Do you want to know how to do a bibliography?  
Primary and secondary sources should be separated in your final bibliography. List all primary sources first, followed by secondary sources, subdivided between books and periodical articles.

What is a primary source?  
Primary sources include first-hand reports, such as private papers, autobiographies, published memoirs and diaries, eyewitness accounts, contemporary newspaper/periodicals/pamphlets, institutional records, and government documents.

What is a secondary source?  
Materials written by historians or others years after the event are secondary sources.

BIBLIOGRAPHIC REFERENCES:

BOOKS

A. Books by a Single Author.

Format:
Author, last name first. Title. City of Publisher: Publisher, year.

Example:

B. Books by Two or Three Authors.

Format:
Author, last name first for first author only. Title. City of Publication: Publisher, Year.

Example:

C. **Books by Corporate Authors.**

**Format:**
Author. *Title*. City of Publication: Publisher, Year.

**Example:**

D. **Edited Books/Parts of Collections of Writings by Different Authors.**

**Format:**
Author, last name first. “Title of article.” In *Title*, edited by editors names, first name first, page numbers. City of Publication: Publisher, Year.

**Example:**

NOTE: Page numbers of the portion of the collection you are citing must be included: "429-439" above.

E. **Multivolume Books with a Single Title by a Single Author.**

**Format:**
Author, last name first. *Title*. Number of volumes. City of Publication: Publisher, Year.

**Example:**

F. **Multivolume Books by a Single Author with a Separate Title for Each Volume.**

**Format:**
Author, last name first. *Title*. Volume number of *Series title*. Number of volumes. City of Publication: Publisher, Year.

**Example:**
G. **Multivolume Books with a Different Author and Title for Each Volume.**

**Format:**
Author, last name first. *Title*. Volume number of editor’s name, ed. *Series Title*. Number of volumes. City of Publication: Publisher, Year.

**Example:**

H. **Two or more Parts of Collections of Writings by Different Authors.** *(If two or more contributions to the same multi-author book are cited, the book itself (cited as an edited book), as well as the specific contributions (listed in shortened form), may be listed in the bibliography.)*

**Format:**
Author, last name first. “Article title.” In Editor’s Last name, *Title*, inclusive pages.

**Example:**


I. **Books with More than One Edition.**

See section C.

J. **Translated Books.**

**Format:**
Author, last name first. *Title*. Trans. Translator’s name. City of Publication: Publisher, Year.

**Example:**

K. **A letter (or diary entry, memo, etc.) in a published collection.**

**Format:**
Original Author. *Title*. Edited by Editor’s name. City of Publication: Publisher, Year.
Example:

L. A Primary Source Quoted by a Secondary Source. (Note: it is preferable that the original source is consulted and cited on its own, but if the original source cannot be obtained use this format.) Use “quoted” if you are taking a direct quote, “cited” if you are paraphrasing.

Format:
Author of original source, last name first, *Title*. City of Publication: Publisher, Year.
Quoted/Cited in Author of secondary work, last name first, *Title*. City of Publication: Publisher, Year.

Example:

Note: you should include a separate citation for the secondary source alone in the bibliography.

M. Books published electronically. Cite the book as you would normally, but include the online format that you used (i.e. Kindle, Nook, Pdf). If you accessed the book online, include the date accessed and the URL.

Example:


**JOURNAL ARTICLES**

N. Articles in Print Journals.

Format:
Author, last name first. “Article title.” *Journal Title* Volume Number:Issue Number (Year): page numbers.

Example:

Note: Format multiple authors in the same way as for books.
O. Articles in Online Journals. (Many online publications are now using a DOI (digital object identifier) to create a persistent link to the article’s information. If no DOI is available, use the URL and date accessed.)

**Format:**
Author, last name first. “Title of Article.” *Journal Title* Volume number:Issue Number (date): inclusive pages (leave blank if there are no pages). doi: or Accessed date. URL.

**Example:**


P. Articles in Newspapers or Magazines. (If you consulted the article online, include access date and URL. If no author is identified, begin citation with article title.)

**Format:**
Author, Last name first. “Article Title.” *Title of Newspaper/Magazine*, Date. Accessed date. URL.

**Example:**

Q. Articles/Newspapers retrieved from Databases. (include all journal information and provide Database name and accession number or a permanent link to the article from the database.)

Example with **accession number** (in most databases, the accession number is included in the citation):

**Format:**
Author, last name first. “Title of Article.” *Journal Title* Volume number:Issue Number (date): inclusive pages. Database Name (accession number).

**Example:**
Example with **Permanent URL link** (sometimes called stable URL or permalink):

Author, last name first. “Title of Article.” *Journal Title* Volume number:Issue Number (date): inclusive pages. Database Name. Permanent Link.


Example of **Newspaper with Permanent URL link**:

Author, first name first (leave blank if no author). “Article Title.” *Publication Title*. Date. Database name. Permanent link.


**WEBSITES**

R. **Primary source document found online.** (Use this format when using approved websites containing primary source material.) Include as many of the following elements as are available.

**Format:**

Author of original document, last name first. “Title of document.” Date of document. *Title of Web Site where document is found*. Author, Editor, or Producer of site. Date accessed. URL.

**Example:**


**Example (no author given):**


Note: Many print primary sources are reproduced in digital format on various websites, such as the ones above. Most sites should give original publication information, but if not, you can try to locate original source information by searching online (try google books or worldcat.org). When possible, cite your sources according to the appropriate print format, and include the date.
accessed and the URL. For example, Veblen’s book *The Theory of the Leisure Class* can now be found in Google Books and would be cited similar to section N as follows:


**S. Other Approved Website (Include as much information as available.)**

**Format:**
Author of webpage. “Title of Webpage.” *Title of Entire Website*. Publication Date. Accessed Date, URL.

**Example:**

If the book or article you wish to cite differs from all of the models given here, please consult http://www.chicagomanualofstyle.org/tools_citationguide.html. If none of those seem to fit, ask your professor or the History Librarian.