

Documentation Guide

University of Nebraska Press

For all fields the press follows the recommendations given in *Chicago Manual of Style*, 17th edition, and spelling preferences given in *Merriam-Webster's Collegiate Dictionary*, 11th edition. UNP discourages following other conventions, namely MLA and AAA, as *Chicago* is the benchmark for style and documentation in the publishing industry and UNP copyeditors have been trained in its rules. This guide will address Chicago's systems: notes-and-bibliography and author-date.

Multiauthor /Contributed Volumes

While the bibliography in a single-author or coauthored work is placed at the end of the book, in a multiauthor work each chapter may be followed by a brief set of notes and bibliography. The standard formatting rules explained below should be adhered to in these individual note and bibliography entries. In addition:

- All chapters must use the same system of documentation: whether the notes-and-bibliography system or the author-date system.
- Do not combine all sources into one bibliography, regardless of the number of repeated sources mentioned across chapters.

NOTES-AND-BIBLIOGRAPHY SYSTEM

UNP's first preference is to use shortened citations in the notes linked to a comprehensive bibliography that is organized alphabetically. Short cites lend a clean look to the notes section and are easily navigable and understandable for the reader; a full alphabetical bibliography displays your knowledge of the field and the breadth of your research and is easy for the reader to search.

Notes and Note markers

Most important, UNP does not allow footnotes. Please use only endnotes.

An endnote short cite contains only the author's surname, a shortened title of the work, and the page number, if relevant. *Do not* repeat the full bibliographic information in the notes. For example: Wishart, *Last Days of the Rainbelt*, 134–37. Other style issues to follow:

- UNP house style does not allow the use of "Ibid.," "Op. cit.," "passim," and other similar abbreviations in a note. Use a short cite or specific page reference instead.
- Acknowledgments of any kind should not appear in a numbered note. Either include the acknowledgments in an acknowledgments section or, for contributed volumes, in an unnumbered note at the start of the notes section of each contribution.
- Avoid using more than one note marker (number) per sentence.
- Note markers should be placed at the end of a sentence or, if it's absolutely necessary to use multiple notes for clarity, at the end of a punctuated phrase.
- Do not use note markers on chapter titles, subheadings, epigraphs, captions, or other display type. In an epigraph, use a brief source / attribution line instead. In a caption, source information should be included at the end of the caption.
- Citations to newspaper articles or personal communications or interviews should appear in the notes only, not in the bibliography except archival material.

Bibliography

Bibliographies, if divided into sections, should be divided into two sections only: **Archives/Manuscript Materials** (personal papers, typescripts, letters and other correspondence, speeches); and **Published Works** (including dissertations and published government documents). Citations to newspapers and newspaper articles should appear in the notes only. If more than the preferred two sections is absolutely necessary for the reader's understanding (e.g., a separate category for personal interviews and communications), a headnote must be included at the beginning of the bibliography to explain the rationale for the subdivision.

Generally, UNP suggests using one of three styles of bibliography:

- **Full Bibliography:** First preference. All sources are referenced in the text and notes.
- **Selected Bibliography:** Not all works in the text and notes are cited (only “selected” ones).
- **[List of] Sources:** Reserved solely for discursive citations and usually divided by both chapter and relevant subject(s). Information about the sources appears in paragraph form, not as an alphabetical list. Although this is neither UNP's preferred form nor considered a standard bibliography, it allows room for background information and clarification on chosen documentation decisions. For example, a list of sources is appropriate when citing numerous older sources for which not all publication information is readily available.

If the MS uses a bibliographic essay or only a selected (partial) bibliography, a work's first mention in each chapter must provide full bibliographic information; subsequent cites in that chapter should use short cites. If that source is cited again in a later chapter, the full biblio information must be repeated as well.

Archives and Manuscript Materials

UNP's preference for an archival citation is a short cite in the notes with a complete entry in the bibliography. In an archive note, the main element is usually a specific item (a letter, a typescript, a memorandum, etc.), which should be given first, then the author or owner, followed by specific location information. The main element in the corresponding bibliography entry is usually either the collection in which the specific item may be found, the author(s) or owners of the items in the collection, or the repository for the collection. Specific items should not be included in a bibliography unless only one item from a collection is cited.

Example archive source entries

AAA. Papers of the American Anthropological Association. National Anthropological Archives, Smithsonian Institution, Washington DC.

CDBC. Cora Du Bois Papers (1961–72). Special Collections Research Center, University of Chicago Library, University of Chicago, Chicago IL. Permission granted by the trustees of the Cora Du Bois Revocable Trust.

CDBH. Cora Alice Du Bois Papers (spec.coll.ethg.d 852c). Tozzer Library, Harvard College Library, Harvard University, Cambridge MA.

New York State Library, Manuscripts and Special Collections, Albany. Warren, Gouverneur Kemble. Journal, SC10668.

Welch Dakota Papers. “Oral History of the Dakota Tribes, 1800s–1945, as told to Colonel A. B. Welch, the First White Man Adopted by the Sioux Nation.” <http://www.welch-dakotapapers.com>.

Example archive note entries

15. “Statement of the Executive Board of the AAA,” AAA *Bulletins*, Annual Report, 1969.

17. Du Bois to Foster, May 14, 1970, AAA, Box 109.
22. An additional account of this incident can be found in the Welch Dakota Papers.
24. The journal of Army Corps of Engineers officer Gouverneur Kemble Warren at the New York State Library is especially interesting.
53. Du Bois to Seymour, March 26, 1976, CDBC.
54. Du Bois to Seymour, October 31, 1977, CDBC.
65. Cora Du Bois to Pat and Gérard Du Bois, December 21, 1984, CDBH, Box 19.
66. Du Bois to Read, September 28, 1978, CDBH, Box 28.

Published Works

NOTE: Large and well-known cities do not need the corresponding state name, e.g.: Berlin, Boston, Buenos Aires, Chicago, London, Los Angeles, New Orleans, New York, Paris, Philadelphia, San Francisco, New Orleans, New York, Seattle. Other cities should include the country or state name, except for citations to university presses whose names include the state name. Thus: “Lincoln: University of Nebraska Press” but “Bronx NY: Fordham University Press.”

Book with a Single Author

- Full: 1. Herbert Asbury, *The Barbary Coast: An Informal History of the San Francisco Underworld* (New York: A. A. Knopf, 1933), 5–13.
 Short: 2. Asbury, *Barbary Coast*, 66.
 Biblio: Asbury, Herbert. *The Barbary Coast: An Informal History of the San Francisco Underworld*. New York: A. A. Knopf, 1933.

Book with Multiple Authors

- Full: 1. Jonathan Parshall and Anthony Tully, *Shattered Sword: The Untold Story of the Battle of Midway* (Washington DC: Potomac, 2005), 205.
 Short: 2. Parshall and Tully, *Shattered Sword*, 100–102.
 Biblio: Parshall, Jonathan, and Anthony Tully. *Shattered Sword: The Untold Story of the Battle of Midway*. Washington DC: Potomac, 2005.

Book with an Editor

- Full: 1. Andrew F. Smith, ed., *Oxford Companion to American Food and Drink* (New York: Oxford University Press, 2007), 554.
 Short: 2. Smith, *Oxford Companion*, 608.
 Biblio: Smith, Andrew F., ed. *Oxford Companion to American Food and Drink*. New York: Oxford University Press, 2007.

Chapter in a Book

- Full: 1. Aaron S. Klieman, “Israeli Diplomacy in the Thirtieth Year of Statehood: Constants and Discontinuities,” in *Israel: A Developing Society*, ed. Asher Arian (Amsterdam, Netherlands: Van Gorcum, 1980), 33–58.
 Short: 2. Klieman, “Israeli Diplomacy,” 37.

Biblio: Klieman, Aaron S. "Israeli Diplomacy in the Thirtieth Year of Statehood: Constants and Discontinuities." In *Israel: A Developing Society*, edited by Asher Arian, 33–58. Amsterdam, Netherlands: Van Gorcum, 1980.

Journal or Magazine Article

Full: 1. Robert L. McGrath, "The Endless Trail of the End of the Trail." *Journal of the West* 40, no. 1 (Fall 2000): 9–10.

Short: 2. McGrath, "Endless Trail," 9.

Biblio: McGrath, Robert L. "The Endless Trail of the End of the Trail." *Journal of the West* 40, no. 1 (Fall 2000): 8–15.

Dissertations

Full: 1. Choi Mihwa, "Contesting *Imaginares* in Death Rituals during the Northern Song Dynasty." PhD diss., University of Chicago, 2008.

Short: 2. Mihwa, "Contesting *Imaginares*," 24.

Biblio: Mihwa, Choi. "Contesting *Imaginares* in Death Rituals during the Northern Song Dynasty." PhD dissertation, University of Chicago, 2008.

Newspaper (cites appear in notes only)

Full: 6. Mike Royko, "Next Time, Dan, Take Aim at Arnold," *Chicago Tribune*, September 23, 1992.

Short: 38. Royko, "Next Time, Dan."

*If there is no byline, it is acceptable to list article title, date, newspaper and/or news service. This is often the case with older articles.

Citing from the Web

Online periodicals and ebooks are cited exactly as the same as their print versions with the addition of a URL for the specific content accessed. If the page is no longer accessible, indicate that the site has been modified or deleted.

11. Beau Jaynes, "The General's Way," *Marching Chronicles* 4, no. 2 (September 1918): 28–31, <http://www.johndoe.org/mcweb/archive/showDoc.do?docId=4291918&PageId=28> (site discontinued).

URLs indicate the location of material only and do not constitute a reference. The author (or organizational author), title, and approximate date the material was posted must be included with the URL. An access date indicating the month and year the author viewed the material is needed if no posting or publication date is apparent. *Examples:*

12. BBC News, "Mystery over Ghost Ship Migrants," May 30, 2006, <http://news.bbc.co.uk/2/hi/africa/5029230.stm>.

13. U.S. Department of State, *Trafficking in Persons Report* (Washington DC: Office to Monitor and Combat Trafficking in Persons, June 4, 2008).

AUTHOR-DATE SYSTEM

Whereas a notes-and-bibliography system uses notes to convey source information, the author-date system features in-text parenthetical citations that correspond to a reference list at the end of a book. A reference list differs from a bibliography only in that the date is placed immediately after the author name, not at the end of an entry. Otherwise, all formatting is the same.

In the in-text parenthetical citations, only the author's last name and year of publication are listed; page numbers appear when applicable for direct quotes. If the author's name is mentioned in the text, only the year need appear in the parenthetical cite (differing examples shown below):

Text example 1: He returned to America and did succeed . . . in making a “whole new home in a new place” (Clifford 1997, 250).

Text example 2: He returned to America and did succeed, in the words Clifford (1997) uses to describe the immigrant experience, in making a “whole new home in a new place” (250).

Reference List: Clifford, James. 1997. *Routes: Travel and Translation in the Late Twentieth Century*. Cambridge MA: Harvard University Press.

No Known Author

Please use the shortened title of a work, as well as publication year and page number.

Text: Influenced by advice from artist Mary Cassatt, the Havemeyers were avid collectors of impressionist paintings (“World’s Columbian” 1973).

Reference List: “World’s Columbian Exposition.” 1973. *The Knoedler Library of Art Exhibition Catalogues on Microfiche: Major National and International Expositions and Worlds’ Fairs*. Teaneck NJ: Chadwyck-Healey.

Multiple Authors

For a book authored by three or fewer authors, list all last names in the text or citation. For books authored by more than three, only use the first author’s last name followed by “et al.”

Text: However, as legal scholars demonstrate, “the virtual universality of married women’s property acts did not mean . . . that uniformity reigned in America” (Shammas, Salmon, and Dalin 1987, 83).

Reference List: Shammas, Carole, Marylynn Salmon, and Michel Dalin. 1987. *Inheritance in America: Colonial Times to the Present*. New Brunswick NJ: Rutgers University Press.

Book with an Editor

Include the abbreviation for editor in the reference list. For the parenthetical citation, however, only the last name and year of publication are needed.

Text: “Boas’s museum anthropology was naturally predicated upon a conception of what he took to be the aims of ethnology. These were two-fold. The first was to document the Native worldview. . . . His second goal was to reconstruct cultural history, which was largely responsible for creating such worldviews” (Stocking 1974, 8–9).

Reference List:

Stocking, George W., Jr., ed. 1974. *The Shaping of American Anthropology: A Franz Boas Reader, 1883–1911*. New York: Basic.

Indirect Sources

To cite an indirect source, usually a quote within a work you're referencing, in the text use "quoted in" and the last name and page number of the source cited. This practice should be avoided, however; please attempt to locate the original source.

Text: Such an idea connects to Cather's comment, noted earlier, regarding assimilationist efforts to turn immigrants into "stupid replicas of smug American citizens" (quoted in Ryan 2003).

References: Ryan, Melissa. 2003. "The Enclosure of America: Civilization and Confinement in Willa Cather's *O Pioneers!*" *American Literature* 75, no. 2 (1997): 275–303.

N.B. regarding AAA Style Guide

September 9, 2015: "After much consideration of publishing standards and member input, AAA has decided to cease production of the AAA Style Guide. AAA style now adheres fully to the current edition of the *Chicago Manual of Style* (Author-Date), which can be located on their website.

If you have any questions, comments or concerns please contact Digital Editorial Assistant Elyse Bailey at ebailey@americananthro.org.