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Citation Guidelines

Prepared by Ben Croucher

When writing a research paper, it is necessary to cite direct quotes and paraphrased material from sources.¹ You may use footnotes or endnotes to do so.² Footnotes or endnotes differ in composition from your bibliography at the end of your paper. Please see the examples below.³ If you are citing the same source twice (or more) in a row, you may use *Ibid.* to indicate that citation. Most of your sources should be either books or articles from scholarly journals. For websites please include the whole address and the date you accessed the website. There are many different (and changing) ways of citing websites; the acceptable format for this class is listed below.⁴ If you have any questions, please feel free to contact me or use Kate Turabian's *A Manual for Writers of Term Papers, Theses, and Dissertations*.⁵ To insert a footnote into your paper, go to the insert function (**references function on 2007**) on the Microsoft Word toolbar. There should be a function called reference or footnote. Just click on that, and let Bill Gates work for you!⁶ **If you do not follow these instructions, your paper will be penalized. Please see me with any questions!**⁷

For your bibliography, **you need** to use a separate sheet and alphabetize your sources using the following style:

Books

Croucher, Benjamin. *How to Make Your Students Suffer*. New York: Pendant Publishing, 1999.

eBooks

Jeffries, Judson L. *Huey P. Newton: the Radical Terrorist* (Jackson: University Press of Mississippi, 2002), <http://www.netlibrary.com/Reader/> (accessed September 8, 2007).

¹ Benjamin Croucher, *How to Make Your Students Suffer* (New York, 1999), p. 45.

² *Ibid.*, pp. 48-55.

³ Michael Jordan, "Practice Makes Perfect," *Sports Illustrated*, Vol. 55, No. 2 (June 12, 2002), p. 182.

⁴ www.ilovehistory.com/citation/rules (January 15, 2003).

⁵ Croucher, p. 126.

⁶ Judson L. Jeffries, *Huey P. Newton: the Radical Terrorist* (Jackson: University Press of Mississippi, 2002), <http://www.netlibrary.com/Reader/> (accessed September 8, 2007).

⁷ *Frank Capra's Prelude to War*, VHS. Directed by Frank Capra (Spotlight Video, 1942).

Scholarly Journals and Magazines

Jordan, Michael. "Practice Makes Perfect," *Sports Illustrated*, Vol. 55, No. 2 (June 12, 2002), pp. 180-183.

Websites

www.ilovehistory.com

Videos

Capra, Frank. *Frank Capra's Prelude to War*, VHS. Directed by Frank Capra. New York: Spotlight Video, 1942.

Directly below are footnotes! The entries above are for your bibliography! Note the differences!

¹ Benjamin Croucher, *How to Make Your Students Suffer* (New York, 1999), p. 45.

¹ *Ibid.*, pp. 48-55.

¹ Michael Jordan, "Practice Makes Perfect," *Sports Illustrated*, Vol. 55, No. 2 (June 12, 2002), p. 182.

¹ www.ilovehistory.com/citation/rules (January 15, 2003).

¹ Croucher, p. 126.

¹ Judson L. Jeffries, *Huey P. Newton: the Radical Terrorist* (Jackson: University Press of Mississippi, 2002), <http://www.netlibrary.com/Reader/> (accessed September 8, 2007).

¹ *Frank Capra's Prelude to War*, VHS. Directed by Frank Capra (Spotlight Video, 1942).