

## **Citing Sources in History: A Brief Guide for Undergraduates at the University of Prince Edward Island**

“Citing” or “citation” is the precise documentation of historical evidence gathered from various sources--whether print, oral, audio-visual, or electronic. You must document:

- direct quotations;
- any paraphrase or summary you make of a particular source; and
- facts that are not common knowledge, or that could not be accessed in a standard reference work.

Not documenting your evidence means you are guilty of plagiarism, or an attempt to pass off someone else’s words and/or work as your own. University students often inadvertently plagiarize by copying passages word-for-word from sources, and then later using this material in their papers without crediting the sources. To avoid committing unintentional plagiarism, take notes in your own words, identify direct quotations, and cite sources. For more information on how to avoid plagiarism, consult the [Plagiarism Tutorial](http://resources.library.upei.ca/plagiarism/index.htm) <http://resources.library.upei.ca/plagiarism/index.htm>

You will need to include both notes and a bibliography in each of your research papers.

A note precisely documents a piece of evidence. A bibliography lists the sources used in writing the paper, including the sources cited in notes, as well as any important works you found helpful, but did not cite. Full details must be included for each source, to allow your readers to locate the material you have used and to retrace the steps of your argument in more detail.

Notes provide complete publication information either at the bottom of the page (footnotes) or at the end of the paper (endnotes). Many word processing programs allow one to easily insert note numbers. A raised number in the text indicates that a quotation, summary, or paraphrase has been borrowed from a source; to find the publication information for that source, readers consult the footnote or endnote with the corresponding number. The first time you cite a source, the note should include publication information for that work, as well as the page number on which the specific quotation, paraphrase, or summary may be found.

<sup>1</sup> J. M. Bumsted, “The Land Question on Prince Edward Island and the Quitrent Controversy of 1802-1806,” *Acadiensis* 29 (Spring 2000): 22.

For subsequent references to a source you have already cited, give the author’s last name, followed by a comma, and the page or pages cited.

<sup>2</sup> Bumsted, 24.

If you cite more than one work by the same author, include a short form of the title in subsequent citations. A short form of the title of a book is italicized; a short form of the title of an article is put in quotation marks.

<sup>3</sup> J. M. Bumsted, *Land, Settlement and Politics on Eighteenth-Century Prince Edward Island* (Kingston: McGill-Queen's University Press, 1987), 167.

<sup>5</sup> Bumsted, *Land, Settlement and Politics*, 175.

A bibliography appears at the end of the paper. Alphabetize the list by the last names of the authors (or editors); if a work does not have an author or editor, alphabetize by the first word of the title (other than an initial article, such as “a”, “an”, or “the”).

Examples follow for how materials should appear in both a note and the bibliography.

- book (with single author)
- book (with two or three authors)
- chapter, essay, or other part of a book
- article in a reference book
- journal article
- journal article in full text from an online database
- book review in a periodical
- newspaper article
- dissertation or thesis
- unpublished interview by writer of paper
- videorecording or film
- radio or television programme
- world wide web
- email message

### **BOOK (WITH SINGLE AUTHOR)**

#### **Note**

Edward MacDonald, *If You're Stronghearted: Prince Edward Island in the Twentieth Century* (Charlottetown: Prince Edward Island Museum and Heritage Foundation, 2000), 137.

#### **Bibliography**

MacDonald, Edward. *If You're Stronghearted: Prince Edward Island in the Twentieth Century*. Charlottetown: Prince Edward Island Museum and Heritage Foundation, 2000.

### **BOOK (WITH TWO OR THREE AUTHORS)**

#### **Note**

Robert S. P. Jardine and L. Ann Coles, *Daniel Heaney and Bellinda Abbott and Their Family 1807-1900, with Additions on the Families of Jane Large, Letitia Murray and Sarah Dignan* (Charlottetown: The Offaly and Laois Family History Society, 1992), 67.

### **Bibliography**

Jardine, Robert S. P., and L. Ann Coles. *Daniel Heaney and Bellinda Abbott and Their Family 1807-1900, with Additions on the Families of Jane Large, Letitia Murray and Sarah Dignan*. Charlottetown: The Offaly and Laois Family History Society, 1992.

### **CHAPTER, ESSAY, OR OTHER PART OF A BOOK**

#### **Note**

Ian R. Dowbiggin, "Prescription for Survival: Brock Chisholm, Sterilization and Mental Health in the Cold War Era," in *Mental Health and Canadian Society: Historical Perspectives*, ed. David Wright and James E. Moran (Montreal: McGill-Queen's University Press, 2006), 188.

### **Bibliography**

Dowbiggin, Ian R. "Prescription for Survival: Brock Chisholm, Sterilization and Mental Health in the Cold War Era." In *Mental Health and Canadian Society: Historical Perspectives*, edited by David Wright and James E. Moran, 176-192. Montreal: McGill-Queen's University Press, 2006.

### **ARTICLE IN A REFERENCE BOOK**

Well-known reference works, such as major dictionaries and encyclopedias, should usually be cited only in notes.

#### **Note**

*The Canadian Encyclopedia*, 2<sup>nd</sup> ed., s.v. "New France."

For reference works that are less well known, include the publication details in your notes, and list the work in your bibliography.

