

# CITATIONS

**What are citations?** Typically, citations are used to indicate where particular quotations, paraphrases, or ideas came from in a scholarly work. In addition to citing source information, citations are occasionally also used to define or clarify a particular term, point, or idea that you do not want to include in the body of your paper.

**Are citations different from footnotes or endnotes?** No. Citations can be formatted either as footnotes (meaning your citations will appear at the bottom of each page) OR as endnotes (meaning your citations will appear at the end of your document).

**Why do we cite?** Think about citations as a type of “proof of research.” They indicate to your author where you found your information and can help further the validity of your argument. **Citations are the only way to avoid plagiarism!!** Remember, history is a collaborative endeavor and citations help to foster this type of work as your reader can track your sources and interpret your sources for themselves.

**What DO I cite?** With the exception of well-known facts (such as dates), anything that is not your own original idea needs to be cited.

- Quotations that you take from primary and secondary sources.
- Paraphrasing- Even if you do not directly quote an author but you instead “sum up” what he said, you **MUST** cite the original author as it is not your OWN original
- Complicated words, phrases, ideas, events, etc. that you do not have room to expand on in the body of your paper or that might deter from your subject. Don’t go overboard on these types of “informative” citations but they can be useful every once in a while.

**What DON’T I cite?** When in doubt, it’s always better to cite a source than to risk plagiarism, but as some general guidelines, you do NOT need to cite the following:

- Well known facts such as birthdates, reigning dates for monarchs, dates of death, battle dates, names, etc.
- Your own ideas- meaning your own, personal analysis of a quotation, idea, theme, etc.

**What do citations look like?** In History, we use the **Chicago Manual of Style** which is different from MLA format. If you use MLA you will lose points on the paper. On the reverse side of this page is a “Quick Guide” to Chicago Manual of Style.

## Citations Continued...

**In Chicago Manual of Style, the formatting of your citations depends upon several criteria:**

- 1) The type of source, meaning whether it is a book, article, newspaper article, online source, or visual material.
- 2) Whether the citation is in the footnotes/endnotes OR the bibliography.
- 3) If it's the first time you have quoted a particular source or if you have already quoted this source before.

### **Books:**

#### ***One author***

**First time in paper:** First name Last name, *Title of Book* (Location of Publication: Publisher, Year), page numbers.

- ✂ Michael Pollan, *The Omnivore's Dilemma: A Natural History of Four Meals* (New York: Penguin, 2006), 99–100.

**Second time cited:** Last name, *Title of Book* (do not need to include subtitle), page number.

- ✂ Pollan, *Omnivore's Dilemma*, 3.

**Bibliography:** Last name, First Name. *Title of Book*. Location: Publisher, Year.

- ✂ Pollan, Michael. *The Omnivore's Dilemma: A Natural History of Four Meals*. New York: Penguin, 2006.

#### ***Two or more authors***

**First time in paper:** First author First name, Last name and Second Author First Name Last Name, *Title of Book* (Location: Publisher), page number(s).

- ✂ Geoffrey C. Ward and Ken Burns, *The War: An Intimate History, 1941–1945* (New York: Knopf, 2007), 52.

**Second time cited:** Last Name and Last Name, *Title*, page numbers.

- ✂ Ward and Burns, *War*, 59–61.

**Bibliography:** First Author Last Name, First Name, and Second Author First Name Last Name. *Title*. Location: Publisher, Year.

- ✂ Ward, Geoffrey C., and Ken Burns. *The War: An Intimate History, 1941–1945*. New York: Knopf, 2007.

#### ***Editor, translator, or compiler instead of author***

**First time in paper (editor):** First name Last Name, ed., *Title* (Location: Publisher, Year), page number(s).

- ✂ Richmond Lattimore, trans., *The Iliad of Homer* (Chicago: University of Chicago Press, 1951), 91–92.

**Second time in paper (editor):** Last Name, *Title*, page(s).

- ✂ Lattimore, *Iliad*, 24.

**Bibliography:** Last Name, First Name, ed. *Title*. Location: Publisher, Year.

- ✂ Lattimore, Richmond, trans. *The Iliad of Homer*. Chicago: University of Chicago Press, 1951.

