/Revue d'histoire de l'éducation* 1:1 (1989): 53-72.

A primary source such as a letter, a deposition or court order in a published collection or book

Footnote

¹³ Mary Puttenham v. Richard Puttenham, Court Order, 7 February 1566, *Marital Litigation in the Court of Requests 1542-1642*, ed. Tim Stretton (Cambridge: Royal Historical Society Camden Fifth Series, 2008), 49.

Bibliography

Stretton, Tim, ed. *Marital Litigation in the Court of Requests 1542-1642*. Cambridge: Royal Historical Society Camden Fifth Series, 2008.

No author given; no publisher named; Anonymous

Footnote

⁵ *The Men's League Handbook on Women's Suffrage* (London, 1912), 9.

[In researching a paper, you may also notice an older method of placing 'Anonymous' before the title when no author's name was published].

Bibliography

The Men's League Handbook on Women's Suffrage. London, 1912.
[Listed alphabetically in the 'm's of course.]

An electronic or digital book

Some books are now available in printed editions as well as online digital or electronic formats. Cite the book as you would the print edition, but also include the url or web address as well as the access date in parentheses at the end of the citation.

Footnote

³ Fanny Kelly, *Narrative of my Captivity Among the Sioux Indians. With a Brief Account of General Sully's Indian Expedition in 1864, Bearing upon Events Occurring in my Captivity*, 3rd edn (Chicago: R. R. Donnelley & Sons co., 1891), 11-12, http://www.lib.virginia.edu/digital/collections/text/westward_exploration.html (accessed 26 October 2008).

Bibliography

Kelly, Fanny. *Narrative of my Captivity Among the Sioux Indians. With a Brief Account of General Sully's Indian Expedition in 1864, Bearing upon Events Occurring in my Captivity*, 3rd edn. Chicago: R. R. Donnelley & Sons, 1891.
http://www.lib.virginia.edu/digital/collections/text/westward_exploration.html

JOURNAL ARTICLES IN PRINT, AS A PDF, FROM AN ELECTRONIC DATABASE OR ONLINE

An article in a scholarly print journal

Footnote

¹⁴ John E. Crowley, "Taken on the Spot': The Visual Appropriation of New France for the Global British Landscape," *Canadian Historical Review* 86:1 (March 2005): 22.

Bibliography

Crowley, John E. "Taken on the Spot': The Visual Appropriation of New France for the Global British Landscape." *Canadian Historical Review* 86:1 (March 2005): 1-28.

[Note that a bibliographic entry must contain the numbers of the pages on which the whole article appears.]

An article from an electronic database such as EBSCO or JSTOR

When citing articles from one of the electronic databases available through the Saint Mary's Library website such as EBSCO, JSTOR, Project Muse, Oxford Journals Online, SAGE journals online or CAIRN follow the format used when citing from the printed version as in the example above.

Footnote

¹⁴ John E. Crowley, "Taken on the Spot': The Visual Appropriation of New France for the Global British Landscape," *Canadian Historical Review* 86:1 (March 2005): 22. Academic Search Premier, EBSCOhost (accessed 2 December 2008).

Bibliography

Crowley, John E. "Taken on the Spot': The Visual Appropriation of New France for the Global British Landscape." *Canadian Historical Review* 86, no. 1 (March 2005): 1-28. Academic Search Premier, EBSCOhost (accessed 2 December 2008).

In EBSCO there is a handy citation button which will format the bibliographical reference for cutting and pasting into a bibliography or which can be exported to the **RefWorks** program available to all SMU students through the Patrick Power Library website. History students should choose **Chicago/Turabian: Humanities or MLA 6th edn** formats. These articles can also be cited in the same way the original print version would be cited see the above example **Articles in print journals**.

Electronic citation of journal articles with print versions and online versions

Some journals such as the *American Historical Review* are available in print versions as well as online versions. Note that the online version of a journal article has paragraph numbers in the left or right margin. Students may use these paragraph numbers for citation of online articles when they are unable to cite or find the page numbers of a pdf or print version.

