

Saint Louis University History Department

Style Sheet for Undergraduate Research Papers

Your history term paper is an opportunity to work like a professional historian. Whether your paper is based on a combination of primary and secondary sources, or whether it is based on secondary sources exclusively, the end result will be a reasoned analysis of facts and evidence. Research begins with a question; your paper will, to some degree, provide an answer to that question. The *evidence* for a history paper answers such questions as *who, where, when, how many, what happened*, etc. The *analysis or interpretation* generally answers questions such as *why or how* something happened. An excellent history paper provides some form of argumentation: that is, it seeks to persuade the reader of a particular point of view about historic events. Because this is the most original work you'll produce in your history classes, try to resist the temptation to narrate or summarize. Although you will be expected to interpret your findings with some sensitivity to the work of previous historians, you should also present an original point of view or interpretation. The final paper will reflect the depth and breadth of your research, your writing skills, and your ability to situate your findings in a broad historical context.

I. Format Requirements

Length: Your professor will give you a specific page requirement; generally, this page length is exclusive of citations, appendices, title page, bibliography, etc.

Format: 1" margins everywhere; typed and double-spaced; the font no larger than 12 points; proper citation format (see below). Your paper must be spell- and grammar checked. Number your pages, and please include a separate title page stating your name, the title of the paper, the course, the professor's name, and the date.

A note on web-based sources: Please ask your professor. Most history professors limit the types of web-based sources they will accept to primary sources (such as a slave narrative, or passenger lists, or census data) reproduced in web format; or to scholarly papers, with appropriate citations.

Citations: Historians use *The Chicago Manual of Style* (Chicago, 2003), also sometimes referred to as 'Turabian,' based on Kate L. Turabian's *A Manual for Writers of Term Papers, Theses, and Dissertations* (Chicago, 1996). Both sources are available in the Pius XII Memorial Library. What follows are the most common examples of how to cite books, articles, encyclopedias, internet sites and primary sources (that is, documents produced during the period.)

II. Citations

You do not have to document common information, such as the number of states in the Union in 1860, or the beginning and ending dates of WWII. However, you must document unfamiliar information, other historians' interpretations and ideas, and, of course, all direct quotations. For example,

The election of 1860 had left the Democratic Party decimated, especially in Congress, where almost all southern Democrats had returned to their seceding states.¹

¹Leonard P. Curry, *Blueprint for Modern America: Nonmilitary Legislation of the First Civil War Congress* (Nashville: Vanderbilt University Press, 1968), 10.

If a paragraph needs several notes, they should be grouped together into one note. Do not write a different note for each sentence.

Citing books

Give the author's full name, the full title of the book (including a subtitle if there is one) either italicized or underlined, the place of publication, the publisher's name, the date of publication, and the page or pages you are referring to.

Example: The text of the research paper reads:

The crowd at Martin Van Buren's inauguration was much more interested in Andrew Jackson than in the new president.¹

The note reads:

1. Charles Sellers, *The Market Revolution: Jacksonian America, 1815-1846* (New York: Oxford University Press, 1991), 347.

If you cite Sellers' book in the next footnote, you may type the word "Ibid.," which is the Latin abbreviation for "in the same place" instead of retyping the information about the author and the book.

2. Ibid., 400.

However, please be careful not to make the common error of citing the same source over and over, thus resulting in a long list of "ibids." This indicates that your paper is based on insufficient research.

If you cite the book again later in your paper, give a shortened version of the author's name and the title of the book, followed by a page reference.

12. Sellers, *Market Revolution*, 433.

If you are referencing an essay in a book edited by someone else, give the author of the essay, the essay's title, the editor's name and full information about the book, including the page or pages you are referring to.

13. Dirk Hoerder, "Boston Leaders and Boston Crowds, 1765-1776," in Alfred F. Young, ed., *The American Revolution: Explorations in the History of American Radicalism* (DeKalb: Northern Illinois University Press, 1976), 244.

Number the footnotes in your research paper in consecutive order: 1, 2, 3, 4, etc. Each new citation requires a new note.

Citing articles in journals, newspapers and magazines.

A journal is a serial publication written for a scholarly audience, such as *The Journal of American History*.

Give the author's name, the title of the article in quotation marks, the name of the publication either in italics or underlined, the volume number, publication date, and a colon followed by the page or pages you are referring to.

1. O. H. K. Spate, "Factors in the Development of Capital Cities," *Geographical Review* 32 (October 1942): 622-31.

For subsequent references to a journal article:

1. Spate, "Factors in the Development of Capital Cities," 629.

For citations of contemporary newspapers and magazine, state the name of the author (if available), the title of the article, the name of the publication, the date and page.

