

STYLE GUIDELINES (BRIEF)

Matthew H. Edney; rev. Spring 2009



Students might wish to read Louis Menand, “The End Matter: The Nightmare of Citation,” *The New Yorker* (6 Oct 2003), www.newyorker.com/archive/2003/10/06/031006crbo_books1 (last accessed 3 Jan 2009).

PAPER STRUCTURE

A paper must contain the following sections. Each section should start on a new page; they should be presented in the sequence listed:

- a) *cover page*: this page provides the paper title and identifies the author (the student) and the reason for the paper (course number and name, the professor, and the name of the paper [first, final, etc.]). This page is not numbered.
- b) *text*: this is the paper itself.
- c) *appendices*: appendices are very useful for presenting “raw” data. They are placed immediately after the text. If more than one appendix is used, start each on a new page. Do not stop or restart pagination.
- d) *notes*: this section should be headed “Notes,” should start on a new page, and should continue the pagination of the text (and appendices).
 - a. Endnotes should be numbered with Arabic numerals (1, 2, 3, etc.). For whatever stupid reason, MS Word *still* numbers endnotes with Roman numerals (i, ii, iii, iv, ...) by default. It is therefore **absolutely necessary** for students to learn how to change the default settings!
 - b. To locate the notes at the end of the paper but before the bibliography also requires some tweaking of MS Word. When resetting the note number style, also specify the endnote placement as being at the “end of section”; then, after the heading “Notes,” insert a new section break (with new page, too).
- e) *bibliography*: this section contains references to **all** the works consulted for the project, not just those works cited in the notes. As with previous sections, this section should continue the established pagination sequence.
- f) *illustration captions*: this section comprises a list of all the illustrations (or figures) cited in the text. Each caption specifies the author(s), title, and publication details of each figure. The captions can also be used to highlight particular points or to supplement the text.
- g) *illustrations*: all the illustrations are assembled at the end of the paper. They should be organized in the same order in which they are referenced in the text. Make sure that their numbers are marked on the illustrations. (If the paper is submitted in digital form,

then the illustrations should be placed in a separate file.)

Binding: Papers must be submitted without any form of plastic binder and without any staples! Papers should be kept together either in a clearly marked manila envelope or folder, or be held together by a paper-clip or clamp in top-left corner.

Fonts: All papers must be printed in a “serif” typeface, such as Palatino (as this document) or Times Roman. Serif typefaces are designed to be easy to read. I will *not* accept papers which use a “sans serif” (or “straight”) typeface such as Tahoma or Microsoft Sans Serif.

Font Size: On a word processor, use 11pt (this document) or 12pt type; do *not* vary the type size within the document. If you still use a typewriter, use either Courier (10cpi) or Elite (12cpi) type.

Margins: Use one-inch margins. Also, use a “ragged” right margin without hyphenation, as in this document.

Spacing: *All* text, including the notes and bibliography, must be double-spaced. Do not single-space any lengthy quotations; simply indent them.

Page Numbering: All pages, with the exception of the cover page, should be clearly and consecutively numbered (with Arabic rather than Roman numerals).

THE CITATION OF SOURCES

It is an *absolute* rule: always provide page numbers in citations!

I prefer the use of notes (grouped together as endnotes) for citing sources: notes are just handier than the author-date system when citing maps and other archival materials and they permit writers to comment upon the nature and quality of any source. For this reason, citation styles for note present each source as part of a sentence, without periods.

The fundamental principle in providing citations is to be consistent, clear, precise, and comprehensive. This can be ensured by carefully following predefined style guidelines.

The first citation to a work must give all the requisite components of the work. Such citations are often referred to as “full” citations. For example:

1. Denis Wood, *The Power of Maps* (New York: Guilford Press, 1992), 54.

All subsequent citations to the same work can then be given in “short” form, comprising the author’s last name(s) and an abbreviated title. For example:

2. Wood, *Power of Maps*, 123.

The following are some examples of how to cite different kinds of work, according to “Chicago Style.”

Book

author(s), *title* (place: publisher, year), cited pages.

1. Edward S. Casey, *Representing Place: Landscape Painting and Maps* (Minneapolis: University of Minnesota Press, 2002), 101-2.

Further information, concerning the series, translators, editors, can be added between the title and the publication details, as in

2. David Woodward, Catherine Delano Smith, and Cordell D. K. Yee, *Plantejaments i Objectius d'una Història Universal de la Cartografia / Approaches and Challenges in a Worldwide History of Cartography*, Cicle de conferències sobre Història de la Cartografia, 11 (Barcelona: Institut Cartogràfic de Catalunya, 2001).

3. Emanuela Casti, *Reality as Representation: The Semiotics of Cartography and the "Generation of Meaning*, trans. Jeremy Scott (Bergamo, Italy: Bergamo University Press, 2000), 45-54.

Edited Book

editor(s), ed(s)., *title*, (place: publisher, year).

