

History 5, Spring 2003

Style Sheet for Written Assignments

All written assignments in History 5 are expected to demonstrate proper documentation of primary and secondary sources. For the purposes of this course, footnotes will be the only accepted form of documentation. All other forms of citation -- e.g. MLA notation (parenthetical references) or endnotes -- are to be avoided. You will be penalized for improper or inadequate citation style.

Listed below are the proper forms of documentation, as derived from *The Chicago Manual of Style*, 14th edition (1993). Please follow these guidelines when preparing your footnotes.

When citing a source for the first time, follow this format:

1. Niccolo Machiavelli. *The Prince*. Trans. George Bull (New York: Penguin Books, 1961), page number.

When citing a source for the second time, you do not have to include a complete citation. Instead, you should proceed in one of the following two ways:

A. If you quote from a source that you cited immediately previously, then the proper format is listed below:

1. Niccolo Machiavelli. *The Prince*. Trans. George Bull (New York: Penguin Books, 1961), 13.
2. Ibid, 27.

NOTE: if you quote from the same page of a source, then all you use is the word "Ibid." In that scenario, you do not have to use the page number in the second citation. For example:

1. Niccolo Machiavelli. *The Prince*. Trans. George Bull (New York: Penguin Books, 1961), 13.
2. Ibid.

B. If you make the original citation, then discuss another text, and eventually want to make another reference to the first text, then use the following format (Author, Short Title, Page):

1. Niccolo Machiavelli. *The Prince*. Trans. George Bull (New York: Penguin Books, 1961), 13.
2. Christopher Columbus, *Journals of the First Voyage of Columbus*. History 5 Course Reader (Berkeley: Copy Central, 2002), 86.
3. Machiavelli, *The Prince*, 27.
4. Columbus, *Journals*, 89.

If you have any further questions, please see your section leader or the course instructor.