

NOTES PREPARATION

Notes may be “embedded” in the text files (created by using your word processor’s endnote function) or prepared in a separate file. Either way, they must be numbered by chapter (starting over with “1” at the beginning of each chapter) and printed on separate pages from the text—*not* at the bottom of text pages. When printed out, the notes can appear either at the end of the chapter to which they pertain or gathered together at the end of the complete text manuscript. Notes must be double-spaced throughout. Notes for tables and illustrations should not be numbered with those for the text; instead, they should appear at the bottom of the relevant table or illustration (see the tables and art preparation memos).

NOTE CAVEATS

While it is important to provide sufficient documentation to support your arguments, you should avoid excessive annotation. For example, long discursive notes that elaborate on points made in the text are often unnecessary. If such material is essential, it should probably appear in the text rather than in a note. Similarly, do not include long quotations in the notes. Keep citations to your own works to a minimum, and do not quote yourself; readers will assume your manuscript builds on your previous work.

As a rule of thumb, the notes should constitute no more than 15-25 percent of your total manuscript. If the number of notes per chapter is 100 or more, review the notes carefully to see if any of them can be eliminated or combined. An excessive number of notes in a single chapter may also be a sign that you should reconsider the overall structure and organization of your manuscript.

In most cases, it should not be necessary to have more than one note reference in a sentence, and that reference should appear at the end of the sentence. For example, the following sentence requires only one note, not two:



Perhaps this is why Alberico Gentili argued in 1612 that poisoning is a “violation of nature,” and why the Ghost calls the poisoning of Hamlet “strange and unnatural.”¹⁹

19. Alberico Gentili, *De Iure Belli Libri Tres* (1612), trans. John Rolfe (Oxford: Clarendon, 1933), 155. *Hamlet* I.v.34.

Often, you can combine all the references for a paragraph in one note appearing at the end of the paragraph, thus reducing the overall number of notes.

Do not attach a note number to a chapter title or any internal chapter heading. Likewise, do not attach a note number to an epigraph; simply give the source beneath the epigraph on the text page.

Do not use notes in your preface.

Do not use a numbered note for information about previous publication of a chapter or acknowledgments of assistance; this information belongs in a separate acknowledgments or credits section that contains such material for the entire book.



Do not place illustrations, tables, or lists in notes.

Avoid internal cross-references to pages in your text or to other notes in your work. (Do not, e.g., say “see pp. 25-26” or “see note 5.”) Because page numbers change from manuscript to book, and because notes may be renumbered during the editing process, cross-referencing errors may occur. Remember that the index will make most cross-references unnecessary.

NOTE STYLE

The first time a work is referred to in the notes cite it in full, including publication information. For subsequent references *within the same chapter*, cite the work in shortened form. However, you should repeat the full citation of the work *at the first reference in each later chapter*.

Full citation of a book:

Include the author’s name, with first name or two initials, in normal order; the complete title and subtitle, in upper- and lowercase letters and *italicized*; the place, publisher, and date of publication; and, if necessary, the page number(s). (Page numbers are needed when you quote from another work; in many other cases they are unnecessary.) It is permissible to omit the name of the publisher, but this must be done consistently throughout the notes.



1. Eric Foner, *Tom Paine and Revolutionary America* (New York: Oxford University Press, 1976).
[If you choose to omit publishers’ names, the proper form for this publication information would be (New York, 1976).]

How to cite editors of books: If a book has both author(s) and editor(s), mention the former before the title and the latter after the title:



2. Ralph Waldo Emerson, *The Early Lectures of Ralph Waldo Emerson*, vol. 1: 1833-1836, ed. Stephen E. Whicher and Robert E. Spiller (Cambridge, Mass.: Harvard University Press, 1959).
[Note that when “ed.” follows the title it means “edited by”; “eds.” would be incorrect here.]

If a book’s title page lists no author, only an editor or editors, mention the editor(s) before the title:



3. Martin Richards and Paul Light, eds., *Children of Social Worlds* (Cambridge, Mass.: Harvard University Press, 1986).
[When “ed.” precedes the title it means “editor,” so in this example “eds.” is correct.]



Full citation of a journal article:

Include the author's name; the complete article title and subtitle, in upper- and lowercase letters and enclosed in quotation marks; the journal name, spelled out and italicized; and the volume, date, and page numbers.



