

## HISTORY 103

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### ESSAY REFERENCING GUIDE

Most history professors insist that you use, consistently and correctly, the referencing format for notes and the bibliography that is described in the Chicago Manual of Style. The following pages provide explanations and examples of proper notation and bibliographical formats for commonly used sources. You may find certain materials that do not fit the examples below. These will require you to consult the Chicago Manual of Style itself, which is available in the Reference Section of the university libraries (15<sup>th</sup> ed., call number **Z253 .U5**). Perhaps the most important rule of thumb when referencing your source material in your notes and bibliography is to be consistent. Professors will often overlook minor, technical glitches if you have provided all of the essential information and tried to adopt a common approach to citing your sources.

#### Footnotes and Endnotes

Footnotes (at the bottom of each page) and endnotes (placed at the end of the essay before the bibliography) in history essays differ only in their placement. You can use either footnotes or endnotes in your essay, although professors generally prefer footnotes for ease of access. These notes should be numbered consecutively from the beginning to the end of the paper (do not restart the numbering on each page). Word processing programs have built-in footnote and endnote functions that make it easy to number and place notes, so this is not an onerous process for students who take the time to familiarize themselves with what is involved. Notes must include all information necessary to locate the source, including author(s), title and subtitle, name of editor(s) and/or translator(s), edition or volume number, publisher and place and date of publication, and page numbers. Information that is missing in a source (such as place of publication or publisher, which is a common omission in older publications) can be left out without comment.

Second and subsequent references to sources are made using “short form” reference. General references to an entire book should omit page numbers, while references to one or more pages should be indicated following the publishing information. It is no longer necessary to include “p.” (for one page) or “pp.” (for multiple pages) because the reader assumes that is what the numbers mean if they follow a comma after the publication information.

#### 1. **Single-author books**

Book entries are written as a single sentence separated by commas. The title is capitalized and underlined or italicized, with subtitles separated by a colon. The publishing information (City: Publisher, year) is placed in parentheses. If the reference applies to the entire book, no page number is necessary. Otherwise, put the relevant page number(s) following a comma after the year of publication.

<sup>1</sup> John English, Citizen of the World: The Life of Pierre Elliott Trudeau, vol. 1 (Toronto: Random House, 2006).

Subsequent references to the same sources are made using a “short form” of reference, which include the author’s last name, a short version of the title, and the page number(s).

<sup>5</sup> English, Citizen of the World, 43-56.

When two footnotes or endnotes from the same source immediately follow one another, the second reference may be abbreviated using “Ibid.” (which is a Latin short form for “in the same matter.”)

<sup>6</sup> Ibid., 52.

Please note that other Latin terminology once used in footnotes, such as *Op. cit.*, *Loc. cit.*, and *Idem.*, are no longer used because they are unnecessarily confusing!

## 2. **Multi-author books**

For books with two or more authors, the authors’ names should be listed as they appear on the title page.

<sup>12</sup> Stephen Clarkson and Christina McCall, Trudeau and Our Times, vol. 1: The Magnificent Obsession (Toronto: McClelland and Stewart, 1990), 11-15.

<sup>16</sup> Clarkson and McCall, Trudeau and Our Times, vol. 1, 17.

If there are four or more authors, use “and others”, which is preferable today to the Latin “et al”, although both are considered correct.

<sup>8</sup> Alison Prentice and others, Canadian Women: A History (Toronto: Harcourt Brace Jovanovich, 1988), 7.

<sup>13</sup> Prentice and others, Canadian Women, 56.

Follow the same practice when it comes to edited collections with multiple editors.

## 3. **Edited Collections and Essays or Documents Within Edited Volumes**

For complete references to collections of essays or primary sources, indicate the editors.

<sup>2</sup> Tom Axworthy and Pierre Elliott Trudeau, ed., Towards a Just Society: The Trudeau Years (Markham, ON: Viking, 1990), 45-47.

<sup>4</sup> Axworthy and Trudeau, eds., Towards a Just Society, 68.