Author, "Article Title", *Journal Name in Italics*, volume number: issue number, month and year of publication, the paragraph numbers cited or referred to in the footnote, followed by the url and date of access.

Footnote

²¹ Dylan C. Penningroth, "The Claims of Slaves and Ex-Slaves to Family and Property," *The American Historical Review* 112.4 (2007): pars 16-17.
<http://www.historycooperative.org/journals/ahr/112.4/penningroth.html>, (accessed 27 Oct. 2008).

Bibliography

Penningroth, Dylan C. "The Claims of Slaves and Ex-Slaves to Family and Property." *The American Historical Review* 112.4 (2007): 46 pars.
<http://www.historycooperative.org/journals/ahr/112.4/penningroth.html> (accessed 27 Oct. 2008).

[The bibliography entry should indicate the total number of paragraphs in the article, in the above example, 46 paragraphs].

Article in an online journal that does not have a print version

Footnote

³³ Thomas Bender, "The Politics of the Future are Social Politics': Progressivism in International Perspective," *History Now* 17 (September 2008),
http://www.historynow.org/09_2008/historian2.html

If there are the paragraph numbers in the left or right margin of the web page, use these numbers to document the reference or citation.

Bibliography

Bender, Thomas. "The Politics of the Future are Social Politics': Progressivism in International Perspective." *History Now* 17 (September 2008).
http://www.historynow.org/09_2008/historian2.html (accessed 22 October 2008).

WEBSITES AND INTERNET SOURCES

Footnote

¹⁷ Author/editor (if known, first name, last name or institution name), "Title of Page," Edition or revision date of web page, if available. URL. Access date. [Dates are cited in the order: day, month, year.]

¹⁷ University of Chicago Press, "The Chicago Manual of Style Online. 14th edn," Copyright 2006, 2007. http://www.chicagomanualofstyle.org/tools_citationguide.html. (accessed 15 November 2008).

Bibliography

Author/editor [Institution or last name, first name]. "Title of Page." Edition or revision date of web page, if available. Page publisher. Available: URL. Access date.

University of Chicago Press. "The Chicago Manual of Style Online. 14th edn." Copyright 2006, 2007. University of Chicago. http://www.chicagomanualofstyle.org/tools_citationguide.html. (accessed 15 November 2008).

Items in an online database

Many primary sources are now available in online databases. Journal articles published in online databases should be cited as shown above, under "Article in an online journal." If an access date is required by your publisher or discipline, include it parenthetically at the end of the citation, as in the first example of a primary source below.

Footnote

⁷ Herodotus, *The Histories*, ed. A. D. Godley, in the Perseus Digital Library, <http://www.perseus.tufts.edu/hopper/text.jsp?doc=Perseus:text:1999.01.0126> (accessed 28 October 2008).

Bibliography

Perseus Digital Library. <http://www.perseus.tufts.edu/>.

Footnote

⁸ Xiaoping Sun, "Powerful Husbands and Virtuous Wives: The Familial Structure in the Leadership of the New Life Movement, 1934-1938" (February 1, 2007). *UCLA Center for the Study of Women. Thinking Gender Papers*. Paper TG07_Sun. California Digital Library, http://repositories.cdlib.org/csw/thinkinggender/TG07_Sun (accessed 3 January 2009).

Bibliography

California Digital Library, E-scholarship repository. <http://repositories.cdlib.org/escholarship/>.

Weblog entry or comment

Footnote

⁹ Amanda Scott, "Today's Front Pages", Obama Blog, comment posted Wednesday November 5 2008 06:30:16 PM, <http://my.barackobama.com/page/content/hqblog/> (accessed 7 November 2008).

Bibliography

Barack Obama and Joe Biden. The Change We Need. Barack Obama Blog. <http://my.barackobama.com/page/content/hqblog/>.