17. Walter Johnson, "Inconsistency, Contradiction, and Complete Confusion: The Everyday Life of the Law of Southern Slavery," *Law and Social Inquiry* 22 (1997): 405-433.

Short citations:

In subsequent citations within a chapter to both books and articles, include only the author's surname, a consistently shortened, unambiguous form of the book or article title, and, if necessary, the page number(s).



5. Foner, *Tom Paine*, 53.

23. Johnson, "Inconsistency," 433.

Dissertations:

Give the author's name; the full title in quotation marks (not italicized); "(Ph.D. diss., University of X, year)"; and the page number(s).



8. Robert J. Cain, "Telegraph Cables in the British Empire, 1850-1900" (Ph.D. diss., Duke University, 1970).

Newspapers or popular magazines:

Italicize the name of the paper or magazine and give only the initial page number of the article.



14. "The Need of a Trained Diplomatic Service," *New York Times*, April 29, 1900, 25.

In dates, either the month or the day may appear first (July 15, 1900, or 15 July 1900), but the date style must be consistent throughout your manuscript.

Abbreviations:

"Ibid." can be used to save space if it refers to a single work (the only work cited) in the immediately preceding note. It can be annoying for the reader, however, to find a long series of notes consisting only of ibids with a page or line reference. In that instance, you may avoid creating a string of ibid notes by including the successive page or line references in the text enclosed by parentheses. "Ibid." should not be italicized.



Do not use “op. cit.” or “loc. cit.”; use the work’s short title instead. Avoid “cf.”; instead use “compare” or “see also,” whichever fits your meaning.

The abbreviations “p.” and “pp.” (for “page” and “pages”) may be omitted, so long as their omission will not result in ambiguity.

Give full page spans: “pp. 123-129” or “123-129,” *not* “pp. 123-9” or “123-29.” Avoid indefinite page spans (“pp. 123ff.,” “pp. 123 et seq.”) and “passim.” Instead, cite by chapter if necessary.

Do not capitalize abbreviations such as vol., chap., no., pt., sec., and fol. except, of course, at the beginning of a sentence. Use arabic, not roman, numerals for journal volume numbers. Use English forms of place names and terms such as “edited,” “revised,” “translated” (abbreviated to “ed.,” “rev.,” “trans.”).

Traditional abbreviations of state names are preferable to postal abbreviations. For example, use “Mass.” rather than “MA”; “Calif.” rather than “CA”; “Maine” rather than “ME.”

List of Abbreviations:

Sources you cite repeatedly may be abbreviated by some simple and consistent scheme. In this case, provide, in a separate file, a list of abbreviations, arranged alphabetically by the abbreviation. For example:



AHR	<i>American Historical Review</i>
CDER	California Department of Education Records, State Archives, Sacramento
DU	Duke University, Archives and Special Collections, Perkins Memorial Library
JSH	<i>Journal of Social History</i>
JSoH	<i>Journal of Southern History</i>
NYT	<i>New York Times</i>
PAPS	<i>Proceedings of the American Philosophical Society</i>
PRO	Public Record Office, Kew Gardens, United Kingdom
WLG	<i>The Letters of William Lloyd Garrison</i> (Cambridge, Mass.: Harvard University Press, 1971-1981)
WMQ	<i>William and Mary Quarterly</i> , 3rd series

ADDITIONAL CONSIDERATIONS FOR LEGAL CITATIONS

Do not use small capital letters in any citations.

Cite legal cases in roman type in both text and notes (“In *Lake v. Maitland* it was determined that . . .”) unless only part of the case name is used (“In *Lake* we see . . .”).



Give case names in full at the first occurrence, following the usual style for legal citation, *except* use uppercase and lowercase letters. For subsequent references *within the same chapter*, cite the case in shortened form. However, repeat the full citation of the case *at the first reference in each later chapter*.

For citations to books and periodicals, including law reviews, follow the guidelines in the section on Note Style above.

Do not use “supra” or “infra,” and do not use cross-references to your own notes, such as “note 5 above.” Use a shortened form of the work or case name instead.

Close up a section symbol or a paragraph sign to the number following: §205, ¶2.

For other types of legal materials, follow the general order of citation prescribed in *The Bluebook: A Uniform System of Citation* published by The Harvard Law Review Association, *except* do not use small capital letters in any citations.