When a specific essay or document is being referred to in an edited collection, refer to the author and title of the specific work that you are using. The title is placed in quotation marks, and the book’s title is underlined or italicized.

<sup>16</sup> Veronica Strong-Boag, "Ever a Crusader': Nellie McClung, First-Wave Feminist," in Rethinking Canada: The Promise of Women's History, ed. Veronica Strong-Boag and Anita Clair Fellman (Toronto: Copp Clark, 1986), 178-90.

<sup>18</sup> Strong-Boag, "Ever a Crusader," 179.

#### 4. **Translated and Edited books**

For books that have been translated, place the original author or editor first and then indicate the name of the translator after the title.

<sup>23</sup> Pierre Trudeau, ed., The Asbestos Strike, trans. James Boake (Toronto : James Lewis & Samuel, 1974), 27.

The same rules apply for materials written by an author that subsequently have been edited.

<sup>56</sup> Mark MacGuigan, An Inside Look at External Affairs During the Trudeau Years: The Memoirs of Mark MacGuigan, ed. P. Whitney Lackenbauer (Calgary: University of Calgary Press, 2002), 34.

#### 5. **Multi-Volume or Multi-Edition Works**

For books with multiple volumes, indicate the total number of volumes after the title and indicate the specific volume number being used before the page number.

<sup>9</sup> Lester B. Pearson, Mike: The Memoirs of the Right Honourable Lester B. Pearson, 3 vols. (Toronto: University of Toronto Press, 1972-1975), 1: 153.

<sup>11</sup> Pearson, Mike, 2: 315.

When there are multiple editions of a book, indicate the edition being used, using "2nd ed.," "3rd ed.," etc., "rev. ed." for revised editions, or "enl. ed." for enlarged editions. It is not necessary to indicate the edition number if it is the first.

<sup>4</sup> Michael Bliss, Right Honourable Men: The Descent of Canadian Politics from Macdonald to Chrétien, rev. ed. (Toronto: HarperCollins, 2004).

<sup>7</sup> Bliss, Right Honourable Men, 112.

#### 6. **Journal Articles**

For journal articles that are in print, place the title of the article in quotations marks and underline or italicize the title of the journal. Note the volume (30), year of publication, and pages numbers following a comma. Most journals number pages consecutively throughout an entire year; when a journal begins each issue with page one, it is necessary to indicate the issue number after the volume (30/3).

<sup>5</sup> Douglas Owram, "The Myth of Louis Riel," Canadian Historical Review 63/3 (1982), 315-36.

<sup>8</sup> Owram, "Myth of Louis Riel," 321.

Journal articles accessed electronically that *originally appeared in print* (that is, in a permanent, paper version) should be referenced as above, using the original page numbers. Correct page numbers should be readily available if you download the Adobe Acrobat version of the on-line file (.pdf) instead of the .html file. When in doubt, consult the printed version. Journals that are *only available on the Internet* should be referenced as follows:

<sup>48</sup> Lieutenant-Colonel David Bashow, "The Incomparable Billy Bishop: The Man and the Myths," Canadian Military Journal 3:3 (Autumn 2002), [http://www.journal.forces.gc.ca/engraph/vol3/no3/pdf/55-60\\_e.pdf](http://www.journal.forces.gc.ca/engraph/vol3/no3/pdf/55-60_e.pdf) (accessed 30 June 2006), 56.

## 7. **Book Reviews**

Book reviews are referenced by the author of the review, not of the book being reviewed, followed by the standard journal information.

<sup>13</sup> Harvey Whitfield, review of James Robinson Johnston: The Life, Death and Legacy of Nova Scotia's First Black Lawyer, by J.M. Johnston, Canadian Historical Review 87/3 (2006): 500-503.

<sup>15</sup> Whitfield, review of James Robinson Johnston, 501.

## 8. **Magazine or Newspaper Article**

References to magazine articles are similar to journal articles:

<sup>47</sup> Brian Bethune, "The Trudeau Revelations," Maclean's, 16 October 2006: 60.

