

There is a difference between citing your sources in endnote or footnote form, and providing a bibliography. A citation tells your reader the exact place from which you obtained a specific piece of information. The bibliography tells your reader what sources you used to research your paper, and where s/he might go to obtain further information on the topic.

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# CITATION

## WHEN TO CITE

You must cite the source of any information used in your paper, whether you quote it or not (see "Plagiarism" handout). **When in doubt, cite.**

In short papers for which you use three or fewer sources containing the same essential information, it suffices to give one note at the end of the first paragraph in which the information is used

### EXAMPLE:

During the early modern period, the relationship between the state and religion, between the church and public life, was complex and multi-faceted. In many states and kingdoms rulers had comfortable arrangements with conventional and traditional beliefs and practices that were shared by a majority of the population. Most rulers openly supported orthodoxy, rather than heterodoxy or heresy. Yet, in many states rulers also allowed for a surprising level of religious tolerance.<sup>1</sup>

When you quote a source, or when you cite a specific fact contained in a source, you must always cite the page number from which the quote/fact came.

### EXAMPLE:

In the late 16<sup>th</sup> century Martin Luther bemoaned the absence of religious tolerance among Western European societies, as he observed the threat that the Ottoman Empire posed to all of Christendom: "The power of the Turk is very great; ...yet we might conquer these infidels ... if our own people did not spill so much blood in religious quarrels..."<sup>2</sup>

Quotes of three lines or less should be embedded in the text. Quotes that are longer than three lines should be blocked, indented on the left margin by five spaces, and should be single-spaced. Do not use longer quotes than absolutely necessary.

## HOW TO CITE

You must use either footnotes (in which the citation appears at the bottom of each page, as on previous page) or endnotes (in which the citation appears at the end of the paper).

Parenthetical references, often used in science, social science, and English papers, are not acceptable for this class.

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<sup>1</sup> The majority of the information in this essay comes from Jonathan D. Spence, *The Search for Modern China* (New York: W.W. Norton, 1990); Yoseburo Takeshoki, *The Economic Aspects of the History of the Civilization of Japan*, vol. 2. (New York: Macmillan, 1930); Donald Quataert, *The Ottoman Empire, 1700 – 1922* (Cambridge: Cambridge University Press, 2000); Roger Williams, *The Bloody Tenent of Presecution for the Cause of Conscience, Discussed in a Conference between Truth and Peace*, ed. Richard Groves (Macon, Ga.: Mercer University Press, 2001).

<sup>2</sup> *The Table Talk of Martin Luther*, transl. William Hazlitt, in Kevin Reilly, *Worlds of History: A Comparative Reader*, Volume II, 3<sup>rd</sup> edition (New York: Bedford St. Martins, 2007), 115.

In your first citation, you must give the full information for your source (See footnote 1, previous page). You must give

1. Author's (or editor's) first and last name (in that order);
2. Full title of the work, underlined or *italicized* (also volume number, if there is more than one volume);
3. In parentheses, give
  - a. Place of publication;
  - b. Name of publisher (this is sometimes omitted);
  - c. Date of publication;
4. Page number

In subsequent citations of the same source you use a shortened reference:

1. Author's or editor's last name;
2. Shortened title;
3. Page or chapter number (see notes 2 and 3).

## FOOTNOTES

Most word processors have footnote and endnote capability. In Microsoft *Word*, it works like this:

1. Place the cursor where you want the note number to appear in the text. It should go at the end of a sentence (see examples on previous page), outside the punctuation.
2. Go to the pulldown menu "Insert" or "Tools," depending on your version of word processor
3. Click on Footnote/Reference
4. This will give you a dialog box.
5. Select either "footnote" or "endnote" and click "OK".
4. A number will appear where you put the cursor, and also at the bottom of the page (or end of the page, if you selected endnotes). Type in your citation.

Do not worry about the sequence of the numbers. The word processor will automatically number the notes for you as you go, and also as you edit. Cutting and pasting text will not affect your numbering: the word processor will renumber notes automatically. You may, however, have to check that your full reference to particular works still appears in the first citation of the works.