

Investigating History

2.2.: Citation & Bibliography

Basic Building Blocks Packet

GET CREDIT FOR YOUR RESEARCH!

Properly citing your work and including an annotated bibliography is one of the most important parts of your research! It allows you to:

- organize your research, helping you make a stronger argument
- avoid plagiarism
- inform the reader which perspectives and voices were included in your research (and help you easily recognize whether your research is relying too heavily on one perspective)
- document the many hours that you spent doing research in libraries, archives, and on the internet (*don't you want credit for your hard work?*)

You have two options when keeping track of citations and creating your annotated bibliography: you can:

- Develop each citation on your own, or
- Use [NoodleTools](#), [OWL/PURDUE Citation Generator](#), or one of the many other citation generators available online to help.

Either way, you'll need to organize your citations, add annotations, etc. Be sure to check with your teacher! They may want you to do one approach or the other!

If you are developing each citation and bibliographic entry yourself, the following pages offer a handy guide to remembering many of the rules of citation. You don't have to memorize everything—just keep a guide nearby, and you should do great!

If you ever get stuck, or if there is something that isn't clearly answered in this guide, you can always visit the [Chicago Manual of Style quick guide](#) for further information.

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2.2.: Building Blocks - Citations

CITATION BUILDING BLOCKS

BASIC BUILDING BLOCK STRUCTURE

- ★ BLUE: Author's Name (**First name** then **Last name**),
- ⚡ RED: Title (*italicized*)
- ⌘ GREEN: open parenthesis, city of publisher, colon, publisher name, year, close parenthesis,
- ☀ YELLOW: Page Number.

FIRST TIME YOU USE A SOURCE



WHEN YOU REPEAT A SOURCE



The top one is for the FIRST TIME you use a source. After that, you can shorten it to just BLUE-AUTHOR (using just the last name) and the YELLOW-PAGES blocks. (NOTE: ask your teacher if they want you using "ibid" notes)

EXAMPLES:

First use as footnote:

1. Reginald Bakeley, *Goblinproofing One's Chicken Coop: And Other Practical Advice in Our Campaign Against the Fairy Kingdom* (Newburyport: Red Wheel, 2012), 29.

Each repeated use:

5. Bakeley, 30-31.

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2.2.: Building Blocks – Bibliography

ANNOTATED BIBLIOGRAPHY BUILDING BLOCKS

BASIC BUILDING BLOCK STRUCTURE

- ★ BLUE: Author's Name (**Last, First**).
- ⚡ RED: Title (*italicized*).
- ⌘ GREEN: City of publisher, colon, publisher name, year.
- 🌙 ORANGE: Annotation (a short note about why the source matters, including page numbers/etc. for easy reference).

Listed in alphabetical order by author's last name. Second line indented.



EXAMPLE:

Bakeley, Reginald. *Goblinproofing One's Chicken Coop: And Other Practical Advice in Our Campaign Against the Fairy Kingdom*. Newburyport: Red Wheel, 2012.

Bakeley writes a satirical "self-help" book giving practical advice against mischievous fairy creatures. Although meant to be humorous and not to be taken seriously, pages 28-32 offer several documented explanations about the mythical creatures that are useful for my examination of the "fairy photograph" hoaxes of the late 1800s.

While there are MANY exceptions and special cases, the general blocks remains the same:



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2.2.: Building Blocks – Special Cases Cheat Sheet

The Chicago Manual of Style has different rules for each of these building blocks, depending on the type of source. No one expects you to memorize them all! You can always check chicagomanualofstyle.org any time you are confused – but the next few pages offer some of the most common special cases.

Author Block



I. Changes to BLUE-AUTHOR Building Block

Books with two authors:

Footnote / Endnote Citation:

1. Brian Grazer and Charles Fishman, *A Curious Mind: The Secret to a Bigger Life* (New York: Simon & Schuster, 2015), 12.

Repeated Footnote/Endnote Citation:

2. Grazer and Fishman, *Curious Minds*, 37.

Bibliography:

Grazer, Brian, and Charles Fishman. *A Curious Mind: The Secret to a Bigger Life*. New York: Simon & Schuster, 2015.

When there is no clear author:

If a work is authored by an organization, treat organization's name as the author

If a work has no obvious author, skip the blue block and begin with the title block.

Title Block



II. Changes to RED-TITLE Building Block

Quoting an author's short work within a larger book/collection/etc.

Footnote / Endnote Citation:

1. Henry David Thoreau, "Walking," in *The Making of the American Essay*, edited by John D'Agata, (Minneapolis: Graywolf Press, 2016), 177-78.

Repeated Footnote/Endnote Citation:

2. Thoreau, "Walking," 182.

Bibliography:

Thoreau, Henry David. "Walking." In *The Making of the American Essay*, edited by John D'Agata, 167-95. Minneapolis: Graywolf Press, 2016.

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2.2.: Building Blocks – Special Cases Cheat Sheet

Publisher Block



III. Changes to GREEN-PUBLISHER Building Block

E-books

For books consulted online, include a URL or the name of the database. For other types of e-books, name the format. If no fixed page numbers are available, cite a section title or a chapter or other number in the notes.

Footnote/Endnote Citations

1. Herman Melville, *Moby-Dick; or, The Whale* (New York: Harper & Brothers, 1851), 627, <http://mel.hofstra.edu/moby-dick-the-whale-proofs.html>.
2. Jane Austen, *Pride and Prejudice* (New York: Penguin Classics, 2007), chap. 3, Kindle.

Bibliography entries (in alphabetical order)

Austen, Jane. *Pride and Prejudice*. New York: Penguin Classics, 2007. Kindle.

Melville, Herman. *Moby-Dick; or, The Whale*. New York: Harper & Brothers, 1851. <http://mel.hofstra.edu/moby-dick-the-whale-proofs.html>.

Articles from Newspapers, News sites, Magazines, Blogs, etc.

Articles from newspapers or news sites, magazines, blogs, and the like are cited similarly. Page numbers, if any, can be cited in a note but are omitted from a bibliography entry. If you consulted the article online, include a URL or the name of the database.

Footnote/End Note Citations

1. Rebecca Mead, "The Prophet of Dystopia," *New Yorker*, April 17, 2017, 43.
2. Farhad Manjoo, "Snap Makes a Bet on the Cultural Supremacy of the Camera," *New York Times*, March 8, 2017, <https://www.nytimes.com/2017/03/08/technology/snap-makes-a-bet-on-the-cultural-supremacy-of-the-camera.html>.
3. Tanya Pai, "The Squishy, Sugary History of Peeps," *Vox*, April 11, 2017, <http://www.vox.com/culture/2017/4/11/15209084/peeps-easter>.

Bibliography entries (in alphabetical order)

Manjoo, Farhad. "Snap Makes a Bet on the Cultural Supremacy of the Camera." *New York Times*, March 8, 2017. <https://www.nytimes.com/2017/03/08/technology/snap-makes-a-bet-on-the-cultural-supremacy-of-the-camera.html>.

Mead, Rebecca. "The Prophet of Dystopia." *New Yorker*, April 17, 2017.

Pai, Tanya. "The Squishy, Sugary History of Peeps." *Vox*, April 11, 2017. <http://www.vox.com/culture/2017/4/11/15209084/peeps-easter>.

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2.2.: Building Blocks – Notes Template

You can make copies and use this template (or create something like it) to keep careful notes during your research, ensuring you end up with GREAT citations and bibliography entries!

	
	
	
	
	
	