U.S. Military Academy at West Point
Department of History
Style and Formatting Guide

This is a reference guide for formatting Chicago style footnotes and the Bibliography In your history papers at West Point. Use this guide in conjunction with the Documentation and Acknowledgement of Academic Work (June 2023) In case of conflicts, this guide takes precedence.

SAMPLE CITATIONS

Book (Print, Single Author)

Footnote, first use:


Footnote, subsequent reference to the same work. Use the short form with the appropriate page number:


Bibliography:


Book (Print, Two, or Three Authors)

Footnote, first use:

Footnote, subsequent reference to the same work:


Bibliography:


Book (More Than Three Authors)

Footnote, first use:


Footnote, subsequent reference to the same work:

5 Maier et al., *Inventing America*, 508.

Bibliography:


Edited Volume

Footnote, first use:


Footnote, subsequent reference to the same work:


Bibliography:

Chapter in an Edited Volume

Footnote, first use:


Footnote, subsequent reference to the same work:

⁵ Ross, “Components of Cultural Justice,” 207.

Bibliography:


Journal Article

When a journal article is obtained via an online database but is a photographic copy of the original publication (usually in pdf format), it is not necessary to cite it as an online source. In this case, simply cite it by the original publication information according to the format below.

Footnote, first use:


Footnote, subsequent reference to the same work:

⁵ Will, “The 1744 Annual Audits of Magistrate Activity and Their Fate,” 40.

Bibliography:


Newspaper Article

When a newspaper article is obtained via an online database but is a photographic copy of the original publication (usually in pdf format), it is not necessary to cite it as an online source. In this case, simply cite it by the original publication information according to the format below.
Footnote, first use:


Footnote, subsequent reference to the same work:


Bibliography:


Magazine Article

Footnote, first use:


Footnote, subsequent reference to the same work:


Bibliography:


Website

Note: Not all web sources are valid for scholarly research. Acceptable web sources include primary sources and scholarly secondary sources. A secondary source is scholarly if it follows at least the same standards of evidence as your paper (it must include footnotes or endnotes). Your instructor may give you additional guidance on web sources. It is not necessary to include non-durable URLs for web sources that were previously published and are merely photographically reproduced in a database (such as JSTOR). In these cases, cite only the original publisher.

Footnote, first use:

Bibliography:


**Journal Article from Online Database (Not Copied in Original Format)**

When a journal article in an online database is not a photographic copy but merely text, it is necessary to provide the URL because page numbers will not match those in the original publication. In this case, include only the durable URL to the database, not the temporary URL that is specific to your login session. The temporary URL is not used because it holds no value for a scholar who may attempt to retrace your citation. Normally, durable URLs are much shorter than temporary URLs, whereas temporary URLs often require multiple lines of text.

**Footnote, first use:**


**Bibliography:**


**Article Reprinted in USMA History Course Notebook**

**Footnote, first use:**


**Bibliography:**


**Article Reprinted in USMA History Course Reader**

**Footnote, first use:**

Bibliography:


*West Point History of Warfare (online edition)*

Footnote, first use:


Footnote, subsequent reference to the same work:


Bibliography:


Translation

Footnote, first use:


Bibliography:


Quotation from Secondary Source

Footnote, first use:
USMA Department of History, Style and Formatting Guide


Bibliography:


**Unpublished Thesis or Dissertation**

Footnote, first use:


Bibliography:


**Congressional Record (Reports, Bills, or Resolutions)**

Footnote, first use:


Bibliography:


**Laws and Statutes**

Footnote, first use:


Bibliography:


**Primary Source in a Multi-Volume Collection**

Footnote, first use:
USMA Department of History, Style and Formatting Guide


Bibliography:


Primary Source from an Untitled Volume in a Multi-Volume Collection

Footnote, first use:


Bibliography:


Primary Source from Archive

Footnote, first use:

² Department of State Memorandum of Conversation, “Swiss protest concerning flight of American aircraft over Swiss territory,” dated October 12, 1943, RG 59, Central Decimal File, 1940-1944, decimal 811.2354/25, Box 7352, U.S. National Archives at College Park, MD (hereafter NARA).

Bibliography:

U.S. National Archives at College Park, MD, Record Group 59.

Artificial Intelligence (Such as CHAT GPT)

The use of AI will most likely appear on your Acknowledgements page where you will document assistance received. Information from AI sources such as “How many tanks were at the Battle of Kursk?” will be difficult to access as a search of books, articles, and archive documents will result in conflicting numbers as the answer depends on what was counted and when. ChatGPT will provide an answer, but one will not know where that number came from or how it was calculated. Acquiring information, specific details from documented sources and citing such sources will result in a stronger, more persuasive argument.
Footnote, first use:


Bibliography:


Please note that the URL provided in the citation is fictional and should be replaced with the actual URL of the page you are referencing. Additionally, if you are citing a specific response or information provided by ChatGPT, you should include the conversation context, question, or prompt that led to the response to provide proper context for the citation.
For history papers provide a list of sources at the end of the paper. A Bibliography includes all the sources that informed your paper – whether cited or not. The list should be formatted in Times New Roman font, size 12. Center the title BIBLIOGRAPHY two inches from the top of the page. Your sources should be listed in alphabetical order. If applicable, they should also be organized by primary and secondary sources and then alphabetically. Single-space each source and double-space between sources. Subsequent lines for each source should be indented five spaces.

Bibliography Example:

```plaintext
Primary Sources


```
Narrative text should be formatted in Times New Roman font, size 12, and double spaced. The paper title should not be repeated before the introduction, as it already appears on the title page. The 1.5-inch margin on the left side of each page allows for the paper to be bound in the brown bomber without the binding encroaching on the text.

General Format Example:

This guide will help you document your written work for introductory history courses and other classes here at West Point. Documentation is designed to: (1) Give proper credit to the originators of ideas, (2) Lend weight to your own arguments by offering corroborating evidence from credible sources, and (3) Enable your reader to refer back to the specific location in the source cited. Improper documentation not only fails in these objectives but also detracts from your own credibility by suggesting laziness, ignorance and/or duplicity.

The instructions contained in this guide can help you not only improve your grades, but also enhance the overall effectiveness of your writing. If you have further questions, consult current editions of The Little, Brown Handbook (LBH) and the Dean’s Documentation of Academic Work (DAW) as well as your instructor for definitive rules.
FOOTNOTE GUIDANCE

Create footnotes through MS Word by selecting "insert footnote" from the "References" tab. This will create a superscript number for you. In the text, the footnote number should appear at the end of the sentence after all punctuation. Consolidate all references in one sentence into one footnote and separate sources with a semi-colon. Footnotes should be formatted in Times New Roman font, size 10. Single-space within each note and double-space between notes.

Footnote Example:

37 Neal, H. Petersen, ed., From Hitler’s Doorstep: The Wartime Intelligence Reports of Allen Dulles, 1942-1945 (University Park, PN: Penn State Press, 1996), 398. Allan Dulles replied that “it will be hard to make the Swiss believe that Germans had [14 to 15] American planes with American bombs assigned to [the] apparent task of blowing up [a] power plant in which the Germans have [a] joint interest with [the] Swiss.”

38 Petersen, ed., From Hitler’s Doorstep, 398.


41 Report from Military Air Attaché, Basel, Switzerland, “Results and Effects of Aerial Bombing at Basel, Switzerland,” dated March 16, 1945, RG 165, E418, Boxes 962-63, NARA; Granholm, The Day We Bombed Switzerland, 140.

Use short form for record locations that are used repeatedly

Single-space Within notes
The following pages include a sample Cover Sheet and Acknowledgement Page.

Notes:

1. Margins for cover sheet are the same as for the paper. Top, Bottom, and Right Side – 1”, Left Side – 1.5”
2. Use spacing guide on sample to ensure proper format. (Do not include the spacing guide numbers on your cover sheet.)
3. The font is Times New Roman, size 12.
4. Include original titles for original research papers.
5. Include a word count, if applicable. The word count does not include the title page, block quotations, footnotes, or list of sources.
6. The sample Acknowledgement Page provides examples of some possible assistance requiring acknowledgement. It is not an all-encompassing list. If anyone has questions regarding whether to acknowledge assistance from others, they should contact their instructor for guidance.
Acknowledgment of Assistance

ChatGPT. Assistance given to the author, AI. I used the following prompt in ChatGPT: “Can you please offer monograph sources on Ronald Reagan’s foreign policy?” The list of sources obtained from ChatGPT helped me to identify titles to search for when using the West Point Library’s search engine. All additional research and writing were my own. OpenAI, (https://chat.openai.com/chat). West Point, NY, 03APR2023.

Rogers, Stephen CDT F-4 ’26. Assistance given to author, verbal discussion. CDT Rogers read a draft of my paper and identified some organizational weaknesses within the draft. Based on that discussion and his recommendations, I restructured several body paragraphs to more clearly develop my argument. West Point, NY 23AUG2023.

Prince, Diana CDT A-2, ’25. Assistance given to author, verbal discussion. CDT Prince is a fellow in the Mounger Writing Center. We met to review and discuss an early draft of my paper. Our discussion focused upon clarifying my thesis and making better use of evidence throughout the paper. The final draft reflects revisions that stem from that discussion. West Point, NY 20AUG2023.

Fury, Nicholas CDT B-1, ’27. Assistance given to author, written discussion. CDT Fury is my roommate. He offered to proofread my paper and left notes identifying minor errors in grammar and usage throughout the paper, as well as one more substantive note identifying where I had not adequately proven my claim about differences in motivation between long-serving Continental Army soldiers and members of local and state militias during the American Revolution. The final product reflects his recommended revisions. West Point, NY 24 AUG2023.