

# Footnotes, Endnotes, and Bibliographies

## ***Notes assembled for Zeteo contributors and staff***

Extracted from the more extensive “Zeteo Style Guide”

Assemblers:

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- William Eaton, Executive Editor

In consultation with *The Chicago Manual of Style, 15th edition*

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## ***General***

*Zeteo* is open to a range of approaches to citing sources and to presenting bibliographic information. Which approach to use will depend in large part on the style and objectives of the piece in question. A thought piece or review essay might have no citations or bibliography, while a research paper might need careful citations, and another piece might have an annotated bibliography as a way of recommending related works to readers. *Zeteo* editors are prepared to dialogue with contributors regarding the best approach to choose. Among the choices is whether to use footnotes, endnotes, none or both, and whether to use full citations in the notes, or short citations in the notes accompanied by a “Works Cited” section at the end of the piece.

Below you will find guides to preparing full citations for notes and also to preparing bibliographies. We would like to think that, among other things, you will find useful the many specific examples which may serve as models for your own references.

In general *Zeteo* follows *The Chicago Manual of Style, 15<sup>th</sup> edition*, and uses the “humanities style” for notes and bibliography.

## ***Full Citation Preparation (one approach)***

***N.B.:*** All the examples given are for footnote/endnote citation.

- Avoid placing note numbers in the middle of a sentence.
- Present full citation at first mention in a paper; use surname(s) and short title thereafter, or “ibid.” for a sequence of individual repeated references. Exception: If the paper is a close reading of one or two literary works, give full citation in a footnote at first mention, with the notation “hereafter cited in text.” If necessary, also introduce an abbreviation for the title that will appear in the in-text citation with the page numbers.
- Include two-letter state abbreviation for lesser-known locations or if there could be confusion (as with Cambridge, MA).
- Do not include “Ltd.,” “Inc.,” or “Co.” in publisher names.
- In journal citations, if volume number is in Roman, change to Arabic. Please make sure that all available information on volume and issue numbers, dates, and pages is included. If citing an entire paper, please provide the page spread, but if citing a quote, the exact page number is needed.

## ***Specific examples of full citations***

### Books

Bernard Porter, *Britannia’s Burden: The Political Evolution of Modern Britain* (New York: Routledge, 1994), 359.

Viola Mitchell, *The Historian as Prophet* (Chicago: Blackstone Publishers, forthcoming; Viola Mitchell, *The Historian as Prophet* (forthcoming) [if publisher is unknown]; *do not guess at year*).

Virgil Thomson, “Cage and the Collage of Noises,” chapter 8 in *American Music* (New York: Holt, Rinehart, and Winston, 1971), 15.

### *Particular Volume*

Abdel-Malek, *Civilisations and Social Theory*, vol. 1 of *Social Dialectics* (London: Macmillan, 1981).

### *Subsequent Editions*

W. B. Yeats, *A Vision*, 2nd ed. (London: Macmillan, 1937), 25.

Halsey Stevens, *The Life and Music of Béla Bartók*, rev. ed. (New York: Oxford University Press, 1964), 128.

### *Reprint Edition*

C. L. R. James, "1963 Appendix," in *The Black Jacobins: Toussaint L'Ouverture and the San Domingo Revolution* (1938; repr., London: Allison and Busby, 1980), 414–15.

### *Part of Book*

Kenneth Ramchand, "The Lost Literature of the West Indies," in Kenneth Hall and Dennis Benn, eds., *Contending with Destiny: The Caribbean in the 21st Century* (Kingston: Ian Randall Publishers, 2000), 526. [Note that placing editors before the title is a slight variation of CMS.]

Lieve Spaas, "Introduction: Francophonia and Identity," *The Francophone Film* (Manchester: Manchester University Press, 200), 3.

Lieve Spaas, preface to *The Francophone Film* (Manchester: Manchester University Press, 200), x. [if no title]

### *Editor instead of Author*

Paul Rabinow, ed., *The Foucault Reader* (Harmonsworth: Penguin, 1984), 15–16.

### *Editor / Translator in addition to Author*

Maurice Halbwachs, *On Collective Memory*, ed. and trans., Lewis Coser (Chicago: University of Chicago Press, 1992).

### *Short Citations*

Ramchand, "Lost Literature," 527.