\*Note: the only difference with a translator is that the abbreviation will be “trans.”

## Citations Continued...

### *Chapter or other part of a book*

**First time in paper:** Chapter Author First Name Last Name, "Chapter Title," in *Book Title*, ed. Book Author First Name Last Name (Location: Publisher, Year), page(s).

- ✧ John D. Kelly, "Seeing Red: Mao Fetishism, Pax Americana, and the Moral Economy of War," in *Anthropology and Global Counterinsurgency*, ed. Marsha Frey (Chicago: University of Chicago Press, 2010), 77.

**Second time in paper:** Chapter Author Last Name, "Chapter Title," page(s).

- ✧ 2. Kelly, "Seeing Red," 81–82.

**Bibliography:** Chapter Author Last Name, First Name. "Chapter Title," in *Book Title*, edited by Book Author, Chapter's pages. Location: Publisher, Year.

- ✧ Kelly, John D. "Seeing Red: Mao Fetishism, Pax Americana, and the Moral Economy of War." In *Anthropology and Global Counterinsurgency*, edited by Marsha Frey, 67–83. Chicago: University of Chicago Press, 2010.

### *Journal or Newspaper Article*

In a note, list the specific page numbers consulted, if any. In the bibliography, list the page range for the whole article.

**First time:** Author First Name Last Name, "Article Title," *Journal Title* Volume or Issue Number (Year): page(s).

- ✧ Joshua I. Weinstein, "The Market in Plato's *Republic*," *Classical Philology* 104 (2009): 440.

**Second time:** Author Last Name, "Article Title," page(s).

- ✧ Weinstein, "Plato's *Republic*," 452–53.

**Bibliography:** Author Last Name, First Name. "Article Title." *Journal Title* Volume Number (Year): entire page range.

- ✧ Weinstein, Joshua I. "The Market in Plato's *Republic*." *Classical Philology* 104 (2009): 439–58.

### *Website (Secondary Source Material)*

A citation to website content can often be limited to a mention in the text or in a note ("As of July 19, 2008, the McDonald's Corporation listed on its website . . ."). If a more formal citation is desired, it may be styled as in the examples below. Because such content is subject to change, include an access date or, if available, a date that the site was last modified.

**First time in paper:** "Google Privacy Policy," accessed March 11, 2009, <http://www.google.com/intl/en/privacypolicy.html>.

**Second time in paper:** "Google Privacy Policy."

**Bibliography:** Google. "Google Privacy Policy." Last modified March 11, 2009.

### *Website (Primary Source Material) Internet Medieval Sourcebook, etc.*

**First time:** Original Author (meaning medieval), "Title of Source," Year of Publication. *Title of Website*, accessed Date, *website address*.

**Second time:** Medieval Author Last Name, "Title of Source," (if given a page number).

**Bibliography same as first time.**

## Citations Continued...

### *Source within a Source (as in primary sources)*

**First time in paper:** Quintus Tullius Cicero. "Handbook on Canvassing for the Consulship," in *Rome: Late Republic and Principate*, ed. Walter Emil Kaegi Jr. and Peter White, vol. 2 of *University of Chicago Readings in Western Civilization*, ed. John Boyer and Julius Kirshner (Chicago: University of Chicago Press, 1986), 35.

**Second time:** Cicero, "Canvassing for the Consulship," 35.

**Bibliography:** Cicero, Quintus Tullius. "Handbook on Canvassing for the Consulship." In *Rome: Late Republic and Principate*, edited by Walter Emil Kaegi Jr. and Peter White. Vol. 2 of *University of Chicago Readings in Western Civilization*, edited by John Boyer and Julius Kirshner, 33–46. Chicago: University of Chicago Press, 1986.

