

NOTES

Notes should be incorporated into documents using your software’s footnote/endnote function (see separate guidelines for Author-Date Citations). (In the printed book they will usually appear in a Notes section following the text; in edited collections the notes appear at the ends of chapters.) Notes should be numbered from 1 within each chapter, not consecutively throughout the ms. Notes for tables and illustrations should *not* be included in the numbering sequence for the notes to the text; they should appear below the relevant table or illustration (see separate guidelines for Illustrations).

Your goal should be to provide sufficient documentation to support your arguments while avoiding excessive annotation. Lengthy discursive notes should be avoided—if the material is essential, it probably belongs in the text. Except in highly unusual cases, there should be no more than one note number per sentence. Similarly, all the references for one paragraph can often be combined into a single note. Remember that the maximum allowable manuscript length specified in your contract (Section 8) includes the notes.

Chapter titles and subheads within chapters should not carry note numbers. If you need to include an acknowledgment of or information about previous publication of a chapter, this information should be included in a separate acknowledgments or credit section for the book as a whole; if required by the copyright holder, it may appear as an unnumbered note at the foot of the chapter opening page; or it may appear as an unnumbered note at the beginning of the notes section for that chapter.

Epigraphs should not carry note numbers; the source should be cited briefly beneath the epigraph:

Both read the same Bible and pray to the same God, and each invokes His aid against the other.

Abraham Lincoln, Second Inaugural Address

Notes should not contain tables, figures, or other illustrative material.

STYLE

Include full reference data the first time you cite a source within a chapter, even if you have already cited the source in an earlier chapter; after the first reference within a chapter use author’s last name and short title only, not “op. cit.” or “loc. cit.”

Use “ibid.” (which is not italicized) if it refers to the *only* work cited in the preceding note. If you refer to one work repeatedly in a passage, it’s better to avoid a long string of “ibids.” by including the page reference in the text in parentheses:

The importance of preserving the separation of powers was central to Justice Scalia’s solitary dissent in *Morrison v. Olson*.¹⁰ . . . Rehnquist granted that “there is no dispute that the functions performed by the independent

counsel are ‘executive’” in nature, but he disagreed that the act “unduly trammels on executive authority” (p. 21). Although he acknowledged that “the Act reduces the amount of control that the President exercises over the investigation and prosecution of a certain class of alleged criminal activity” (p. 23) he denied that “this limitation as it stands sufficiently deprives the President of control over the independent counsel to interfere impermissibly with his constitutional obligation to ensure the faithful execution of the laws” (p. 25).

Use full page ranges: 155–159, not 155–59. Avoid vague page references (123ff., 123 et seq.) and “passim”; instead cite by chapter if necessary.

Do not capitalize abbreviations such as *vol.*, *no.*, *pt.*, and the like; in the case of foreign publications, use English words for these terms.

Use arabic numerals for volume numbers.

Within a citation, for large cities no state name is needed with place of publication; add state name for smaller cities, except when the name of the state appears in the publisher’s name. Thus: Boston: Houghton Mifflin; Ithaca, N.Y.: Cornell University Press; Lawrence: University Press of Kansas. Either conventional (N.Y.) or postal (NY) abbreviations for state names may be used, but be consistent. (See *Chicago Manual of Style*, 15th ed., 15.29, for a list of both forms of state abbreviations.)

URLs for websites should be in roman type. Do not enclose URLs in angle brackets. Do include an access date.

If the same sources, particularly archival sources, are cited frequently, abbreviate them and include a list of abbreviations as a separate file.

John Bates Papers	John C. Bates Papers, United States Army Military History Institute
Samuel Bates Papers	Samuel Bates Papers, Lawrence Lee Pelletier Library, Allegheny College
Hubbard Letters	Letters of Robert Hubbard, M.D., United States Army Military History Institute
<i>JAMA</i>	<i>Journal of the American Medical Association</i>
LBJL	Lyndon B. Johnson Library
NARG	National Archives, Record Group
NPMP	Nixon Presidential Materials Project
<i>OR</i>	<i>The War of the Rebellion: A Compilation of the Official Records of the Union and</i>
<i>the Union and</i>	<i>Confederate Armies</i>
USAMHI	United States Army Military History Institute

SAMPLE NOTES

Book

1. Antonin Scalia, *A Matter of Interpretation: Federal Courts and the Law* (Princeton, N.J.: Princeton University Press, 1997), 38. (Short reference: Scalia, *Matter of Interpretation*, 10.)

One volume of a multivolume work

2. Ralph A. Rossum and G. Alan Tarr, *American Constitutional Law*, vol. 1, *The Structure of Government*, 6th ed. (Belmont, Calif.: Wadsworth, 2003), 236–265. (Short reference: Rossum and Tarr, *American Constitutional Law*, 1: 210.)

Edited book

3. Helen E. Veit, Kenneth R. Bowling, and Charlene Bangs Bickford, eds., *Creating the Bill of Rights: The Documentary Record from the First Congress* (Baltimore: Johns Hopkins University Press, 1991), 78. (Short reference: Veit, Bowling, and Bickford, *Creating the Bill of Rights*, 204.)

4. Hobbes, Thomas. *Leviathan*, ed. Richard Tuck. Cambridge: Cambridge University Press, 1996. (Short reference: Hobbes, *Leviathan*, 299).

Chapter in an edited book

5. Gregory E. Maggs, “The Secret Decline of Legislative History,” in *The Public Interest Law Review 1994*, ed. Roger Clegg and Leonard A. Leo (Washington, D.C.: National Legal Center for the Public Interest, 1994), 72. (Short reference: Maggs, “Secret Decline,” 75.)

Journal Article

6. Vincent Phillip Muñoz, “James Madison’s Principles of Religious Liberty,” *American Political Science Review* 97, 1 (February 2003): 17–32. (Short reference: Muñoz, “James Madison’s Principles,” 20.)

Newspaper or magazine articles

7. Glen Elsasser, “No Contest: Top Court’s Top Fighter Is Scalia,” *Chicago Tribune*, May 27, 1997, 1. (Short reference: Elsasser, “No Contest,” 1.)

8. Pauline Kael, “The Current Cinema,” *New Yorker*, January 8, 1991, 27. (Short reference: Kael, “Current Cinema,” 28.)

Theses and Dissertations

9. Edward Taylor Evans. “Vietnam in Turmoil: The Japanese Coup, the OSS, and the August Revolution in 1945.” M.A. thesis, University of Richmond, 1991.

10. William H. Wainwright. “De Gaulle and Indochina, 1940–1945.” Ph.D. diss., Fletcher School of Law and Diplomacy, 1972.

Website

11. Pamela Sargent, interview with Jill Engel-Cox, December 2001,
<http://www.sff.net/people/PSargent/interview2002.htm> (accessed December 1, 2003).

For further information and examples of citations to other types of material, see *The Chicago Manual of Style*, 15th ed.