Citations to newspapers include the day, month and year of the issue but can leave out page numbers. Cite the edition if the paper has more than one (i.e. morning and evening).

<sup>21</sup> W.H. Wheatley, "Richard Suspension To Include Playoffs," Globe and Mail, 17 March 1955, A1. [Note: the article *The* is left off the title Globe and Mail.]

<sup>21</sup> "Crown lawyers say sexual encounter involving Truscott proves his guilt," Canadian Press NewsWire, 18 October 2006.

## 10. **Article in Encyclopaedia or Dictionary**

The use of general dictionaries and encyclopaedia should be avoided unless these works have acquired a certain historical importance (such as the 1911 edition of the Encyclopaedia Britannica) or have been specifically recommended by the professor (such as the Dictionary of Canadian Biography). When they are used, however, cite the entry as clearly as possible.

<sup>32</sup> John English, "Pearson, Lester Bowles," in Dictionary of Canadian Biography, <http://www.biographi.ca/EN/ShowBio.asp?BioId=42123&query=pearson> (15 November 2006).

<sup>34</sup> English, "Pearson," para. 15.

Wikipedia is a free, online encyclopaedia for which *anyone* can write entries, regardless of whether they have expertise on a given subject. Although sometimes a reliable source, it is not appropriate for a university-level research paper and should be avoided.

## 11. **Dissertations and Theses**

Dissertation and thesis titles are placed in quotations marks rather than underlined because they are not published. Also include the type of thesis (M.A. or Ph.D.) and the place and year of completion.

<sup>3</sup> Gerta Moray, "Northwest Coast Native Culture and the Early Indian Paintings of Emily Carr, 1899-1913" (Ph.D. dissertation, University of Toronto, 1993), 546.

<sup>6</sup> Moray, "Northwest Coast," 32.

<sup>8</sup> Richard William Pickard, "A Totem of Narrators: The Autobiographical Voices of Emily Carr" (M.A. thesis, University of Victoria, 1993), 94.

## 12. **Internet Citations**

Documents on the internet should include the Uniform Resource Locator (URL) and date on which the material was accessed.

<sup>19</sup> "Reasons Cited For and Against Granting Women the Vote," in The Famous Five: Heroes for Today, [http://www.abheritage.ca/famous5/achievements/reasons\\_cited.html](http://www.abheritage.ca/famous5/achievements/reasons_cited.html) (15 October 2006).

<sup>19</sup> "The Nobel Peace Prize 1957: Presentation Speech," [http://nobelprize.org/nobel\\_prizes/peace/laureates/1957/press.html](http://nobelprize.org/nobel_prizes/peace/laureates/1957/press.html) (15 November 2006).

For a general discussion of Internet and email citations, you can also consult:  
<http://www.h-net.org/about/citation/general.html>

## 13. **CD-ROMs**

References to documents on CD-ROMs should include as much information as possible. It is often impossible to put a page number; this may be omitted silently or some other method of locating the document (such as that indicated below) may be possible.

<sup>14</sup> Margaret Conrad, "Ellen Fairclough, Canada's First Female Cabinet Minister," Canada: Confederation to Present CD-ROM ed. Bob Hesketh and Chris Hackett (Edmonton: Chinook Multimedia, 2001).

## 14. **Films and Music**

Film references should include the title in italics, the director, duration, the film production company or distributor, and the year of release.

3. Fallen Hero: The Tommy Prince Story, videocassette, dir. Audrey Mehler, 45 mins., David Paperny Films Inc., 1999

Song references should include the artist, the song title, the album/CD from which you listened to it, and the record label.

<sup>22</sup> Stompin' Tom Connors, "Black Donnelly's Story" on On Tragedy Trail, Rebel Records CLPS 1070.

## 15. **Parliamentary Records**

References to parliamentary debates should include the country, legislature, nature of the transcript, date, and page number.

