**Documentation of Sources**

Documentation of sources is the citation of reference materials in any research paper. Its purpose is allowing readers to know where the material in your paper comes from. It is professionally unethical to use a given material as a source of information without acknowledgement of the source in your research paper, which is called plagiarism. Plagiarism is the coping of someone else’s work without proper acknowledgement. However, the occasion can also be used to make brief comments on a selected part of the text.

Documentation usually takes the form of footnotes or endnotes and bibliography. Nevertheless it can also include illustrations, diagrams, tables, photographs, or any special material that you place in your paper to support your thesis. When you want to document the source of a given visual material, first, you have to insert your visual material in a place of your choice then write source following this word with a colon then write your source. The source can be an individual (Source: photograph taken by the author and date), a book or an institution. You can either insert your visual materials in the main body of your research paper where you think a visual material is useful to support your verbal discussion, or you can gather all of the necessary visual materials and put them at the end of your paper as appendices. The appendices should be numbered using Roman numbers and you should state your source. (eg. Source: Addis Abba Municipality Record Office)

You can footnotes when you cite your sources of information right after your text. As a result, footnotes appear at the bottom of every page of your research paper. If you use endnotes all the citations will be gathered together in numerical order and placed after the end of each chapter or after the end of the entire paper if you are writing a relatively shorter research paper, and this page (or pages) should be headed “endnotes” or simply “notes”. Endnotes begin again at the beginning of each chapter.

In the Department of History at Addis Ababa University the Chicago/Turabian style, which is the most commonly employed in the historical profession, is used. This style requires all bibliographical information (author, title of the material, place of publication, publisher and year of publication) as given on the title page to be stated in the footnotes or endnotes rather than in-text or parenthetical citations. But Ma and Ph.D. thesis Proposals use parenthetical citations.

The purpose and the style of footnotes and endnotes are similar. However, since footnotes allow readers to check the source of a given material at the very page they are more advantageous. In the Department of History the required format of source documentation is in the form of footnotes. In one research paper you can only use one type of noting.

When a footnote or endnote is necessary, place a number at the end of the sentence that contains the information to be documented. This number should be put in a superscript format. Rarely, you may want to footnote two different things in the same sentence. In this case, place each number right after the word or phrase that you want to reference in the notes, place a comma between the numbers. You can only place a footnote number at the end of a paragraph if the note refers to the whole material in the paragraph. However, if your note only refers to a material discussed in a sentence then your note should come right after the end of the sentence. Do not refer the reader to whole sections of a book or other sources. (eg. Smith, pp. 102-205) each separate points needs a separate source reference. If you are documenting facts or quotations, the number should appear right after the facts or the quoted material. If you are documenting a general idea or opinion, place the number at the end of the paragraph or paragraphs that discuss it.

All footnote or endnote numbers in the text should be in superscript that is, a half-line above the line of the type. The number should not be put in parentheses and should be inserted after a period or any punctuation marks. Remember to give the original source for both direct quoted materials and sentences or paragraphs whose idea you have taken from someone but rewritten using your own words.

When you are directly quoting a work which is four lines and less you have to put the quoted materials within quotation marks. If the direct quotation is five lines and more you have to indent it and write it in single space whereas your normal text should be written in double space. The font size of a long quoted matter should be 10, while the normal text is written in 12 font size.

If a quotation is very long and if you find some parts of it to be unrelated to your subject you can omit portions of the original quote and indicate the omission by inserting ellipses three periods (…) in the quoted material. If the omitted material is at the end of the sentence insert four periods, three to indicate the omission and one for the end of the original sentence. Never omit anything from a quotation if doing so would change the original author’s meaning. You can if necessary add your brief words to a quote to make a meaning clear or to correct grammatical errors. If so you put your word in square parentheses [ ].

Do not quote often and too long. Important ideas and interpretation of a given work cannot be summed up in a few lines of direct quotation. Quote only when you think the original words of your sources are necessary otherwise relay on your own words. When paraphrasing a work it is not enough to change a word or two this still is regarded as plagiarism. You have to rewrite the entire idea by your own words.

The first line of a footnote or endnote is indented five spaces; the other lines begin at the left margin. Both footnotes and endnotes are single spaced. Remember to use only footnotes or only endnotes in the same work.

The following examples of footnotes/endnotes show the different forms required for citing different types of sources.

1. **Basic format for a Book (first reference)**

The first time a book is cited, full detail of author, title and publication must be given at the foot of the page, or the end of the chapter or the end of the paper. The first time you refer to a book, include the author’s full name, followed by a comma; the book title in full including subtitle after a colon, italicized or underlined, if you are writing by hand; publication information enclosed in parentheses –place of publication, publisher and year of publication.

When you cite place of publication you should always give the name of the city where the particular book is published not the country. However, when there are two or more city names (like Venice in Italy and Louisiana or Moscow in Kansas and Russia) and you want your readers to identify which city you are refering to, give the name of the country in which the city you have cited is located. The place of publication is followed by a colon, name of publisher (followed by a comma), date of publication (we take the last year of the publication date); and page number (s) cited (followed by a period). Small “p” is used to refer to a page number where as when you want to refer to more than one page double p will be used “pp”. Each footnote/endnote is followed by a full stop.

1. Svein Ege, *Class, State and Power in Africa: A Case Study of the Kingdom of Shawa*

*(Ethiopia) about 1840* (Wiesbaden: Harrassowitz, 1996), p.3.

**Note /**n.p./ is used if no place of publication is given. n.d./ is used if no date of publication is given. However, these two forms are rarely needed.

**2. Book (second reference)**

If a footnote directly follows a previous note to the same source and the same page, you use “*Ibid*.” (short for the Latin ibidem, meaning in the same place) to indicate the source. You have to italicize the word.

1. *Ibid*.

If you refer to the same source directly following a previous note but from a different page, you may use “ibid” followed by a full stop, a comma, and a page reference.

1. *Ibid*.,p.33

A second or later reference to a source previously given in full as a first reference that does not immediately follow a previous citation to the same source need only use the author’s last name and the page number. However for all Ethiopian names you should use the first name rather than the last name when you cite the author for second time and afterwards.

1. Ege, p.102.

If however, you cite more than one book or article by the same author, any second or later reference must include a use a shortened version of the previous footnote in order to make clear to the reader which of the works you are citing.

1. Ege, *Class, State and Power in Africa*, p.78.

Some book notes are more complex. If a book has several authors, a translator or editor, or multiple editors, or if a book was published in several volumes or editions, then the footnote or endnote has to include such information as in the following examples.

**3. Two or More Authors**

When there are two or more authors, the full names of both authors should be included in the order they appear on the source.

1. John Markakis and Nega Ayele. *Class and Revolution in Ethiopia* (Nottingham:

Spokesman, 1978), p.48.

If there are three authors, included all three names separated by commas, in the order in which they appear on the title page.

1. Ronald Inden, Jonathan Walters, and Daud Ali, *Querying the Medieval: Texts and*

*the History of Practices in South Asia* (New York: Oxford University Press, 2000), pp. 34-36.

**4. Four or More Authors**

If there are more than three authors, the footnote includes the name of the author listed first on the title page followed by “and others” or by “et al.” Latin words, meaning “and other” and since it is a non-English term it should be italicized.

1. James A. Henretta and others, *America’s History*, 5th ed. (Boston: Bedford, 2003),

pp. 56-67.

**5. Corporate Author**

When writing a note for a source with corporate authorship, use the name of the corporation or agency as the author’s name.

1. Federal Democratic Republic of Ethiopia Population Census Commission. *Summary and Statistical Report of the 2007 Population and Housing Census: Population Size by Age and Sex* (Addis Ababa: Central Statistical Agency, 2008), p.122.

