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THE FORM AND USE OF
FOOTNOTES AND BIBLIOGRAPHY
IN THE
PUBLICATIONS OF HISTORICAL RECORDS SURVEY PROJECTS



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FOREWORD

This circular provides instructions which are designed to bring about uniformity in the form of footnotes and bibliographies incorporated in the publications of the Historical Records Survey projects. These instructions are not mandatory for drafts which have already been typed or partially typed prior to their submission to Washington for approval to publish nor do they apply to imprints work. However, they should be followed in preparing any new drafts.

This procedure relates only to the technique of project operation. Nothing in this circular is to be construed as affecting or modifying in any way administrative procedures of the Work Projects Administration.

F. C. HARRINGTON
COMMISSIONER OF WORK PROJECTS

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INTRODUCTION

In the past there has been a wide variety of forms used in the footnotes and bibliographies in the publications of the Historical Records Survey projects in the various states. It is recognized that this variety reflected the situation of the publishing industry at large where an even greater variety of form prevails. However, uniformity in such an extensive series of issues as that of Survey contributes directly to ease with which they may be consulted.

It has been the aim in preparing this circular to adapt the forms now used by the projects to those used by the university presses with the minimum of change. In this adaptation it has been necessary to abandon certain clear and thoroughly acceptable forms in an arbitrary manner, but it is believed that the clarity arising from uniformity justifies this course.

This circular does not attempt to solve all the problems of bibliographical citation which may arise. Such an attempt would be certain to produce a pamphlet many times the size of this and even then omissions of the treatment of certain complex bibliographical problems would be inevitable. Experience has shown that the forms prescribed herein cover the bulk of the needs of the Survey projects. If, however, bibliographical problems arise which are not covered by these instructions the editors on the state projects should solve them in their own way while conforming so far as possible with the general principals set forth in the following pages.

These instructions supersede, insofar as they are applicable, all instructions on footnotes and bibliography previously issued over the signature of the Director of Historical Records Survey Projects.

The material in this circular has been prepared by George McFarland, Assistant to the Director and Sargent B. Child, Director, Historical Records Survey Projects.

FOOTNOTES

Footnotes are used:

Type A. To make statements or explanations which do not properly fit into the text.

Type B. To give the source or sources of a statement in the text.

Type C. To cite further references on points discussed in the text.

Type A should be used at the discretion of the state editors.

Obviously no rigid rules can be laid down for its use.

Type B should be used to document each statement in the text unless the source of the statement is evident from the text itself or one for which the work of the project is the source, as in the housing and care of records essays. Two or more citations should not be used in one note unless they document the same statement or same series of statements. For example, the following statements should be documented by four and not by one footnote: "Although marriage was specified as a civil contract and recording was required,¹ licenses for marriage were not required to be issued by the clerk of the county until 1874.² This licensing requirement, repealed in 1876,³ was reenacted in 1881."⁴ The four footnotes cite the laws of 1864, 1874, 1876, and 1881. The laws of 1881 obviously do not apply to the information documented by footnote 1 and it would be incorrect to consider any two of the citations in a single footnote.

Type C should be used sparingly. It should not be used to lead the interested reader to sources which merely repeat each other.

It will often be desirable to combine two or all of these forms into one note if they apply to the same series of statements. For example (fictional), the statement "Township government, proving unsuitable to the geography of the state, was abolished in 1877"⁶ might combine the three types in the following way:

6. L. 1877, ch. 14, sec. 2; C. C. Pearson, The Roadjuster Movement in Virginia, p. 272. See also Virginia (State) Senate, Journal, 1877-78, appendix, pp. 914-932. For a suggestion that the abolition of township government was based on political manœuvering rather than geography see J. C. Armbruster, The Negro in Virginia During Reconstruction, pp. 45-52.

Form of footnotes. Footnotes should appear at the bottom of the page which they document. They are set off from the last line of the text by a ruled line extending at least one-third of the distance across the page which has two blank lines above and below it.

Numbering may be:

- (1) Consecutive throughout each section up to 99 at which point a new series should be begun in order to avoid the use of three-digit numbers, or
- (2) Consecutive for each page of text only.

Type A need follow only the form required by good English composition.

Types B and C should give information concerning sources cited in the following order:

I. Printed books and pamphlets:

- (1) Name of author, editor, or compiler, if given on the title page, followed by a comma. Names are not inverted.
- (2) Exact title underscored, followed by a comma.
- (3) Volume cited in capital roman numerals, followed by a comma.
- (4) Pages cited in arabic figures followed by a period.

Example:

Edward Channing, A History of the United States, II, 376.

