Notes and footnotes are a conventional way to tell your readers where you got the information and quotes that appear in your paper. Your goal is to make it easy for your readers to see what sources you used – and easy to find any that they might want to study further. To do that, you need to provide complete citations in a consistent citation style.

Below you will find 71 rules concerning preparation of notes. These rules contain model notes/footnotes that cite various types of sources. The models illustrate that format for the first reference to that item. A second reference to the same can be shortened (as in model note given in rule 25 below). For a more detailed treatment, see *The Chicago Manual of Style*, 16th edition (Chicago: Chicago University Press, 2010). Also visit the site: http://www.chicago_manualofstyle.org/home.html.

1. **Citing a book:**


   The name of the author or editor or compiler is written as it is found on the title-page of the book. It is followed by a comma.

   The title of the book should be given in full and underlined (italicized in print). If there is an article (*A, An, or The*) at the beginning of the title, it should be retained.

   If there is a secondary or subsidiary title, it should be given in full. There should be a colon between the main and subsidiary titles of the book. If there is an article at the beginning of the subsidiary title, it should be retained.

   The first letter of every word in the title and subtitle should be capital. This rule, however, does not apply to articles, conjunctions, and prepositions unless they occur at the very beginning of the title or subtitle

2. If the date of publication of a book is not found on the title-page or on the back of the title-page, the abbreviation “n.d.” is written immediately after the place of publication:


3. If additional information regarding edition or volume is relevant:

The number of the edition or volume is indicated by an Arabic numeral. The abbreviations “edn”, “vol.”, etc. are not capitalized.

4. If a work has been published by different publishers or from different places or in different years, the particular edition consulted by the writer should be specifically mentioned:


5. In the case of a translation:


6. A work edited by a writer:


7. A contribution to a compendium:


8. If a number of authors or editors have collaborated in the production of a book:


8 A. If an online book is to be cited, give details of the book in both its print form and the online edition, the original publication information, such as name of the author, the title of the book, year of publication, the place of publication and the name of the publisher. For example, Heinz Kramer, *A Changing Turkey: The Challenge to Europe and the United States* (Washington, DC: Brookings Press, 2000), 85, http://brookings.nap.edu/books/0815750234/html/index.html (accessed 12 Sept. 2004).

8B. *Primary sources reproduced online*


To the extent possible, combine the information you would have provided for the primary source in its original form (as a book or letter, for instance) plus identifying information for the online version of it. As a general rule, provide 1) author’s name, 2) title of the original work, 3) date of original work, 4) “excerpted” or “translated” as appropriate, 5) title of the site, 6) sponsor of the site, 7) stable URL (if provided and if it can be conveniently transcribed) or the website’s homepage or search page (if a stable URL is not provided or is very long), 8) date on which you accessed the page, 9) page or paragraph number.
9. An article in a periodical is cited as shown below. The title of the article should be quoted (double quotation marks) and the name of the periodical underlined (italicized in print).


10. When a journal is cited for the first time, the place of publication should be given:


11. When a newspaper is cited, the date of the paper should be specified. The name of the newspaper is underlined (printed in italic type):

*Times of India*, 12 April 1976.

12. When a newspaper is cited for the first time, the place of publication should be given:

*Patriot* (New Delhi), 12 April 1975.

This is not, however, required of a paper like the *New York Times*, as the place of publication is explicit in the name of the paper itself.

13. In the case of a periodical published once a year, the year of publication should be specified:


14. In the case of a monthly, the month and the year, as well as the number of the volume, should be specified:


15. In the case of a periodical published once in two, or three, or four, or six months, the number of the volume, together with the year within round brackets, should be specified: *International Studies* (New Delhi/London/Thousand Oaks), vol. 40 (2006), p. 246.

16. If each issue in a volume of a periodical has its own pagination (that is, if pagination is not consecutive, or is not carried over, from one issue to the next in the volume concerned), the number of the issue and the year and month (or season) of publication should also be specified:


17. In the case of a weekly or biweekly, the date of publication should be specified:

*Time* (Chicago, III.), 15 October 1995.
18. If a newspaper is published from more than one place, the place of publication should be specified every time the paper is cited. This is not, however, necessary if references in a chapter to such a paper are all to a particular edition of that paper and if a statement is made to that effect in the footnote in which the paper is cited for the first time:

*Indian Express* (Bangalore), 12 April 1996. All references to the *Indian Express* in this chapter are to the Bangalore edition of that newspaper.

19. If the name of a newspaper beginning with the definite article consists of three words or more, the definite article is dropped:

*Hindustan Times*, 12 April 1996.

20. If the name of a newspaper consists of only two words including the definite article, the article is retained:

*The Hindu*, 25 April 2011.

21. When a manuscript collection is cited for the first time, its title and location should be specified:

Hakim Ajmal Khan to M. R. Jayakar, 14 June 1921, Hakim Ajmal Khan Papers, National Archives, New Delhi.

22. If a reference has to be made to the same manuscript collection in a subsequent footnote:

Ajmal Khan to C.R. Das, 21 February 1913, Ajmal Khan Papers.

23. In citing an archival source, the exact number of identification and/or title of the box or file in which the paper or document consulted by you is preserved should be mentioned:

L/E/9/1525, India Office Library, London.

24. When, in a footnote, a reference has to be made to a work which has already been cited in the footnote immediately preceding, the abbreviation “ibid.”, without underlining (in roman, not in italic), is used:

50Vincent A. Smith, *The Early History of India* (Oxford, 1957), 4th edn., p. 167. Note that the footnote number is not immediately followed by a full stop or period.

