

Citation Guide for Papers

You may use either (1) parenthetical referencing or (2) footnotes/endnotes in most papers. Footnotes are better if you have long titles or other things that would make parenthetical notes long and confusing.

Citations tell the reader where your information came from, and where to find it. This is partly to give credit to those whose ideas or facts you borrow, partly to show that you based your work on adequate sources of information, and partly to let any interested reader find not only the sources that you used, but also the particular page(s) from which any given bit of information comes. Include a reference whenever you present someone else's ideas, whether you quote their exact words or paraphrase them. The best rule of thumb is, if you are not sure if you need a reference or not, go ahead and include it. Better to "over-cite" than to "under-cite." This handout is a guide to citing the most common types of sources. To deal with the dozens of variations that it can't cover, consult a style manual (e.g., Kate Turabian, *A Manual for Writers*, or the *MLA Handbook*, both available in the reference section of the library).

NOTE: Passim, ibid., and id.: If you refer to general ideas from throughout a source and you absolutely cannot pin them down to a particular page or pages, use the Latin word passim (here and there) instead of page numbers.

Example: ⁵Dava Sobel, *Longitude: The True Story of a Lone Genius Who Solved the Greatest Scientific Problem of His Time* (New York: Penguin, 1995), passim.

Ibid. and id. are technically acceptable in some cases but you risk losing track of what you are citing. Don't use them.

1. PARENTHETICAL REFERENCES: Parenthetical references (Author, page numbers) use notes in parentheses within the text to indicate the exact page in the source on which you found the information, and a bibliography or works-cited list at the end of the paper to give the full references. Notice that a parenthetical citation at the end of a quotation goes after the quotation mark but before the period. The text will look something like this excerpt from an actual student paper:

The next Bourbon king, Phillip V, faced many of the same problems: increasing American tax revenues, protecting the Spanish empire, and expanding Spain's commercial relationship with the colonies (Burkholder, 280). In order to increase the tax revenues from the Americas, the Bourbons needed to establish a more effective and efficient administration. The Bourbons needed to increase their revenue, in order to create a better defense. Trade from the colonies goes hand in hand with this idea. More trade would lead to more total revenue for the Bourbons. There was a dramatic increase in defense spending during the end of the Bourbon rule, due to the fact that many more wars or the threat of wars were occurring in Europe and the Americas. The colonies' income failed to meet the costs of the Spanish empire (Wortman, 174).

[If I were not intentionally keeping the student anonymous, I would include a citation: (Lastname, 3). If I were not trying to make this example look just like your paper, I would either put the whole thing in quotations, or indent the whole thing and single-space it, which is called a block quotation.]

If you had more than one source by the same author, you would add either the year or the start of the title to each citation of that author to show which you meant: (Martland, "Government in Valparaíso," 229) and (Martland, "Progress Illuminating the World," 224).

3. BIBLIOGRAPHIES / WORKS-CITED LISTS:

Rules are here, examples are in the sample bibliography below.

BOOK: Last Name, First Name. *Title*. City: Publisher, Year.

JOURNAL ARTICLE: Last Name, First Name, "Article Title," *Journal Title*, Volume.Number (Year): firstpage-lastpage.

EDITED VOLUMES: Editor Last Name, First Name, ed. *Title*. City: Publisher, Year.

MULTIPLE AUTHORS (Books & Journals): Name and Name [Then follow above]

NEWS MAGAZINE: Last Name, First Name. "Article Title." *Magazine Title*, Date, Pages.

NOTE: If no author is listed for an article in a magazine or newspaper, simply start with the article title.

NEWSPAPER: Last Name, First Name. "Article Title." *Newspaper*, Date, Pages.

WEBSITE: Organization (http address) Date Accessed.

NOTE: If you use PDF or other electronic versions of articles or books, (from JStor, for example), cite them as though they were the original paper versions. Only treat articles as web-based if they ONLY exist in electronic form.

WHOLE BIBLIOGRAPHY: Arrange sources of all types in alphabetical order by author's last name. Single-space within entries but put a space between them. Use a hanging indent (in the format-paragraph section in Word).

The Works Cited List for the paper from which I took the example of parenthetical citations looks like this:

Works Cited

Burkholder, Mark and Lyman Johnson. *Colonial Latin America: Fifth Edition*.
New York: Oxford University Press, Inc., 2004.

Wortman, Miles. "Government and Society in Central America, 1680-1840," *The Journal of Modern History*, Vol. 56.1 (1984): 173-74.

A longer bibliography with a variety of different types of source looks like this:

Bibliography

American Historical Association Website (www.historians.org) Accessed on March 11, 2005.

Bermeo, Nancy, ed. *Unemployment in the New Europe*. New York: Cambridge University Press, 2001.

Casey, Terrence. *The Social Context of Economic Change in Britain*. Manchester, UK: Manchester University Press, 2002.

Dickerson, John F. and Karen Tumulty. "Take It Outside, Boys: Why Bush Fired His Feuding Economic Advisors." *Time*, December 8, 2002, 10-12.

Hall, Peter. "Social Capital in Britain," *British Journal of Political Science*, 29.2 (2002): 417-461.