### *Visual Material (Painting, Sculpture, etc)*

**First time in paper:** Artist's First Name Last Name, "Title of Work," Date.

**Second Time in paper:** Artist Last Name, "Title of Work," Date.

**Bibliography same as first time in paper.**

**\*\*Note: If you cite the same source two or more times *in a row*, you will use the abbreviation "ibid., page number."**

**\*\*Note: Unlike in MLA your citations will either be in the footnotes or endnotes NOT within the actual body of your paper. A superscript number at the end of a sentence will correspond to the citation in the footnotes or endnotes.**

There is a very useful essay Professor Villalon has written on his website- click "Citations for Historians," or go to [www.chicagomanualofstyle.org](http://www.chicagomanualofstyle.org) for more information.

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### Inserting Footnotes/Endnotes into your paper

**PC – WORD** (These are for Word 2008 but I assume the most recent version is the same or similar)

To create footnote/endnotes in WORD on a PC, follow the following steps.

1. Place the cursor at the point in the text where you want the footnote/endnote to appear
2. At the menu on the top of the page, click on "Insert"
3. On the drop down menu, click on "Reference"
4. On the side menu, click on "Footnote"
5. A menu will come up entitled "Footnotes and Endnotes"
6. Footnotes is the default setting. If you want endnotes, click on it.
7. Click on the down arrow next to "Number Format"
8. On the drop down menu, select the **Arabic numerals (i.e. 1, 2, 3)**. Do not use Roman numerals (i.e. i, ii, iii) for footnotes/endnotes. They may look cute, but their use is far more confusing for most readers. (You should only have to do this step once and it will carry over to the rest of your notes).
9. Click on "Insert" **at the bottom of the "Footnotes and Endnotes" menu**. The footnote/endnote will appear. To move back and forth between the footnote/endnote number in the text and the actual footnote/endnote, double click on the number. Alternatively, one can scroll down to the bottom of the page for footnotes or to the end of the text for endnotes.

## Citations Continued...

**MAC- WORD** (These are for Word 2008 but I assume the most recent version is the same or similar)

To create footnote/endnotes in WORD on a MAC, follow the following steps:

1. Place the cursor at the point in the text where you want the footnote/endnote to appear.
2. At the menu on the top of the page, click on "Insert."
3. In the drop down menu, select "Footnote."
4. A pop-up menu will appear titled "Footnotes and Endnotes."
5. Footnotes is the default setting. If you want endnotes, select it.
6. Make sure you have selected "Auto Number" from the "Numbering" selection.
7. Make sure your numbers are appearing as Arabic Numerals (1, 2, 3, etc) and not Roman numerals (i, ii, iii). To change, select "Options" in the pop-up menu. Another pop-up menu will appear. Select "All Footnotes" or "All Endnotes" depending on what you're using. Under "Numbering" select "1, 2, 3." Also make sure "Continuous" is selected. Press OK. You should only have to do this step once.
8. Select "OK"

\*\*You can bypass steps 6 and 7 after your first footnote.

**Other word processing programs have similar instructions.**

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**Practicing WHAT to cite: Which sentences would you cite? Put a star next to the sentences you would cite.**

As a prolific writer and historian, Livy serves as a great informant of these early gladiatorial games. Livy lived during the height of gladiatorial showcases and witnessed many of the battles, making him an excellent eyewitness to the extravagance and violence of Rome. Due to his detailed and informed writing, many historians and scholars have analyzed his descriptions, narratives, and thoughts to better understand how gladiatorial games were played and their roles in Roman society. It is clear from Livy's records that gladiatorial games became far more ornate, complex, and frequent during Livy's lifetime which was a result of Roman's society's desire for more violent and frequent games to entertain them. For example, in the early years of the games combats were held on a smaller scale with perhaps only four to ten pairs to a show. But as the popularity of the games grew, emperors began to provide cards with up to sixty pairs of gladiators. Livy reveals that in 16 BC, as part of the growing extravagance of the games, in the official Aedilician games "sixty-three African cats and forty bears and elephants" were exhibited. Such a change in scale was "the result of an increased demand by society for... which brought direct changes to the product inside the Coliseum" as well. The editor of the show as years passed was keenly aware of what matchups the public was most fond of, such as myrmillo and a thraex or hoplomachus and the always popular retiarius and secutor.

## Citations Continued...

**Practicing Formatting Citations:** Using the books and articles Julia has provided you with indicate how you would cite each source.

First time in paper:

Second time in paper:

Bibliography: