Citation Guidelines
Eastern Illinois University
Department of History

The citation of primary and secondary sources that individuals use when preparing research papers is a professional requirement of historians. It is a moral and ethical necessity to identify from where the researcher has borrowed ideas and where the body of evidence used in the paper is located. The historical profession typically uses some form of the Turabian style for citation, which is a slightly simplified version of the Chicago Manual of Style. Every publisher and journal, however, has a slight variant on this format in what is called the House Style. In that spirit, the Citation Guideline here presented serves as the House Style for the History Department at Eastern Illinois University. While it largely follows the Turabian/Chicago style, the Citation Guidelines simplifies some components. These Citation Guidelines are used in HIS 1101 (Introduction to Historical Studies), HIS 2500 (Historical Research and Writing) and HIS 4375 (History Capstone Seminar) as well as for papers written in other history courses, for honors and graduate theses, and in the student-directed publication Historia.

Two principles shape the Citation Guidelines. First, Notes should allow the reader, while reading the paper, to quickly understand the origins of the material presented in the paper (who created the material, in what format, and when). Second, the Notes and the Bibliography should allow the reader, after reading the paper, to be able to find all of the material in the paper, whether online or physically (identifying what the material is and where to locate it).

The formats for citation set out below cannot account for every possibility, so that sometimes you will need to combine elements. For example, the formats below show how to cite a book that has multiple editions and how to cite a multi-volume book. If the book you wish to cite has both components, then you will need to merge the two formats, using the common elements of both and then adding the components for the multiple editions and the multi-volume.

A few other issues to note:

1. For the first citation of a source in the notes, the full citation is listed. For subsequent citations, a shortened version of the citation may be used that includes the author’s last name (if there is an author), a shortened version of the title, and then the page number referenced. A key point is that enough information must be included so that this source cannot be confused with another source in the Bibliography. Here is an example of what the first and second citation would look like for a journal article:


   2Patterson, “Alcman’s Partheneion,” 127.
2. Regarding city of publication, when a citation calls for the abbreviation of a U.S. state, the modern two-letter abbreviation system is to be used rather than the older system for abbreviation. Thus, MA rather than Mass. and CA rather than Calif. This issue occurs most commonly when identifying the place of publication in books. Also, note that when a city is well known (New York, Chicago, Cambridge, Princeton) or when the name of the state occurs in the name of the publisher, then the state does not need to be listed in the place of publication. See, for example, the first example below under Books, in which the abbreviation for Michigan (MI) is not listed after the city of Ann Arbor because the state name appears in the name of the publisher (University of Michigan). Also, book title pages will sometimes list many cities if the publisher has several editorial offices. Usually, the first one is sufficient.

3. An author does not need to be a human being but can be an institution, organization or committee. In such cases, simply identify the author as the institution. Many books (and most newspaper or journal articles) published before 1800 (and some after that) are published anonymously. In those cases, you may simply begin the citation with the article or work title.

4. When the names of authors, book titles, and names of publishers use diacritical markings (i.e., foreign characters with accent marks such as é, â, ç, ê), these diacritical markings should be used in the Bibliography and Notes. Typically, letters with diacritical marking can be inserted through the “Insert Symbol” or “Insert Character” features.

5. With Notes, reference to multiple sources can be included in the same Note number. In such cases, a semi-colon is placed between the references, and the word “and” appears before the final reference. The various individual references in such a note will be listed separately in the Bibliography. Example:


B=Bibliography
N=Endnote or Footnote

Books

**Single author**


**Two authors**


**Three authors**


**More than three authors**


**Anonymous book**


**Later editions of a book (after first)**


**Multi-volume book**
Citing multi-volume books is affected by whether the different volumes have different sub-titles. Multi-volume books with different sub-titles for each volume have each volume begin pagination with page 1. Multi-volume books that do not have separate sub-titles may use continuous
pagination (so that the page number in each volume picks up where the previous volume left off) or may have each volume begin its pagination at page 1. How the Bibliographic entry is listed also depends on whether or not the paper cites both volumes or just one volume.

**Multi-volume book with continuous pagination**


**Multi-volume book without continuous pagination.**

Note 1: If a multi-volume book does not have sub-titles and does not use continuous pagination, follow the format below but exclude the sub-title.

Note 2: If the paper only cites one of the volumes of the book, use the format for the Bibliography given here. If the paper cites from more than one volume, then use the Format above listing the total number of volumes but not the sub-title of individual volumes.


