

NOTES

Notes should be incorporated into documents using your software's footnote/endnote function (see separate guidelines for Author-Date Citations). (In the printed book they will usually appear in a Notes section following the text; in edited collections the notes appear at the ends of chapters.) Notes should be numbered from 1 within each chapter, not consecutively throughout the ms. Notes for tables and illustrations should *not* be included in the numbering sequence for the notes to the text; they should appear below the relevant table or illustration (see separate guidelines for Illustrations).

Your goal should be to provide sufficient documentation to support your arguments while avoiding excessive annotation. Lengthy discursive notes should be avoided—if the material is essential, it probably belongs in the text. Except in highly unusual cases, there should be no more than one note number per sentence. Similarly, all the references for one paragraph can often be combined into a single note. Remember that the maximum allowable manuscript length specified in your contract (Section 8) includes the notes.

Chapter titles and subheads within chapters should not carry note numbers. If you need to include an acknowledgment of or information about previous publication of a chapter, this information should be included in a separate acknowledgments or credit section for the book as a whole; if required by the copyright holder, it may appear as an unnumbered note at the foot of the chapter opening page; or it may appear as an unnumbered note at the beginning of the notes section for that chapter.

Epigraphs should not carry note numbers; the source should be cited briefly beneath the epigraph:

Both read the same Bible and pray to the same God, and each invokes His aid against the other.

Abraham Lincoln, Second Inaugural Address

Notes should not contain tables, figures, or other illustrative material.

STYLE

Include full reference data the first time you cite a source within a chapter, even if you have already cited the source in an earlier chapter; after the first reference within a chapter use author's last name and short title only, not "op. cit." or "loc. cit."

With the 17th edition of the *Chicago Manual of Style*, we're now advising that you use shortened citations rather than *ibid.* *Chicago* 14.34 explains:

Shortened citations generally take up less than a line, meaning that *ibid.* saves no space, and in electronic formats that link to one note at a time, *ibid.* risks confusing the reader. In the following examples, shortened citations are used for the first reference, as in a work with a full bibliography (see [14.29](#)). The short forms now preferred by Chicago are followed by the same examples using *ibid.* Note that either abbreviated form (author only or *ibid.*) is appropriate only when it refers to the last item cited; where this is not the case, or where the previous note cites more than one source, the fuller form of the shortened citation must be repeated. Note also that with the preferred short form, a page reference must be repeated even if it is the same as the last-cited location (as in note 3); with *ibid.*, an identical page location is not repeated. The word *ibid.*, italicized here only because it is a word used as a word (see 7.63), is capitalized at the beginning of a note and followed by a period.

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| 1. Morrison, <i>Beloved</i> , 3. | | |
| 2. Morrison, 18. | <i>or</i> | 2. <i>Ibid.</i> , 18. |
| 3. Morrison, 18. | <i>or</i> | 3. <i>Ibid.</i> |
| 4. Morrison, 24–26. | <i>or</i> | 4. <i>Ibid.</i> , 24–26. |
| 5. Morrison, <i>Song of Solomon</i> , 401–402. | | |
| 6. Morrison, 433. | <i>or</i> | 6. <i>Ibid.</i> , 433. |
| 7. Díaz, <i>Oscar Wao</i> , 37–38. | | |
| 8. Morrison, <i>Song of Solomon</i> , 403. | | |
| 9. Díaz, <i>Oscar Wao</i> , 152. | | |
| 10. Díaz, 201–202. | <i>or</i> | 10. <i>Ibid.</i> , 201–202. |
| 11. Morrison, <i>Song of Solomon</i> ,
240; <i>Beloved</i> , 32. | | |
| 12. Morrison, <i>Beloved</i> , 33. | | |

Use full page ranges: 155–159, not 155–59. Avoid vague page references (123ff., 123 et seq.) and “passim”; instead cite by chapter if necessary.

Do not capitalize abbreviations such as *vol.*, *no.*, *pt.*, and the like; in the case of foreign publications, use English words for these terms.

Use Arabic numerals for volume numbers.

