# 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 *ibid* 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
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


Bibliography


[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


Bibliography


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


An edition other than the first

Footnote


Bibliography

A book with more than three authors or editors

Footnote


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

Bibliography


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

Footnote


Bibliography


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

Footnote


Bibliography


A translation

Footnote


Bibliography

A multivolume work

Footnote


or when an individual volume does not have its own title


Bibliography


Preface, foreword or introduction to a book

Footnote


Bibliography


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

Footnote


Bibliography

Chapter in an edited volume originally published elsewhere

Footnote


Bibliography


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


No author given; no publisher named; Anonymous

Footnote


[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


Bibliography

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

An article in a scholarly print journal

Footnote


Bibliography


[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


Bibliography


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**


**Bibliography**


[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**

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.]


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.


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


Bibliography


Footnote


Bibliography

Weblog entry or comment

Footnote


Bibliography


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

A paper presented at a meeting or conference

Footnote


Bibliography


A book review

Footnote


Bibliography

A thesis or dissertation

Footnote


Bibliography


Magazine article

Footnote


Bibliography


Newspaper article

Footnote


Bibliography


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

Bibliography

Signed in an online encyclopedia

Footnote

Bibliography

Not signed in an online encyclopedia

Footnote

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


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 XVIe et XVIIe siècles’, fo. 170’.

10 BN, Dupuy 115, fo. 156’.

Bibliography

Bibliothèque nationale de France (BN), Manuscripts, Collection Dupuy 115, Recueil de plaidoiries, arrêts et consultations des XVIe et XVIIe siècles.

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


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:


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.

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:


would be subsequently cited as


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.


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

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


Saint Mary’s University General Loan D 13 R295 2001


Saint Mary’s University Reference Collection LB2369.T8 2007


Saint Mary’s University General Loan D 13 H4147 1998
The Professionalization of History
by
Clio Chronology

Dr. Dusty Archives

HIS 2370 The Discipline of History
Saint Mary’s University
26 November 2008
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

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

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...”

² Tosh, Pursuit of History, 5.
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

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⁶ Iggers, “Professionalization”, 227.


⁸ Iggers, “Professionalization”, 230.
Bibliography


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