**Reprinted books**


**Translated book**


**Edited Anthology or Collection of Sources, Letters, etc.**


**Chapter in an edited collection**


**E-Book**

When referencing E-Books, all of the standard publication information should be included. E-Books present a particular problem because their format and pagination may differ from the print version of the book. Some forms of E-Books are simply copies of the printed version of the book (Google Books typically uses their format). If an E-Book clearly indicates the page numbers in the print version of the book, then it may be cited simply as a print book. However, if the E-Book is produced so that it does not have clear reference to the print version page numbers or if a print version of the book does not exist, then the citation should indicate the format for the E-Book and the chapter number or another locator for the specific section of the text cited.


**Sacred Text**

Sacred texts are generally referenced with chapter and verse and with the version. Such texts are listed in the Notes but not in the Bibliography.


**Source Quoted in Another Source**

When quoting or using information from a journal article or book that is from another source, it is best to go to the original source so that you can determine the context for the original
information. If that is not possible, then it is permitted to cite the material as quoted in another source by providing citation to both the original material and the source in which the information was found. The first part of the citation will reference the original source and the second part will reference where you found the material. The second part must provide the appropriate citation format for the book, article, or other source for the material. The example below provides an example of material cited from a book.


### Scholarly Journals

If an article or book review from a scholarly print journal is accessed through an online format, the work should be cited simply as a print journal. If the article or book review only exists as an online source, then reference to the location online must be included.

#### Article

**Article (print journal)**


**Article (only online)**


#### Book Review

**Book Review (print journal)**

Newspapers, Encyclopedias, and Dictionaries

**Newspaper**
Most newspapers now exist in both print and online formats, and many newspapers have added to their online collections copies of their newspapers stretching back decades and even centuries. In addition, different editions of the same newspaper are sometimes published in different regions of the U.S. or Internationally. How to cite newspapers depends on how they are accessed and their availability. Many large, national newspapers have dedicated search engines. In such cases, provide a link to the general bibliographic citation to that search engine.

**Newspapers accessed in print or microfilm format:**
The Note reference should site the specific article referenced; however, the Bibliography should simply list the newspaper without references to the specific article. A bibliographic citation that collects together a group of citations to one source (a newspaper or an archive) is usually placed at the beginning of the Bibliography, preceding the alphabetical list of the cited sources.


[B] Newspapers
*Charleston Courier.*

**Newspapers accessed in online format through a dedicated search engine:**
Newspapers accessed in online format through a dedicated search engine follow the same pattern outlined above; however, now add the url to the general search site to the Bibliographic entry. See the example below for how the Notes and the Bibliography should appear.


[B] Newspapers

Charleston Courier


Magazine Article


Encyclopedia and Dictionary

If an encyclopedia or dictionary that exists in print form is accessed through an online format, the item should be cited simply in its print format. If the encyclopedia or dictionary only exists as an online source, then reference to the location online must be included by adding the url at the end of the citation.

A distinction is made between standard reference works (*Encyclopedia Britannica, Merriam-Webster’s Collegiate Dictionary*, etc.) and specialized reference works.

**Standard Reference Work**

For standard reference works arranged alphabetically, do not include the publication information but do include the edition number. If the source indicates that the edition is revised (often indicating a process of continuous revision), then the most recent year of publication is listed. In addition, page numbers are not listed. Instead, the abbreviation *s.v.* (for *sub verbo* or “under the word”) is given followed by the word being referenced. Standard reference works are included in the Notes but are not listed in the Bibliography.


**Specialized Reference Work**

Specialized reference works typically have authors for specific articles and are not revised after the original publication. As a result, the author is identified with the article; however, if the work is arranged alphabetically, no page numbers are included.
Archival Sources

Archival sources are unpublished sources located in archives (whether the archive is in a library, town hall, or an institutional archive). Published sources that are located in an archive are cited as published sources without reference to the archive which holds them. Archival sources must be cited so that a competent researcher can locate the document and the material cited. Typical information to include in the reference is the archive, the name of the collection, the archival reference code, the page or folio number (if possible), the specific document title, and the date (if possible—use n.d. for “no date” if no date is given). One very helpful practice is to find other authors who have cited the same material that you are using (or at least material from the same archive) and observe how they have cited the material or to ask the archivist if there is a preferred format to cite material in that specific archive.

One common practice is that the first reference to a specific archive will provide the full title of the archive and afterwards an abbreviate version will be used in citations. For example, for a citation to a document in the National Archives of France, the first references would read:

[N] 32 Archives Nationales (hereafter AN) F\textsuperscript{12} 51 f\textsuperscript{o}42-43, “Lettre d’Agusseau à Amelot,” January 4, 1698.

