

# 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:

- **Click on the References Tab.** In the recent versions of Word, you can find this tab at the top of the screen. Clicking on this tap will reveal a series of buttons and options underneath.
- **Click on Insert Endnote.** This probably will be a smaller button next to a very large “Insert Footnote” button within the “Footnotes” Grouping. This will insert an endnote (superscripted) number into the text and then also take you to the end of the page.
- **Type in the Citation Information next to the superscript number.** 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 your 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.
- **Insert an Endnotes Heading.** Endnotes will be inserted underneath line at the end of the paper. Underneath this line, type a boldfaced “Endnotes” to clearly mark where the endnotes begin.

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.

**Converting Footnotes to Endnotes (and vice versa).** If you accidentally use footnotes, don’t worry—they can be converted easily.

- **Open the Footnotes Box.** To do this, click on the small diamond in the bottom right-hand corner of the Footnotes Grouping. This will open up a dialog box with several footnote & endnotes options.

- Click the Convert Button. A new dialog box will open up. Make sure the selection “convert all footnotes to endnotes” option is selected, and choose OK

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 they 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 numbers 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 that 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, 140-148; 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.***

# EXAMPLES OF 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*, page number

Example:

Friedrich, *Before the Deluge*, 58.

## USE OF IBID

If you are citing the exact same reference that you have cited in the previous endnote (or footnote), you can simply use *Ibid.* (if necessary, followed by a comma and different page numbers). This only works, though, if you are citing the same reference. Otherwise, use the short version of the citation.

See the sample endnote section at end of this handout for further clarification.

## 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, use short version:

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

Example:

Wegemer, "The City of God," 127.

(or again Ibid. if possible).

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

## REFERENCE MATERIAL

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"]

## AN EXAMPLE OF AN ENDNOTE SECTION

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### Endnotes

- <sup>1</sup> Peter Kolchin, *Unfree Labor: American Slavery and Russian Serfdom* (Harvard University Press, 1987), 328.
- <sup>2</sup> Orlando Figes, *A People's Tragedy: The Russian Revolution, 1891-1924* (New York: Penguin Books, 1996), 162.
- <sup>3</sup> *Ibid.*, 162.
- <sup>4</sup> *Ibid.*, 163.
- <sup>5</sup> *Ibid.*, 166, 200
- <sup>6</sup> *Ibid.*, 162.
- <sup>7</sup> *Ibid.*, 171.
- <sup>8</sup> *Ibid.*, 178-180.
- <sup>9</sup> *Ibid.*, 182.
- <sup>11</sup> *Ibid.*, 184-185.
- <sup>12</sup> *Ibid.*, 199.
- <sup>13</sup> Abraham Ascher, *The Revolution of 1905*, vol. 1 (Stanford, California: Stanford University Press, 1988), 19.
- <sup>14</sup> *Ibid.*
- <sup>15</sup> Figes, *A People's Tragedy*, 268.
- <sup>16</sup> *Ibid.*, 297.
- <sup>17</sup> *Ibid.*, 300.
- <sup>18</sup> *Ibid.*, 302.
- <sup>19</sup> Christopher Reed, *From Tsar to Soviets: The Russian People and Their Revolution, 1917-1921* (New York: Oxford University Press, 1996), 74.
- <sup>20</sup> Marvin Perry, et. al., *Western Civilizations: Ideas, Politics, and Society*, 6<sup>th</sup> ed. (Boston and New York: Houghton Mifflin Company, 2000), 769, 772; Ascher, *The Revolution of 1905*, 57.
- <sup>21</sup> Joseph Bradley, "Voluntary Associations, Civic Culture, and 'Obshchestvennost' in Moscow" in *Between Tsar and People*, ed. Edith Clowes, Samuel Kassow, and James West (Princeton, New Jersey: Princeton University Press, 1991), 131-148.
- <sup>22</sup> Ewa Borowska, "Marx and Russia," *Studies in East European Thought*, 54 (March 2002): 87-103
- <sup>23</sup> *Ibid.*
- <sup>24</sup> Reed, *From Tsar to Soviets*, 210.
- <sup>25</sup> Figes, *A People's Tragedy*, 268; Ascher, *The Revolution of 1905*, 22.