OTHER SOURCES SUCH AS CONFERENCE PAPERS, DISSERTATIONS, MAGAZINES, NEWSPAPERS OR ENCYCLOPEDIA ENTRIES

A paper presented at a meeting or conference

Footnote

⁴ Rosana Barbosa, "French and Portuguese Immigration to Rio de Janeiro in the 1830s and 1840s" (paper presented at the Canadian Association of Latin American and Caribbean Studies (CALACS) Conference. University of Calgary, September 28-30, 2006).

Bibliography

Barbosa, Rosana. "French and Portuguese Immigration to Rio de Janeiro in the 1830s and 1840s." Paper presented to the Canadian Association of Latin American and Caribbean Studies (CALACS) Conference. University of Calgary, 28-30 September 2006.

A book review

Footnote

¹³ Blake Brown, review of Barry Cahill, ed., *Frank Manning Covert: 50 Years in the Practice of Law* (Montreal & Kingston: McGill-Queen's University Press, 2004), in *Canadian Historical Review*, 87:4 (2006), 405-407.

Bibliography

Brown, Blake. Review of *Frank Manning Covert: 50 Years in the Practice of Law*, ed. Barry Cahill (Montreal & Kingston: McGill-Queen's University Press, 2004), in *Canadian Historical Review* 87:4 (2006): 405-407.

A thesis or dissertation

Footnote

²² Emily Burton, "Portuguese interest in settlement in sixteenth-century northeastern North America: a historiographical reassessment" (M.A. thesis, Saint Mary's University, 2005), 21- 23, 45.

Bibliography

Burton, Emily. "Portuguese interest in settlement in sixteenth-century northeastern North America: a historiographical reassessment." M.A. thesis, Saint Mary's University, 2005.

Magazine article

Footnote

¹⁰ Blake Brown, "'Oh Christmas Tree, Oh Christmas Tree': The Boom Years of the Nova Scotia Christmas Tree Trade, 1915-1960," *The Beaver*, December 1998 / January 1999, 34.

Bibliography

Brown, Blake. "'Oh Christmas Tree, Oh Christmas Tree': The Boom Years of the Nova Scotia Christmas Tree Trade, 1915-1960." *The Beaver*, December 1998 / January 1999, 33-40.

Newspaper article

Footnote

¹⁶ Alan S. Green, "Subway Crime on the Increase," *The New York Times*, May 3, 1978, 16.

Bibliography

Green, Alan S. "Subway Crime on the Increase." *The New York Times*, May 3, 1978.

Email message

Footnote

³² John Doe, e-mail message to author, October 31, 2005.

Email messages are not usually listed in a bibliography.

Encyclopedia entries

Some encyclopedia entries are signed by an author such as an historian at the end of the entry, others are anonymous and probably written by staff or freelancers. Acknowledge the author if one is indicated.

Signed in a print encyclopedia

Footnote

⁹ Lyndan Warner, "Widows and Widowhood: Comparative History," in *Oxford Encyclopedia of Women in World History*, 4 vols, ed. Bonnie G. Smith (Oxford and New York: Oxford University Press, 2008), vol. IV, 379-87.

Bibliography

Warner, Lyndan. "Widows and Widowhood: Comparative History." *Oxford Encyclopedia of Women in World History*, 4 vols, ed. Bonnie G. Smith. Oxford and New York: Oxford University Press, 2008. Vol. IV, 379-87.

Signed in an online encyclopedia

Footnote

¹³ Lyndan Warner, "Widows and Widowhood: Comparative History," *The Oxford Encyclopedia of Women in World History*. © Oxford University Press 2008. The Oxford Encyclopedia of Women in World History: (e-reference edition). Oxford University Press. Dalhousie University. 20 March 2009 <http://www.oxford-womenworldhistory.com/entry?entry=t248.e1148-s1>

Bibliography

Warner, Lyndan. "Widows and Widowhood: Comparative History" *The Oxford Encyclopedia of Women in World History*. © Oxford University Press 2008. The Oxford Encyclopedia of Women in World History: (e-reference edition). Oxford University Press. Dalhousie University. 20 March 2009 <http://www.oxford-womenworldhistory.com/entry?entry=t248.e1148-s1>

Not signed in an online encyclopedia

Footnote

¹⁴ "Giacomo Puccini," *Encyclopædia Britannica*, 2009. Encyclopædia Britannica Online. <<http://www.britannica.com/EBchecked/topic/482661/Giacomo-Puccini>> (accessed 17 Feb. 2009).

