According to one scholar, "The railroads had made Chicago the most important meeting place between East and West." 4

You then cite the source of that quotation in a correspondingly numbered note that provides information about the source (author, title, and facts of publication) plus relevant page numbers. Notes are printed at the bottom of the page (called footnote) or in a list collected at the end of your paper, called (endnote). All notes have the same general form:


If you cite the same text again, you can shorten subsequent notes:


In most cases, you also list sources at the end of the paper in a bibliography. That list normally includes every source you cited in a note and sometimes others you consulted but did not cite. Each bibliography entry includes the same information contained in a full note, but in a slightly different form:


Readers expect you to follow the rules for correct citations exactly. These rules cover not only what data you must include and their order, but also punctuation, capitalization, italicizing, and so on. To get your citations right, you must pay close attention to many minute details that few researchers can easily remember. The next chapter provides a ready reference guide to those details.

16.1 Basic Patterns

Although sources and their citations come in almost endless variety, you are likely to use only a few kinds. While you may need to look up details to cite some unusual sources, you can easily learn the basic patterns for the few kinds you will use most often. You can then create templates that will help you record bibliographical data quickly and reliably as you read.

The rest of this section describes the basic patterns, and figure 16.1 provides templates for and examples of several common types of sources. Chapter 17 includes examples of a wide range of sources, including exceptions to the patterns discussed here.
The following templates show which elements should be included and their order when citing several common types of sources in notes (N) and bibliographies (B). They also show punctuation, capitalization of titles, and typography of the elements. Gray shading shows abbreviations (or their spelled-out versions) and other terms as they would actually appear in a citation. XX stands in for page numbers actually cited, YY for a full span of page numbers for an article or a chapter.

For further examples, explanations, and variations, see chapter 17. For templates of shortened note forms, see figure 16.2.

1. Single Author or Editor

N:  Note Number. Author’s First and Last Names, *Title of Book: Subtitle of Book* (Place of Publication: Publisher’s Name, Date of Publication), XX–XX.


B:  Author’s Last Name, Author’s First Name. *Title of Book: Subtitle of Book*, Place of Publication: Publisher’s Name, Date of Publication.


For a book with an editor instead of an author, adapt the pattern as follows:

N:  Note Number. Editor’s First and Last Names, *Title of Book* . . .


B:  Editor’s Last Name, Editor’s First Name, *Title of Book* . . .


2. Multiple Authors

For a book with two authors, use the following pattern:

N:  Note Number. Author #1’s First and Last Names Author #2’s First and Last Names, *Title of Book: Subtitle of Book* (Place of Publication: Publisher’s Name, Date of Publication), XX–XX.


B:  Author #1’s Last Name, Author #1’s First Name, Author #2’s First and Last Names. *Title of Book: Subtitle of Book*, Place of Publication: Publisher’s Name, Date of Publication.


For a book with three authors, adapt the pattern as follows:

N:  Note Number. Author #1’s First and Last Names, Author #2’s First and Last Names, Author #3’s First and Last Names, *Title of Book* . . .

5. Joyce Appleby, Lynn Hunt, and Margaret Jacob, *Telling the Truth about History* . . .
### 3. Author(s) Plus Editor or Translator

For a book with an author plus an editor, use the following pattern:

**N:** Note Number. **Author's First and Last Names.** *Title of Book: Subtitle of Book,* **Editor's First and Last Names** (Place of Publication: Publisher's Name, Date of Publication), XX–XX.


### 4. Edition Number

**N:** Note Number. **Author's First and Last Names.** *Title of Book: Subtitle of Book,* Edition Number **(Place of Publication: Publisher's Name, Date of Publication), XX–XX.


### 5. Single Chapter in an Edited Book

**N:** Note Number. Chapter Author's First and Last Names, “Title of Chapter: Subtitle of Chapter.” *Title of Book: Subtitle of Book,* **Editor's First and Last Names** (Place of Publication: Publisher's Name, Date of Publication), XX–XX.

6. **Journal Article in Print**

   **A:** Author's Last Name, Author's First Name. "Title of Article: Subtitle of Article," *Title of Journal* Volume Number (Date of Publication): XX–XX.


7. **Journal Article Online**

   **A:** Author's Last Name, Author's First Name. "Title of Article: Subtitle of Article," *Title of Journal* Volume Number (Date of Publication), URL (Access Date of Access).