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## **Documentation Rules**

**Why Must You Document Sources?** Documentation allows your readers to find the sources you used in order to evaluate your interpretation of them or to read them more extensively in order to gain a deeper understanding of the topic. Unless you document your sources correctly, you run the risk of plagiarism. Plagiarism is illegal and certainly qualifies as a violation of the Honor Code. There are two types of plagiarism:

1. Using another person's ideas, information, or language without crediting them.
2. Documenting a source but paraphrasing the language or the sentence structure too closely without using quotation marks to indicate what words or phrases have been borrowed.

**What Must You Document?** Document all contributions that others have made to your work. If you are unsure if you need to provide a citation, it is always best to play it safe and provide one. Contributions to your work might include the following:

- A direct quotation from a source, whether primary or secondary
- A summary or paraphrase of a source
- Facts or ideas that you borrow from a source, such as statistics, little-known facts, tables, etc.

### **What Not to Document:**

- Your own ideas
- Common knowledge (what the average student who has not done your research would know)
- Information that is common to several sources

**Things to Keep in Mind while Doing Research:** When taking notes during your research, write down all pertinent bibliographical information, such as:

- Books - full name of author(s), editor(s), translator, full title, subtitle, edition number, city of publication, publisher, date of publication, page numbers
- Articles - full name of author(s), title/subtitle of article, title of publication, date of publication, page numbers, volume and issue numbers
- Web Sources - full name of author (if known), title of the document, title of the complete work (if applicable), date of publication or last revision, the URL, and the date of access

If the book is from a library, it is also a good idea to jot down the call number so you can find it again. You might consider taking photos (e.g. of a book's title page, the table of contents of a journal, a webpage, etc.) to keep track of this information. Keep this information with your notes.



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## *Chicago Manual of Style (Quick Citation Guide)*

**How do historians document their sources?** There are numerous ways to document sources, and most academic disciplines have their own preferred methods and style manuals. While each historian is different and opinions are in a constant state of flux, the most widely used style manual for historians continues to be the *Chicago Manual of Style*. The *Chicago Manual of Style* uses a system of footnotes or endnotes for documentation, along with a bibliography. Most historians do not use or accept parenthetical documentation as promoted by the Modern Language Association because they feel that the system is imprecise and prone to misunderstandings. *However, as with all issues about writing, you should **consult your professor's guidelines for documentation** and follow them.*

The following example comes from the *Chicago Manual of Style*'s "Citation Quick Guide" that can be found here: [https://www.chicagomanualofstyle.org/tools\\_citationguide/citation-guide-1.html](https://www.chicagomanualofstyle.org/tools_citationguide/citation-guide-1.html). The examples are for BOOKS in the notes and bibliography system. Historians use the note and bibliography system. Do not use the author and date system.

**When first citing a source, you must provide a full citation.**

1. Zadie Smith, *Swing Time* (New York: Penguin Press, 2016), 315–16.
2. Brian Grazer and Charles Fishman, *A Curious Mind: The Secret to a Bigger Life* (New York: Simon & Schuster, 2015), 12.

**For subsequent citations, use a shortened note.**

3. Smith, *Swing Time*, 320.
4. Grazer and Fishman, *Curious Mind*, 37.

**Bibliography entries must be in alphabetical order by the last name of the author or editor.**

Grazer, Brian, and Charles Fishman. *A Curious Mind: The Secret to a Bigger Life*. New York: Simon & Schuster, 2015.

Smith, Zadie. *Swing Time*. New York: Penguin Press, 2016.

**The "Citation Quick Guide" can help you document the following:**

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|--|----------------------------|-------------------------|
| -Books                                   | -Journal articles          | -Website content        |
| -Chapters or other parts of edited books | -News or magazine articles | -Social media content   |
| -Translated books                        | -Book reviews              | -Personal communication |
| -E-books                                 | -Interviews                |                         |
|  | -Theses or dissertations   |                         |

For all other sources, you will need to consult the *Chicago Manual of Style*. Search the Swem catalog for the online version.