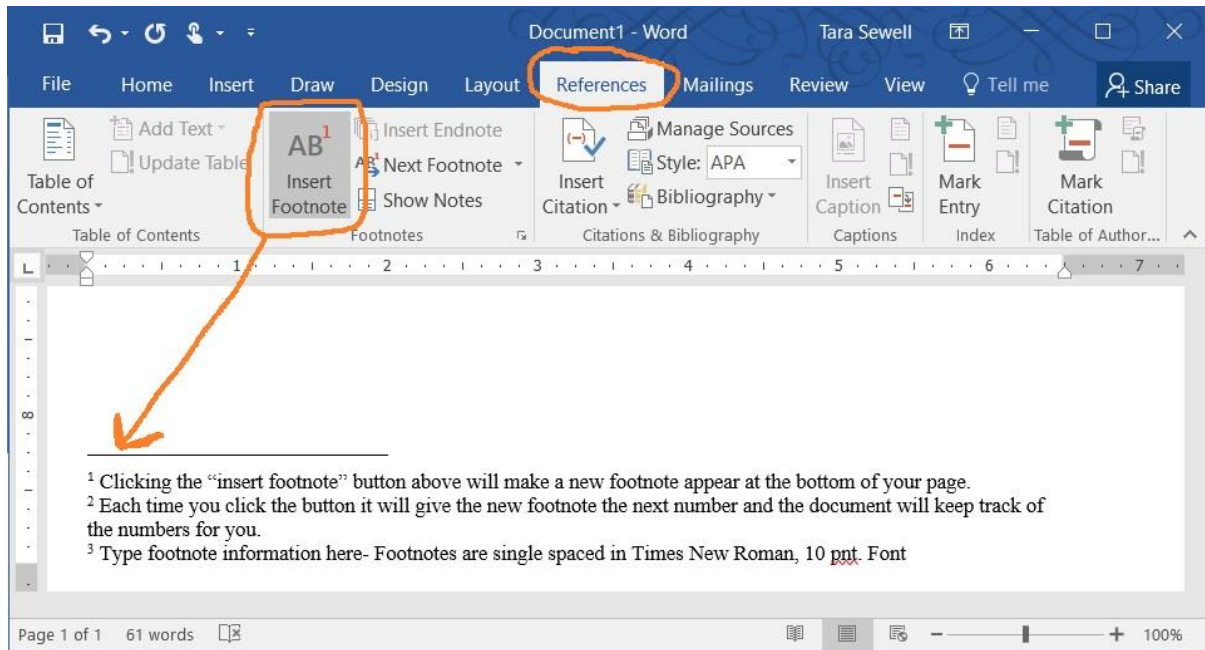


How to cite for HIST 1376

How to insert a footnote in a Word Document:



Things to remember:

1. Every quote gets its own footnote (even if they are on the same page in the text).
 - The footnote goes at the end of your sentence.
 - The footnote goes outside of the punctuation, like this.¹
2. Any statistics or specific numbers that you reference should have a footnote.
3. Each paragraph that contains information that you paraphrased from one of the sources should have a footnote too- to show where you got the paraphrased information- in this instance one footnote can cover several sentences.
4. Footnotes are single spaced in Times New Roman, 10 pnt. Font
5. The first time a source is cited, you provide a full citation (see samples below), but after the first citation an abbreviated version can be used (see samples below).

Sample Footnotes:

1. Lecture:

- Use this type of footnote anytime you paraphrase material from your notes from the course lecture by Dr. Hopkins.

First footnote:

Hopkins, Lecture name, date

Second and any additional footnotes:

Hopkins, Lecture name, date

Sample:

¹ Hopkins, The English in the Chesapeake, August 24, 2017

² Hopkins, The English in the Chesapeake, August 24, 2017

2. Material from ATF:

- Use this type of footnote anytime you paraphrase or quote material from the discussion section textbook, *After the Fact* (ATF).

First footnote:

James West Davidson and Mark Hamilton Lytle, *After the Fact: The Art of Historical Detection* (New York: McGraw-Hill, 2010), page #.

Second and any additional footnotes:

Davidson and Lytle, *After the Fact*, #.

Sample:

¹ James West Davidson and Mark Hamilton Lytle, *After the Fact: The Art of Historical Detection* (New York: McGraw-Hill, 2010), 7.

² Davidson and Lytle, *After the Fact*, 7.

3. e-Book for lecture:

- Use this type of footnote anytime you paraphrase or quote material from the text of the Davidson e-text.

First footnote:

James West Davidson et al., *U.S.: A Narrative History* (New York: McGraw-Hill, 2015), #.

Second and any additional footnotes:

Davidson et al., *U.S.: A Narrative History*, #.

Sample:

¹ James West Davidson et al., *U.S.: A Narrative History* (New York: McGraw-Hill, 2015), 20.

² Davidson et al., *U.S.: A Narrative History*, 20.

4. Primary source- Virginia Slave Laws:

- Use this type of footnote anytime you paraphrase or quote material from the primary source, the Virginia Slave Laws

First footnote:

"Title of document," in *Discovering the American Past*, eds. William Bruce Wheeler and Lorri Glover (Boston: Cengage Learning, 2016), page#.

Second and any additional footnotes:

"Title of Document," *Discovering the American Past*, #.

Sample:

¹ "6. Virginia Law, Act I, October 1669," in *Discovering the American Past*, eds. William Bruce Wheeler and Lorri Glover (Boston: Cengage Learning, 2016), 63.

² "6. Virginia Law, Act I, October 1669," *Discovering the American Past*, 63.