- (5) No abbreviations for volume or page are used in footnotes in works of more than one volume. If the work is in but one volume the abbreviations p. and pp. are used thus:

Edward Channing, A School History of the United States, pp. 272-274.

- (6) No facts concerning place, date and size of publication or publishers are given in the first or any other footnote. This data will henceforward be given only in the formal bibliography at the back of the book.
- (7) If the work has no author's, editor's or compiler's name appearing on the title page, or is one which is not ordinarily cited except by title the proper name item should be omitted from the note, thus: Dictionary of American Biography, I, 350. not Dumas Malone, ed., Dictionary, etc.
- (8) Use the following abbreviations following the proper name item when appropriate:

ed. = editor
eds. = editors
comp. = compiler
comps. = compilers
trans. = translator or translators

(Do not use trans. if the author's name is given; take care of such data in the formal bibliography. Do not attempt to draw a distinction between ed. and comp.; merely follow the title page.)

- (9) Joint authorship is indicated thus:

John C. Lester and D. L. Wilson, Ku Klux Klan, Its Origin, Growth and Disbandment, pp. 218-234.

- (10) If there are three or more authors use only the name of the principal author or the one whose name appears first on the title page and the abbreviation "et al.," thus:

Edward Channing et al., Guide to the Study and Reading of American History, p. 12.

- (11) Official publications, except laws and court decisions, should be listed with the name of the agency which originated them as the author item, thus:

U. S. Bureau of the Census, Fifteenth Census of the United States, 1930, Population, III, 930-934.

- (12) Neither complete first citations or even citations with full titles should be used when citing laws, codes, statutes and court decisions; generally accepted abbreviations should be used instead. Such abbreviations should, of course, be

included in the list of abbreviations. The citation of session laws might take the following form: L. 1915, ch. 296, sec. 11. Note that the abbreviation takes care of both the title and underscoring. The following abbreviation should be followed in citing state constitutions: Const. 1861, art. 5, sec. 5. If the laws or constitutions of another state are cited in a publication of a particular state the name of the other state should be used with the abbreviations. For example, the citation of Virginia laws and constitutions in an inventory of the county archives of West Virginia might be in the following form. Va. L. 1915, ch. 10, sec. 5; Va. Const., 1831, art. 1, sec. 1. The United States Statutes at Large should be cited in the following form: 8 U.S. Stat. 216. Court decisions should be cited: Belles v. Burr, 3 Mich. 35, 4 N.W. Repr. 350 (1889).

- (13) The minutes or journals of ecclesiastical connectional bodies such as associations or conventions should be cited as follows: Diocese of Maryland Convention, Journal (1938), pp. 23-37. After the first citation an abbreviated form may be used: Jour. Md., 1938, pp. 23-37. It is not necessary to give the exact title of the journal of that particular year, except for the journal of a special convention.
- (14) After the full name of the author and the full title are cited in the first note the following abbreviations should

be used in subsequent citations:

- a. Ibid. meaning "in the same place" should be used to take the place of all the preceding citation or as much of it as is identical in two or more consecutive references. It should not be used to repeat entirely a preceding note in which two or more sources are cited for it duplicates only the last single source cited. If the preceding note cites two or more sources and it is desired to repeat all of them in the next note ibid. cannot be used.
- b. Op. cit. meaning "in the work cited" is always preceded by the last name of the author. It is used when notes citing other sources are made between the note in which it is used and the original reference to "the work cited."

Examples of the use of op. cit. and ibid.

1. Alfred P. Snow, History of Higher Education in Colorado, pp. 310-312.
 2. Edward King, The Great South, I, 62.
 3. Ibid., II, 132.
 4. Snow, op. cit., p. 410.
- c. Short titles. After a title is cited once with the full name of the author and complete title it

may be cited subsequently by the last name of the author and the key word or words of the title. It is often advisable to indicate in the first note citing a work the form which the short title will take in later citations, thus:

Eben G. Scott, Reconstruction During the Civil War in the United States of America, pp. 510-532, hereinafter cited as Scott, Reconstruction. However, if the full title is brief and it is used in its entirety with the author's last name in subsequent citations it is not necessary to indicate in the first note the manner in which it will be cited in later notes. Short titles may always be used as a substitute for op. cit. It must be used instead of op. cit. when the same author has written two or more works which are cited in the notes of a single volume.

II. Newspapers. - When newspapers are cited, definite articles which come at the beginning of the title should be omitted and the underscoring of the title should not include the city of issue. Example: New York Times, Jan. 29, 1910. It is not necessary to cite the page or column in the newspaper to which reference is made, although there is no special objection to the practice. Citations of newspaper articles having a by-line should give the name of the author, title of article (quoted), name of newspaper,

and date. Example: Harold L. Miller, "The Indians in Garrett County," Oakland (Md.) Republican, Jan. 12, 1922.

