Papers written for History courses at the University of Puget Sound should follow the notes and bibliography system (humanities style) as indicated in the 16th edition of the Chicago Manual of Style. You have a choice of using footnotes or endnotes, but it is always a good idea to check first with your professors to see if they have a preference. Some professors also may wish you to separate primary sources from secondary sources in your bibliography.

This supplement to the basic guide to the notes and bibliography system provides examples for many types and formats of primary sources that you may work with in your research. For each example below, the section number to the relevant passage(s) in the 16th edition of the Chicago Manual of Style is provided. Members of the University of Puget Sound community have online access to the entire contents of the 16th edition; simply click on "Citation Tools" on the library homepage to find the link.

Note the difference in indentation between the footnotes/endnotes and the bibliography entries.

Scholarly Edition of a Single Work by One Author (section 14.88)

Footnote or Endnote:

Bibliography:

Excerpt from a Work by One Author found in a Collection of Primary Sources by Multiple Authors (sections 14.112 and 14.119)

Edited collections of excerpts from primary sources by multiple authors are a valuable resource for identifying relevant primary source materials. Whenever possible, it is good practice to use the citations provided for each excerpt to identify and then locate the full source from which the excerpts were derived, and to use that publication instead when writing your paper. In some cases, however, that may not be possible, so you should follow the guidelines for reprint editions and for chapters within a book.

Footnote or Endnote:

Bibliography:

One Volume in a Multivolume Work (section 14.123)

Footnote or Endnote:

Bibliography:

Book from Digital Archive, i.e., American Memory, Making of America, etc. (sections 14.166 to 14.169)

Footnote or Endnote:
1American Sunday-School Union, Bosses and Their Boys; or, The Duties of Masters and Apprentices: Illustrated and Enforced (Philadelphia: American Sunday-School Union, 1853), 6, http://memory.loc.gov/cgi-bin/query/r?ammem/svybib:@field(TITLE+@od1(Bosses+and+their+boys,+or,+The+duties+of+masters+and+apprentices:+:+)).

Bibliography:
American Sunday-School Union. Bosses and Their Boys; or, The Duties of Masters and Apprentices: Illustrated
and Enforced. Philadelphia: American Sunday-School Union, 1853. http://memory.loc.gov/cgi-bin/query/r?ammem/svybib:@field(TITLE+@od1(Bosses+and+their+boys,+or,+The+duties+of+masters+and+apprentices:+:+)).

Letter in Published Collection (section 14.117)

Footnote or Endnote:

Bibliography:

Government Publications (sections 14.293 to 14.304)

Footnote or Endnote:

Bibliography:

Multimedia from Digital Archives (sections 14.274 to 14.280)

Print Advertisement
Footnote or Endnote:

Bibliography:

Sound Recording
Footnote or Endnote:
1Henry Reed, performer, “Absence Makes the Heart Grow Fonder,” 1 min., 12 sec., sound recording; from Library of Congress, Fiddle Tunes of the Old Frontier: The Henry Reed Collection, Real Audio, MP3, Wave, http://memory.loc.gov/cgi-bin/query/S?ammem/afcreed:@field(TITLE+@od1(Absence+Makes+the+Heart+Grow+Fonder)).

Bibliography:

Film Clip
Footnote or Endnote:

Bibliography: