



Annotated Bibliography Guide

NHD
NATIONAL
HISTORY DAY®

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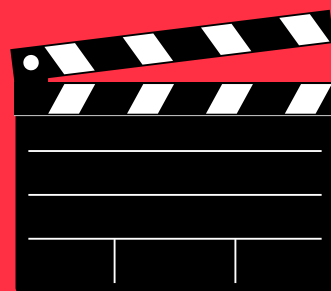
What Is an Annotated Bibliography?


An annotated bibliography is a list of sources accompanied by annotations or short descriptions of how you used the source in your project. Annotated bibliographies are a key component of every National History Day® (NHD) project.

Creating an annotated bibliography lets your reader know what sources you used to create your project.

- An annotated bibliography tells the reader the number, quality, and range of sources used. It provides evidence of the many hours you spent researching in libraries, archives, and classrooms.
- The annotation informs the reader how you used your sources and why they were valuable to understanding your topic.

NHD creates short-form videos to help students and teachers navigate the NHD research process. Watch "What is an Annotated Bibliography?" at youtu.be/KmPYQ3fCKMA.





How Do You Format an Annotated Bibliography?

Some key elements to consider when creating an annotated bibliography:

- It is called an Annotated Bibliography, not a Bibliography, Works Cited, or Works Consulted. Put Annotated Bibliography at the top center of your first page.
- Divide your annotated bibliography into two sections. Label the first "Primary Sources" and the second section, "Secondary Sources." In each section, alphabetize the entries by the first word, excluding "A," "An," and "The."
- Other suggested formatting instructions:
 - Single-space each entry and skip one line between entries.
 - Citations and annotations should be tabbed 1/2 inch (one tab) after the first line.
 - Include full citations (not just URLs) so that the judges know what you found on a particular website.

The *Chicago Manual of Style* is the style most commonly used by professional historians when they write and publish their work. Currently, the *NHD Contest Rule Book* (nhd.org/rules) allows citations in Chicago or MLA style, but this resource focuses on Chicago style.

For complete definitions of primary and secondary sources, access the *NHD Contest Rule Book* in English (nhd.org/rules) or Spanish (nhd.org/reglas).



Building an Annotated Bibliography

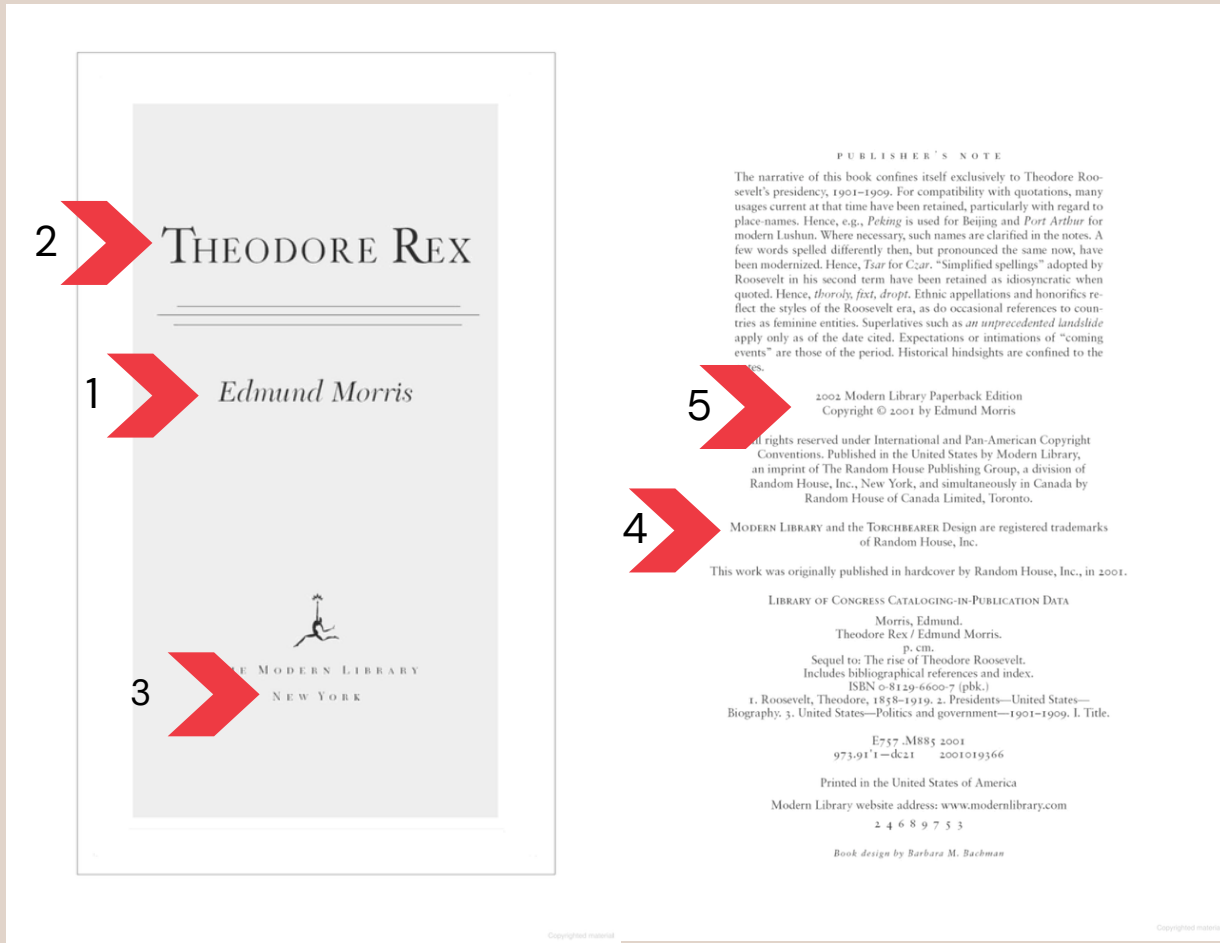
You should build your bibliography as you conduct your research. Simply put, if you wait until the end of your project, this task will be messy, confusing, and complicated. It is easy to forget sources, mix up one source with another, and make mistakes. Let's start by citing a sample source together.

When you start citing, you have two options available. You can create a bibliography on your own, or you can use NoodleTools or other online bibliography generators. NoodleTools offers teachers free access for one year to the program for students engaging in NHD research. To learn more, go to noodletools.com/partners/nhd/.

Let's say you are researching the Panama Canal, and found Edmund Morris's book about President Theodore Roosevelt called *Theodore Rex*. While you skim the book to get a sense of the author's purpose and argument, you use the table of contents and the index to focus on the section that relates to your research. Using the index, you jump to where President Roosevelt is approached by Philippe Bunau-Varilla about a plan to get control of the canal that a French company began digging in Panama.

To cite a book, you need five key elements:

1. The names of the author(s);
2. The complete title of the book;
3. The city where it was published;
4. The name of the company or university that published the book; and
5. The most recent copyright date of the book.



The format to cite a book with a single author is:

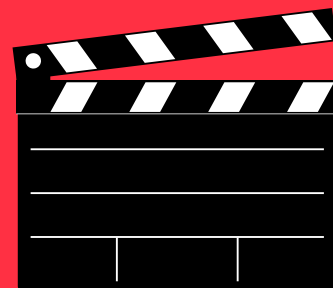
Author last name, Author first name. *Book Title*. Publisher City: Publishing Company, Year.

So, to cite this book, we write:

Morris, Edmund. *Theodore Rex*. New York: Random House, 2001.

How we cite sources varies based on the type of source (book, newspaper article, photograph, website, etc.). Later in this guide, we will provide examples of some of the most common types of sources that NHD students encounter.

NHD creates short-form videos to help students and teachers navigate the NHD research process. Watch "What is an Annotated Bibliography? (Citations)" at youtu.be/EJfbxTmgzrQ.





Citing Sources in Historical Papers

When writing an NHD paper, you have two options to cite your sources. This section will address creating footnotes. It is also appropriate to use parenthetical references described in the website section. Either is appropriate, but choose one and be consistent.

Most historians use footnotes when they write a paper, article, or book. Footnotes allow the reader to track sources without interrupting the flow of the paper. If my paper about Theodore Roosevelt and his foreign policy regarding Germany contains the text:

Roosevelt "has seen the crisis coming for eleven months."¹ He feared that Germany might invade Venezuela if they did not pay off their debts.

The FIRST time that you use this book (in this case, it is a book) in a footnote, my full footnote would look like this:

¹ Edmund Morris, *Theodore Rex* (New York: Random House, 2001), 177.

The footnote tells us the author, the title of the book, the basic publishing information, as well as the page (or range of pages) where the quote can be found. It is similar to the citation in the bibliography, but not exactly the same.



Tip: Allow your word processing program (Microsoft Word, Google Docs) to insert the footnote for you. It will do it automatically, and if you insert one into the middle of the paper, it will automatically renumber them. You can find the "insert footnote" button in the reference section of the menu. If you need step-by-step directions, go to the help menu and type in "insert footnotes."

If you use this source again later in your paper, it is much easier. Assume that later in my paper I write the sentence:

Roosevelt knew he had to take a strong stand and argued for "crude force" to keep the Germans out of Latin America.²

As you can see in footnote two, you can include a shortened footnote with the author's last name, the title of the book, and the page number or page range.

² Morris, *Theodore Rex*, 178.

Later in the guide, we will share examples of how to footnote the most common types of sources that you may use in your NHD paper.



If you take information from a source but put it in your own words, do you have to cite it?

Paraphrasing is when you use your own words to convey someone else's ideas.

PASSENGERS SAVED EARLY CABLES SAY

Reports Received From Liverpool Are All Fragmentary, But All Agree Steamer Began Calling For Help at 2:33—Was Said to Be Listing Badly—Fishing Fleet Rushed to Her Aid.

LIVERPOOL, May 7.—The Cunard line manager says the *Lusitania* was sunk by a submarine.

He received the following wireless from Old Head of Kinsale, at 5:49: "The *Lusitania* was sunk by a submarine at 2:33 this afternoon, eight miles south by west of Old Head of Kinsale."

The authorities declared it was not known how many had been saved.

LONDON, May 7.—The steamer *Lusitania*, filled with passengers, many of whom were Americans, was either torpedoed or blown up by an infernal machine while off Old Head of Kinsale, at 2:33 this afternoon.

Let's use this article about the sinking of the *Lusitania* (chroniclingamerica.loc.gov/lccn/sn84026749/1915-05-07/ed-1/seq-1/) as an example. It is perfectly appropriate to write in your paper that:

The *Lusitania* was hit by a German submarine at 2:33 p.m., and the news of the sinking was published worldwide. A fishing fleet was called to help rescue as many passengers as possible in the North Atlantic.³

It is still necessary to footnote information that came from a source, even if you put that information into your own words.

³ "Liner *Lusitania* Sunk by German Submarine Fleet Rushes to Aid," *The Washington Times*, May 7, 1915.



What if I want to use a really long quotation?

If you have a quotation that is more than two lines across the page, then it should be converted to a block quote. Please note that this kind of quote should be used very infrequently, but it can be effective. A block quote should look like this:

The Constitution of the United States defined the weakness of the Articles of Confederation in the one-sentence preamble,

We the people of the United States, in order to form a more perfect union, establish justice, insure domestic tranquility, provide for the common defense, promote the general welfare, and secure the blessings of liberty to ourselves and our posterity, do ordain and establish this Constitution for the United States of America.⁴

Block quotes are single-spaced, tabbed on one-half inch on both sides of the page, and do **not** need quotation marks around them. They should always have a footnote at the end attributing the source. After the quote, continue typing using double-spacing.



Do I have to cite every sentence of my paper?

No! Often you find that a series of sentences (or even an entire paragraph) is based on content from a single source. When that happens, cite the source once at the end of the last sentence. Remember, your thesis statement and your analysis should be your original work, and should not be credited to another author.

Citing Sources in Documentaries

You are NOT required to cite images or video clips as they appear on the screen. You may add tags to the bottom of the screen to help an image or video clip make sense. For example, you might want to add a name of a speaker, or a relevant historical date during a particular video clip or still image.

At the end of the documentary, you **must** include a list of relevant audio and visual sources that you included in your documentary. This is not a repeat of your bibliography. Just name the major locations of your images. A typical list might include images or videos from the British Museum, the Smithsonian Institution, the National Archives and Records Administration, the Library of Congress, NBC News, or the National World War I Museum. Again, if the judges have a question about a particular visual or audio selection, they can address that in the interview at the end of your documentary.

Image and Video Credits:

British Museum

Library of Congress

National Archives and Records Administration

National World War I Museum

NBC News

Smithsonian Institution



Citing Sources in Exhibits and Websites

When you use quoted material in exhibits or websites, you need to credit your sources, and brief source credits do **not** count toward your student-generated word limit. This basic information allows the reader to find the source in your annotated bibliography.

Print or textual sources should be cited with the author, the title, and a date (when available). An example would be:

"There is danger . . . they have still far to go. It is for the Woman's Party to decide whether there is any way in which it can serve in the struggle which lies ahead to remove the remaining forms of woman's subordination." (Alice Paul, *The Suffragist*, 1921)

If this quotation appeared in your exhibit or website, an NHD judge would expect to find a citation that would show where this text came from (you might have found it in a book, on a website, or in an article) and where to find the full text of what Alice Paul said in 1921.

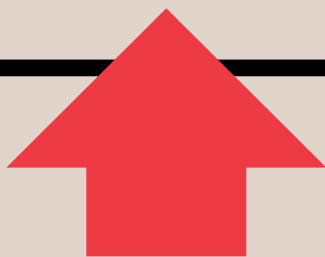
Visual Sources (photographs, art, maps, charts, graphs, etc.) are cited similarly. You want to mention the content (who or what is in the image), give a date if available, and where you found the image. Basic credits (just the facts) do not count towards the student-composed word limit. However, once you begin to analyze or interpret the sources, that counts.

Please note that Google and other search engines are NOT viable sources. Saying that you got your picture from Google is like saying that you got your quote from a library. Just like you need to tell us which book your quote came from in the library, you also need to tell us which website made this image available to you.

Example:



Booker T. Washington, c. 1910,
Library of Congress (2013649123)



*This is required and **does not** count toward the word limit.



Booker T. Washington's leadership of the National Negro Business League helped create economic opportunities for the African American community.

Booker T. Washington, c. 1910,
Library of Congress (2013649123)



*The first sentence (in red) **does** count toward the word limit because it shows analysis and interpretation.

Writing Annotations

When you create a citation, the next step is to create a brief annotation to provide information about your research process. Each annotation must be no longer than two or three sentences. The annotation should explain how you used the source and how the source helped you understand the topic. Annotations should not add additional information to your project.

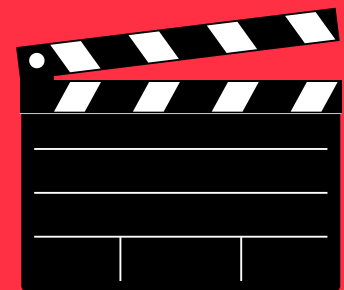
Morris, Edmund. *Theodore Rex*. New York: Random House, 2001.

This biography of Theodore Roosevelt helped me understand how Philippe Bunau Varilla convinced President Roosevelt to recognize the revolutionary government of Panama. It also gave me details regarding the specific treaties signed between the two nations that gave the U.S. control of the canal zone.

Notice that:

- All lines after the first line are tabbed in one-half (1/2) inch.
- An annotation does **not** summarize the source. It explains how it was helpful to your research.

NHD creates short-form videos to help students and teachers navigate the NHD research process. Watch "What is an Annotated Bibliography? (Annotations)" at youtu.be/L159MxJNbPU.





Should I list each photograph or document individually?

When you find a collection of photographs that you want to use, you only need to cite them once, as a group.



How many sources are required in an annotated bibliography?


We cannot tell you a specific number of sources, as that will vary by the topic and by the resources to which you have reasonable access. For some topics, such as the Civil War or many twentieth-century U.S. history topics, there are many sources available to you. For other topics, such as those in ancient history or non-U.S. history, far fewer sources may be available.

When you create your annotated bibliography, only include items you actually used. If you looked at a source, but it did not help you, do not include it. Remember, **quality** sources that you use well are more impressive than a large number of sources that you barely touched.



What if I find a primary source inside of a secondary source?

Please see the explanation in the *NHD Contest Rule Book* (nhd.org/rules) on page 10 to explain how to classify primary sources found in secondary material.



Sample Bibliographies and Footnotes

Academic Journal Articles

Academic journal article (in a database)

Citation:

Author Last Name, Author First Name. "Article Title." *Journal the article was published in* volume of journal, no. of journal (date of publication): page number(s) of the article. Stable URL from the database where you found the article.

Example:

Ballek, Barry J. "When the Ends Justify the Means: Thomas Jefferson and the Louisiana Purchase." *Presidential Studies Quarterly* 22, no. 4 (Fall 1992): 679–696.
<https://www.jstor.org/stable/27551031>.

First time you footnote:

Barry J. Ballek, "When the Ends Justify the Means: Thomas Jefferson and the Louisiana Purchase," *Presidential Studies Quarterly* 22, no. 4 (Fall 1992): 680, <https://www.jstor.org/stable/27551031>.

Every other time you footnote:

Ballek, "When the Ends Justify the Means," 685–687.

Academic journal article (in print)

Citation:

Author Last Name, Author First Name. "Article Title." *Journal the article was published in* volume of journal, no. of journal (date of publication): page number(s) of the article.

Example:

Wolkinson, Benjamin W. "Labor and the Jewish Tradition: A Reappraisal." *Jewish Social Studies* 40, no. 3 (1978): 231–238.

First time you footnote:

¹ Benjamin W. Wolkinson, "Labor and the Jewish Tradition: A Reappraisal," *Jewish Social Studies* 40, no. 3 (1978): 232–233.

Every other time you footnote:

² Wolkinson, "Labor and the Jewish Tradition," 237.



Sample Bibliographies and Footnotes

Archives, Digital Collections, and Digital Exhibitions

Single archival source that has been digitized

Citation:

Creator last name, Creator first name. *Title*. Type of source. Date of creation (if known). Name of archive (item number). URL.

Example:

Griffin, Robert K. [*Liberian Senate*]. Drawing. c. 1856. Library of Congress (96521350).
<https://www.loc.gov/item/96521350>.

First time you footnote:

¹Robert K. Griffin, [*Liberian Senate*], drawing, c. 1856, Library of Congress (96521350),
<https://www.loc.gov/item/96521350>.

Every other time you footnote:

²Griffin, [*Liberian Senate*].

Book or pamphlet from an archive that has been digitized

Citation:

Author last name, Author first name. *Title*. (City of publication: Publisher, Date of publication). Library of Congress (item number). URL.

Example:

Frothingham, Octavius Brooks. *Colonization*. New York: American Anti-Slavery Society, 1855.
Library of Congress (11008402). <https://lccn.loc.gov/11008402>.

First time you footnote:

¹Octavius Brooks Frothingham, *Colonization* (New York: American Anti-Slavery Society, 1855),
Library of Congress (11008402), <https://lccn.loc.gov/item/2004664353/>.

Every other time you footnote:

²Brooks, *Colonization*.

A Digital Collection of Sources from an Archive

Citation:

Collection Title. Digital collection. Name of Archive. URL.

Example:

Maps of Liberia, 1830 to 1870. Digital collection. Library of Congress.
<https://www.loc.gov/collections/maps-of-liberia-1830-to-1870/about-this-collection>.

First time you footnote:

¹ *Maps of Liberia, 1830 to 1870*, digital collection, Library of Congress,
<https://www.loc.gov/collections/maps-of-liberia-1830-to-1870/about-this-collection>.

Every other time you footnote:

² *Maps of Liberia*.

A Digital Exhibition from an Archive

Citation:

Title. Exhibition. Name of Archive. URL.

Example:

The African-American Mosaic. Digital exhibition. Library of Congress. <https://www.loc.gov/exhibits/african/afam002.html>.

First time you footnote:

¹ *The African-American Mosaic*, digital exhibition, Library of Congress. [https://www.loc.gov/exhibits.african/afam002.html](https://www.loc.gov/exhibits/african/afam002.html).

Every other time you footnote:

² *The African-American Mosaic*.

Manuscript collections (if you go to a library and view the papers of a person you are studying)

Citation:

Author last name, Author first name. "Name of the document." Name of the collection and other relevant locating information. Name of the institution that holds the collection, Location of the institution.

Examples:


Reagan, Ronald. "Farewell Address to the Nation, January 11, 1989." Ronald Reagan Papers. Ronald Reagan Library, Simi Valley, California.

First time you footnote:

¹Ronald Reagan, "Farewell Address to the Nation, January 11, 1989," Ronald Reagan Papers, Ronald Reagan Library, Simi Valley, California.

Every other time you footnote:

²Reagan, "Farewell Address to the Nation."



Sample Bibliographies and Footnotes

Books

A book with one author:

Citation:

Author Last Name, Author First Name. *Full Title of the Book*. Publishing City: Publishing Company, Year of Publication.

Example:

Kershaw, Alex. *The Bedford Boys: One American Town's Ultimate D-Day Sacrifice*. Cambridge: Da Capo Press, 2003.

First time you footnote:

¹ Alex Kershaw, *The Bedford Boys: One American Town's Ultimate D-Day Sacrifice* (Cambridge: Da Capo Press, 2003), 42–45.

Every other time you footnote:

² Kershaw, *The Bedford Boys*, 52.

A book with two authors:

Citation:

Author Last Name, Author First Name, and Second Author Full Name. *Full Title of the Book*.
Publishing City: Publishing Company, Year of Publication.

Example:

Klingaman, William K., and Nicholas P. Klingaman. *The Year Without Summer: 1816 and the Volcano That Darkened the World and Changed History*. New York: St. Martin's Press, 2013.

First time you footnote:

¹ William K. Klingaman and Nicholas P. Klingaman, *The Year Without Summer: 1816 and the Volcano That Darkened the World and Changed History* (New York: St. Martin's Press, 2013), 102.

Every other time you footnote:

² Klingaman and Klingaman, *The Year Without Summer*, 187.

A book with three or more authors:

Citation:

Author Last Name, Author First Name, Second Author Full Name, and Third Author Full Name.
Full Title of the Book. Publishing City: Publishing Company, Year of Publication.

Example:

Kennedy, David M., Lizabeth Cohen, and Thomas Bailey. *The American Pageant: A History of the American People*. Boston: Wadsworth, 2010.

First time you footnote:

¹ David M. Kennedy, Lizabeth Cohen, and Thomas Bailey, *The American Pageant: A History of the American People* (Boston: Wadsworth, 2010), 642.

Every other time you footnote:

² Kennedy, Cohen, and Bailey, *The American Pageant*, 744.

A chapter or article published in a larger book

Citation:

Author Last Name, Author First Name. "Full Title of Article." In *Full Title of Book*, edited by Editor's Full Name, page range of chapter or article. Place of Publication: Publisher's Name, Date of Publication.

Example:

Harris, Cole. "France in North America." In *North America: The Historical Geography of a Changing Continent*, edited by Robert D. Mitchell and Paul A. Groves, 65–92. Savage: Rowman & Littlefield Publishers, 1990.

First time you footnote:

¹ Cole Harris, "France in North America," in *North America: The Historical Geography of a Changing Continent*, ed. Robert D. Mitchell and Paul A. Groves (Savage: Rowman & Littlefield, 1990), 66.

Every other time you footnote:

² Harris, "France in North America," in *North America*, 69–70.

A book published electronically (e-book)

Citation:

Author Name(s) in the Correct Format Above. *Full Title of Book*. Publication City: Publisher, Publication Date. URL.

Example:


Kurland, Philip B., and Ralph Lerner. *The Founders' Constitution*. Chicago: University of Chicago Press. <http://press-pubs.uchicago.edu/founders/>.

First time you footnote:

¹ Philip B. Kurland and Ralph Lerner, *The Founders' Constitution* (Chicago: University of Chicago Press, 1987), 42, <http://press-pubs.uchicago.edu/founders/>.

Every other time you footnote:

² Kurland and Lerner, *The Founders' Constitution*, 85.



Sample Bibliographies and Footnotes

Court Cases

Cases and court decisions

Citation:

Case Name, Number (Year).

Example:

Brown v. Board of Education, 347 US 483 (1954).

First time you footnote:

¹ *Brown v. Board of Education*, 347 US 483, 476–477 (1954).

Every other time you footnote:

² *Brown*, 494.

Sample Bibliographies and Footnotes

Encyclopedia Entries

Encyclopedia entry (on the internet)

Citation:

Author Last Name, Author First Name. "Entry Title." In *Title of Encyclopedia*. Edition number. Edited by editor's full name. Place of Publication: Publisher, date of publication. URL/DOI.

Example:

"Ladybird Beetles: Coccinellidae." In *Encyclopedia of Life*. Washington, D.C.: Smithsonian Museum of Natural History. Accessed October 2, 2022. <https://eol.org/pages/7459>.

First time you footnote:

¹*Encyclopedia of Life*, s.v. "Ladybird Beetles: Coccinellidae" (Washington, D.C.: Smithsonian Museum of Natural History, accessed October 2, 2022), <https://eol.org/pages/7459>.



Tip: s.v. stands for the Latin term *sub verbo*, which means "under the word." You are citing the encyclopedia and explaining which entry you used to find the information.

Encyclopedia entry (in print)

Citation:

Author last name, Author first name. "Entry Title." In *Title* edition number, edited by editor's full name. Place of publication: Publisher, publication date.

Example:

Strunk Jr., William. "Words and Expressions Often Misused." In *The Elements of Style* 4th ed, edited by Roger Angell, 39–65. New York: Allyn & Bacon, 2000.

First time you footnote:

¹William Strunk Jr., "Words and Expressions Often Misused," in *The Elements of Style* 4th ed, ed. Roger Angell (New York: Allyn & Bacon, 2000), 54.

Every other time you footnote:

²Strunk Jr., "Words and Expressions," in *Elements*, 61.

Sample Bibliographies and Footnotes

Images and Maps

Photograph or map (on the internet)

Citation:

Artist/Photographer Last name, First name (if known). *Title of Image*. Date (if known). Type of image.
Name of site or organization publishing the image. URL.

Examples:

Lange, Dorothea. *San Francisco, Calif., Apr. 1942 - Evacuees of Japanese Descent being Inoculated as they Registered for Evacuation, and Assignment, Lantern to War Relocation Authority Centers for the Duration of the War*. April 1942. Photograph. Library of Congress. <https://www.loc.gov/pictures/item/2002719511>

Argentina Transportation. 2015. Map. Central Intelligence Agency. cia.gov/static/1bac46b5c56a9bc450b8d903605a4e7f/Argentina_Transportation.jpg.

First time you cite a source:

¹ Dorothea Lange, *San Francisco, Calif., Apr. 1942 - Evacuees of Japanese Descent being Inoculated as they Registered for Evacuation, and Assignment, Lantern to War Relocation Authority Centers for the Duration of the War*, April 1942, photograph, Library of Congress,

¹ *Argentina Transportation*, 2015, map, Central Intelligence Agency, cia.gov/static/1bac46b5c56a9bc450b8d903605a4e7f/Argentina_Transportation.jpg.

Every other time you cite a source:

² Lange, *Evacuees of Japanese Descent*.

² *Argentina Transportation*.

Sample Bibliographies and Footnotes

Interviews



Tip: One of the most common NHD myths is that student-conducted interviews are necessary to do well in competition. However, interviews are not mentioned in the *Contest Rule Book* and will not give you an advantage simply by being included. If well-chosen, properly conducted, and used effectively, they can increase the quality of an entry. The most helpful are usually primary source interviews that contain information that you could not find elsewhere. Interviews with other historians rarely provide such information.

Personal interview (conducted virtually)

Citation:

Last Name, First Name of person interviewed. How the interview was conducted. Date of interview.

Examples:

Johnson, Matthew. Email message to author. May 1, 2012.

Johnson, Matthew. Telephone interview by author. May 1, 2012.

Johnson, Matthew. Zoom interview by author. May 1, 2012.

First time you footnote:

¹ Matthew Johnson, email message to author, May 1, 2012.

¹ Matthew Johnson, telephone interview by author, May 1, 2012.

¹ Matthew Johnson, Zoom interview by author, May 1, 2012.

Every other time you footnote:

² Johnson, email message to author.

² Johnson, telephone interview by author.

² Johnson, Zoom interview by author.

Personal interview (conducted in person)

Citation:

Last Name, First Name of person interviewed. Interview by author. Location of interview. Date of interview.

Example:

Williams, Sandra. Interview by author. Omaha, Nebraska. August 20, 2021.

First time you footnote:

¹ Sandra Williams, interview by author, Omaha, Nebraska, August 20, 2021.

Every other time you footnote:

² Williams, interview by author.

Sample Bibliographies and Footnotes

Magazines



Tip: There are three common ways to access magazine articles. You can go directly to the source and read the article (either in print version or on a microfilm or microfiche machine). You can access magazine articles through electronic databases that organize the articles and make them searchable. You can also find these articles on the internet. Cite the article the way you found it (in print, from a database, or from the internet). This way, your annotated bibliography communicates your research process clearly.

Magazine Article (in a print magazine)

Citation:

Author Last Name, Author First Name. "Article Title." *Magazine Name*, Publication Month Day, Year.

Example:

Zacharia, Fareed. "Big Fuss Over a Small Deal." *Time*, December 9, 2013.

First time you footnote:

¹ Fareed Zacharia, "Big Fuss Over a Small Deal," *Time*, December 9, 2013, 29.

Every other time you footnote:

² Zacharia, "Big Fuss," 29.

Magazine Article (in a database)

Citation:

Author Last Name, Author First Name. "Article Title." *Magazine Name*, Publication Month Day, Year. Name of Database (accession number).

Example:

Zacharia, Fareed. "Big Fuss Over a Small Deal." *Time*, December 9, 2013. MasterFILE Main Edition (92663027).

First time you footnote:

¹ Fareed Zacharia, "Big Fuss Over a Small Deal," *Time*, December 9, 2013, 29, MasterFILE Main Edition (92663027).

Every other time you footnote:

² Zacharia, "Big Fuss," 29.

Magazine article (accessed on the Internet)

Citation:

Author Last Name, Author First Name. "Article Title." *Magazine Name*, Publication Month Day, Year. URL.

Example:

Zacharia, Fareed. "Big Fuss Over a Small Deal." *Time*, December 9, 2013.
<http://content.time.com/time/magazine/article/0,9171,2158654,00.html>.

First time you footnote:

¹ Fareed Zacharia, "Big Fuss Over a Small Deal," *Time*, December 9, 2013, 29,
<http://content.time.com/time/magazine/article/0,917,2158654,00.html>.

Every other time you footnote:

² Zacharia, "Big Fuss," 29.



Sample Bibliographies and Footnotes

Multimedia Resources

Audio recording of a speech or public statement

Citation:

Speaker last name, Speaker first name. "Title of the Speech." Speech, Date the speech was given. Audio file, length of speech. Name of organization or site publishing this speech. URL.

Example:

Truman, Harry S. "First Speech to Congress." Speech, April 16, 1945. Audio file, 18:13. Miller Center for Public Affairs, University of Virginia. <https://millercenter.org/the-presidency/presidential-speeches/april-16-1945-first-speech-congress>.

First time you footnote:

¹Harry S. Truman, "First Speech to Congress," speech, April 16, 1945, audio file, 18:13, Miller Center for Public Affairs, University of Virginia, <https://millercenter.org/the-presidency/presidential-speeches/april-16-1945-first-speech-congress>.

Every other time you footnote:

²Truman, "First Speech."

Video recording of a speech or public statement

Citation:

Speaker last name, Speaker first name. "Title of the Speech." Speech, Date the speech was given. Video file, length of speech. Name of organization or site publishing this speech. URL.

Example:

Johnson, Lyndon B. "First Inaugural Address." Speech, January 20, 1965. Video file, 13:45. American Presidency Project, University of California, Santa Barbara.
<https://www.presidency.ucsb.edu/documents/the-presidents-inaugural-address>.

First time you footnote:

¹Lyndon B. Johnson, "First Inaugural Address," speech, January 20, 1965, video file, 13:45, American Presidency Project, University of California, Santa Barbara, <https://www.presidency.ucsb.edu/documents/the-presidents-inaugural-address>.

Every other time you footnote:

²Johnson, "Inaugural Address."

Sample Bibliographies and Footnotes

Newspapers



Tip: There are three common ways to access newspapers. You can go directly to the source and read the article (either in print version or on a microfilm or microfiche machine). You can access newspapers through electronic databases that organize the articles and make them searchable. You can also find newspaper articles on the internet. Cite the article the way you found it (in print, from a database, or from the internet). This way, your annotated bibliography communicates your research process clearly.

Newspaper article (in print)

Citation:

Author Last Name, Author First Name. "Article Title." *Title of Newspaper*, Publication Month Day, Year.

Example:

Kirkpatrick, David and Mavy El Sheikh. "In Egypt, a Chasm Grows Between Young and Old."
New York Times, February 17, 2014.

First time you footnote:

¹ David Kirkpatrick and Mavy El Sheikh. "In Egypt, a Chasm Grows Between Young and Old,"
New York Times, February 17, 2014.

Every other time you footnote:

² Kirkpatrick and El Sheikh, "In Egypt."

Newspaper article (from a database)

Citation:

Author Last Name, Author First Name. "Article Title." *Title of Newspaper*, Publication Month Day, Year. Database Name (accession number).

Example:

Gadoua, Renee K. "The Suffrage Message." *Syracuse New Times*, August 21, 2013. Newspapers Source Plus (90149360).

First time you footnote:

¹ Renee K. Gadoua, "The Suffrage Message," *Syracuse New Times*, August 21, 2013, Newspapers Source Plus (90149360).

Every other time you footnote:

² Gadoua, "The Suffrage Message."

Newspaper article (from the internet)

Citation:

Author Last Name, Author First Name. "Article Title." *Title of Newspaper*, Publication Month Day, Year. URL.

Example:

"Liner Lusitania Sunk by German Submarine Fleet Rushes to Aid." *Washington Times*, May 7, 1915. <http://chroniclingamerica.loc.gov/lccn/sn84026749/1915-05-07/ed-1/seq-1>.



Tip: Many older or historic newspaper articles do not list authors. Obviously, someone wrote them, but it was not typical to credit them to an author the way that we do today. When this is the case, it is technically correct to cite the newspaper as the author. Therefore, the example above should read:

Washington Times. "Liner Lusitania Sunk by German Submarine Fleet Rushes to Aid." May 7, 1915. <http://chroniclingamerica.loc.gov/lccn/sn84026749/1915-05-07/ed-1/seq-1>.

The first time you footnote:

¹ "Liner Lusitania Sunk by German Submarine Fleet Rushes to Aid," *Washington Times*, May 7, 1915, <http://chroniclingamerica.loc.gov/lccn/sn84026749/1915-05-07/ed-1/seq-1>.

Every other time you footnote:

² "Liner Lusitania Sunk."



Tip: While there are many user-generated websites, you want to use them with caution. Remember, anyone can post to sites like Vimeo or YouTube. Consider who is posting the content. Recognized organizations (like the HISTORY® Channel or the National Archives) who post videos are more reputable than those posted by individual users. Users may edit video content to fit the point of view of the person posting them, and they may or may not be accurately, faithful to the original, or complete.

Video from a user-contributed web source

Citation:

"Title of the Posted Video." Video file, length of the video file. Name of the website. Posted by full name of person or organization, Date posted. URL of the video file.

Example:

"How WWII and Vietnam Veterans Were Treated Differently." Video file, 5:01. YouTube. Posted by HISTORY, March 8, 2019. <https://www.youtube.com/watch?v=7xIWHIYVE8I>.

First time you footnote:

¹"How WWII and Vietnam Veterans Were Treated Differently," video file, 5:01, YouTube, posted by HISTORY, March 8, 2019, <https://www.youtube.com/watch?v=7xIWHIYVE8I>.

Every other time you footnote:

²"WWII and Vietnam Veterans."

Video from a commercial or academic website

Citation:

Creator/star last name, first name. "Title." Filmed date (if known). Video file, length of video. Name of organization publishing the video, Date published online. URL.

Example:

Jackson, Don. "Dachau." Video file, 50:37. The National World War II Museum, 2013. <https://www.ww2online.org/view/donald-jackson#segment-5>.

First time you footnote:

¹Don Jackson, "Dachau," video file, 50:37, The National World War II Museum, 2013, <https://www.ww2online.org/view/donald-jackson#segment-5>.

Every other time you footnote:

²Jackson, "Dachau."



Sample Bibliographies and Footnotes

Websites

Website

Citation:

Author Last Name, Author First Name. "Title of the Page." Organization that published this page. Date last modified. Date that you accessed the page. URL.

Example:

Dyson, Hannah. "Page, Mabeth Hurd (1870–1961)." The Minnesota Historical Society. Last modified August 20, 2020. Accessed September 14, 2021.
<https://www.mnopedia.org/person/paige-mabeth-hurd-1870-1961>.

First time you footnote:

¹Hannah Dyson, "Page, Mabeth Hurd (1870–1961)," The Minnesota Historical Society, last modified August 20, 2020, accessed September 14, 2021, <https://www.mnopedia.org/person/paige-mabeth-hurd-1870-1961>.

Every other time you footnote:

²Dyson, "Page, Mabeth Hurd."