



**Lo-Ellen Park Secondary School**

**Social Science Essay Format**

# Reference Formatting

## Footnotes or Endnotes

Notes provide complete publication information either at the bottom of the page (footnotes) or at the end of the paper (endnotes). A raised arabic numeral in the text indicates that a quotation, summary, or paraphrase has been borrowed from a source; to find the publication information for that source, readers consult the footnote or endnote with the corresponding number.

Individual notes are single-spaced, and the first line is indented one-half inch (or five spaces); double-spacing separates entries. Notes are numbered consecutively throughout the paper.

## Sample Footnote in a Paragraph

### Text

General Omar Bradley, one of the group of Johnson's advisors dubbed "the wise men," commented that "[The United States'] troubles can be blamed on the communications media ... If it wasn't for all the protestors, the North Vietnamese would give up."<sup>1</sup>

### Notes

1. Larry Berman, *Lyndon Johnson's War* (New York: W.W. Norton & Company, 1989), 99.

## Footnote Formatting for Different Sources

### Books

#### 1. Book by a single author

1. Robert Service, *A History of Twentieth-Century Russia* (Cambridge: Harvard University Press, 1998), 314-30.

#### 2. Books by two or three authors

1. Rudolph O. de la Garza, Z. Anthony Kruszewski, and Tomás A. Arciniega, *Chicanos and Native Americans: The Territorial Minorities* (Englewood Cliffs, N.J.: Prentice-Hall, 1973), 8.

3. Books by four or more authors

1. Gary B. Nash et al., *The American People* (New York: Addison Wesley Logan, 1998), 164.

4. Unknown author

1. *The Men's League Handbook on Women's Suffrage* (London: Suffolk Press, 1912), 23.

5. Edited work with an author

1. William L. Riordon, *Plunkitt of Tammany Hall*, ed. Terrence J. McDonald (Boston: Bedford Books, 1994), 33.

6. Edited book without an author

1. Marshall Sklare, ed., *Understanding American Jewry* (New Brunswick, N.J.: Transaction Books, 1982), 49.

7. Translated work

1. Gabriel García Márquez, *News of a Kidnapping*, trans. Edith Grossman (New York: Knopf, 1997), 154-67.

8. Untitled volume in a multivolume work

1. *New Cambridge Modern History* (Cambridge: Cambridge University Press, 1957), 1:52-53.

9. Titled volume in a multivolume work

1. Horst Boog et al., *The Attack on the Soviet Union*, vol. 4 of *Germany and the Second World War* (Cambridge: Oxford University Press, 1998), 70-72.

10. Work in an anthology

1. Roland Barthes, "The Discourse of History," in *The Postmodern History Reader*, ed. Keith Jenkins (New York: Routledge, 1997), 121.

## 11. Encyclopaedia or Dictionary

1. *Encyclopaedia Britannica*, 15<sup>th</sup> ed., s.v. "Evolution."

Note: "s.v." stands for the Latin *sub verbo* meaning "under the word"

## Periodicals

### 1. Article in a journal paginated by volume

1. Paula Findlen, "Possessing the Past: The Material World of the Italian Renaissance," *American Historical Review* 103 (1998): 86.

### 2. Article in a journal paginated by issue

1. Robert Darnton, "The Pursuit of Happiness," *Wilson Quarterly* 19, no. 4 (1995): 42.

### 3. Article in a magazine

1. Andrew Weil, "The New Politics of Coca," *New Yorker*, 15 May 1995, 70.

### 4. Article in a newspaper

1. Lena H. Sun, "Chinese Feel the Strain of a New Society," *Washington Post*, 13 June 1993, sec. A, 2.

## Electronic Sources

### 1. World Wide Web Site

1. Yale Richmond and Duane Goehner, "Russian Orthodoxy," *Russian/American Contrasts*, 3 December 1997, <<http://www.goehner.com/russinfo.htm>> (15 March 1998).

Sample notes page:

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Notes

1. Ruth Pelz, Black Heroes of the Wild West (Seattle: Open Hand Publishing, 1990), 15-36.
2. William H. Leckie, The Buffalo Soldiers (Norman: University of Oklahoma Press, 1967), 21.
3. William Lorenz Katz, The Black West: A Pictorial History (New York: Touchstone, 1996), 307.
4. Katz, Black West, 55-56.
5. William Lorenz Katz, The Westward Movement and Abolitionism (Austin: Steck-Vaughn Publishers, Raintree, 1992), 32.
6. Scott Minerbrook, "The Forgotten Pioneers," U.S. News and World Report, 8 August 1994, 53.
7. Katz, Black West, 49.
8. Ginia Bellafante, "Wild West 101," Time, 22 February 1993, 75.
9. John Mack Faragher, "The Frontier Trail: Rethinking Turner and Reimagining the American West," American Historical Review 98 (1993): 106-7.
10. Faragher, 110.
11. Bellafante, 75.
12. Kenneth W. Porter, The Negro on the American Frontier (New York: Arno Press, 1971), 42-45.

## Works Cited

### Books

1. Book by a single author

Service, Robert. *A History of Twentieth-Century Russia*. Cambridge: Harvard University Press, 1998.

2. Books by two or three authors

de la Garza, Rudolph O., Z. Anthony Kruszewski, and Tomás A. Arciniega. *Chicanos and Native Americans: The Territorial Minorities*. Englewood Cliffs, N.J.: Prentice-Hall, 1973.

3. Books by four or more authors

Nash, Gary B. et al. *The American People*. New York: Addison Wesley Logan, 1998.

4. Unknown author

*The Men's League Handbook on Women's Suffrage*. London: Suffolk Press, 1912.

