

History 102: History of the United States Since 1865 Formatting Citations and Bibliography for Term Paper

The formatting guidelines for your paper are listed here. Do NOT use Noodlebib or other 'do it for you' websites to create your internal and bibliographic entries as they will not work with this style guide.

When you write your paper you will be using two citation methods:

- 1) Internal Citations - what you place within the paper itself to tell the reader what source you used.
 - 2) Bibliographic Entry in a bibliography attached to the end of your paper - the list of sources used with full information about the source.
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Internal Citation Method (Undergraduate Chicago Manual of Style)

In your term paper you will need to cite any quotations or paraphrasing of your sources within the paper itself. A **paraphrase** is when you explain an author's view, using your own description. A **direct quote** is when you copy the exact words in a source and place quotation marks around those words. Whenever you either quote a document or paraphrase it in the text of your paper, follow this format:

Paraphrase:

Place a parenthetical reference at the end of any source paraphrasing you do. This means if you are summarizing what a writer said in your own words, but it's the author's idea, you cite the source in the following manner:

EXAMPLE:

In her autobiography, Sadie said she didn't know she couldn't look around (Frowne, 52).

Quotation:

Place quotation marks around any direct quotes used in the paper and cite the source at the end of the quotation. Elements of this citation include:

Quotation marks around the direct quote

A space after the last quotation marks then, within the parentheses

Last name of author, a comma, a space and the page number:

EXAMPLE:

"I did not know at first that you must not look around and talk" (Frowne, 52).

Note that in the two examples above, a paraphrase and a direct quote, the idea is the same, the idea comes from the source, and therefore an internal citation is necessary.

What Author Name Should I Use in Internal Citations?:

- 1) **Standard Format:** Most of your sources will be from *The Triangle Fire* with an individual author. For all of these types of documents:

Look at the last name of the author and use that. The example above from Sadie Frowne's description of life in the textile industry would be cited as noted above like this:

(Frowne, 52).

2) Exceptions: There are some documents in the *Triangle Fire* that don't have an individual author, like a newspaper or a committee report or lecture notes. In these cases, choose ONE word from the title and use that throughout. Here are some examples to help:

For example, if you are citing The New York Times, use: (Times, 25).

Lecture notes from class cite this way: (Kerr, Summer 2016).

Photo Collection from class website: (Photos @kerre.org).

For an online source in the parenthetical reference only use the root of the website, not the whole URL so you don't have long addresses within the paper. The full access information will be in the bibliography.

Cornell site documents will be a little different because you are accessing one of a number of different documents, so follow this guideline:

Use the name of the author or institution then the root URL: (Frowne, @trianglefire.ilr.cornell.edu),

Some Hints for Using Quotations and Paraphrases:

Sometimes students have a difficult time figuring out how much of a document to quote; this can be a challenging task, but use these guidelines to help you keep from either using too many or too few quotations.

- o Quotations should be no more than 3-4 lines in length in a paper so short. Do NOT set them off in a block quote.
- o Always introduce a quotation with a statement in your own words. Don't just insert a quote without giving the reader some context about the quotation.

EXAMPLE:

In her autobiography, Sadie Frowne stated, "I did not know at first that you must not look around and talk" (Frowne, 52).

- o Never put two different quotations together without some commentary from you between them.

EXAMPLE OF A BAD USE OF QUOTES:

"I did not know at first that you must not look around and talk" (Frowne, 52). "The supervisors inspected our bags for stolen materials when we left the factory" (Frowne, 54).

EXAMPLE OF A GOOD USE OF TWO QUOTES:

Sadie Frowne reported in her autobiography that when she first arrived at the factory, “I did not know at first that you must not look around” (Frowne, 52). This indicates the restrictive rules that most women in the garment industry worked under. Frowne provides further evidence of these rules when she said, “The supervisors inspected our bags for stolen materials when we left the factory” (Frowne, 54).