4. Gray Sweeney and John Grassham, eds., *Drawing the Borderline: Artist-Explorers of the U.S.-Mexico Boundary Survey* (Albuquerque: The Albuquerque Museum, 1996).

Book Chapter

author(s), "title," in *book title*, ed. editor(s) (place: publisher, year), chapter pages, cited pages.

n.b. "ed." here is short for "edited by" and is therefore always abbreviated as just "ed." regardless of the number of editors.

5. Chandra Mukerji, "Cartography, Entrepreneurialism, and Power in the Reign of Louis XIV," in *Merchants & Marvels: Commerce, Science, and Art in Early Modern Europe*, ed. Pamela H. Smith and Paula Findlen (New York: Routledge, 2002), 248-76, esp. 260-64.

6. Matthew H. Edney, "New England Mapped: The Creation of a Colonial Territory," in *La cartografia europea tra primo Rinascimento e fine dell'Illuminismo: Atti del Convegno internazionale «The Making of European Cartography»*, Firenze BNCI-IUE, 13-15 dicembre 2001, ed. Diogo Ramada Curto, Angelo Cattaneo, and André Ferrand Almeida, Accademia toscana di scienze e lettere «La Colombaria», «Studi» 213 (Florence: Leo S. Olshki Editore, 2003), 155-76.

- Article** author(s), "article title," *journal title* volume, no. issue [if relevant] (year): page range, cited pages.
7. J. B. Harley, "Deconstructing the Map," *Cartographica* 26, no. 2 (1989): 1-20, esp. 15.
8. Penny L. Richards, "'Could I but Mark Out My Own Map of Life': Educated Women Embracing Cartography in the Nineteenth-Century Antebellum South," *Cartographica* 39, no. 3 (2004): 1-17.
- n.b.* the issue number must be given when the journal's pagination restarts with each issue; else it is optional.
- Manuscript/ Unpublished Works** author(s), "title," date (archival information).
9. Francis Ægidius Assiotti, "List of Maps, Plans, &c: Belonging to the Right Honble: the Lords Commissioners for Trade and Plantations. under the care of Francis Ægidius Assiotti, Draughtsman. 1780" (The National Archives, UK, CO 326/15).
10. Etienne Rivard, "Prairie and Québec Métis Territoriality: *Interstices Territoriales* and the Cartography of In-Between Identity" (Ph.D. thesis, University of British Columbia, 2005).
- Printed Map** *n.b.* if a stand-alone publication, then cited in the same manner as a book; else if published within a book or atlas, then cited like a book chapter although with the map title in italics. Also, it is usual for rare maps to give the archive | library and reference.
11. William Douglass, *This Plan of the British Dominions of New England* (London, [1755]) (Library of Congress, Geography and Map Division, G3720 1753 .D6 vault).
12. William Hubbard, *Map of New-England*, in Hubbard's *A Narrative of the Troubles with the Indians in New-England, from the first planting thereof in the year 1607, to this present year 1677* (Boston: by John Foster, 1677).
- Manuscript Map** author(s), "map title," date [, in parent manuscript, date] (Archive, ms reference), specific page or folio (if relevant)
13. Charles Morris, "This Draught of the Northern English Colonies, together with the French neighbouring Settlements," 16 Aug 1749 (BL maps K.Top.118.52).
14. Ezra Stiles, "This is the State in which the Grants & Assignments were in 1635 when the Patent for 40 to 48° Lat. was surrendered," in Stiles, "The Right of Great Britain to Lands in America," 31 Mar 1762 (Yale Beinecke Library, Stiles MVP 291 [HST 39]), 12.

For more complex citations, refer to the instructor or to the *The Chicago Manual of Style*, 15th ed. (Chicago: University of Chicago Press, 2003).

THE BIBLIOGRAPHY

Students must list **all** the works they cite **and** consult for a project in a separate bibliography. Within the bibliography, the works are arranged in alphabetical order, first by the author's name and then by title. Each entry in the bibliography should have a hanging indent.

Citations in bibliographies are subtly different from those in notes. For a start, they do not specify cited pages (that's the job of notes!). Generally speaking, citations in notes are designed so as to blend naturally into a sentence whereas each bibliographic citation forms a coherent entity in a list. To this end, the first author's name is inverted to emphasize the alphabetical arrangement of entries; periods are used to separate the main components of the entry.

If many primary sources are employed, whether archival or cartographic, these might be listed first in the bibliography, followed by the bibliography of secondary sources.

The following are some examples of how to cite different kinds of work, according to "Chicago Style."