A short encyclopedia entry is not always included in the bibliography, but should be acknowledged in the footnotes.

DOCUMENTS IN ARCHIVES OR ARCHIVAL SOURCES

When referencing documents in archives, move from the general to the specific. Name the archive such as the Nova Scotia Archives and Records Management (NSARM), then the collection name or type of source, then the specific number of the volume or carton. Place details such as the item number, page number or folio in the footnote. It is not necessary to repeat these page or folio details in the bibliography, but all the general information should be listed so that another researcher going to the archive could order the document.

The name of the archive is usually abbreviated after the first reference in the footnotes so, for example, Nova Scotia Archives and Records Management becomes NSARM.

Footnote

⁶ Nova Scotia Archives and Records Management (NSARM), RG34-312, series F, vol. 11, Halifax Session Papers.

⁷ NSARM, RG5, series P, vol. 5, no. 59: (22 December 1834) Petition from Onslow Concerning the Regulations for the Grand Juries.

⁸ The National Archives (TNA), Acton v. Acton [1553], REQ 1/9, fo. 157

⁹ Bibliothèque nationale de France (BN), Mss, Collection Dupuy 115, 'Recueil de plaidoiries, factums, arrêts et consultations des XVI^e et XVII^e siècles', fo. 170^r.

¹⁰ BN, Dupuy 115, fo. 156^v.

Bibliography

Bibliothèque nationale de France (BN), Manuscripts, Collection Dupuy 115, Recueil de plaidoiries, arrêts et consultations des XVI^e et XVII^e siècles.

The National Archives (TNA), Acton v. Acton [1553], REQ 1/9.

Nova Scotia Archives and Records Management (NSARM), RG34-312, series F, vol. 11, Halifax Session Papers.

Microfilms

Generally, microfilm copies should be cited like the original document in the archive or the original newspaper from which it was reproduced.

HOW TO FORMAT A FIRST, SECOND OR SUBSEQUENT REFERENCE TO THE SAME BOOK AND HOW TO USE *IBID*

The first footnote of a work should include all the elements of information about it such as **author or editor, title, place, publication and year of publication. After the first full citation**, subsequent citations to the same work should **use a shortened form of reference**, usually just the author's last name, an abbreviated title and the page or page numbers. For example:

¹ Henry Kamen, *Inquisition and Society in Spain* (London: Weidenfeld & Nicholson 1985), 203.

would be subsequently cited as

³ Kamen, *Inquisition*, 201.

and if no other citation intervenes, every reference to this page hereafter may use:

⁴ *Ibid.*

or, if the reference is to material on another page:

⁴ *Ibid.*, 208.

'*Ibid.*' is an abbreviation of *ibidem*, which is Latin for 'in the same place.' *Ibid.* always refers to the last immediately preceding reference.

If you are not comfortable with the correct use of *Ibid.*, repeating the author's name, the title of the work and the appropriate page numbers may also be acceptable to the professor.

⁵ Kamen, *Inquisition*, 203.

HOW TO FORMAT A SECOND OR THIRD REFERENCE TO THE SAME JOURNAL ARTICLE

After the first full citation, subsequent citations to the same journal article should use a shortened form of reference, usually just the author's last name and an abbreviated title plus the page(s) referred to. For example:

¹ Jonathan Dewald, "Crisis, Chronology, and the Shape of European Social History," *The American Historical Review* 113:4 (2008): 1031-32.

would be subsequently cited as

² Dewald, "Crisis", 1032.

and if no other citation intervenes the next reference to this same page may use:

³ Ibid.

or, if the reference is to material on another page:

⁴ Ibid., 1039.