CITING WEB SITES

Put web addresses in roman type. Do not enclose them in angle brackets (< >), and do not include “http://.” Because specific documents on a site may later be moved, archived, or retitled, it is better to cite the URL of the web site as a whole rather than that of a particular page, and you may want to include the date on which you accessed the site.

For example, to cite a page on the IRS site entitled “W-2 Forms Are Required” it isn’t necessary to give the full address, <http://www.irs.gov/individuals/article/0,,id=97147,00.html>.

Instead, your citation should read: “W-2 Forms Are Required,” www.irs.gov (accessed 3/11/03).

To cite a list of books about business ethics from the AAUP site, it isn’t necessary to give the full page address: <http://aaupnet.org/news/bfu/enron/list.html#topicone>.

Instead, your citation should read: “Books for Understanding the Enron Affair,” aaupnet.org (accessed 3/11/03).

SAMPLE NOTES

The set of notes below provides examples of correct citation form for the most common types of references. For specific information and examples of how to cite other kinds of material not included in the sample, see *The Chicago Manual of Style*, 15th edition.



1. Eric Foner, *Tom Paine and Revolutionary America* (New York: Oxford University Press, 1976). [If you choose to omit publisher names, the proper form for this publication information would be (New York, 1976).]



2. Ibid., p. 160.
3. Martin Richards and Paul Light, eds., *Children of Social Worlds* (Cambridge, Mass.: Harvard University Press, 1986).
4. Foner, *Tom Paine*, pp. 206-209.
5. Ralph Waldo Emerson, *The Early Lectures of Ralph Waldo Emerson*, vol. 1: 1833-1836, ed. Stephen E. Whicher and Robert E. Spiller (Cambridge, Mass.: Harvard University Press, 1959).
6. Orest Ranum, "The Refuges of Intimacy," in Philippe Ariès and George Duby, eds., *A History of Private Life*, vol. 3, *Passions of the Renaissance*, ed. Roger Chartier, trans. Arthur Goldhammer (Cambridge, Mass.: Harvard University Press, 1989), pp. 207-263; quotation from p. 224.
7. Martha Davidson, "The Status of Children in Colonial Philadelphia" (Ph.D. diss., Princeton University, 1984), p. 295.
8. Emerson, *Early Lectures*, 154.
9. Ranum, "Refuges of Intimacy," 228.
10. Arlette Farge, "The Honor and Secrecy of Families," in Ariès and Duby, *History of Private Life*, vol. 3.
11. United States v. Henry C. Eller Cylinder Corp., 114 F. Supp. 384 (M.D.N.C.), rev'd, 208 F.2d 716 (4th Cir. 1953), cert. denied, 347 U.S. 934 (1954).
12. "Raid by Blacks at Pretoria Bank," *New York Times*, Jan. 28, 1980, p. A2.
13. Paul Williams, "The Story of Silence," *English Studies in Africa* 31 (1988): 33-39. See also "Raid by Blacks at Pretoria Bank."
14. United States v. Eller, 115.
15. McCloy to Henry Morgenthau, March 7, 1951, McCloy Papers, Amherst College.
16. Roswell B. Perkins, "The New Federal Conflict-of-Interest Law," 76 *Harvard Law Review* 1113-1114 (1963). [This form is used in legal works. In a book with few legal citations, the form for this citation would be: Roswell B. Perkins, "The New Federal Conflict-of-Interest Law," *Harvard Law Review* 76 (1963): 1113-1114.]
17. U.S. Senate Committee on Foreign Relations, *The Mutual Security Act of 1956*, 84th Cong., 2nd sess., 1956, S. Rept. 2273, p. 5.
18. "W-2 Forms Are Required," www.irs.gov (accessed 3/11/03).



19. Mary C. Brennan, "The Extremist Specter in the Republican Party" (paper delivered at the Annual Meeting of the Organization of American Historians, Louisville, Ky., April 13, 1991), pp. 35-37.
20. Ch. 50, §1 [1911], Wis. Laws 46.
21. Richards and Light, *Children of Social Worlds*, 12-23.
22. Walter Johnson, "Inconsistency, Contradiction, and Complete Confusion: The Everyday Life of the Law of Southern Slavery," *Law and Social Inquiry* 22 (1997): 405-433.