**Book by an Unknown Author**

If the author of a work is unknown or is listed as “Anonymous” on the title page, skip the listing of the author in your footnote and begin the reference with the title of the work.

1. *Through Our Enemies’ Eyes: Osama Bin Laden, Radical Islam and the Future of*

*America* (Washington, DC: Brassey’s, 2001), p.134.

If a work is anonymously written but has a known editor, you may treat the book as an edited volume.

**7. Translated book**

When a work has been translated, put the name of the translator after the title of the work, preceded by the notation “trans.”

1. Mahatma Gandhi, *An Autobiography: or the Story of My Experiments with Truth*, 2nd ed., Mahadev Desai, trans. (Ahmedabad: Navajivan Press, 1956), pp. 74-75.

If a work has been translated and edited by the same person, follow the title of the work with the notation “trans. And ed.”

1. Giovanni Boccaccio, *Famous Women*, Virginia Brown,trans. and ed. (Cambridge: Harvard University Press, 2001), p.37.

**8**. **Book with one or more Editors**

If a work has both an author and an editor, keep the author’s name at the beginning of the reference and put the name of the editor after the title, preceded by the notation of “ed.” (for either a single editor or multiple editors).

1. George Fox, *The Journal*, Nigel Smith, ed. (New York: Penguin Books, 1998), p. 44.

In an edited work without an author, the editor’s name, followed by “ed.,” appears where the author’s name normally would.

1. Donald Donham, ed. *The Southern Marches of Imperial Ethiopia* (London:

Cambridge University Press, 1986), p.55.

In a work with multiple editors and no author, use the same format as for multiple authors, but follow the names with “eds.”

1. Taddese Beyene, Richard Pankhurst, and Shiferaw Bekele, eds. *Kasa and Kasa: Papers*

*on the Lives, Times and Images of Tewodros II and Yohannes IV: 1855-1889* (Addis Ababa: Institute of Ethiopian Studies, 1990), pp. 30, 36.

For four or more editors, write only the first name followed by “and others” or “et al.” to indicate the other editors and conclude with “eds.”

1. Esther Breitenbach and others, eds. *The Changing Politics of Gender Equality in Britain* (New York: Palgrave, 2002), p.78.

**9. Selection in an Edited Work**

If you are using only a part (chapter, essay, document, etc.) of a larger edited work, begin the note with the name of the author of the part used, followed by the title of the selection, the title of the volume, the name of the editor, and publication information.

1. Eshetu Chole, “Agriculture and Surplus Extraction: The Ethiopian Experience,” in

Siegfried Pausewang, Fantu Cheru, Stefan Brune and Eshetu Chole, eds. *Ethiopia: Rural Development Options* (London: Zed Books, 2008), p.26.

**10. Edition other than the first**

If you are using a later edition of a work, the edition is placed after the title. Use “2nd ed.” For a second edition, “3rd ed.” for a third edition, and so on.

1. Bahru Zewde, *A History of Modern Ethiopia: 1855-1991*, 2nd ed. (Addis Ababa:

Addis Ababa University Press, 2002), p.108.

For a revised edition use “rev. ed.”

1. Cornel West, *Race Matters*, rev. ed. (Boston: Beacon Press, 2001), p.52.

**11. Multivolume work**

If there is more than one volume to the work and the volumes all have the same name, then put the volume number after the title.

1. Fernand Braudel, *The Mediterranean and the Mediterranean World in the Age of Philip*

*II*, Vol.1, Siân Reynolods, trans. (Berkeley: University of California Press, 1996), p.46.

If however, there is more than one volume to the work and each volume has its own title, then the volume title and the number of the specific volume used come first, followed by the general title and the publication information.

* **Periodicals**

**1. Journal Article (first reference)**

The first reference to an article should include the author’s full name followed by a comma; the title of the article followed by a comma, all in quotation marks; the title of the journal, italicized or underlined; the volume number of the journal; the month and the year of the volume in parenthesis, and finally the page number (s) is cited, preceded by a “p” (short for page) and followed by a full stop. The reference should look like this example:

1. Christopher Ehret, “On the Antiquity of Agriculture in Ethiopia,” *Journal of African History* Vol. XX, (1979), p.165.