III. Periodicals. - The citation of an article from a periodical should be in the following form: Robert D. Calhoun, "The Origin and Early Development of County-Parish Government in Louisiana," Louisiana Historical Quarterly, XVIII (1936), 56-58.

IV. Manuscripts. - Citations of manuscripts should give the name of the collection, place of deposit, item, and date. Example: Jackson Papers, Library of Congress, Andrew Jackson to Martin Van Buren, April 3, 1835. The location of the material may be omitted when it is obvious to the user of the publication that the manuscripts consulted are all in the same place. No quotations or underscoring should be used in citing manuscript items.

Manuscript historical sketches should be cited thus: Author, title in initial caps but not underscored or in quotation marks, page, statement that it is a manuscript and where it is located in parenthesis. For example: John Smith, History of Fort Knox, p. 214, (manuscript in Kentucky State Library).

V. Local Archives - Local archives should be cited wherever possible in documenting material. Such citations should take the following form: Supervisors' Records, vol. A, pp. 75-77, see entry 1. If the dates need to be shown in the footnote, the note should read as follows: Supervisors' Records, Nov. 15, 1858, vol. A, pp. 75-77, see entry 1. Reference to a specific entry is, of course, made

only if the book in which the citation is made contains the entry for the record cited. The title is neither quoted nor underscored, except when the work has been published. If the title of the record cited has varied, both the exact title of the particular volume cited and the entry title should be given.

Example: Order Book (1786-91), p. 430, in Common Law Orders, see entry 175. In citing records not covered by the inventory in which cited, the citation should take the following form: Charles County, Recorder's office, Deed Books, vol. 1, pp. 22-24 (not liber and folio).

- VI. Interviews - Material may be documented by referring the reader to recorded interviews. Copies of interviews cited should be deposited with several of the libraries and historical societies of the state so that they will be readily accessible to interested persons. References to interviews in a footnote should take this form: Cecil Pearson, Notes on Interview with Cecil Pearson, by Lois Barber, p. 2, (Manuscript in Utah State Library). If interviews are not recorded, the footnote citation should take the following form: Information obtained from _____, (date), by _____.

BIBLIOGRAPHY

The purpose of the bibliography is to list all the sources cited in the footnotes except archival or manuscript material which is covered by the inventory in which the bibliography appears. It should be

placed between the text and index of the volume. If it is of any considerable length it should be classified under the following heads:

Primary Sources:

- I. Documentary
 - A. Official (includes official codes, court reports, session laws, U. S. census reports, reports of public officials, legislative journals and proceedings, etc.).
 - B. Unofficial (unofficial codes; proceedings of private and semi-public organizations such as churches; papers published by historical societies, private collectors, and governmental agencies which reproduce contemporary records of contemporary events).
- II. Archival Material (official records of official acts. For bibliographical purposes public records in unofficial custody are considered archives.).
- III. Manuscripts (records of private persons or organizations. Do not include manuscript histories written after the events recorded.)
- IV. Diaries, Memoirs, Accounts of Travellers (whether published or in manuscript).
- V. Newspapers.

Secondary Sources

(Do not use sub-categories; list books, pamphlets, periodical articles and manuscript secondary accounts alphabetically by the

surname of the author.)

Very rarely will a bibliography be long enough to justify the use of all the sub-categories listed above. If the section on sources is brief the sub-categories need not be used but the items should always be divided into primary and secondary sources.

If a series of more specialized types of primary sources than any of those listed above, such as a long series of official codes have been used, these special types may be set up as sub-categories.

Within each category or sub-category the items should be so arranged that the user of the footnotes may easily locate the item from its alphabetical position in the bibliography. This requires that all titles listed in the notes under the name of an author, editor, compiler or translator should be listed in the proper section of the bibliography alphabetically by the surname of the author, editor, compiler or translator. This in turn requires that proper names be inverted and that items with no author be listed alphabetically by the first work in the title other than a, an, or the.

The entry in the bibliography will differ from that in footnote in that it will provide information regarding the place of publication, publisher, date of publication and the total number of pages or volumes in the work cited in the notes. The form of the various types of sources cited would be as follows:

Official Publications

1. Except the session laws, codes, statutes, state constitution, and court decisions the items in this section should be listed

alphabetically by the official name of the agency which originated the publication. For example:

New York (City) Common Council, Subcommittee on Bicentennial Celebration, Report. New York, 1820. 3 vols.

