History Department: Citations Guide

Works Cited Page

1. Use the format below for all History papers that include a works cited page.

2. Alphabetize your sources using the author’s last name. If a source does not have a listed author, then alphabetize using the title of the source.

3. The first line of the citation should be aligned with the margin, but all subsequent lines should be indented one tab space. This is called a “hanging indent.”

Example:


Footnotes

1. With a proper works cited page attached to your paper, your footnote should cite the author’s last name and the appropriate page(s).

2. If you cite more than one source from a single author, it is necessary to include the title of the work.

3. Often, you will cite the same source in succession. It is appropriate to use the Latin “Ibid.,” which means “in the same place.”

1Worden, 38.
2Lodge, 96.
3Ibid., 103.
4Ibid., 87.
5Keynes, The Economic Consequences of the Peace, 15-6.
6Keynes, A Revision of the Treaty, 114.
7Abraham Lincoln as quoted in Barnes, 260.
Footnotes are necessary:

1. when you quote *directly* from a source.

2. when you use someone else’s idea or original interpretation of a set of facts, even if rewritten in your own words (paraphrased).

3. when information is not common knowledge. Common knowledge is information provided in your textbook, is a well-known fact, or can be found in several sources.

4. to reference additional discussion of a topic not covered in your paper. Though not relevant to your thesis, and so not discussed in the body of your paper, you may uncover in your research information of additional use to your reader.

**Commonly Used Formats**

**PRINT BOOK**

Works Cited:

Footnote:
1Rehnquist, 204.

**ONLINE BOOK**

Works Cited:

Footnote:
1Kramer, 85.

**JOURNAL ARTICLE FROM DATABASE**

Works Cited:

Footnote:
1Provenzo, 266.

**ARTICLE PUBLISHED ONLINE** (also appropriate for an encyclopedia)

Works Cited:

Footnote:
1Lyall.

**Additional Variations and Formats**

**BOOK WITH 2 or 3 AUTHORS**

Works Cited:
**BOOK WITH 4 or MORE AUTHORS**

Works Cited:

Footnote:
1Hunt and others, 541.

**BOOK WITH UNKNOWN AUTHOR**

Works Cited:

Footnote:

**ARTICLE PUBLISHED ONLINE WITH UNKNOWN AUTHOR**

Works Cited:

Footnote:
1“Russia’s odd couple”

**EDITED BOOK WITHOUT AN AUTHOR**

Works Cited:

Footnote:
1Beatty, 127.

**EDITED BOOK WITH AN AUTHOR**

Works Cited:

Footnote:
1Poston, 46.

**CHAPTER OR OTHER PART OF A BOOK**

Works Cited:

Footnote:
1Kelly, 71.

**DVD OR VIDEO**

Works Cited:

Footnote:
1*The Secret of Roan Inish.*
INTERVIEW
Works Cited:

Footnote:
1Haviv.

SOURCE QUOTES IN ANOTHER SOURCE
Works Cited:

Footnote:
1Adam Smith, quoted in Mark Skousen, 15.

WEBSITE
Include as much of the following information as is available: title of the site, sponsor of the site, access date and the site's URL

Works Cited:

Footnote:
1CIA World Factbook.

*Note: You may not use a website (beyond a database or a published/edited work) unless you first check the academic integrity of your source with your teacher. Be sure to verify the sponsoring or host site as this test is crucial in determining the academic integrity of online sources.*