Ibid. is an abbreviation of *Ibidem*, which is Latin for 'in the same place.' Ibid. always refers to the last immediately preceding reference.

SECOND OR SUBSEQUENT REFERENCES FOR ELECTRONIC CITATION

Some journals such as the *American Historical Review* are available in print versions as well as online versions. Note that the online version of a journal article has paragraph the left or right margin. Students may use these paragraph numbers for citation of online articles when they are unable to cite or find the page numbers of a pdf or print version

The first citation provides full details of the reference and where it may be found online. Authors, title, journal name in italics, month and year of publication, followed by the url and date of access.

¹ Dylan C. Penningroth, "The Claims of Slaves and Ex-Slaves to Family and Property," *The American Historical Review* 112.4 (2007): pars 16-17 <http://www.historycooperative.org/journals/ahr/112.4/penningroth.html>, (accessed 27 Oct. 2008).

The format for a second reference appears as follows and gives the specific paragraph numbers:

² Penningroth, "The Claims of Slaves", pars 4-6.

FURTHER GUIDES TO RESEARCH PAPERS AND FORMATS

The Writing Centre in Rm 115 of the Burke Building on Saint Mary's campus has many writing guides, style manuals to help students. The Writing Centre offers tutoring services in writing and advice on specific assignments. Online Writing guides are also available.

To book an appointment or for more information about services:

The Writing Centre

Burke 115

Tel: (902) 491-6202

writing@smu.ca

<http://www.smu.ca/academic/writingcentre/>

Much of the information in this Department of History Style Manual on how to footnote and how to format a bibliography has been adapted from the *Chicago Manual of Style* 15th edn. (Chicago: University of Chicago Press, 2003).

[Saint Mary's University Reference Collection Z 253 U69 2003](#)

or consult the online version:

Chicago Manual of Style *Online*, 14th edn

<http://www.chicagomanualofstyle.org/home.html>

Mary Lynn Rampolla. *A Pocket Guide to Writing in History*. 3rd edn. Boston: Bedford Books, 2001.

[Saint Mary's University General Loan D 13 R295 2001](#)

Kate L. Turabian, revised by Wayne C. Booth, Gregory G. Colomb, Joseph M. Williams, and University of Chicago Press editorial staff. *A Manual for Writers of Term Papers, Theses, and Dissertations. Chicago Style for Students and Researchers*. Chicago: University of Chicago Press, 2007.

[Saint Mary's University Reference Collection LB2369.T8 2007](#)

Mark Hellstern, Gregory M. Scott, Stephen M. Garrison, eds. *The History Student Writer's Manual*. Upper Saddle River, N.J.: Prentice Hall, 1998.

[Saint Mary's University General Loan D 13 H4147 1998](#)

Full title of the paper



The Professionalization of History
by
Clio Chronology

Author of the paper



Course name and number



Dr. Dusty Archives

Name of the instructor



HIS 2370 The Discipline of History

Saint Mary's University

26 November 2008

Date submitted





Set margins to 2.54 cm at top, bottom and sides of page.

The discipline of history has a history. Ancient Greeks such as Herodotus and Thucydides demonstrated a fundamentally different view of history than historical writers in subsequent centuries. In each generation or era, such as the medieval period, the Renaissance or the Enlightenment, historical writers reveal shifts in the understanding of history. In the nineteenth century, history began to emerge as a profession when departments of history formed in the universities of Europe and North America and began to train students in methods, approaches and research in history. This paper examines the rise of history as a profession and how the creation of university departments, historical societies and journals shaped the discipline itself.

In some eras, such as the 1500s or 1600s readers looked to history to provide models or examples of virtuous conduct, military strategy or political leadership. The idea of heroes in history even persisted through to the early 1800s, but then attitudes among historical writers began to change. As John Tosh argues

Block quotation

it was not until the first half of the nineteenth century that all the elements of historical awareness were brought together in a historical practice which was widely recognized as the proper way to way to study the past. This ... intellectual movement known as *historicism* ... began in Germany and soon spread all over the Western world.¹

Ellipsis

Tosh traces the origin of the historicism to Leopold von Ranke, active at Berlin

University from 1824 to 1872.² Ranke explained his approach to history in the preface to his first published work. “History has had assigned to it the task of judging the past, of instructing the present for the benefit of the ages to come. To such lofty functions this work does not aspire.”