Virginia Railway Commissioner, Annual Report. Richmond, 1876-1902. 27 vols.

U. S. Bureau of the Census, Fifteenth Census of the United States, 1930, Population. Washington, Government Printing Office, 1930. 5 vols.

Note that except for the Government Printing Office no publisher is given in the examples. There is no point in repeating the names of public printers for the official publications are usually published by and secured from the agency which originated the document. Throughout the bibliography information covering publishers but not printers is desired.

2. The slight variation in the titles of session laws may be ignored and a descriptive title used, such as Session Laws of the State of Kansas, 1861-1940. 75 vols. No facts of publication need be given in such cases.

Official Publications of Organizations.

These should be treated in the same manner as official publications of official bodies.

Example:

Diocese of Maryland Convention, Journals, 1813-1940. Baltimore, 1815-1940. 126 vols.

Published Sources

These differ from official publications in that they may contain unofficial records and are usually published to serve research purposes rather than current needs. Of course, an official body often publishes collections of records of its own official actions as historical source material. In that case it could be properly included in the first category as well as in this. It is preferred, however, that such publications be listed here. Most of the volumes in this field have been issued by public and private historical societies.

Examples to illustrate treatment:

Washington, George, Writings, edited by John C. Fitzpatrick. Washington, Government Printing Office, 1932-40. 39 vols.

Fleming, Walter Lynwood, ed., Documentary History of Reconstruction. Political, Military, Social, Religious, Educational and Industrial, 1865 to the Present Time. Cleveland, Ohio, Arthur H. Clark Co., 1906-7. 2 vols.

Alvord, Clarence Walworth and Clarence Edwin Carter, eds., The Critical Period, 1763-1765. Springfield, Ill., Ill. State Historical Library, 597 p. [Collections of the Ill. State Historical Library, Vol. X, British Series, Vol. I.]

Archival Material. Archival material cited in the footnotes should be noted in the bibliography only when entries for it are not a part of the inventory which the bibliography serves. Titles should not be underscored. It is not necessary to show quantity. The following examples illustrate form:

Charles County, Recorder's Office, Deed Books, 1868--.

U. S. Dept. of War, Michigan, Camp Custer, Quartermaster

Dept., Special Orders, Sept. 1917-Nov. 1918.

Ohio, Secretary of State, Official Proclamations, 1920.

Manuscripts. It is necessary only to give the name of the collection and location thus: Jackson Papers, Library of Congress.

Newspapers should be listed alphabetically by the name of the city of publication thus:

Akron Beacon Journal

New York Times

Richmond News Leader

Washington Post

Secondary material

All secondary material of all types (books, pamphlets, brochures, periodical articles, manuscript histories, etc.) should be listed in one list arranged alphabetically by the surnames of the authors. If the title has no author it should be listed alphabetically by the first word which is not an article. The titles of books and pamphlets are underscored; those from periodical articles are placed in quotation marks and the title of the periodical is underscored; those of manuscript secondary works are placed in initial caps only. Examples illustrating form follow:

Addison, Daniel D., The Episcopalian. New York, Baker and Taylor, 1904. 252 p. (The Story of the Churches Series.)

Calhoun, Robert D., "The Origin and Early Development of County-Parish Government in Louisiana," Louisiana Historical Quarterly, XVIII (1926) 56-58.

Davis, Royal R., History of the First Church of Christ at Newport, Rhode Island. (An 85 page manuscript written in 1870 and now located in the Connecticut State Library.)

Evans, Carl D., "The Beginning of Kindergarten Instruction in Boston," Collections of the Massachusetts Historical Society, 2d series, XIX (1865) 410-565.

Fairchild, George R., The Centennial of the High Street Presbyterian Church. Hartford, Conn., The Enterprise Publishing Co., 1877. 15 p. (A copy of this rare pamphlet is in the American Antiquarian Society at Worcester, Massachusetts.)

Interviews. Recorded interviews should be given a title and listed in the bibliography as manuscripts in the following form:

Pearson, Cecil, Notes on Interview with Cecil Pearson at Heber City, Utah on February 9, 1940, by Lois Barber. 5 p. Typed. (Copies in the Utah State Library at Salt Lake City and the Ogden City Public Library.)

Special Instructions for Church and Manuscript Publications

Church Inventories. Due to the type of material used in this series of publications, it is desirable to give the location of all the titles except well known widely held publications.

The bibliographies of publications of depositories listed in the series of Guides to Manuscript Depositories in the United States should follow the special rules set forth in the manual of instructions for manuscript work.

Bibliographies for these two types of publications need not be limited to the references cited in the footnotes.