Any subsequent reference material in the Archives Nationales would read:

[N] 33 AN G\textsuperscript{7} 1637 “Edit du Roy, portant création de six commissions d’Intendans du commerce,” May 13, 1708.

In the Bibliography, archival sources are not listed individually but are collected together so that the archival series and individual box or carton numbers are identified. These lists usually appear before the other items listed in the Bibliography. For example, a Bibliography using the sources listed above might appear as:

Bibliography

Archival Sources
Archives Nationales AD X, XI, XIV; G\textsuperscript{7} 1634-1640, 1643, 1678; F\textsuperscript{11} 24-29, 33, 35; F\textsuperscript{12} 34-37, 48, 51, 54, 103.

A few more examples of citing archival sources:

(B) Infant Welfare Society of Chicago, records. Chicago Historical Society, Chicago, IL.

And an example of how to cite the Illinois Regional Archives Depository, of which one branch exists in Booth Library
(N) Inquest on Annetia Flanders, Cook County Medical Examiner’s Reports No. 16613, July 28 and August 8, 1899. Illinois Regional Archives Depository, Northeastern Illinois University, Chicago, IL.

(B) Cook County Medical Examiner’s Reports. Illinois Regional Archives Depository, Northeastern Illinois University, Chicago, IL.

And here’s an example for a state archive:

(B) Illinois State Department of Agriculture, State Fair Annual Reports. Record Group 201.003. Illinois State Archives, Springfield, IL.

**Online Archives**
With the growth of digital humanities projects, many archival sources are becoming available online. When using such sources, care must be taken to identify the origin of the source, which sometimes are copies of printed sources that should be cited using the format appropriate for that type of publication. With online archival sources, individual items are cited in notes and then the url to the site hosting the online archives is provided.


[N] 35British Linen and Irish Linen Exported from England, 1743-1772, European State Finance Database.

[N] Estimates of Slave Voyages, Trans-Atlantic Slave Trade Database.

**Bibliography**

**Archival Sources**
Archives Nationale AD X, XI, XIV; G7 1634-1640, 1643, 1678; F11 24-29, 33, 35; F12 34-37, 48, 51, 54, 103.

**Online Archives**
Government Documents


Multi-Media

DVD, Film, Video
If the film does not have individual episodes, the reference simply begins with the film’s title.


CD-ROM


Sound recording
Sound recordings present a number of difficulties for citation. The citation should present all of the following information in the following order: Composer’s name, title of recording, name of the performer, name of the recording company, and date. For a collection of works, begin with the title of the recording.


[N] 38Franz Liszt, Piano Sonata in B Minor, Vladimir Horowitz, Naxos Historical 8.110606,
Unpublished Sources

Thesis or dissertation


Personal correspondence (letter, email)
Personal correspondence is not typically listed in the bibliography.

[N] 40Tyler Stovall, email message to author, April 7, 2016.


Personal Interview
Personal interviews are not typically listed in the bibliography.


Internet Sources

Website
Note: The citation format here is for a website—not for anything on the web. Much of the scholarly material online also exist in print format. For information on citing books, scholarly journals, and other material (both online and in print), look at the specific sections of this guide for that material. The citation format here is only for websites that do not fall into those categories and which do not exist in print versions.

The following information should be provided when citing websites: the author’s name (if known), the title of the document, title of the website, the owner of the website (if known), date accessed (if no publication date or revised date is given), and the url.


**YouTube**
The materials available on Youtube generally follow the citation pattern of the type of material presented: sound recording, interview, video, etc., with the Youtube url added at the end. The example provided below is for a recorded interview that is published in an online journal.


**Blog**


**Social Media Content**
Social Media content is a new source to cite. The author, format, and date should be identified and a url link in available. If the post does not have a title, quote the first few words of the post in place of a title. Instagram and other social media sites follow a similar format. Social Media citations are only listed in the bibliography if they are cited frequently or if they form a central part of the paper’s evidentiary foundation.

**Twitter**


**Facebook**


Miscellaneous

Published interview

Print Source
The example here is for an interview in a journal article. If the interview appears in a book, then use the format for “Chapter in an edited collection.”


Online Source


Illustration, Table, or Map (from a printed or online source)
The citation should indicate the title and author (if known) of the item cited and indicates its location in a printed or online source, following the appropriate format. The example below uses a table from a book. Also, in the bibliography, only the reference to the sources is listed.

