

# Yale UNIVERSITY PRESS

## Assembling Notes and Documentation

Yale University Press prefers the note-bibliography system of documentation as outlined in *The Chicago Manual of Style*, 16th ed., chapter 14. We do not accept the use of unnumbered notes keyed to text phrases and book page numbers, as this system renders the notes useless in electronic editions. The use of author-date references is strongly discouraged in books intended for a general audience but may be suitable for scholarly works. Other citation systems, if appropriate for your book and applied consistently, may also be acceptable; consult your acquisitions editor.

### Preparing and Formatting Notes

- ♦ Use your word processor's endnotes function, which automatically links and numbers your notes.
- ♦ Number notes beginning with 1 in each chapter. Do not number the notes in one sequence throughout the book.
- ♦ Begin each chapter's notes with a heading consisting of the chapter number and title.
- ♦ Print the notes either at the ends of the chapters or in one section following the text. With few exceptions, we will group the notes as endnotes at the back of the printed book. One exception is edited collections, whose notes are traditionally placed at ends of chapters. We generally do not use bottom-of-page footnotes unless there is a compelling reason to do so. (Check with your acquisitions editor if you have questions about endnotes versus footnotes.)
- ♦ Avoid excessive annotation, elaborate discursive notes, and lengthy quotations. Do not place illustrations or tables in notes.
- ♦ To minimize distraction for the reader, aim for no more than one note per paragraph, and certainly avoid more than one note per sentence. Several citations can be grouped in a single note and separated by semicolons. Place note numbers at the ends of sentences rather than in the middle.
- ♦ Inclusion of a bibliography is optional. For books with no bibliography, each work should be cited in full the first time it is mentioned in each chapter. Thereafter, use a shortened form, including author's last name, short title, and page number (Doe, *Short Title*, 114). For books that include a bibliography, use the shortened form throughout the notes, even on first mention of a work.
- ♦ Because the preface is itself a note to the text, it should not include notes.
- ♦ Do not attach note numbers to chapter titles, subheads, figure or table callouts, figure captions, or epigraphs. Usually the author and title is sufficient for the source of an epigraph, but if you feel that full attribution is necessary, it should be given in an unnumbered note at the beginning of that chapter's notes.
- ♦ Do not use "op. cit." or "loc. cit."; use a short title instead. It is okay to use "ibid."
- ♦ Do not use cross-references to other notes.
- ♦ Do not use SMALL CAPS. If you are following the Blue Book legal reference style, type titles in standard capital and lowercase letters rather than caps and small caps.

### Sample Notes

Use these samples as a guide for citing books (n. 1), journals (nn. 2, 5), dissertations (n. 3), newspapers (n. 4), electronic sources (n. 5), and legal works (n. 6). If your book contains a bibliography, use shortened citations throughout your notes (see the first citation in n. 3).

1. Quoted in Elena Osokina, *Our Daily Bread: Socialist Distribution and the Art of Survival in Stalin's Russia, 1927-1941* (Armonk, NY: M. E. Sharpe, 2001), 62.

2. D. N. Smith, "The Social Construction of Enemies: Jews and the Representation of Evil," *Sociological Theory* 14, no. 3 (1996): 222.
3. Osokina, *Our Daily Bread*, 43; Suzanne G. Schnittman, "Slavery in Virginia's Urban Tobacco Industry, 1840-1860" (PhD diss., University of Rochester, 1987), 27.
4. See, e.g., Virginia Heffernan, "The Death of the Open Web," *New York Times*, May 23, 2010.
5. Ibid. See also Frank P. Whitney, "The Six-Year High School in Cleveland," *School Review* 37, no. 4 (1929): 268, <http://www.jstor.org/stable/1078814>; and the mission statement of the Chicago Innocence Project, available at <http://www.chicagoinnocenceproject.org/about.html>.
6. *State v. Clottu*, 33 Ind. 409, 411 (1870).

### Sample Bibliography

- Heffernan, Virginia. "The Death of the Open Web." *New York Times*, May 23, 2010.
- Osokina, Elena. *Our Daily Bread: Socialist Distribution and the Art of Survival in Stalin's Russia, 1927-1941*. Armonk, NY: M. E. Sharpe, 2001.
- Schnittman, Suzanne G. "Slavery in Virginia's Urban Tobacco Industry, 1840-1860." PhD diss., University of Rochester, 1987.
- Smith, D. N. "The Social Construction of Enemies: Jews and the Representation of Evil." *Sociological Theory* 14, no. 3 (1996): 203-240.
- Whitney, Frank P. "The Six-Year High School in Cleveland." *School Review* 37, no. 4 (1929): 267-271. <http://www.jstor.org/stable/1078814>.