Documentation Guide
University of Nebraska Press

For all fields the press follows the recommendations given in *Chicago Manual of Style*, 17th edition, and spelling preferences given in *Merriam-Webster’s Collegiate Dictionary*, 11th edition. UNP discourages following other conventions, namely MLA and AAA, as *Chicago* is the benchmark for style and documentation in the publishing industry and UNP copyeditors have been trained in its rules. This guide will address Chicago’s systems: notes-and-bibliography and author-date.

**Multiauthor /Contributed Volumes**

While the bibliography in a single-author or co-authored work is placed at the end, in a multiauthor book each chapter may be followed by a brief set of notes and bibliography. The standard formatting rules explained below should be adhered to in the individual note and bibliography entries. In addition:

- All chapters must use the same system of documentation: whether the notes-and-bibliography system or the author-date system.
- Do not combine all sources into one bibliography, regardless of the number of repeated sources mentioned across chapters.

**NOTES-AND-BIBLIOGRAPHY SYSTEM**

UNP’s first preference is to use shortened citations in the notes linked to a comprehensive bibliography that is organized alphabetically. Short cites lend a clean look to the notes section and are easily navigable and understandable for the reader; a full alphabetical bibliography displays your knowledge of the field and the breadth of your research and is easy for the reader to search.

**Notes and Note markers**

Most important, UNP does not allow footnotes. Please use only endnotes.

An endnote short cites contains only the author’s surname, a shortened title of the work, and the page number, if relevant. *Do not* repeat the full bibliographic information in the notes. For example: Wishart, *Last Days of the Rainbelt*, 134–37. Other style issues to follow:

- Acknowledgments of any kind should not appear in a numbered note. Either include the acknowledgments in an acknowledgments section or, for contributed volumes, in an unnumbered note at the start of the notes section of each contribution.
- Avoid using more than one note marker (number) per sentence.
- Note markers should be placed at the end of a sentence or, if it’s absolutely necessary to use multiple notes for clarity, at the end of a punctuated phrase.
- Do not use note markers on chapter titles, subheadings, epigraphs, captions, or other display type. In an epigraph, use a brief source / attribution line instead. In a caption, source information should be included at the end of the caption.
- Citations to newspaper articles or personal communications or interviews should appear in the notes only, not in the bibliography except archival material.
Bibliography

Bibliographies, if divided into sections, should be divided into two sections only: \textbf{Archives/Manuscript Materials} (personal papers, typescripts, letters and other correspondence, speeches); and \textbf{Published Works} (including dissertations and published government documents). Citations to newspapers and newspaper articles should appear in the notes only. If more than the preferred two sections is absolutely necessary for the reader’s understanding (e.g., a separate category for personal interviews and communications), a headnote must be included at the beginning of the bibliography to explain the rationale for the subdivision.

Generally, \textit{UNP} suggests using one of three styles of bibliography:

- \textbf{Full Bibliography}: First preference. All sources are referenced in the text and notes.
- \textbf{Selected Bibliography}: Not all works in the text and notes are cited (only “selected” ones).
- \textbf{[List of] Sources}: Reserved solely for discursive citations and usually divided by both chapter and relevant subject(s). Information about the sources appears in paragraph form, not as an alphabetical list. Although this is neither \textit{UNP}’s preferred form nor considered a standard bibliography, it allows room for background information and clarification on chosen documentation decisions. For example, a list of sources is appropriate when citing numerous older sources for which not all publication information is readily available.

If the MS uses a bibliographic essay or only a selected (partial) bibliography, a work’s first mention in each chapter must provide full bibliographic information; subsequent cites in that chapter should use short cites. If that source is cited again in a later chapter, the full biblio information must be repeated as well.

\textbf{Archives and Manuscript Materials}

\textit{UNP}’s preference for an archival citation is a short cite in the notes with a complete entry in the bibliography. In an archive note, the main element is usually a specific item (a letter, a typescript, a memorandum, etc.), which should be given first, then the author or owner, followed by specific location information. The main element in the corresponding bibliography entry is usually either the collection in which the specific item may be found, the author(s) or owners of the items in the collection, or the repository for the collection. Specific items should not be included in a bibliography unless only one item from a collection is cited.

