Smithsonian Institution
Scholarly Press

Author's Guide to Using Notes and Bibliography System

The notes and bibliography system's primary components are notes (instead of in-text citations) and a bibliography that includes full entries for all cited sources and, if necessary, other select readings. (If you are considering a select bibliography, please contact SISP.) Sometimes known as "humanities" style, it is typically used in the humanities and other non-scientific disciplines. If your subject matter warrants a different style, please contact SISP for guidance.

Notes

Notes contain additional information for the reader, including reference to sources. Notes are called out in text with superscript numerals, then all notes are combined, divided by chapter headings, and placed at the back of the book in a section titled "Notes." In edited collections, notes are placed at the end of each individual paper.

Superscript Callouts

- Use superscripts to call out notes in the text.

  "…the dog sat on the sidewalk.[1] After we called his name…"

- Superscript callouts should not be used in titles or headings.
- Superscript callouts that occur next to punctuation should follow punctuation.
- Table notes should be independent of text notes, and should be called out at the appropriate level by lowercased letters (a, b, c). The notes should be positioned beneath the table.

Endnotes

- Do not use footnotes.
- Do not use "Ibid." Refer to next bullet for guidance on shortened citations.
- The first note in which a source is cited, include full bibliographic information. For subsequent citations, use a shortened citation in notes, using author last name, abbreviated title, page(s). Example: Jones, "Title of Article," 948.
- Restart note numbering in each chapter.
- Indent the first line of each note.
- Use regular-sized numbers followed by periods within the Notes section.
- Similar to the author-date system, any source referenced in a note must be backed up with a full citation in the bibliography at the back of the manuscript.

1. R. Smith, *Endnote Style: Compiling Notes for Your Book* (Washington, D.C.: Smithsonian Institution Scholarly Press, 2009), 53–55.
2. Smith, *Endnote Style*, 56.
3. D. Normile, "Recipe for Induced Pluripotent Stem Cells Just Got Clearer," *Science*, 14 August 2009, 803.
4. Normile, "Recipe for Induced Pluripotent Stem Cells Just Got Clearer."

Bibliography

The Bibliography is the final section of the book before the index. It contains all citations, quotation sources, and other works – published or unpublished – that the author references, summarizes, or paraphrases.

Examples of the most common types of citations are provided at the end of this section. If you encounter variations in style, refer to these examples for SISP's preferences.

1. Refer to *Chicago Manual of Style*, 15th edition, sections 16.19–16.89 (pp. 599–616) for guidance.
2. All references in notes must have complete references in this section.
3. References by the same author should be listed alphabetically by title.
4. For multiple authors, use "and" (not an ampersand "&").
5. Invert name for single or first author; subsequent authors appear in first-last order.
6. If using author initials, separate with periods and a space.
7. List all authors; do not use "et al." in citations.
8. For names containing particles (e.g., van, von, de, di, van den) alphabetize by the particle.
9. Type book titles as they appear on their title page (not from cover, spine, or elsewhere).
10. Do not abbreviate titles of books, articles, journals, and monographic series.
11. If a foreign title, use the capitalization rules of the language of publication.

Key differences in references when compared to notes are:

- use of periods instead of commas to separate information
- inversion of first author's surname and first name
- omission of page numbers – these appear in notes so are not needed in reference entry

Examples

Book

Addison, Charles G. *The History of the Knights Templars*. Kempton, Ill.: Adventures Unlimited Press, 1997.

Edited book

Powicke, F. M., ed. *Oxford Essays in Medieval History*. Oxford: Clarendon Press, 1934.

Chapter within a book

Leys, A. M. "The Forfeiture of the Lands of the Templars in England." In *Oxford Essays in Medieval History,* ed. F. M. Powicke, pp. 103–134. Oxford: Clarendon Press, 1934.

McManners, J. "The Historiography of the French Revolution." In *The New Cambridge Modern History*, Vol. 8, pp. 87–132. Cambridge, Mass.: Cambridge University Press, 1965.

Multi-volume sets

MacCurdy, G. G. *Human Origins*. Volume 2. London: D. Appleton and Company.

Stephens, H. M. The Principle Speaks of the Statesmen and Orators of the French Revolution, 1789–1795. Volumes 1–2. Oxford: Oxford University Press, 1982.

Journal article

Andrews, R. "Social Structures, Political Elites, and Ideology in Revolutionary Paris, 1792–1794." *Journal of Social History*, 19(1):71–122.

Baker, K. M. "French Political Thought at the Accession of Louis XVI." *Journal of Modern History*, 50 (June 1978):279–303.

Newspaper article (authored and "unsigned")

Moore, Molly. 1993. "My Children, Grandchildren—Gone: Official Estimate of Death Toll from Indian Earthquake Rises to 21,000." *Washington Post*, 2 October 1993, A1.

Washington Post. 1993. "My Children, Grandchildren—Gone: Official Estimate of Death Toll from Indian Earthquake Rises to 21,000." 2 October, A1.

Translation

Tyre, William. *A History of Deeds Done beyond the Sea*. Trans. E. Atwater Babcock and A. C. Krey. New York: Octagon Books, 1976.

Foreign-language article

Raynouard, F. *Monumens historiques relatifs a la condemnation des Chevaliers du Temple et a l'abolition de leur ordre*. Paris: Impr. D'A. Egron, 1813.

Repeat author

Dorsey, G. A., and H. R. Voth. *The Oraibi Soyal Ceremony.* Chicago: Field Columbian Museum, 1901.

Dorsey, G. A., and H. R. Voth. "The Mishongnovi Ceremonies of the Snake and Antelope Fraternities." In *Publications of the Field Columbian Museum Anthropological Series*, pp. 159–262. New York: Kraus Reprint, 1968.

Same-year publications

Weston, J. L. *From Ritual to Romance*. Garden City, N.Y.: Doubleday, 1957.

———. *The Quest of the Holy Grail*. New York: Haskell House, 1964.

Thesis or dissertation

Payne, J. F. Studies on the Life History of *Procambarus hayi* (Faxon) (Decapoda, Astacidae). Ph.D. diss., Mississippi State University, Mississippi State, 1968.

Ross, D. The Irish-Catholic Immigrant, 1880–1900: A Study in Social Mobility. Master's thesis, Columbia University, New York, 1992.

* Note: If a school's location is in a well-known city (e.g., New York) or the state in which the school is located is identified by the name of the school (e.g., Mississippi State University), then only the city should follow the name of the school.

Internet sources (e.g., DOI, web page, online PDF)

Reaves, J. "Weighty Issue: Ever-Fatter Kids. Interview with James Rosen." *Time*, 14 March 2001. http://www.time.com/time/nation/article./0,8599,102443,00.html (accessed 5 July 2003).

Testa, B., and L. B. Kier. "Emergence and Dissolvence in the Self-Organisation of Complex Systems." *Entropy* 2(1):1–25. http://www.mdp.org/entropy/papers/2010001.pdf (accessed 14 October 2004).

Testa, B., and L. B. Kier. "Emergence and Dissolvence in the Self-Organisation of Complex Systems." *Entropy* 2(1):1–25. doi:10.1007/s10126–007–9008–2.

* Note: In most cases, MS Word will either keep a URL on a single line or, if it falls beyond the end of a line, automatically break it while it is being typed. If a URL must be broken over two lines, do not manually insert a hyphen.