

Guidelines for Citations

This class uses the format described in *Turabian Manual for Writers (8th edition)* for citing sources. Information on this handout is adapted from the Turabian Quick Guide which is available at: http://www.press.uchicago.edu/books/turabian/turabian_citationguide.html. Please note that this class uses Author-Date citation method, which means you will not make footnotes.

You must cite your sources using this method whenever you use a source in any form of written work in this class.

The primary reason to accurately cite sources used, is to provide readers with the ability to access and assess the reliability of the sources upon which your arguments are based. Sources are also cited to give credit to the authors of quotations, ideas and systems of organization which you use in the construction of your own arguments

Citation of sources has two main components: 1) an in-text citation (often called a parenthetical reference) that includes the last name of the author, the date the source was published and the page(s) used, and, 2) a bibliographic entry at the end of the paper which lists all the relevant publication information from the source.

In text citation:

These appear within the text of your paper each time a source is used. In text citations use the following basic format:

(last name of the author date of publication, page number)

Examples using the sources below

Internet sources:

Example A - A primary source from a website (McCarty 1969)

Example B - A primary source from a website (Adams 1943)

Example C - A website where no author is credited (Miller Center 2015)

Books:

Example D - A book with one author (Norman 2013, 103)

Example E - The textbook (Danzer et. al. 2006, 30-31)

Note that when page numbers are not available (generally for websites, they are simply omitted in the reference. Also, for internet sources where no author is credited, use the name of the website instead.) Include a parenthetical reference each time the source is used in your paper.

Bibliographic entry:

Full bibliographic entries are placed at the end of your paper. You should include one for each source you use regardless of how many times the source is referenced.

Internet sources

In general, as much of the following information as is available should be included in the following format. You often will not find several of the items listed. Don't worry, just include what is available.

Author. Date of publication or creation "Article/Document Name." Format (if not text). Website name. Institution Sponsoring Project. Date of Access. URL.

Examples:

A. A primary source document on the Black Panthers found on Calisphere (On the electronic version of this document on my website, I have duplicated the colors from above to make it easier to see the different components. Yours should be in all black :)):

McCarty, Joe. 1969. "Report on the North Side Office." Calisphere. University of California. Accessed 5 May 2015. <http://content.cdlib.org/ark:/13030/kt696nf27w/?>.

B. A photograph of Japanese American internees playing baseball in 1943 found at LoC.gov:

Adams, Ansel. 1943. "Baseball game, Manzanar Relocation Center, Calif." Photograph. Library of Congress. Accessed 5 May 2015. <http://lccn.loc.gov/2002695992>.

C. Information on Franklin Roosevelt found at the Miller Center (a secondary source):

"American President: Franklin D. Roosevelt (1882-1945)." 2015. Miller Center of the University of Virginia. Accessed 5 May 2015. <http://millercenter.org/president/fdroosevelt>.

Books

Author. Date of publication. Title. City of publication: Publisher.

Examples:

D. A book with one author.

Norman, Don. 2013. *The Design of Everyday Things*. New York: Basic Books.

E. Our textbook (a book with more than three authors)

Danzer, Gerald et. al. 2006. *The Americans*. Evanston (IL): McDougal Littell.