**2. Journal Article (second reference)**

If a footnote directly followed a previous note to the same article and page you may use “*Ibid*” being italicized or underlined

1. *Ibid*.

If a footnote directly followed a previous note to the same article but from a different page, use “Ibid” followed by a full stop a comma and page number.

1. *Ibid*., p.166.

A second and later reference to the same article that does not immediately follow a previous citation to the same source need use only the author’s last name and the page number.

1. Ehret, p.176.

If however, you cite more than one work by the same author, any second or later reference must include a shortened form of the title in order to make clear to the reader which of the works you are citing. This is true even if one work is a book and other is an article.

1. Christopher Ehret, “On the Antiquity of Agriculture,”, p.78.

**3. Article in a Magazine**

Reference to a popular magazine (rather than a scholarly journal) requires author, title of article, title of magazine, date, number, volume and page just like a scholarly article from a journal.

1. Bruce Bower, “Trailing Lewis and Clark,” *Science News* (September 1998), p.205.

**4. Article in a Newspaper**

These entries follow the pattern for periodicals, but the volume number is not required. The date of issue replaces this, followed by the page reference.

7. Belay Getahun, “A Way out for Diaspora Politics,” *The Ethiopian Herald* (April 20,

2008), p.13.

NB. Amharic sources or any other non-English sources should be written in transliteration. For example, *Addis Zemen.*

If the newspaper has sections, mark the section with “sec.”.

8. Steven R. Weisman, “South Korea, Once a Solid Ally, Now Poses Problem for the

U.S.,” *New York Times* (January 2, 2003), sec. A, p.1.

If the magazine or newspaper article has no author, the citation begins with the name of the article.

**5. Editorial**

The editorial page of a newspaper generally has pieces written by the editorial board of the paper as well as by contributing writers. If the authorship of an editorial is given, then cite the editorial as an article in a newspaper. If, however, there is no authorship given and the piece is an editorial write “Editorial” in the space normally reserved for an author’s name.

9. Editorial, “The Price of Guessing Right,” *Wall Street Journal* (December 27, 2002),

p.10.

**Internet Resource**

**Web Site**

Books and journals are kept in libraries and thus are available for a reader to find even if they have gone out of print. In contrast, the internet is a quickly changing medium in which Web sites may unexpectedly disappear. If the same source is both in print and on the internet, you should cite its printed form. However, if you wish to reference something that is available only via the internet, begin with the author’s name or, if none is listed, the name of the organization that is claiming responsibility for the material. Then put the title of the piece in quotes. Give the URL and then add, in parentheses, the date on which you accessed the Web site if the site is likely to have frequent substantive updates or if the material is particularly time sensitive (for example legal materials). Otherwise, do not include an access date.

* + - 1. Richard Hooker, “The Idea of America,”

<http://www.wsu.edu:8000/~dee/AMERICA/> (accessed January 14, 2003), p.1.

**Dissertation**

When citing a dissertation in a footnote, list the author of the dissertation, the title in quotation marks; followed by a comma; then in parentheses put “Ph.D. diss.” followed by the university at which the dissertation was written, department and the date, all separated by commas. Finally, outside the parentheses, list the page number. The same format is applied when citing Senior Essay or MA Theses

1.Helen Pankhurst, “Women, The Peasantry and the State in Ethiopia,” (PhD dissertation, University of Edinburgh,1990), p. 69.

**Encyclopedia**

If an encyclopedia does not give you the author you can start with the title or if it has an editor you can use the editor in place of the author and include “ed.” or “eds.” afterward.

