

## Style Guide

### I. FOOTNOTING

#### A. Situations in which you must cite your source:

##### EXAMPLE I

*Passage from text:*

“In 1629, the 23-year old Winthrop proposed that Puritans make a physical separation from England rather than a formal separation from the Anglican Church.”

*Your paper:*

“The Massachusetts Bay Colony was set up by the Puritans who made a physical separation from England rather than a formal separation from the Anglican Church.”

##### Explanation:

Even though this is not an exact replication of what appears in the text, it is virtually identical; hence the need to cite the source.

##### EXAMPLE II

*Passage from text:*

“As the American people sensed impending victory in the spring of 1945, they could not help but wonder at the massive changes that had taken place during the preceding four years, even as they approached with anxiety the unknown future of a world without a war.”

*Your paper:*

“As Americans anticipated victory in 1945, they could not avoid thinking about the enormous changes that had accompanied World War II, even as they looked forward to a future whose only apparent certainty was peace.”

##### Explanation:

The wording of the second passage is different than that of the quotation, yet the idea is fundamentally the same. This is a paraphrase; therefore, it requires a footnote.

##### EXAMPLE III

*Passage from text:*

“Locke said that the government receives its political power from the consent of those it governs through a representative assembly.”

##### Explanation:

This is very close to what Locke *did* say in his writings, but because this idea is part of what we call “common knowledge,” there is no need to provide a citation. If you are not sure whether a particular fact or statement constitutes common knowledge, err on the side of safety and provide a footnote.

## **B. Footnoting Styles**

These seem to be in a constant state of flux, but some general rules apply.

### 1. Format for the initial citation of a book:

<sup>1</sup> Author’s first name, last name, *Book Title* (Publication Locale: Publisher, Date of Publication), page number.

<sup>1</sup> John Lewis Gaddis, *We Now Know: Rethinking Cold War History* (New York: Oxford University Press, 1997), p. 27.

Note the font style and punctuation. You may underline the book title rather than italicizing it, if you so desire.

### 2. Format for subsequent citations of the same book:

<sup>2</sup> Author’s last name, *Book Title*, page number.

<sup>2</sup> Gaddis, *We Now Know*, pp. 33-35.

Titles may be truncated to include only those words preceding the colon. In addition, note the use of the “double-p” indicating multiple pages.

### 3. Format for consecutive citations of a book:

<sup>2</sup> Gaddis, *We Now Know*, pp. 33-35.

<sup>3</sup> Ibid.

<sup>4</sup> Ibid., p. 14.

“Ibid” connotes consecutive citations of the same source. If you are quoting material which comes from the identical pages as your preceding quotation, the word “ibid” will suffice. If your quotation comes from a different page within that source, you must cite the page number. As for the font style, the trend has been to abandon the italicizing or underlining of “ibid.”

### 4. Format for initial citation of an article:

<sup>5</sup> Author's first name, last name (except if Asian), "Article Title," *Journal Title* vol. #, no. # (Date if applicable), page number.

<sup>5</sup> Chen Jian, "The Myth of America's 'Lost Chance' in China: A Chinese Perspective in Light of New Evidence," *Diplomatic History* vol. 21, no. 1 (Winter 1997), p. 81.

#### 5. Format for an essay within an edited book:

<sup>17</sup> Author's first name, last name, "Essay Title," Editor's name, ed., *Book Title* (Publication Locale: Publisher, Date), page number.

<sup>17</sup> Niu Jun, "The Origins of the Sino-Soviet Alliance" in Odd Arne Wested, ed., *Brothers in Arms: The Rise and Fall of the Sino-Soviet Alliance, 1945-1963* (Stanford: Stanford University Press, 1998), p. 69.

#### 6. Format for primary source material on course website:

<sup>23</sup> Document, URL

<sup>23</sup> Kennan's "Long Telegram," [http://faculty.virginia.edu/coldwar/site/documents/kennan\\_long\\_telegram.pdf](http://faculty.virginia.edu/coldwar/site/documents/kennan_long_telegram.pdf).

Your footnote reference numbers should run consecutively from page one through the end of your paper; do not begin each page anew with reference number "1." Footnote reference numbers should also appear at the end of sentences. If you have questions on these and/or other footnoting scenarios, feel free to contact the instructors.

## **II. Grammar, usage, and style**

### A. Appearance

1. Your name should appear in top-right hand corner of page one.
2. Insert page numbers in the top right-hand corner of all pages except page one.
3. Left- and right-hand margins should be 1.25"; top and bottom margins should be 1".
4. Use a 12 point, serif font, preferably Times New Roman or Palatino.
5. The text should be double-spaced.

### B. Usage and Style

1. Write in the "third person." Avoid references to "I," "we," or "our."

2. Avoid the use of contractions.
3. Omit needless words. “The fact that...,” for example, is an unnecessary construction.
4. The reference “U.S.” is not a noun; it is an adjective, as in “U.S. foreign policy.”
5. Avoid ending sentences with prepositions.
6. Use the “active” voice.
7. “America” and the “United States” are singular constructions; each takes the pronoun, “it.”
8. Cite the full name of an individual when making initial reference to that person.
9. The word “may” refers to the concept of “allowance”; “might” connotes that of possibility.  
Ex:  
“Had he enough time before his exam, he might have skimmed the final two chapters of the text.”  
“The occupation authorities told the locals that captive women and children may move about freely.”
10. If you are citing an author, build that person’s name into your quotation.  
Ex:  
“As Gaddis suggests, Stalin sought security primarily by ‘depriving everyone else of it.’<sup>1</sup>”
11. Since the papers for this course are of relatively short length—four to six pages—you should avoid lengthy quotations. If, however, you feel the need to use a long quotation, bear in mind that quotations longer than four lines or forty words require special attention. Indent the entire passage on both the right- and left-hand margins; single-space the entire passage; separate the passage from the main body of the text by three spaced on both the top and bottom; and reduce the pitch from twelve to ten.