

# Citation Instructions for My Class

## Using Endnotes

For my class, I will generally use endnotes, which are similar to footnotes except that they print out at the end of the paper instead of at the bottom of each page. Endnotes do not interfere with the page length, which is useful for class assignments.

In Microsoft Word, you can insert an endnote by placing the cursor where you want the endnote to be and then go through the following steps:

- **Go to Insert Pull-Down Menu.** In Word, you can get to the Endnotes through the Insert Menu at the top of the screen. Click on insert to pull down the menu.
- **Click on the Reference.** You should see an option called "Reference." [On some old versions, it is simply called "Footnote"]. If you don't see it, that means it is hidden: you will need to "unhide" the option by clicking on the arrows at the bottom of the Insert pull-down menu. A longer version of the menu will appear which will include the References option.
- **Adjust Your Reference Settings.** Clicking on the Reference option will cause a box to appear with various settings. Click on the button next to endnotes. You can also change the numbering style, if you wish. Often the default is i, ii, iii, iv, etc. You can change it to 1, 2, 3, etc. I don't really care that much, though. Click OK at the bottom of the box.
- **Type in the Citation Information next to the superscript number.** After clicking OK at the bottom of the box, you will see two things. First, the program will insert a footnote number at the desired place in the text. You will also go a second screen at the bottom of the page, or possibly in new versions you will simply go to the end of the paper (with a line drawn between the paper and the endnote section). Here, you can put all the necessary citation info (Author, title, etc.). From here on out the program, will keep track of this information and then print out the list at the end of you paper. You can insert new citations and they will appear in order. If you cut and paste endnotes, or insert new citations later on, the program will automatically keep track, renumbering your endnotes (or footnotes) for you. It is very easy and very handy for writing papers.

You can also do the same with footnotes in case you ever need to use them. The only difference is that they will print out at the bottom of the page instead of at the end of the paper.

## Endnotes and footnotes should both be placed:

**After punctuation.** Endnotes should always be placed after any punctuation at the end of the sentence (including possible quotation marks), not before the punctuation.

**At the end of sentences.** Endnotes should be placed at the end of the sentence, never in the middle of the sentence (with a few, very rare exceptions).

- If you have several works that you want to reference for a single sentence, you can do this within a single endnote. Normally, you place the endnote references in the order in which come up in the sentence. The citations, whether in the full or short version, are separated with a semicolon.
- On the other hand, though, if you have several pages used from the same work, normally the page number are put in *sequential* order, even if the higher page number is referenced first in the sentence.

Examples:

One interpretation is that More wrote *Utopia* as a socialist text, suggesting the More believed there was a need for vast economic and social reconfiguration in European society; the opposing interpretation, on the other hand, insists that More above all imagined his society from a religious perspective.<sup>1</sup>

1 Kautsky, 140-8; R. W. Chambers, “Utopia and the Problems of 1516,” in *Utopia* by Thomas More, ed. and trans. Robert M. Adams, 2<sup>nd</sup> edition (New York and London: Norton, 1992), 145.

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As Thomas More described in his *Utopia*, everyone “live[s] in plenty” so that supplies needed are given to the citizens without question “so long as public warehouses are filled.”<sup>1</sup>

1. More, 28, 82. [*Not* More, 82, 28.]

***You can either put a space between the endnotes in the list at the end of the paper or not, but in either case be consistent. Otherwise, it just looks sloppy.***

## Chicago Style

### **Book (whether a monograph or textbook):**

First Citation:

Author, *Title* (Place of Publisher: Publisher, Copyright Date), page number.

Ex: Otto Friedrich, *Before the Deluge: A Portrait of Berlin in the 1920s* (New York: Fromm International Publishing, 1986), 56.

Any Citation afterwards:

Last name, Short version of title,<sup>\*</sup> page number

Example:

Friedrich, *Before the Deluge*, 58.

or perhaps

Friedrich, 58

### **Journal:**

First Citation:

Name of Article's Author, "Title of Article," *Name of Journal* Volume Number of Journal (Year of Journal's Issue): page number.

Example: Gerard Wegemer, "The City of God in Thomas More's Utopia," *Renascence* 44 (1992): 116-118.

Any citation afterwards:

Last name, "Short Version of Title of Article," page number.

Example:

Wegemer, "The City of God," 127.

or perhaps

Wegemer, 128.

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\* Only use short version of title if same author has two books you are using, or if there are several authors with last name. Otherwise, omit the title.

## Essay in an Edited Collection

Some books are actually collections of essays. If each chapter seems to have its own author, treat it as an edited collection:

Author, "Title of Essay," in *Title of Book*, ed. Name of Editor (Place of Publication: Publisher, Copyright Date), page number(s).

For example:

Ho Chi Minh, "The Role of Capitalist Exploitation in the Renaissance," in *The Renaissance: Marxist Interpretations* (Cambridge, Massachusetts: Working-Class Publishers, 1967), 680.

## Reference

Some reference works have authors and named editors, while others do not.

1) If the reference entry itself has a named author and the reference work as a whole has an editor, treat it as an edited collection:

Author, "Title of Reference," in *Title of Reference Work*, ed. Name of Editor (Place of Publication: Publisher, Copyright Date), page number(s).

Example:

Jo Jo Blog, "Humanism," in *Encyclopedia of the Renaissance*, ed. John Smith (New York: Nonfiction Publishers, 1937), 11.

2) If the reference work has an editor but the entry does not have a named author, use the following:

Henry Ford, ed., *The Encyclopedia of Renaissance Artists* (New York: Nonfiction Publishers, 2003), 278.

3) If there are no editor or author names you can find, treat it as a standard reference work:

*Encyclopaedia Britannica*, 15<sup>th</sup> ed. revs., s.v. "Renaissance."

[s.v. means "under the word"]

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