- o Occasionally, you might use a longer quotation, but try to avoid using too many. Remember, your ideas and arguments are key; quotations are used to support what YOU have to say.
- o In addition to direct quotes, paraphrase what the document says. For example, you might say: In her autobiography, Sadie Frowne said she didn’t know that she could not talk at work, rather than directly quoting the autobiography.
- o Another way to do this might be: In her autobiography, Sadie Frowne said “she didn’t know she couldn’t talk” when she first took a job in the factory. In both of these examples you get the evidence you want – Frowne didn’t know what the rules were in the factory – but you didn’t take up a lot of space with a long quote to do so.
- o Whether you use paraphrasing or direct quotes, cite your sources! (see above).

Bibliographic Citation (what you put at the end of the paper)

Your paper must also include a bibliography of all sources used for your paper. The format of the bibliography is:

- It is the **last page** of your paper and is a separate page.
- Centered at the top of the page should be the word, Bibliography (NOT works cited!!). Don’t bold this word.
- If you use more than one entry, **alphabetize** by last name of first author.
- If there is no author, put it first, with n. a. in the author space. An institution IS an author.
- Each entry should be single spaced, but there should be **an extra space between each entry**.
- If there is a **second line** of the bibliographic entry, **indent this line** and any subsequent lines of the entry.

SAMPLE ENTRIES IN A BIBLIOGRAPHY (includes how to cite primary sources from the book):

The following indicate how to list and format your bibliography. You have an example of a book, a website and lecture notes.

Documents from *The Triangle Fire* by Argersinger (these will be most of your entries)

For all documents taken from *The Triangle Fire* by Argersinger, use the following format:

Use the title of the document as listed at the beginning of the document, then note that it is in Argersinger and relevant page numbers, like the example below of document 11 and document 14.

EXAMPLE:

The New York World, *The Triangle Fire*, March 27, 1911 in Jo Ann E. Argersinger, *The Triangle Fire: A Brief History with Documents*. 2009. New York: Bedford, St. Martins Press.

EXAMPLE:

Safran, Rosey, *The Washington Place Fire*, in Jo Ann E. Argersinger, *The Triangle Fire: A Brief History with Documents*. 2009. New York: Bedford, St. Martins Press.

Book Format in Chicago Manual of Style:

You may decide that there is material that you can use from the Introduction of *The Triangle Fire* or information from our textbook. If you use these, they would be cited using the following format. In this entry, the author's last name is first. The title of the book is italicized. The second line is indented.

Argersinger, Jo Ann E. 2009. *The Triangle Fire: A Brief History with Documents*. New York: Bedford, St. Martins Press.

Lecture Format in Chicago Manual of Style

This one is pretty straightforward:

Kerr, Eileen. Summer 2016. Lecture, History 102. Modesto Junior College.

Website Format in Chicago Manual of Style (for documents in Cornell and photos on my website)

In this entry use the following format as described and demonstrated here:

Author of document lastname first. "Title of document or item used from website", accessed on type date you accessed website @ URL of page accessed.

Example of this format for a document from Cornell:

Frowne, Sadie. "Days and Dreams", accessed on October 10, 2015 @ <http://www.ilr.cornell.edu/trianglefire/legacy/legislativeReform.html>.

If there is no author, then do it this way:

"The Story of the Fire", accessed on October 10, 2015 @ <http://www.ilr.cornell.edu/trianglefire/legacy/legislativeReform.html>.

SAMPLE OF BIBLIOGRAPHY PAGE

Here are some sample entries that shows you a rough idea of what your own bibliography will look like:

Bibliography (this is centered at the top of the last page)

n. a. "The Story of the Fire", accessed on October 10, 2015 @ <http://www.ilr.cornell.edu/trianglefire/legacy/legislativeReform.html>.

Argersinger, Jo Ann E. 2009. *The Triangle Fire: A Brief History with Documents*. New York: Bedford, St. Martins Press.

Frowne, Sadie. "Days and Dreams", accessed on October 10, 2015 @ <http://www.ilr.cornell.edu/trianglefire/legacy/legislativeReform.html>.

Kerr, Eileen. Summer 2016. Lecture, History 102. Modesto Junior College.

New York World, *The Triangle Fire, March 27, 1911* in Jo Ann E. Argersinger, *The Triangle Fire: A Brief History with Documents*. 2009. New York: Bedford, St. Martins Press.

Safran, Rosey, "The Washington Place Fire", in Jo Ann E. Argersinger, *The Triangle Fire: A Brief History with Documents*. 2009. New York: Bedford, St. Martins Press.