



Preparing and Formatting Notes

General Instructions

1. Create endnotes using your word processor's endnote function. (Avoid footnotes.)
2. Do not include a bibliography. If you are using the author-date method of citation, see our guidelines document, **Formatting Author-Date Citations and Reference Lists**.
3. Avoid excessive annotation, elaborate discursive notes, long quotations, self-quotation, and multiple citations to your own work. Notes should constitute no more than 15–20% of your total manuscript.
4. Number notes starting with “1” at the beginning of each chapter.
5. Double-space all endnotes.
6. Place endnote numbers at the ends of sentences, not in the middle.
7. When possible, combine all references for a paragraph into one note at the end of the paragraph.
8. Do not attach a note number to a chapter title, subheading, figure, or epigraph (epigraph source should be placed under the epigraph). Do not use notes in the preface.
9. Put information about prior publication (including permission language stipulated by the original publisher) into the acknowledgments or preface, not in a numbered note.
10. Put any general information about your citation system into an unnumbered headnote at the beginning of the notes (discuss with your editor).
11. For notes to a table, use **a**, **b**, **c** and place them at the bottom of the table.
12. Do not put tables or figures (illustrations, lists, charts, maps, or graphs) in endnotes.
13. Include the endnotes in your final word count (see our **Manuscript Preparation** guidelines for details).



Details

1. Use a full citation the first time a work is referred to in each chapter. Use a short title for subsequent citations within the same chapter, e.g.:
 - (first citation) Rhona S. Weinstein, *Reaching Higher: The Power of Expectations in Schooling* (Cambridge, MA: Harvard University Press, 2002), 82.
 - (subsequent citations): Weinstein, *Reaching Higher*, 10.
2. Do not use cross-references to other notes. (Examples of what **not** to do: “see note 3, above”; “see note 10 in Chapter 6”; “supra, n. 3”; “infra, n. 10.”)
3. Abbreviations:
 - Use “*ibid.*” (no italics) to refer to the only work cited in the preceding note. It may or may not include a page number (*Ibid.*, 43.). *Ibid.* is never used if the preceding note consists of more than one source.
 - Do not use “*op. cit.*” or “*loc. cit.*”; use the short title instead. Do not use “*ff.*” and “*passim.*”
 - Use “compare” or “see also” instead of “*cf.*”
 - Use postal abbreviations for states (“MA,” not “Mass.”).
 - Use “*ed.*” (“edited by” or “editor” depending on its position), “*trans.*” (“translated by” or “translator” depending on its position), “*rev.*” (“revised”).
 - Prepare a two-column list of abbreviations for sources cited repeatedly, alphabetized by the abbreviation. Example:

AHR American Historical Review
4. Capitalization:
 - Do not use small caps for any reason in the notes.
 - Do not capitalize vol., sec., fol.



5. Numbers:

- Use full spans (192–193, not 192–93, not 192–3).
- Use Arabic numbers, not Roman numerals, for volume numbers, chapter numbers, etc.

6. Electronic sources:

- Electronic links are unnecessary for citations of print sources such as academic journals or well-known periodicals (e.g., *New York Times*, *Harper's*). If you provide DOIs for some journal articles, provide them for all.
- For sources that are available only electronically, provide a full citation and include a web address (URL; these often start with “http://”). The URL should link directly to the piece you are citing (Sample #11), not to a more general location such as an organization’s home page or a list of contents.

7. For annotation questions not covered by these instructions, consult *The Chicago Manual of Style* (available [online](#)) or discuss with your editor.

Sample Notes

Books

1. Eric Foner, *Tom Paine and Revolutionary America* (New York: Oxford University Press, 1976), 44–48.
2. Ralph Waldo Emerson, *The Early Lectures of Ralph Waldo Emerson*, vol. 1: 1833–1836, ed. Stephen E. Whicher and Robert E. Spiller (Cambridge, MA: Harvard University Press, 1959), 102–103.
3. Foner, *Tom Paine*, 53.
4. Martin Richards and Paul Light, eds., *Children of Social Worlds* (Cambridge, MA: Harvard University Press, 1986), 42.
5. Emerson, *Early Lectures*, vol. 1, 105.
6. Richards and Light, *Children of Social Worlds*.

Journal Articles, Dissertations, and Newspapers

7. Walter Johnson, “Inconsistency, Contradiction, and Complete Confusion: The Everyday Life of the Law of Southern Slavery,” *Law and Social Inquiry* 22 (1997): 405–433.



8. Robert J. Cain, “Telegraph Cables in the British Empire, 1850–1900” (Ph.D. diss., Duke University, 1970), 220–221.
9. Johnson, “Inconsistency,” 433.
10. “The Need of a Trained Diplomatic Service,” *New York Times*, April 29, 1900, p. 25.

Electronic Sources

11. Richard A. Epstein, “Heller’s Gridlock Economy in Perspective: Why There Is Too Little, Not Too Much, Private Property” (John M. Olin Law and Economics Working Paper No. 495, Nov. 2009), <http://www.law.uchicago.edu/files/file/495-rae-gridlock.pdf>.
12. Chicago Innocence Project, Mission Statement, <http://www.chicagoinnocenceproject.org/about.html>.
13. Organisation for Economic Co-operation and Development, *Livestock Diseases: Prevention, Control, and Compensation Schemes* (Paris: Organisation for Economic Co-operation and Development, 2012), doi:10.1787/9789264178762-en.

Legal Citations

14. 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).
15. United States v. Eller, 115.