- Book** author(s). *title*. place: publisher, year.
- Casey, Edward S. *Representing Place: Landscape Painting and Maps*. Minneapolis: University of Minnesota Press, 2002.
- Casti, Emanuela. *Reality as Representation: The Semiotics of Cartography and the "Generation of Meaning"*. Trans. Jeremy Scott. Bergamo, Italy: Bergamo University Press, 2000.
- Woodward, David, Catherine Delano Smith, and Cordell D. K. Yee. *Plantejaments i Objectius d'una Història Universal de la Cartografia / Approaches and Challenges in a Worldwide History of Cartography*. Cicle de conferències sobre Història de la Cartografia, 11. Barcelona: Institut Cartogràfic de Catalunya, 2001.
- Edited Book** editor(s), ed(s). *title*. place: publisher, year.
- Sweeney, Gray, and John Grassham, eds. *Drawing the Borderline: Artist-Explorers of the U.S.-Mexico Boundary Survey*. Albuquerque: The Albuquerque Museum, 1996.
- Book Chapter** author(s). "title." In *book title*, ed. editor(s), chapter pages. place: publisher, year.
- n.b.* "ed." here is short for "edited by" and is therefore always abbreviated as just "ed." regardless of the number of editors.
- Edney, Matthew H. "New England Mapped: The Creation of a Colonial Territory." In *La cartografia europea tra primo Rinascimento e fine dell'Illuminismo: Atti del Convegno internazionale «The Making of European Cartography»*, Firenze BNCF-IUE, 13-15 dicembre 2001, ed. Diogo Ramada Curto, Angelo Cattaneo, and André Ferrand Almeida, 155-76. Accademia toscana di scienze e lettere «La Colombaria»,

«Studi» 213. Florence: Leo S. Olshki Editore, 2003.

Mukerji, Chandra. "Cartography, Entrepreneurialism, and Power in the Reign of Louis XIV." In *Merchants & Marvels: Commerce, Science, and Art in Early Modern Europe*, ed. Pamela H. Smith and Paula Findlen, 248-76. New York: Routledge, 2002.

Article author(s). "article title." *journal title* volume, no. issue [if relevant] (year): page range.

Harley, J. B. "Deconstructing the Map." *Cartographica* 26, no. 2 (1989): 1-20.

Richards, Penny L. "'Could I but Mark Out My Own Map of Life': Educated Women Embracing Cartography in the Nineteenth-Century Antebellum South." *Cartographica* 39, no. 3 (2004): 1-17.

**Manuscript/
Unpublished
Work** author(s). "title." date. archival information.

Assiotti, Francis Ægidius. "List of Maps, Plans, &c: Belonging to the Right Honble: the Lords Commissioners for Trade and Plantations. under the care of Francis Ægidius Assiotti, Draughtsman. 1780." The National Archives, UK, CO 326/15.

Rivard, Etienne. "Prairie and Québec Métis Territoriality: *Interstices Territoriales* and the Cartography of In-Between Identity." Ph.D. thesis, University of British Columbia, 2005.

Printed Map *n.b.* if a stand-alone publication, then cited in the same manner as a book; else if published within a book or atlas, then cited like a book chapter although with the map title in italics. Also, it is usual for rare maps to give the archive | library and reference.

Douglass, William. *This Plan of the British Dominions of New England*. London, [1755]. Library of Congress, Geography and Map Division, G3720 1753 .D6 vault.

Hubbard, William. Map of New-England. In Hubbard's *A Narrative of the Troubles with the Indians in New-England, from the first planting thereof in the year 1607, to this present year 1677*. Boston: by John Foster, 1677.

**Manuscript
Map** author(s). "map title." date. [In parent manuscript (date), specific page or folio (if relevant).] Archive | Library, ms reference.

Morris, Charles. "This Draught of the Northern English Colonies, together with the French neighbouring Settlements." 16 Aug 1749. British Library maps K.Top.118.52.

Stiles, Ezra. "This is the State in which the Grants & Assignments were in 1635 when the Patent for 40 to 48° Lat. was surrendered." In Stiles, "The Right of Great Britain to Lands in America." 31 Mar 1762, 12. Yale

Beinecke Library, Stiles MVP 291 [HST 39].

For more complex citations, refer to the instructor or to the *The Chicago Manual of Style*, 15th ed. (Chicago: University of Chicago Press, 2003).

INTERNET SOURCES

As with all manuscript and printed sources, sources of information on the Internet must be carefully evaluated. An inadequate online resource is as damaging to a paper as an inadequate printed work.

There remains little agreement about the style for recording the citation. I prefer to put titles in quotes, as with archival and other unpublished works. It is generally agreed, however, that all citations to an internet resource should include two further pieces of information in addition to the author name(s), title, and source date:

1. URL – “http://” is not essential, especially if the domain name begins with “www”; if you intend your paper to be accessed digitally, however, you should include it. There is no need to place the URL in special characters (such as «..»). The URL must be complete, lack extra spaces, and clearly reproduce special characters.
2. Date last accessed. Because documents can disappear from the web and, if present, are subject to change, it is essential to specify the date when the source was (last) accessed.

Overall, it is best to remember that the basic function of citations is to give the reader sufficient information to locate and access a source in an effective and easy manner.