¹ John Tosh, *The Pursuit of History: Aims, Methods and New Directions in the Study of Modern History*, 3rd edn (London: Longman, 1999), 5.

² Tosh, *Pursuit of History*, 5.

Footnotes are placed at the bottom of the page and are single-spaced

Example of a work “as cited in...”

Its aim is merely to show how things actually were (*wie es eigentlich gewesen*)”.³ This quotation from Ranke’s *Histories of the Latin and German Nations from 1494 to 1514* is one of the most famous lines ever written by a historian about the practice of history. But why did it become such an influential idea?

Ranke believed that historical documents provided the key to understanding the past. He used the development of language from oral to written form to distinguish between prehistory and history. “History cannot discuss the origin of society, for the art of writing, which is the basis of historical knowledge, is a comparatively late invention.”⁴ Ranke’s emphasis on the written traces of history would influence generations of historians as they scoured the archives in search of primary sources such as letters, diplomatic records or diaries.⁵ But Ranke did not simply believe in accumulating written historical records and extracting facts and events, instead he emphasized the “critical analysis” of these sources.⁶ Thus Ranke has been credited with changing the nature of historical inquiry by making the discipline of history as rigorous in its methods as science and yet retaining the “critical and readable” qualities of literary works.⁷ As George Iggers has noted: ‘the American Historical Association in 1885 elected [Ranke] as its first honorary member, hailing him as ‘the father of historical science’’.⁸

Footnotes are indicated by an Arabic numeral

Substitution identified by square brackets

Ibid

As cited in

Shortened footnote

³ Leopold von Ranke, *Histories of the Latin and German Nations from 1494 to 1514* as cited in Tosh, *The Pursuit of History*, 5 [OR Leopold von Ranke, *Histories of the Latin and German Nations from 1494 to 1514* as cited in *ibid.*]

⁴ Leopold von Ranke, *Universal History: The Oldest Historical Group of Nations and the Greeks*, ed. and G.W. Prothero (New York: Harper, 1885), ix.

⁵ George G. Iggers, “The Professionalization of Historical Studies and the Guiding Assumptions of Modern Historical Thought,” in *A Companion to Western Historical Thought*, ed. Lloyd Kramer and Sarah Maza (Oxford: Blackwell, 2005), 226.

⁶ Iggers, “Professionalization”, 227.

⁷ J. D. Braw, “Vision as Revision: Ranke and the Beginning of Modern History,” *History & Theory* 46: 4 (December 2007): 45-6. Academic Search Premier, EBSCOhost (accessed November 3, 2008).

⁸ Iggers, “Professionalization”, 230.

Last name, first name

Bibliography

Bibliography listed in
alphabetical order

↓
Braw, J. D. "Vision as Revision: Ranke and the Beginning of Modern History." *History & Theory* 46:4 (2007): 45-60.

Iggers, George G. "The Professionalization of Historical Studies and the Guiding Assumptions of Modern Historical Thought." In *A Companion to Western Historical Thought*, ed. Lloyd Kramer and Sarah Maza. Oxford: Blackwell, 2005.

Ranke, Leopold von. *Universal History: The Oldest Historical Group of Nations and the Greeks*. Edited and translated by G.W. Prothero. New York: Harper, 1885.

Tosh, John. *The Pursuit of History: Aims, Methods and New Directions in the Study of Modern History*, 3rd edn. London: Longman, 1999.

↖
Hanging
indent

Cover illustration:

Honoré de Balzac, *La Femme supérieure*, 1^{re} partie
Autograph manuscript and corrected proofs, May-June 1837
236 f., 31 x 25,5 cm.
BNF, Manuscripts, N. A. fr. 6899, fo. 31.