* + - 1. Keith Brown and Sarah Ogilvie, eds., *Concise* *Encyclopedia of Languages of the*

*World* (Amsterdam: Radarweg, 2009), p.8

**Oral Source**

Documentation of an oral source should begin by stating the informant if your source of information is an individual informant or if your sources of information come from more than one individual. Then you put a colon following with the name of your informant or informants. You separate the names of individual informants with semi-colons. If you wish to include the titles of your informants you can; however, any non-English titles should be italicized. If the second reference of an oral source is similar to the previous note then you can use *Ibid*. to show that the information comes from the same place.

1. Informants: *Wayzaro* Asada G/Madihin; *Ato* Tamirat Lema; Prof. Tefara Abagaz

**Archival Sources**

Documentation of an archive should include the folder and file number of the document if the document has it. Also, describe what sort of document it is. Eg. Letter, Report etc. and give title of the document if it has a title. If it is a letter include from whom and to whom the letter was sent and include reference number and date.

1. Letter sent by a private secretary of his Imperial Majesty to Mrs. Ford from the Imperial

Palace (27 April 1943) File no 1232/43

(NB. Do not mix up GC and EC dates in archival sources. Give the reference EC or GC after dates.)

**Writing a Bibliography**

A bibliography is an alphabetical listing of the sources you used when writing your paper. It must include all of the sources that appear in your footnotes. However, do not include all of the sources you looked at the course of your research. If your bibliography is long, you must separate it into several categories, such as primary sources and documents, secondary sources, which farther can be divided into books, journal articles, newspaper etc. Unpublished primary sources are generally listed first followed by published primary sources.

Each list is alphabetized according to the last name of the author. If a work has no author (or editor or translator), alphabetize it according to the first word (except for “A”, “An”, “The”) of the title. Begin each entry at the left margin and indent any additional lines five spaces. Each item in a bibliography is single-spaced. Use double-spacing between items. If a work has more than one author, alphabetize according to the last name of the first author mentioned on the title page of the book or article. That name should be followed by the names of all the other authors listed with first names first.

The following examples of bibliography entries show the different forms required for citing different kinds of sources.

**Books**

1. **Basic Format for a Book**

A bibliographic reference for a book refers to the book as a whole. An entry in a bibliography for a book should include the author, last name first, followed by a period; the full title of the work (including any subtitle after a colon), italicized or underline, followed by a period; the place of publication, followed by a colon; the name of the publisher, followed by a comma; and the date of publication, followed by a period. (If there is a “Jr.,” “Sr.,” or numeral after the author’s name, put it after the first name, preceded by a comma, as in: Mansfield, Harvey C., Jr.) The reference should look like this example:

Darnton, Robert. *George Washington’s False Teeth: An Unconventional Guide to the*

*Eighteenth Century*. New York: Norton, 2003.

1. **Multiple Works by the Same Author**

If you include more than one source by the same author, use three hyphens or dashes instead of repeating the name. List the works in alphabetical order by title.

Darnton, Robert. *George Washington’s False Teeth: An Unconventional Guide to the*

*Eighteenth Century*. New York: Norton, 2003.

\_\_\_\_\_\_\_ . *The Great Cat Massacre and other Episodes in French Cultural History*. New York: Vintage Books, 1995.

1. **Two or Three Authors**

Bibliographic format is the same for books with two or three authors except that the names of the second (and third) authors are not inverted. Put a comma after both the last and first name of the first author listed, and place the authors in the order in which they appear on the title page.

Inden, Ronald, Jonathan Walters, and Daud Ali. *Querying the Medieval: Texts and the History of Practices in South Asia*. New York: Oxford University Press, 2000.

1. **Four or more Authors**

If there are more than three authors, the reference usually includes the names of all the authors.

Henretta, James A., David Brody, Lynn Dumenil, and Susan Ware. *America’s History*. 5th ed. Boston: Bedford/St. Martin’s, 2003.

1. **Corporate Author**

If the author of the work you are citing is a corporation rather than a person, you should put the corporate name in the space of the author.

Congressional Quarterly.*Congressional Quarterly’s Guide to Congress*. 5th ed. Vol. 2. Washington: Congressional Quarterly, 2000.

