HIST 2111 and 2112
How to Cite Information Properly in Essays Written for This Course

Historians use footnotes (or sometimes parenthetical citations) to let their readers know where they found the information that they are presenting. Whether you use footnotes or parenthetical citations, your citations should include enough information to allow an interested reader to look up the book, article, website, or other source that you have cited. If you are using parenthetical citations, you should include a “Works Cited” page that gives full publication information for every work that you cite. If you use footnotes, your first footnote referencing a work should include the author’s name, complete title, and publication information, as well as the page number on which you found the information. If you cite the source again in the same paper, you may simply include the author’s last name and the page number.

You must include a footnote or parenthetical citation after every quotation. You should also footnote indirect quotations (e.g., “According to Norton, the worst years of the depression were 1932-1933,” or “Norton said that the worst years of the depression were 1932-1933”), even though you have not directly quoted the author’s words. In addition, footnote statistics and specific facts that are not general knowledge. If you include a lot of specific facts in a paragraph, and all of the facts come from the same source, you may include a single footnote at the end of the paragraph rather than footnoting every sentence. In general, you will probably need to include several footnotes or other citations per page (although this varies; you may not need to footnote this often), but not necessarily a footnote after each sentence. Usually, footnotes or parenthetical citations will come at the end of a sentence, not in the middle of one.

Footnoting is very easy with most word processing programs. To insert a footnote in Microsoft Word 2007 or 2010, click “References,” and then click “Insert Footnote.” The word processing program will automatically number your footnotes for you.

Example of when and how to footnote:

The depression was a bleak period in American history, and millions of Americans were thrown out of work without any prospect of getting another job. In fact, the unemployment rate reached 25% in 1933. In the midst of this unemployment, many became discouraged and turned to radical solutions. A few talked of the possibility of open insurrection, as one disgruntled cattle rancher did in a conversation with an Oklahoma journalist in 1932. “We have got to have a revolution here like they had in Russia and clean them up,” he said.

As the economy soured and as banks and businesses continued to fail, politicians struggled to cope with the economic problems that America faced. President Herbert Hoover, a Republican who generally favored private solutions to public problems, took some steps to alleviate the most egregious problems of the depression, but in general, he favored a hands-off, wait-and-see approach. Hoover worried about the consequences of the depression, but he felt that he was doing the best job that he could in the circumstances, and he wondered why people expected him to do more. “We have fought an unending war against the effect of these calamities upon our

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people,” he proclaimed, adding, “Had it not been for the immediate and unprecedented actions of our government, things would be infinitely worse today.”  

Franklin D. Roosevelt, on the other hand, vehemently disagreed with Hoover’s positive assessment of the state of affairs. He blamed Hoover for America’s economic downturn, and said that Hoover’s policies were preventing the economy from recovering. Once elected, Roosevelt worked to do better than his predecessor, and his Works Progress Administration, which was only one of his many relief programs, created jobs for 8.5 million Americans. 

Why are each of these footnotes needed? The first footnote provides a citation for a specific statistic that is not common knowledge. The second and third footnotes are needed because they reference direct quotations. The fourth footnote provides a citation for an indirect quotation (“Roosevelt . . . said that Hoover’s policies . . .”). The fifth footnote gives a reference for specific statistical information.

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4 Kennedy and Bailey, 308.
How to Cite the Documents Used in this Course:

The textbook:
Give the author’s name, book title, and publication information, followed by the page number containing the information that you are citing.

For HIST 2111:

For HIST 2112:

A book (HIST 2111):
As with the textbook, give the author’s name, book title, and publication information, followed by the page number containing the information that you are citing.


A document from the Shi & Mayer reader (HIST 2112):
Give the author’s name (if known) and title of the original work, and then give the publication information and page number for the Shi & Mayer reader.

Example:

A website (HIST 2112):
Give the title of the website, followed by the URL (the website address) in brackets.

Example: