

15.32 / NOTES AND FOOTNOTES

- 15.32** The dates of publication of printed sources must be included, and dates of manuscript material where possible. The classics, the Bible, commonly used reference books, and other self-evident sources are, of course, exempt from this rule, except that the edition should be specified when page references are given.
- 15.33** All references to a particular source must be consistent. For example, to specify the volume of a periodical in one note and give only the date in another reference to it is unacceptable.

FULL REFERENCES

- 15.34** Give each source in full the first time it appears in each chapter of a book (but see pars. 15.9–10). Items to be included in full references are listed below in the order in which they should be given. Amplification of the form for each item is provided in the following pages. References to various kinds of sources that do not conform to these general rules are illustrated in pars. 15.130–40.

BOOK

- Author's full name
- Complete title of the book
- Editor, compiler, or translator, if any
- Name of series in which book appears, if any, and volume or number in the series
- Edition, if other than the first
- Number of volumes
- Facts of publication—city where published, publisher, date of publication
- Volume number, if any
- Page number(s) of the particular citation

ARTICLE IN A PERIODICAL

- Author's full name
- Title of the article
- Name of the periodical
- Volume (and number) of the periodical
- Date of the volume or of the issue
- Page number(s) of the particular citation

UNPUBLISHED MATERIAL

- Title of document, if any, and date
- Folio number (or box number or other identifying specific)
- Name of collection
- Depository, and city where it is located

the letter "J." If the title page of the book being cited carries only one initial before the last name of an author, it is usually possible to determine the full name by consulting library cards or biographical reference books. Only when the full name cannot be found should the initial alone appear.

- 15.52** If no author's name appears on the title page but the author is known, the name should be placed in brackets.

18. [Antonio de Espejo], *New Mexico: otherwise the voiage of Anthony of Espejo . . . translated out of the Spanish copie printed first at Madreal [Madrid], 1586, and afterward at Paris, in the same yeare* (London, 1587).

If a work is assumed to be by a specific author, but the fact of authorship cannot be reliably established, the name, followed immediately by a question mark, may be given in brackets.

- 15.53** If there is no ascertainable "author" (editor, compiler, or other), the reference begins with the title of the work. The use of "Anonymous" or "Anon." should be avoided.

- 15.54** *Two authors*

19. John P. Dean and Alex Rosen, *A Manual of Intergroup Relations* (Chicago: University of Chicago Press, 1955), p. 102.

- 15.55** *Three authors*

20. Richard K. Beardsley, John W. Hall, and Robert E. Ward, *Village Japan* (Chicago: University of Chicago Press, 1959), pp. 303-4.

- 15.56** *More than three authors.* The name of the first author is used, followed by "et al." (*et alii*, "and others"). No comma should intervene between the author's name and et al., and no more than one author's name should be used.

21. Jaroslav Pelikan et al., *Religion and the University*, York University Invitation Lecture Series (Toronto: University of Toronto Press, 1964), p. 109.

(In a bibliography, however, it is customary to give all the authors' names; see par. 16.15.)

- 15.57** *Omission of author's name.* If an author's full name is given in the text near the reference to, or near a quotation from, his work, the name may be omitted in the footnote. When only the last name is given in the text, the full name should be included in the footnote, if it is the first reference to the work in a chapter. As a convenience to readers, however, the full name, even when it appears in the text, may be repeated in the footnote when the work is to be cited in shortened form in subsequent references.

## 16.1 / BIBLIOGRAPHIES

- Contribution to a symposium or volume of conference papers 16.59
- Edited volume 16.60
- Later edition 16.61
- Public document 16.62
- Unpublished paper 16.64
- Book in a series 16.65
- Several works by same author 16.66
- For Further Reference 16.69

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## INTRODUCTION

**16.1** Most works with any pretensions to scholarship include a list of books and other references bearing on the subject of the work. In the humanities and some other fields, the list is usually titled Bibliography or, if it includes only works referred to in the text, Works Cited. In the natural sciences, a list of cited works is usually headed References. A general bibliographical list is best placed at the end of the book, before the index; shorter lists are sometimes placed at the ends of chapters: convenience to the reader should govern the placement of bibliographical material.

**16.2** Convenience to the reader should also govern the nature of the list and the arrangement of works within it. When a bibliography is intended to direct the reader to other works for further reading and study, an *annotated* bibliography is most useful. This is a list of books in alphabetical order (or a series of lists with subject headings if the number of entries is large), with comments appended to some or all of the entries. In the following example<sup>1</sup> comments are set on separate lines, but they are often run in:

Stang, Richard. *The Theory of the Novel in England, 1850-1870*. New York: Columbia University Press, 1959.

A systematic, impressive study uncovering "modern" doctrines about fiction in forgotten publications before James.

Tillyard, E. M. W. *The Epic Strain in the English Novel*. London: Chatto & Windus, 1958.

A defense of the reality of genres—particularly the epic—and of their usefulness to criticism. The method of definition, based on one quality only, leads to some awkward acrobatics.

Watt, Ian. *The Rise of the Novel: Studies in Defoe, Richardson, and Fielding*. Berkeley and Los Angeles: University of California Press, 1957.

1. Slightly altered from Wayne C. Booth, *The Rhetoric of Fiction* (Chicago: University of Chicago Press, 1961).