Preston, Julia. "UN Teams Begin Analysis of Documents from the Iraqis." *New York Times*, December 9, 2002, A15.

Ruane, Joseph, and Jennifer Todd. *The Dynamics of Conflict in Northern Ireland*. New York: Cambridge University Press, 1997.

3. FOOTNOTES: Footnotes use a superscript number in the text to direct the reader to a note with the same number at the bottom of the page. **Number footnotes consecutively throughout the paper, or, rather, let your computer do it for you. In Word, place the cursor where you want the note number to go in the text, type ctrl-alt-F, and type in the note.** Word will assign consecutive Arabic numbers and put each notes on the same page as its number.

In footnotes you include a full citation¹ the first time you cite a work, and shortened citations² thereafter. Please note that even though all of the example notes below are listed as note 1 or note 2 for simplicity, you will NEVER have more than one note with any given number.

BOOK: ¹Name, *Title* (City: Publisher, Year), Page Number (s).

First Reference: ¹ Terrence Casey, *The Social Context of Economic Change in Britain* (Manchester, UK: Manchester University Press, 2002), 193.

Second Reference: ² Casey, 67.

ARTICLES FROM EDITED VOLUMES: ¹ Article Author(s) Name, "Article Title," in Editor(s) Name (ed.), *Book Title*, (City: Publisher), Year, Page Number.

First Reference: ¹ Ash Amin, "Industrial Districts," in Eric Sheppard and Trevor Barnes (eds.), *A Companion to Economic Geography* (London: Blackwell, 2000), 172.

Second Reference: ² Amin, 178.

JOURNAL ARTICLE: ¹ Name, "Article Title," *Journal Title*, Volume: Number (Date), Page Number.

First Reference: ¹ Peter Hall "Social Capital in Britain." *British Journal of Political Science* 29:2 (1999), 435.

Second Reference: ² Hall, 438.

NEWS MAGAZINE: ¹ Name, "Article Title," *Magazine Title*, Date, Page.

First Reference: ¹ John F. Dickerson and Karen Tumulty, "Take It Outside, Boys: Why Bush Fired His Feuding Economic Advisors," *Time*, December 8, 2002, 11.

Second Reference: ² Dickerson and Tumulty, 12.

WEBSITE: Organization (url) Date Accessed

First Reference: ¹ American Historical Association Website (www.historians.org) Accessed September 1, 2004.

Second Reference: ² American Historical Association Website.

MORE THAN ONE WORK BY THE SAME AUTHOR: First references look exactly the same as they would if there were only one work.

First References: ¹ Samuel J. Martland, "Progress Illuminating the World: Street Lighting in Santiago, Valparaíso and La Plata, 1840-1890," *Urban History* 29:2 (2002), 223.

² Samuel J. Martland, "Reconstructing the City, Constructing the State: Government in Valparaíso after the Earthquake of 1906," *Hispanic American Historical Review* 87:2 (2007), 254.

Second Reference ³ Martland, "Reconstructing the City," 225.

On the next page there is an example of text with footnotes taken from a student paper. It comes from pages three and four, and begins and ends in mid-sentence; focus on the footnotes.

visual appeal of his bridges. He also focuses mainly on the successes of past suspension bridges and not on their failures.¹ After the collapse of the Tacoma Narrows Bridge, bridge oscillation came under greater scrutiny.² “In the seven decades between 1818 and 1889, ten suspension bridges were severely damaged or destroyed by the wind.”³ Therefore there is evidence that the engineers should have known that the wind can destroy bridges.

There was a ferry established in 1929 to shuttle people and vehicles between Tacoma and Olympic Peninsula. Due to a growing U.S. Naval ship yard on the Olympic Peninsula there was a need for a better way to cross the narrows and the New Deal’s national Depression-relief funding made a bridge possible. In 1930 David Steinman proposed a bridge design to the Tacoma Chamber of Commerce. This design was one of the first designs to be proposed. Steinman’s design took into account the forces of the wind with an 18.3-m wide floor truss and a 7.3-m deep stiffening truss. There were several other bridge designs proposed, but all were canceled due to lack of funding.⁴

In 1938 the Toll Bridge Authority, working under the direction of Clark H. Eldridge, prepared another design. This design had a 12-m wide floor truss and a 6.7-m deep stiffening truss to combat the forces of the wind. The Public Works Administration (PWA) gave the Toll Bridge Authority a grant of \$2.7 million to help with the cost of the construction of the bridge. This grant had a condition though, in order to receive the grant, the Toll Bridge Authority had to get an independent review of the bridge’s plans. The Toll Bridge Authority decided to have Leon Moisseiff conduct the review. Leon Moisseiff was “arguably the most prolific suspension bridge designer of the era.”⁵ This choice would prove to be a mistake. Moisseiff’s main concerns were the aesthetics and economy of the bridge. Moisseiff had

¹ Petroski, Henry. *Design Paradigms, Case Histories of Error and Judgment in Engineering*. Cambridge University Press, 1994, 147.

² Petroski, 161.

³ Petroski, 157.

⁴ Scott, Richard. *In the Wake of Tacoma Suspension Bridges and the Quest for Aerodynamic Stability*. American Society of Civil Engineers, 2001, 41.

⁵ Scott, 42.