1. Gustave Niebuhr, "Lutherans Bridge Old Divisions, but Decide to Keep One in Place," *New York Times*, 19 August, 1997, A1.

Historic newspapers used as primary source materials (such as nineteenth- or eighteenth-century newspapers) are cited simply with the title and date. Note that the place-name is also italicized:

1. *New York Times*, 19 August, 1858.

Citing encyclopedias and dictionaries

Give the name of the work, the edition or date of publication, and the title of the entry after the letters "s.v." (Latin for "under the word").

1. *Webster's New International Dictionary of the English Language*, 2nd ed., s.v. "potato."

2. *Dictionary of National Biography* (reprint edition 1949-1950), s.v. "Berkeley, John."

Citing material from the Internet

Many valuable primary sources are now available for research on the Internet. For example, census data, transcribed manuscript sources, historic newspapers or publications, etc. However, researchers have to be aware of the problems and limitations associated with Internet resources, and must be careful to evaluate these resources critically. Information from the Internet needs the name of the person or institution, a title, the access route, the date of access, and basic information about the site. Be sure to cite the access route exactly as it appears on the screen, paying particular attention to capital letters.

1. "Buffalo Bill," available from <http://www.westmus.com.au>; accessed 16 September 1995. This is the home webpage of the Western Museum in Colorado Springs, Colorado. Dr. William GaRue of the University of Colorado maintains this site.

Citing interviews

If you interview someone for your research paper, cite your source this way.

1. Patrick O'Longan, Chicago, IL. Interview, 12 November 1997.

When you cite the interview later in the paper, the reference should read

6. O'Longan, interview.

Citing primary source materials

Primary source materials are the documents that survive from the past, either in published versions, on microfilm, or in archival collections.

If the source is in a printed book, cite it this way, indicating at the end of the note in which volume (4) and on what page (233) the source is printed.

1. Alexander Hamilton to John Auldjo, New York, July 26, 1787, in Harold C. Syrett and Jacob Cooke, eds., *The Papers of Alexander Hamilton*, 27 vols. (New York: Columbia University Press, 1961-1979), 4:233.

If the source is on a microfilm, indicate this, and also where the original is located:

2. John Sherman to R. S. Buckley, July 21, 1864. Microfilm, Library of Congress.

Archival collections should be cited this way:

Lizzie Bracken to Larkin Ramsey, June 2, 1823, *Smith Family Papers*, Missouri Historical Society.

Government records:

Congressional Record, 78th Cong., 1 Sess., 1123.

III. Bibliographies

At the end of the research paper, you may be asked to list the books, essays, articles, Internet sites and primary sources you used. List the primary sources first and separate them from the rest of the material; within each subheading, arrange the list alphabetically by the author's name. Don't forget that in bibliographic entries (unlike citations) the author's last name is given first. Consult the *Chicago Manual of Style* for the correct format of each type of entry. Here are a few of the most common examples:

Book:

Mackenzie, David and Michael W. Curran. *Russia and the USSR in the Twentieth Century*. 4th ed. Belmont, Ca.: Wadsworth / Thomson Learning, 2002.

Article:

Viola, Lynn. "The Other Archipelago: Kulak Deportations to the North in 1930." *Slavic Review* 60, Nr. 4 (Winter 2001): 730-55.

(Note that "60" is the volume number, "Nr. 4" the number of the issue for the volume, "Winter 2001" the date, and "730-55" the pages covered.)

IV. Plagiarism

Please be careful when paraphrasing another author's work, or when writing from your own notes. Even with the best intentions, you sometimes run the risk of plagiarism: that is, using someone else's ideas or words without giving proper credit. Of course you know that direct quotes must be footnoted, but it is also necessary to credit interpretations, arguments, ideas, etc. If in doubt, footnote it. The Pius XII Library offers a helpful online tutorial on avoiding plagiarism:
<http://www.slu.edu/libraries/pius/tutorial/plgwhat1.html>

Purchased papers, or any written work written in collusion with another author without the professor's permission, and double submissions (handing in the same paper for credit in two different courses) all come under the heading of plagiarized papers. For specific policies concerning academic integrity, please take a moment to read the SLU College of Arts and Sciences web site: <http://www.slu.edu/colleges/AS/academichonesty.html>

V. Content, Prose, and Style

The research paper must be written in eloquent, clear, grammatically correct English, and should include

- An introduction that precisely formulates and explains the research question, and describes how you are going to proceed with your argument to answer that question (in other words, how you have conceptualized and organized the whole paper).
- A brief summary of the existing historiography relevant to your topic.
- A thoughtful and well-ordered narrative based on primary and / or secondary sources.
- A conclusion that briefly synthesizes your answers to the research questions posed in the Introduction.
- Scholarly apparatus: endnotes and bibliography