1. **Book by an Unknown Author**

If the author of a work is unknown or is listed as “Anonymous” on the title page, skip the listing of the author and begin the reference with the title of the wok.

*Through Our Enemies’ Eyes: Osama Bin Laden, Radical Islam and the Future of America*. Washington: Brassey’s, 2002.

If a work is anonymous written but has a known editor, you may treat the book as an edited volume.

1. **Translated Book**

In a bibliography, the name of the translator appears after the title and is introduced with “Trans.” and finished with a period.

Gandhi, Mahatma. *An Autobiography: Or the Story of My Experiments with Truth*. 2nd ed. Mahdev Desai, Trans. Ahmedabad: Navajivan Press, 1956.

If a work has been edited and translated by the same person, indicate this in the reference.

Boccaccio, Giovanni. *Famous Women*. Virginia Brown, tran., ed. Cambridge: Harvard University Press, 2001.

1. **Book with One or more Editors**

If a work has both an author and an editor, keep the author’s name at the beginning of the reference and put the editor’s (or editors’) name (s) after the title, followed by the notation of “Edited by” and concluding with a period.

Fox, George. *The Journal*. Nigel Smith, ed. New York: Penguin Books, 1998.

In an edited work without an author, the editor’s name, followed by “ed.,” appears (last name first) where the author’s name normally would be.

Price, T. Douglas, ed. *Europe’s First Farmers*. Chicago: University of Chicago Press, 2000.

In a work with multiple editors and no author, use the same format as for multiple authors but follow the names with “eds.” (Only the first name listed should be in inverted order- last name first.

Bowersock, G. W., Peter Brown, and Oleg Grabar, eds. *Interpreting Late Antiquity: Essays on the Postclassical World*. Cambridge: Harvard University Press, 2001.

For four or more editors, write only the first name followed by “and others” or “et al.” to indicated the other editors, and concluded with “eds.”

Breitenbach, Esther, and others, eds. *The Changing Politics of Gender Equality in Britain*. New York: Palgrave, 2002.

1. **Selection in an Edited Work**

A reference for a selection (chapter, essay, document, etc.) of a larger edited work, begins with the name of the author, followed by the title of the selection in quotation marks, the name of the entire work, the name of the editors, and standard publication information. The names of the author, selection, work, and editor (s) should all be followed with periods.

Jones, Paul R. “The Two Field System.” *in* T. Douglas Price, ed. *Europe’s Farmers.* Chicago: University of Chicago Press, 2000.

1. **Edition Other than the First**

If you are using a later edition of a work, the edition number is placed after the title and followed with a period. Use “2nd ed.” For a second edition, “3rd ed.”For a third edition, “4th ed.” for a fourth edition, and so on.

Rice, Eugene F., Jr., and Anthony Grafton. *TheFoundations of Early Modern Europe 1460-1559*. 2nded. New York: Norton, 1994.

For a revised edition, use “Rev. ed.”

West, Cornel. *Race Matters*. Rev. ed. Boston: Beacon Press, 2001.

1. **Multivolume Work**

If you are citing one volume of a multivolume work and the volumes all have the same title, then put the volume number after the title.

Braudel, Fernand. *The Mediterranean and the Mediterranean World in the Age of Philip II.*Vol.1, translated by Sian Reynolds. Berkeley: University of California Press, 1996.

If, however, the volume has its own title, then the volume title and the number of the specific volume used comes first, followed by the general title and the publication information.

Cato, Robert A. *Master of the Senate*. Vol. 3, *The Years of Lyndon Johnson*. New York: Knopf, 2002.

When your bibliography reference is to all of the volumes of a work, then you should note the number of volumes within the citation.

Schama, Simon. *A History of Britain*. 2 vols. New York: Hyperion Talk Miramax, 2000-2001.