### Journals

- George Lamming, "Caribbean Labor, Culture and Identity," *Bucknell Review* 40, no. 2 (2001): 22–23.
- Neville Connell, "Review of Bim Vol. 4 No. 15," *Barbados Advocate* 20 (December 1951): 4.

- Andrea N. Douglas, “Facing the Nation: Art History and Art Criticism in the Jamaican Context,” *Zeteo*, no. 16 (September 2004): 53. [some journals use running issue numbers instead of volume or volume/issue]
- Pierre Nora, “Between Memory and History: Les Lieux de Mémoire,” in “Memory and Counter-Memory,” special issue, *Representations*, no. 26 (Spring 1989): 7. [see CMS 17.170]

### Newspapers

- “Robert Moses Is Dead at 92,” *New York Times*, July 30, 1981, Midwest edition.
- Albert Finnonian, “The Iron Curtain Rises,” *Wilberton Journal* (Wilberton, Ohio), 7 February 1990, final edition.
- Williams Robbins, “Big Wheels,” *New York Times*, Sunday, February 17, 1980, sec. 3.
- In running text: “the *Daily Gleaner*” (initial “the” lower case and Roman); in notes: *Daily Gleaner* (initial “the” omitted).
- Use headline style for papers, even if sentence style was used in original; see CMS 17.189.

### Other

#### *Catalogue / Brochure / Program*

Author, *Title of Catalogue* [in italics], exhibition catalogue, City, Sponsoring Center [if any], Date, page number.

Author, *Title of Brochure* [in italics], marketing brochure, City, Company/Organization, Date, page number.

David Scott, “Blackness Unbound: Constructions and Deconstructions of Transnational Blackness” (program symposium, University at Albany, State University of New York, September 28–29, 2007), 4.

#### *Commission Report*

Robertson (Constitutional) Commission, “Discussion between the Chairman, the Archbishop of the West Indies and Sir Donald Jackson,” 3:20–4:00 p.m., February 18, 1954, CO 891/1.

#### *Conference Paper*

Alison Donnell, “Difficult Subjects: Women’s Writing in the Caribbean Pre-1970” (paper presented at the Association of Caribbean Women Writers and Scholars Conference, Grenada, May 1998).

### *Exhibition*

Set Roman and in quotation marks. [Note that this is a slight variation of CMS.]

### *Film*

*How Stella Got Her Groove Back*, dir. Kevin Rodney Sullivan, Twentieth Century Fox, 1998.

### *Interview*

Henry Swanzy, interview by author, October 24, 1992.

### *Letter*

Henry Swanzy, letter to the author, 2 November 1993.

Henry Swanzy, letter to Gladys Lindo, 27 November 1953, Henry Swanzy Archive, Birmingham University Library, UK.

### *Song and album titles*

Song titles go in quotes while album titles are in italics, record company information is dealt with in the same way as a publisher.

- Pink Floyd, "Money." *Dark Side of the Moon* (London: EMI, 1973).

### *Thesis or Dissertation*

Dorothy Ross, "The Irish-Catholic Immigrant, 1880–1900: A Study in Social Mobility" (master's thesis, Columbia University, n.d.), 142. [. . . (PhD diss., Columbia University, 2000), 46.]

### *Website*

In bibliographies and footnotes it is neither necessary nor desirable to provide the whole url. E.g., instead of this:

- Ann Powers, "Lana Del Rey: Just Another Pop Star," *The Record*, January 30, 2012.  
<http://www.npr.org/blogs/therecord/2012/01/31/146088800/putting-together-the-pieces-of-lana-del-rey>.

Do this:

- Ann Powers, "Lana Del Rey: Just Another Pop Star," *The Record*, January 30, 2012.  
Accessed via [www.npr.org](http://www.npr.org).

### *Working Paper*

Louis Lindsay, "The Myth of Independence," ISER Working Paper no. 6 (City: Organization or Publisher, Year).

## ***Bibliography Guide***

Below are examples of how to cite works in your bibliography. These examples are not exhaustive; please consult *The Chicago Manual of Style* for further examples. Bibliography citations are alphabetical, with the first author's surname first.

### Books

#### *One Author*

Abrahamian, Ervand. *Tortured Confessions: Prisons and Public Recantations in Modern Iran*. Berkeley: University of California Press, 1999.

#### *3-Em Dash for Repeated Name, Works in Chronological Order*

Hobsbawm, E. J. *The Age of Revolution: Europe 1798–1848*. London: Weidenfeld & Nicholson, 1962.