#### **Note**

Thomas Howatt McGovern, "Norse Settlements," in *Encyclopedia of the North American Colonies*, ed. Jacob Ernest Cooke (New York: Charles Scribner's Sons, 1993), 105-11.

### **Bibliography**

McGovern, Thomas Howatt. "Norse Settlements." In *Encyclopedia of the North American Colonies*, edited by Jacob Ernest Cooke, 105-11. New York: Charles Scribner's Sons, 1993.

### **JOURNAL ARTICLE**

#### **Note**

Lisa Chilton, "A New Class of Women for the Colonies: The Imperial Colonist and the Construction of Empire," *Journal of Imperial and Commonwealth History* 31, no. 2 (2003): 40.

**Bibliography**

Chilton, Lisa. "A New Class of Women for the Colonies: The Imperial Colonist and the Construction of Empire." *Journal of Imperial and Commonwealth History* 31, no. 2 (2003): 36-56.

**JOURNAL ARTICLE IN FULL TEXT FROM AN ONLINE DATABASE****Note**

Susan E. Brown, "A Just and Profitable Commerce: Moral Economy and the Middle Classes in Eighteenth-Century London," *The Journal of British Studies* 32, no. 4 (October 1993): 326.

**Bibliography**

Brown, Susan E. "A Just and Profitable Commerce: Moral Economy and the Middle Classes in Eighteenth-Century London." *The Journal of British Studies* 32, no. 4 (October 1993): 305-332.

**BOOK REVIEW IN A PERIODICAL****Note**

Richard Raiswell, review of *Reginald Pole: Prince and Prophet*, by Thomas F. Mayer, *Renaissance and Reformation* 24, no. 3 (Summer 2000): 107.

**Bibliography**

Raiswell, Richard. Review of *Reginald Pole: Prince and Prophet*, by Thomas F. Mayer. *Renaissance and Reformation* 24, no. 3 (Summer 2000): 106-108.

**NEWSPAPER ARTICLE****Note**

Wayne Thibodeau, "Remembering the Fanny: Islanders Sailed for the Goldfields 150 Years Ago Today," *The Guardian*, 12 November 1999, sec. A, p. 3.

**Bibliography**

Thibodeau, Wayne. "Remembering the Fanny: Islanders Sailed for the Goldfields 150 Years Ago Today." *The Guardian*, 12 November 1999, sec. A, p. 3.

**DISSERTATION OR THESIS****Note**

Sharon Myers, "The Government of Childhood: The Discourse of State Formation and the New Brunswick Child Welfare Survey, 1927-1930" (PhD. diss., University of New Brunswick, 2004), 37.

**Bibliography**

Myers, Sharon. "The Government of Childhood: The Discourse of State Formation and the New Brunswick Child Welfare Survey, 1927-1930." PhD. diss., University of New Brunswick, 2004.

**UNPUBLISHED INTERVIEW BY WRITER OF PAPER****Note**

Peter Pope, interview by author, Summerside, PE, September 30, 2000.

**Bibliography**

Pope, Peter. Interview by author, September 30, 2000, Summerside.

**VIDEORECORDING OR FILM****Note**

*Abegweit: The Confederation Bridge, A Marvel of Canadian Engineering*, VHS, prod. Pierre Bernier and Diane Poitras, dir. Serge Morin, 72 min. (Montreal: National Film Board of Canada, 1998).

**Bibliography**

*Abegweit: The Confederation Bridge, A Marvel of Canadian Engineering*, VHS. Produced by Pierre Bernier and Diane Poitras. Directed by Serge Morin. 72 min. Montreal: National Film Board of Canada, 1998.

**RADIO OR TELEVISION PROGRAMME**

Cite television programmes, radio programmes, and other broadcast sources only in notes. Include at least the title of the programme and the date on which you watched or listened to it.

**Note**

"Compass," CBC-TV, Charlottetown, P.E.I., March 31, 2008.

**WORLD WIDE WEB**

Web sites may be cited in running text instead of in a note, and are commonly omitted from a bibliography as well. If including in a note and bibliography, use the following format:

**Note**

G. Foard, "Battle of Bosworth," UK Battlefields Resource Centre, accessed August 29, 2011, <http://www.battlefieldstrust.com/resource-centre/warsoftheroses/battleview.asp?BattleFieldId=8>.

## **Bibliography**

Foard, G. "Battle of Bosworth." UK Battlefields Resource Centre. Accessed August 29, 2011.  
<http://www.battlefieldstruct.com/resource-centre/warsoftheroses/battleview.asp?BattleFieldId=8>.

## **EMAIL MESSAGE**

E-mail messages may be cited in running text ("In an e-mail message to the author on October 31, 2005, John Smith revealed...") instead of in a note, and they are rarely listed in a bibliography.

## **This guide is based on:**

- *The Chicago Manual of Style*. 15<sup>th</sup> ed. Chicago: University of Chicago Press, 2003.  
Available: Robertson Library INFO DESK: Z253.C54 2003.
- Turabian, Kate L. *A Manual for Writers of Research Papers, Theses, and Dissertations: Chicago Style for Students and Researchers*. 7<sup>th</sup> ed. Chicago: University of Chicago Press, 2007.  
Available: Robertson Library INFO DESK: LB2369.T8 2007.

**Refer to these two publications for examples of how to cite materials not covered in this basic guide.**

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