\textit{Example archive source entries}


\textit{Example archive note entries}


22. An additional account of this incident can be found in the Welch Dakota Papers.

24. The journal of Army Corps of Engineers officer Gouverneur Kemble Warren at the New York State Library is especially interesting.

53. Du Bois to Seymour, March 26, 1976, CDBC.

54. Du Bois to Seymour, October 31, 1977, CDBC.


Published Works

NOTE: Large and well-known cities do not need the corresponding state name, e.g.: Berlin, Boston, Buenos Aires, Chicago, London, Los Angeles, New Orleans, New York, Paris, Philadelphia, San Francisco, New Orleans, New York, Seattle. Other cities should include the country or state name, except for citations to university presses whose names include the state name. Thus: “Lincoln: University of Nebraska Press” but “Bronx NY: Fordham University Press.”

Book with a Single Author


Book with Multiple Authors


Book with an Editor


Chapter in a Book


Journal or Magazine Article

Dissertations

Newspaper (cites appear in notes only)
Short: 38. Royko, “Next Time, Dan.”
*If there is no byline, it is acceptable to list article title, date, newspaper and/or news service. This is often the case with older articles.

Citing from the Web
Online periodicals and ebooks are cited exactly as the same as their print versions with the addition of a URL for the specific content accessed. If the page is no longer accessible, indicate that the site has been modified or deleted.


URLs indicate the location of material only and do not constitute a reference. The author (or organizational author), title, and approximate date the material was posted must be included with the URL. An access date indicating the month and year the author viewed the material is needed if no posting or publication date is apparent. Examples:


AUTHOR-DATE SYSTEM

Whereas a notes-and-bibliography system uses notes to convey source information, the author-date system features in-text parenthetical citations that correspond to a reference list at the end of a book. A reference list differs from a bibliography only in that the date is placed immediately after the author name, not at the end of an entry. Otherwise, all formatting is the same.

In the in-text parenthetical citations, only the author’s last name and year of publication are listed; page numbers appear when applicable for direct quotes. If the author’s name is mentioned in the text, only the year need appear in the parenthetical cite (differing examples shown below):

Text example 1: He returned to America and did succeed . . . in making a “whole new home in a new place” (Clifford 1997, 250).

Text example 2: He returned to America and did succeed, in the words Clifford (1997) uses to describe the immigrant experience, in making a “whole new home in a new place” (250).


No Known Author
Please use the shortened title of a work, as well as publication year and page number.

Text: Influenced by advice from artist Mary Cassatt, the Havemeyers were avid collectors of impressionist paintings (“World’s Columbian” 1973).


Multiple Authors
For a book authored by three or fewer, list all last names in the text or citation. For books authored by more than three, only use the first author’s last name followed by “et al.”

Text: However, as legal scholars demonstrate, “the virtual universality of married women’s property acts did not mean . . . that uniformity reigned in America” (Shammas, Salmon, and Dalin 1987, 83).


Book with an Editor
Include the abbreviation for editor in the reference list. For the parenthetical citation, however, only the last name and year of publication are needed.

Text: This sentiment of African American art and music as the only “native-born” American artistic contribution is reinforced in The Book of American Negro Poetry: “[T]he Negro . . . [is] the creator of the only things artistic that have sprung from American soil and been universally acknowledged as distinctive American products” (Johnson 1922, 10).

*Indirect Sources*

To cite an indirect source, usually a quote within a work you’re referencing, in the text use “quoted in” and the last name and page number of the source cited. This practice should be avoided, however; please attempt to locate the original source.

Text: Such an idea connects to Cather’s comment, noted earlier, regarding assimilationist efforts to turn immigrants into “stupid replicas of smug American citizens” (quoted in Ryan 2003).


*N.B. regarding AAA Style Guide*

September 9, 2015: “After much consideration of publishing standards and member input, AAA has decided to cease production of the AAA Style Guide. AAA style now adheres fully to the current edition of the *Chicago Manual of Style* (Author-Date), which can be located on their website. If you have any questions, comments or concerns please contact Digital Editorial Assistant Elyse Bailey at ebailey@americananthro.org.