———. *Nations and Nationalism Since 1780: Programme, Myth, Reality*. New York: Cambridge University Press, 1990.

———. *On Empire: America, War, and Global Supremacy*. New York: Pantheon Books, 2008.

#### *Two Authors*

Hillyard, Paddy, and Janie Percy-Smith. *The Coercive State*. London: Fontana Books, 1988.

#### *Three Authors*

Boyle, Kevin, Tom Hadden, and Paddy Hillyard. *Law and State: The Case of Northern Ireland*. London: Martin Robinson, 1975.

#### *Four or More Authors*

Laumann, Edward O., John H. Gagnon, Robert T. Michael, and Stuart Michaels. *The Social Organization of Sexuality: Sexual Practices in the United States*. Chicago: University of Chicago Press, 1994.

#### *Editor, Translator, or Compiler Instead of Author*

Lattimore, Richmond, trans., *The Iliad of Homer*. Chicago: University of Chicago Press, 1951.

*Editor, Translator, in Addition to Author*

Agamben, Giorgio. *State of Exception*. Translated by Kevin Attell. Chicago and London: Chicago University Press, 2005.

*Preface, Foreword, or Introduction to a Book*

Reiger, James. "Introduction." In *Frankenstein; or, The Modern Prometheus*, by Mary Wollstonecraft Shelley, xi–xxxvii. Chicago: University of Chicago Press, 1982.

*Chapter in a Single-Author Book*

McCoy, Alfred. "Propagating Torture." Ch. 3 in *A Question of Torture: CIA Interrogation, from the Cold War to the War on Terror*. New York: Metropolitan Books, 2006.

*Contribution to a Multi-Author Book*

Korman, Gerd. "The Holocaust in American Historical Writing." In *Holocaust: Religious and Philosophical Implications*, edited by John K. Roth and Michael Berenbaum, 45–51. St. Paul, MN: Paragon House, 1989.

*Editions other than the first*

Strunk, William, Jr., and E. B. White. *The Elements of Style*. 4<sup>th</sup> ed. New York: Allyn and Bacon, 2000.

*Multivolume Works*

Citing the works as a whole:

Aristotle. *Complete Works of Aristotle: The Revised Oxford Translation*. Edited by J. Barnes. 2 vols. Bollingen Series. Princeton, NJ: Princeton University Press, 1983.

*Citing a particular volume*

Cromwell, Oliver. *The Writings and Speeches of Oliver Cromwell*, vol. 2, *The Commonwealth: 1649–1653*. Edited by Wilbur Cortez Abbott. Oxford: Clarendon Press, 1988.

*Publisher Locations*

<http://www.apsstylemanual.org/oldmanual/resources/publishers.htm>

*Journal Article*

Brownlie, Ian. "Interrogation in Depth and the Compton and Parker Reports." *Modern Law Review* 35, no. 5 (September, 1972): 501–527.

*Journal Article, Title within Title*

Loften, Peter. "Reverberations between Wordplay and Swordplay in *Hamlet*." *Aeolian Studies* 2 (1989): 12–29.

*Magazine Article*

Martin, Steve. "Sports-Interview Shocker." *New Yorker*, May 6, 2002.

*Book Review*

Ignatieff, Michael. "We're So Exceptional." Review of *All the Missing Souls: A Personal History of the War Crimes Tribunals*, by David Scheffer. *New York Review of Books*, April 5, 2012.

*Newspaper Article*

Newspaper articles may be cited in running text and are commonly omitted from the bibliography.

If a bibliographic entry is to be included it would appear as follows:

Schaap, Rosie. "Irish Whiskey, an Unfussy, Constant Companion." *New York Times*, March 8, 2012, national edition, magazine section.

*Website*

Gross, Oran. *Is Torture Ever Justified?* PBS: *Frontline*, October 18, 2005.

[www.pbs.org/wgbh/pages/frontline/torture/justify/3html](http://www.pbs.org/wgbh/pages/frontline/torture/justify/3html) (accessed December 12, 2005).

*Online database*

Blackstone, Sir William. *Commentaries on the Laws of England*. Oxford: Clarendon Press, 1765–

69. [www.avalon.law.yale.edu/18th\\_century/blackstone\\_bk4ch25.asp](http://www.avalon.law.yale.edu/18th_century/blackstone_bk4ch25.asp)

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