<sup>22</sup> Canada, Parliament, House of Commons, Debates, 15 October 1930, 5632.

## 16. **Archival and Manuscript Sources**

The method of referencing a source from an archive differs depending on the archive where it is housed and the collection in which it is found. In general, the document should be described as fully and as consistently as possible with the Chicago Manual of Style by citing author of the document, title, the date, the archive where the document is housed, and its locator information (such as record group, volume, and file). When in doubt, refer to the archive's website or to books that reference documents from that archive. Unknown information may be silently omitted. The following example is taken from a document contained in the Trudeau Papers at the Library and Archives Canada:

<sup>34</sup> Letter, Archbishop of Montreal to Trudeau, 9 April 1941, Library and Archives Canada, MG 26 02 Trudeau Papers, vol. 4, file 8.

## 17. **Interviews**

If you are referencing an interview that was broadcast or published, the citation should include the name of the person interviewed, the title of the interview (if applicable), the interviewer's name, the medium (e.g. book, television show) where the interview appeared, and the date of the interview.

<sup>42</sup> Margaret Thatcher, "Britain's Iron Lady," interview by Barbara Frum, The Journal, Canadian Broadcasting Corporation, 27 September 1983.

<sup>45</sup> Isaac Bashevis Singer, interview by Harold Flender, in Writers at Work: The "Review" Interviews, ed. George Plimpton, 5<sup>th</sup> ser. (New York: Viking Press, 1981), 85.

References to interviews that you have conducted or that have not been published or broadcast are referenced as follows:

<sup>34</sup> Peter Manywound, interview by the author, Tsuu Tina First Nation, AB, 6 August 2002, tape recording, Museum of the Regiments (Calgary), P.W. Lackenbauer Fonds. [*Note: in this example, the interview has been deposited in an archive.*]

<sup>34</sup> Simeonie Oweetaluktuk, interview by the author, Inukjuak, QC, 1 September 2006.

## 18. Explanatory Notes and Multiple References

Occasionally, it is desirable to write a “content” footnote or endnote to contextualize a discussion in your paper, explain a concept or idea, or include an anecdote without delaying the development of your argument. For example:

<sup>45</sup> Tommy Prince has been the subject of a few biographies, the most thorough of which is D. Bruce Sealey and Peter Van De Vyvere, Manitobans in Profile: Thomas George Prince (Winnipeg: Peguis Publishers, 1981). This interesting, descriptive overview of Prince’s life devotes little attention to his experiences in Korea and omits any reference to the troubles that Prince experienced during his second tour. The lack of references to source material also limits its usefulness.

It is sometimes necessary to put several sources into one footnote, if all the sources refer to the material that is being referenced. In such cases, works should be separated by semi-colons.

<sup>17</sup> Allan Young, The Harmony of Illusions: Inventing Post-Traumatic Stress Disorder (Princeton: Princeton University Press, 1995), 3-5; A. Kardiner, The Traumatic Neuroses of War, Psychosomatic Medicine Monograph II-III (Washington: National Research Council, 1941); Terry Copp and Bill McAndrew, Battle Exhaustion: Soldiers and Psychiatrists in the Canadian Army, 1939-1945 (Montreal & Kingston: McGill-Queen’s University Press, 1990), 43.

## 19. Additional Material

For detailed explanations on how to reference additional material, such as music scores, art work, maps, and legal cases, you should consult the Chicago Manual of Style.

### Proper Bibliographical Format

A bibliography is a list of all the sources that were consulted in the course of researching and writing the essay. As a result, some works might be cited in the bibliography that are not otherwise referenced in the essay. Do not, however, include clearly irrelevant material in the bibliography. The main difference between notes and bibliographical entries is how the information is presented, rather than what is presented. Entries are **alphabetized by the author’s last name** or by institution name and the various elements of the reference are separated by periods instead of commas. Short titles are not used in bibliographies and page ranges are only used for journal articles. Primary and secondary sources are usually separated, although it is not always necessary to separate them further unless an extensive list of sources has been used. What follows is an example of a properly-formatted bibliography, using examples from the previous section.