**Periodicals**

1. **Journal Article**

An entry in a bibliography for a scholarly journal article should include the author (last name first, for non-Ethiopian authors), followed by a period; the title of the article followed by a period, all in quotation marks; the title of the journal, italicized or underlined, if the page is handwritten; the volume number of the journal and, in parentheses, the year of the volume. v

Cody, Lisa Forman. “The Politics of Illegitimacy in an Age of Reform:Women, Reproduction, and Political Economy in England’s New Poor Law of 1834,” *Journal of Women’s History* Vol. 11 (2000).

1. **Article in a Journal Paginated by Volume**

Journals often have multiple issues per year, generally denoting each year by a volume number and then specifying individual issues within that volume. Sometimes the journal carries over the numbering system throughout the year (that is, throughout the several issues of the volume). If the journal paginates by volume, there is no need to identify the issue number in your citation.

Abel, E. Lawrence. “And the Generals Sang.” *Civil War Times* 39 (2000): 45-50

1. **Article in a Magazine**

Reference to a popular magazine requires author, title of article, title of magazine, and date, but no volume number or page number. Remember, the pages encompassing the entire article are listed in the bibliographic entry, but the specific page or pages are cited in a footnote or endnote.

Williams, Patricia J. “Remembering in Black and White.” *Nation* (February 28, 2000)

1. **Article in a Newspaper**

Individual articles from daily papers are not usually listed in a bibliography. Instead, the newspaper should be listed along with the years cited.

*New York Times*, 1999-2003.

1. **Article by An Unknown Author**

If a magazine or newspaper article had no listed author, then the citation begins with the name of the article.

“Australia’s Aborigines: A Dispute over Mistake Creek.” *Economist* (December 14-20, 2002)

**17. Dissertation**

When citing a dissertation in a bibliography, put the author of the dissertation first, followed by the title in quotation marks. Then list “Ph.D.” the university at which the dissertation was written, Department, and the date, all separated by commas.

Durbach, Nadja. “Disease by Law: Anti-Vaccination in Victorian England, 1853-1907.” PhD dissertation, Johns Hopkins University, 2001.

Similar citation system is used for MA theses and senior essays.

1. **Internet Source**

**Web site**

A Web site reference should begin with the author’s name or, if none is listed, the name of the organization that is claiming responsibility for the material. Then put the title of the piece in quotes. Give the URL and then add, in parentheses, the date on which you accessed the Web site of the site is likely to have frequent substantive updates or if the material is particularly time sensitive (for example, legal material). Otherwise, do not include an access date.

Hooker, Richard. “The Idea of America.” <http://www.wsu.edu:8000/dee/> AMERICA/. Accessed January 14, 2003.

1. **Oral Informants**

In a bibliographical listing you only list written sources you used in your research paper. However since it is also necessary to mention all of your oral informants you will create a separate section following the bibliography entitled List of Informants. Under this section you will list all of your informants numbered and in an alphabetical order. Also include the age, title (Ato, w/ro, colonel, Dr. etc) place and date of interview and brief information about each individual explaining why you selected this informant. (eg. he knows much about the early history of ….the town)

1. **Archival documents**

Start by stating the name of the Archive or institution and list the folder and file numbers of archival documents used in the paper.

National Library and Archival Agency

\_\_\_\_\_\_\_ .Folder no. 102, File no, 27/4

Do not list each separate item of the archive. But if the items are not properly filed or put in folders it may be necessary to list separately.

1. **Inscriptions**

A separate Bibliography heading is sometimes necessary for Inscriptions (eg. on public buildings, statue, etc) which have been mentioned in the text and footnotes.

References

Benjamin, Jules R. *A Student’s Guide to History*. 9th ed. Bedford/St.Martin’s, 2004

Brundage, Anthony. *Going to the Sources: A Guide to Historical Research and Writing.* 5th ed.

Oxford: A John Wiley and Sons, Ltd., Publication, 2013

Rampolla, Maria Lynn. *A Pocket Guide to Writing in History.* 5th ed. Boston:

Bedford/St.Martin’s, 2007