Sample Footnote and Bibliography Forms for History Essays

It is impossible to show all of the various forms of footnotes in a guide of this nature. If further information is required, consult your instructor or one of the style manuals. A good rule of thumb is to provide as much information as possible to locate the source. For example, when possible, you should cite a page number from an electronic source, but when such a source does not use page numbers you should make reference to a subheading, a chapter or paragraph number, or a descriptive phrase that follows the organizational divisions of the work cited.

The following are examples of the most commonly used types of footnotes and bibliographical entries, some of which are taken directly from the Chicago Manual of Style:

FN = Footnote form  B = Bibliography form

One author

FN:


B:


For works with two or three authors all names are included

FN:


B:

**Four or more authors**

FN:


B:


**Books published electronically**

With all on-line references it is important to give the URL (Uniform Resource Locator) and the date that you consulted it. If a book is available in more than one format, you should cite the electronic version you consulted, but you should also list the other formats in the bibliography, as in the example below. Whenever possible, include the original facts of publication, or at least the date, when citing electronic editions of older works. (When such information about a text is not available, consider consulting a different, more authoritative version.)

FN:


B:


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

FN:

B:

**Editor, translator or compiler in addition to author**

FN:

B:

**Chapter or other part of a book**

FN:

B:

**Chapter of an edited volume originally published elsewhere**

FN:

B:
Preface, foreword, introduction, or similar part of a book

FN:

B:

Article in an online journal

Usually an access date is required by your publisher or discipline, include it parenthetically at the end of the citation, as in the example below.

FN:

B:

Newspaper article

Newspaper articles may sometimes be cited in running text (“As William Niederkorn noted in a *New York Times* article on June 20, 2002, . . .”) instead of in a note or an in-text citation, and then they are commonly omitted from a bibliography or reference list as well. Historians, however, will insist on the full citation. The following examples show the more formal versions.

FN:

B:
**Book review**

FN:


B:


**Web site**

Web sites may be cited in running text (“On its Web site, the Evanston Public Library Board of Trustees states . . .”) instead of in an in-text citation, and they are commonly omitted from a bibliography or reference list as well. The following examples show the more formal versions of the citations. If possible, cite a page number. If an access date is required include it parenthetically at the end of the citation, as in the second example below.

FN:


B:


**Weblog entry or comment**

Weblog entries or comments may be cited in running text (“In a comment posted to the Becker-Posner Blog on March 6, 2006, Peter Pearson noted . . .”) instead of in a note or an in-text citation, and then they are commonly omitted from a bibliography or reference list as well. The following examples show the more formal versions of the citation. Include the access date parenthetically at the end of the citation, as in the example below.

FN:

**Item in online database**

Material published in an online database should be cited as per “Article in an online journal.” Usually an access date is required so include it parenthetically at the end of the citation, as in the first example:

FN:


B:


**Manuscript or Archival Collections**

Full identification of most manuscript and archival material usually requires giving the title and date of the item, the series title (if applicable), the name of the collection, and the name of the archive. In a footnote, except for placing the cited item first, there is no agreement on the order of the remaining elements in the citation, but whatever order is adopted should be used consistently throughout the work.

In a note, the main element of a manuscript citation is usually a specific item (a letter, a memorandum, or whatever) and is thus cited first. In a bibliography, the main element is usually the collection in which the specific item may be found, the author(s) of the items in the collection, or the depository for the collection. Collections, authors, and depositories are therefore entered in alphabetical order. Specific individual items are not included in a bibliography unless only one item from a collection is cited. Electronic versions of archives should also cite the URL and date accessed.

**Illustrations**

Illustrations must have captions and should include a credit line indicating the source. Titles of most works of art are capitalized headline style and italicized, whether standing alone or incorporated into a caption. Captions for photographs may simply be descriptive and may be incomplete grammatically; descriptive sentences, however, should be grammatically correct. The use of images in published works sometimes involves copyright. See the *Chicago Manual
of Style for more details. If two or more illustrations are used they are usually numbered, as in the first two examples, though if they are not specifically referred to in your text this is not required, as in the third. The fourth example shows how to cite from an image in another text:

Fig. 7. Venice in winter (Photo by author.)

Fig. 8. Leonardo da Vinci, Madonna of the Rocks. Oil on canvas (original panel), 78 x 48 ½ in the Louvre, Paris.

The myth that all children love dinosaurs is contradicted by this nineteenth-century scene of a visit to the monsters at Crystal Palace. (Cartoon by Josh Leech. “Punch’s Almanac for 1855,” *Punch* 28 [1855].)

A country garden, reduced to its bare bones in early spring. The box hedges, which are still cut by hand, have to be carefully kept in scale with the small and complex garden, as well as in keeping with the plants inside the “boxes.” (From Mark Girouard, *Life in the English Country House: A Social and Architectural History* [New Haven, CT: Yale University Press, 1978], 162.)

**Ibid. and Short Form Citations**

Once a source has been cited with full bibliographical information, it is not necessary thereafter, when referring to the same source, to repeat all the information. Simply indicate the source by means of a short title or abbreviation, with page number. If the same source is referred to two or more times in succession, the abbreviation Ibid. may be used; if reference to other sources intervene between references to a single source, then it is preferable to use a short title. Thus:


2. Ibid., 12.