Within a citation, for large cities no state name is needed with place of publication; add state name for smaller cities, except when the name of the state appears in the publisher’s name. Thus:

Boston: Houghton Mifflin; Ithaca, NY: Cornell University Press; Lawrence: University Press of Kansas. Either postal (NY) or conventional (N.Y.) abbreviations for state names may be used, but

be consistent. (See *Chicago Manual of Style*, 17th ed., 10.27, for a list of both forms of state abbreviations.)

URLs for websites should be in roman type. Do not enclose URLs in angle brackets. Include access date *only* if source does not include date of publication or revision.

If the same sources, particularly archival sources, are cited frequently, abbreviate them and include a list of abbreviations as a separate file.

John Bates Papers	John C. Bates Papers, United States Army Military History Institute
Samuel Bates Papers	Samuel Bates Papers, Lawrence Lee Pelletier Library, Allegheny College
Hubbard Letters History	Letters of Robert Hubbard, M.D., United States Army Military History Institute
<i>JAMA</i>	<i>Journal of the American Medical Association</i>
LBJL	Lyndon B. Johnson Library
NARG	National Archives, Record Group
NPMP	Nixon Presidential Materials Project
<i>OR</i>	<i>The War of the Rebellion: A Compilation of the Official Records of the Union and Confederate Armies</i>
USAMHI	United States Army Military History Institute

SAMPLE NOTES

Book

1. Antonin Scalia, *A Matter of Interpretation: Federal Courts and the Law* (Princeton, NJ: Princeton University Press, 1997), 38. (Short reference: Scalia, *Matter of Interpretation*, 10.)

One volume of a multivolume work

2. Ralph A. Rossum and G. Alan Tarr, *American Constitutional Law*, vol. 1, *The Structure of Government*, 6th ed. (Belmont, CA: Wadsworth, 2003), 236–265. (Short reference: Rossum and Tarr, *American Constitutional Law*, 1:210.)

Edited book

3. Helen E. Veit, Kenneth R. Bowling, and Charlene Bangs Bickford, eds., *Creating the Bill of Rights: The Documentary Record from the First Congress* (Baltimore: Johns Hopkins University Press, 1991), 78. (Short reference: Veit, Bowling, and Bickford, *Creating the Bill of Rights*, 204.)

4. Hobbes, Thomas. *Leviathan*, ed. Richard Tuck. Cambridge: Cambridge University Press, 1996. (Short reference: Hobbes, *Leviathan*, 299).

Chapter in an edited book

5. Gregory E. Maggs, “The Secret Decline of Legislative History,” in *The Public Interest Law Review 1994*, ed. Roger Clegg and Leonard A. Leo (Washington, DC: National Legal Center for the Public Interest, 1994), 72. (Short reference: Maggs, “Secret Decline,” 75.)

Journal Article

6. Vincent Phillip Muñoz, “James Madison’s Principles of Religious Liberty,” *American Political Science Review* 97, no. 1 (February 2003): 17–32. (Short reference: Muñoz, “James Madison’s Principles,” 20.)

Newspaper or magazine articles

7. Glen Elsasser, “No Contest: Top Court’s Top Fighter Is Scalia,” *Chicago Tribune*, May 27, 1997, 1. (Short reference: Elsasser, “No Contest,” 1.)

8. Pauline Kael, “The Current Cinema,” *New Yorker*, January 8, 1991, 27. (Short reference: Kael, “Current Cinema,” 28.)

Theses and Dissertations

9. Ilya Vedrashko, “Advertising in Computer Games” (master’s thesis, MIT, 2006), 59, <http://cms.mit.edu/research/theses/IlyaVedrashko2006.pdf>.

10. William H. Wainwright. “De Gaulle and Indochina, 1940–1945.” PhD diss., Fletcher School of Law and Diplomacy, 1972.

Website

11. Pamela Sargent, interview with Jill Engel-Cox, December 2001, <http://www.sff.net/people/PSargent/interview2002.htm>.

For further information and examples of citations to other types of material, see *The Chicago Manual of Style*, 17th ed.