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6. Edited book without an author

Sklare, Marshall, ed. *Understanding American Jewry*. New Brunswick, N.J.: Transaction Books, 1982.

7. Translated work

García Márquez, Gabriel. *News of a Kidnapping*. trans. Edith Grossman. New York: Knopf, 1997.

8. Untitled volume in a multivolume work

*New Cambridge Modern History*. Cambridge: Cambridge University Press, 1957.

9. Titled volume in a multivolume work

Boog, Horst et al. *The Attack on the Soviet Union*. Vol. 4 of *Germany and the Second World War*. Cambridge: Oxford University Press, 1998.

10. Work in an anthology

Barthes, Roland. "The Discourse of History" in *The Postmodern History Reader*, edited by Keith Jenkins. New York: Routledge, 1997.

11. Encyclopaedia or Dictionary

Encyclopaedias and dictionaries are not usually included in bibliographies.

### **Periodicals**

1. Article in a journal paginated by volume

Findlen, Paula. "Possessing the Past: The Material World of the Italian Renaissance." *American Historical Review* 103 (1998): 83-114.

2. Article in a journal paginated by issue

Darnton, Robert. "The Pursuit of Happiness." *Wilson Quarterly* 19, no. 4 (1995): 42-52.

3. Article in a magazine

Weil, Andrew. "The New Politics of Coca." *New Yorker*, 15 May 1995, 70.

4. Article in a newspaper

Sun, Lena H. "Chinese Feel the Strain of a New Society." *Washington Post*, 13 June 1993, sec. A, 2.

## Electronic Sources

### 1. World Wide Web Site

Richmond, Yale and Duane Goehner. "Russian Orthodoxy."  
*Russian/American Contrasts*. 3 December 1997.  
<<http://www.goehner.com/russinfo.htm>> (15 March 1998).

## Example works cited page:

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### Works Cited

- Bellafante, Ginia. "Wild West 101." Time, 22 February 1993, 75.
- Crouch, Barry A. The Freedmen's Bureau and Black Texans. Austin: University of Texas Press, 1992.
- Dolan, Edward F. Famous Builders of California. New York: Dodd, Mead, 1924.
- Faragher, John Mack. "The Frontier Trail: Rethinking Turner and Reimagining the American West." American Historical Review 98 (1993): 106-17.
- Katz, William Lorenz. The Black West: A Pictorial History. New York: Touchstone, 1996.
- . The Westward Movement and Abolitionism. Austin: Steck-Vaughn Publishers, Raintree, 1992.
- Leckie, William H. The Buffalo Soldiers. Norman: University of Oklahoma Press, 1967.
- Minerbrook, Scott. "The Forgotten Pioneers." U.S. News and World Report, 8 August 1994, 53-55.
- Pelz, Ruth. Black Heroes of the Wild West. Seattle: Open Hand Publishing, 1990.
- Porter, Kenneth W. The Negro on the American Frontier. New York: Arno Press, 1971.
- Wheeler, B. Gordon. Black California: The History of African Americans in the Golden State. New York: Hippocrene Books, 1993.

Sample Title Page

**The Forgotten Pioneers  
African Americans on the Western Frontier**

Robert Diaz  
CHC 2DO  
Mrs. L. Gregory  
January 12, 2005

## Example of an essay page with footnotes:

Diaz 3

continue fighting as part of an effort to out wait the Americans. General Omar Bradley, one of the group of Johnson's advisors dubbed "the wise men," commented that "[The United States'] troubles can be blamed on the communications media ... If it wasn't for all the protestors, the North Vietnamese would give up."<sup>1</sup> Reinforcing Bradley's opinion was the assessment of the CIA which, in a December 14, 1965 memorandum, concluded that "Hanoi apparently calculates that it can support sufficient forces in South Vietnam, and endure air attacks in North Vietnam, long enough to test US resolve to fight a bitter, unpopular, and inconclusive war."<sup>2</sup> As well the North Vietnamese confirmed this through the declarations made at the 9<sup>th</sup> Conference of the Central Office for South Vietnam (the body to which the Viet Cong were subordinate), which reflected the feeling that the Americans would be unable to fight a prolonged war because of domestic opposition.<sup>3</sup> Evidently, the antiwar movement did promote the belief in the North Vietnamese that they would be able to out wait the Americans in much the same way that they had out waited the French a decade earlier.

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1. Larry Berman, *Lyndon Johnson's War* (New York: W.W. Norton & Company, 1989), 99.

2. Central Intelligence Agency, Office of Current Intelligence, "Intelligence Memorandum by the Office of Current Intelligence," *Vietnam: the Definitive Documentation of Human Decisions* ed. Gareth Porter, vol. 2 (Stanfordville, NY: Earl M. Coleman Enterprises, Inc., 1979) 404.

3. Central Office for South Vietnam, "COSVN Resolution No. 9," *Vietnam: the*

### **Notes Checklist**

- Are your footnotes or endnotes numbered consecutively?
- If you are using endnotes, is the heading of your Notes page centred 1" (inch) from the top of the page?
- Is the first line of each note indented 5 spaces?
- Is the note number correctly formatted (i.e. 1.)?
- Are the author's names displayed correctly (ie. Larry Berman and not Berman, Larry)?
- Is each note single-spaced and are there double-spaces between notes?

### **Works Cited Checklist**

- Are the entries listed alphabetically by the author's last name or first word of the entry?
- Is the page heading centred 1" (inch) from the top of the page?
- Is the second line of each entry indented 5 spaces?
- Are the author's names displayed correctly (ie. Berman, Larry and not Larry Berman)?
- Is each entry single-spaced and are there double-spaces between entries?