## Sample Bibliography

- Axworthy, Tom and Pierre Elliott Trudeau, ed. Towards a Just Society: The Trudeau Years. Markham, ON: Viking, 1990.
- Bashow, David. "The Incomparable Billy Bishop: The Man and the Myths," Canadian Military Journal 3:3 (Autumn 2002), [http://www.journal.forces.gc.ca/engraph/vol3/no3/pdf/55-60\\_e.pdf](http://www.journal.forces.gc.ca/engraph/vol3/no3/pdf/55-60_e.pdf). Last accessed 30 June 2006.
- Bethune, Brian. "The Trudeau Revelations," Maclean's, 16 October 2006. 60.
- Bliss, Michael. Right Honourable Men: The Descent of Canadian Politics from Macdonald to Chrétien, rev. ed. Toronto: HarperCollins, 2004.
- Clarkson, Stephen and Christina McCall. Trudeau and Our Times, vol. 1: The Magnificent Obsession. Toronto: McClelland and Stewart, 1990.
- Connors, Stompin' Tom. "Black Donnelly's Story" on On Tragedy Trail, Rebel Records CLPS 1070.
- Conrad, Margaret. "Ellen Fairclough, Canada's First Female Cabinet Minister," Canada: Confederation to Present CD-ROM ed. Bob Hesketh and Chris Hackett. Edmonton: Chinook Multimedia, 2001).
- English, John. Citizen of the World: The Life of Pierre Elliott Trudeau, vol. 1. Toronto: Random House, 2006.
- . "Pearson, Lester Bowles," in Dictionary of Canadian Biography, <http://www.biographi.ca/EN/ShowBio.asp?BioId=42123&query=pearson>. Last accessed 15 November 2006.
- Library and Archives Canada. MG 26 02 Trudeau Papers.
- MacGuigan, Mark. An Inside Look at External Affairs During the Trudeau Years: The Memoirs of Mark MacGuigan, ed. P. Whitney Lackenbauer. Calgary: University of Calgary Press, 2002), 34.
- Mehler, Audrey, dir. Fallen Hero: The Tommy Prince Story. Videocassette. 45 mins. David Paperny Films Inc., 1999
- Moray, Gerta. "Northwest Coast Native Culture and the Early Indian Paintings of Emily Carr, 1899-1913." Ph.D. dissertation, University of Toronto, 1993.
- "The Nobel Peace Prize 1957: Presentation Speech," [http://nobelprize.org/nobel\\_prizes/peace/laureates/1957/press.html](http://nobelprize.org/nobel_prizes/peace/laureates/1957/press.html). Last accessed 15 November 2006.
- Oweetaluktuk, Simeonie. Interview by the author, Inukjuak, QC, 1 September 2006.
- Owram, Douglas. "The Myth of Louis Riel," Canadian Historical Review 63/3 (1982). 315-36.
- Pearson, Lester B. Mike: The Memoirs of the Right Honourable Lester B. Pearson, 3 vols. Toronto: University of Toronto Press, 1972-1975.
- Prentice, Alison and others. Canadian Women: A History. Toronto: Harcourt Brace Jovanovich, 1988.
- Strong-Boag, Veronica. "'Ever a Crusader': Nellie McClung, First-Wave Feminist," in Rethinking Canada: The Promise of Women's History, ed. Veronica Strong-Boag and Anita Clair Fellman. Toronto: Copp Clark, 1986. 178-90.
- Trudeau, Pierre, ed. The Asbestos Strike. Trans. James Boake. Toronto : James Lewis & Samuel, 1974.
- Whitfield, Harvey. Review of James Robinson Johnston: The Life, Death and Legacy of Nova Scotia's First Black Lawyer, by J.M. Johnston. Canadian Historical Review 87/3 (2006). 500-503.
- Wheatley, W.H. "Richard Suspension To Include Playoffs," Globe and Mail, 17 March 1955, A1.