25. When, in a footnote, a reference has to be made to a work, book, or article which has already been cited in a previous footnote, but not in the footnote immediately preceding, only the surname of the author is used, and this is followed by a comma, and then mention is made of the number of the footnote in which the work has been cited for the first time.

Let us suppose that Footnote 25 is as follows:

If a reference has to be made again to this work after a time, say in Footnote 85, it is made as follows:

85 Partridge, n. 25, p. 156.

The reader who wants more information on the book will turn to Footnote 25, where the book has been cited in detail.

26. Parliamentary and legislative debates should be cited as follows:


The name of the country, the name of the Parliament or legislature, series, volume, session (or year), and column (or page) this is the order. If the date is relevant, it may be added. The words “series” and “session” and the abbreviations “col.” And “cols” are not capitalized.

27. The proceedings of international organizations are cited as follows:


GAOR, session 9, Genl Cttee, pp. 7-9.

SCOR, yr 8, mtg 620, p.5.

UN Doc, A/52.

UN Doc. S/24.

ICJ Reports (1957), pp. 143-4.

UNCIO Doc. 864 IV/1/71. Vol. 13, pp. 297-8

The abbreviations “Cttee”, “Genl”, “Doc,”, etc. are capitalized. The abbreviations “yr”, “mtgs”, “plen.”, etc. are not capitalized.

28. An unpublished thesis is cited as follows:


The degree for which the thesis is submitted, the name of the university, and the year of submitting the thesis should be mentioned within brackets in the order and in the manner exemplified above. The title of the thesis is not to be underlined on printed italic type.

**Figures and numerals**

In descriptive matter, numbers under 100 should be written in words:
Eighty [not 80] years ago, when the Indian National Congress was born, nobody
dreamt that it would, in the course of the next thirty [not 30] years, turn into a
mighty instrument of mass action against the very existence of the British raj in
India.

29. Figures (not words) should be used when the matter is essentially statistical:

In 1952, India launched 65 community development projects under Point Four Aid,
covering 16,500 villages with a population of 11,000,000. Each project covered 300
villages with 200,000 inhabitants and employed about 125 specially trained Indian
village workers with a small staff of American and Indian technicians.

30. Footnote references to page numbers:

All page numbers up to and including 99 are written in full – as, e.g., pp. 13-19;
pp. 62-69; and so on.

For 100 and upwards the least number of figures is used – as, e.g., pp. 650-65; pp.
632-5 (not 632-35); and so on. Numbers from 10 to 19, however, are always written
in full:

pp. 515-19 (not 515-9);
pp. 610-13 (not 610-3)

31. When a reference is made to two consecutive pages, say pp. 158 and 159, in the
same footnote, and the subject is disconnected in the two pages, write:

pp. 158, 159.

If the subject is continuous from one page to the next–say, from p. 158 to p. 159–
write:


If the reference is to a number of pages beginning with a particular page (say, p.
158), and if the number of the page up to which the reference extends is not to be
specified, write:

pp. 158 ff.

32. References in the text to footnotes should be made by superior figures, which are to
be placed outside the punctuation or quotation marks. Reference numbers for footnotes also should be set in superior figures. The
reference number for a quotation should stand at the end of the quotation, outside
the punctuation or quotation marks.

33. The comma should be used in numbers of four or more digits to separate thousands,
millions, etc.:

876, 752, 358

34. The comma is not used in figures denoting dates, in pagination, and in library
numbers:

A.D. 1968.
5332 B. C.
p. 1532.
Harleian MS. 24456.

35. The comma is not used between month and year and between day and month:

He died in May 1964.
He was born on 14 November.
India became free on 15 August 1947.

36. If it is necessary to use the abbreviation “A. D.”, it should precede the year:


37. In referring to a century, write:

Nineteenth century (not 19th century)

38. The abbreviation “B. C.” is written after the year:

563 B. C.

39. A period of time is written as follows:

1998-99 (not 1998-9)
326-21 B. C. (not 326-1 B. C.)

40. If a period is to be indicated in the title or subtitle of a book (or article or chapter of a book or section of an article), write:

1945-1948 (not 1945-48)

41. The symbol “%”, which denotes percentage, should be used only when presenting statistical material in tabular form. In running text we spell it out:

Only ten percent of the population can read and write.

42. As far as possible all TABLES should be arranged at the end of an article or chapter. Notes and references relating to a TABLE should be placed immediately below it. References in the text to particular points in a TABLE—and explanations and amplifications, if any—should be given in the footnotes accompanying the text.

43. If there are numerous TABLES, they should be numbered consecutively, and only Arabic numerals should be used. The word “TABLE” at the head should be capitalized (small capitals in print) throughout:

TABLE 10, TABLE 11, etc.

44. Any descriptive heading or title a TABLE may have should be capitalized throughout:

ELECTORAL POPULATION OF MALAYA, 1962-1963
Quotations

45. Double quotation marks are to be used for the first quotation; then single for a quotation within the quotation. If there is yet another quotation within the second quotation, revert to double quotation marks.

46. Long quotations consisting of five or more typewritten lines are set off from the text by being single-spaced. No quotation marks.

47. Double quotation marks are used for titles of essays, or articles, or lectures:

I fully endorse the views expressed by R. C. Gupta in his recent article, “The Sino-Indian Border Dispute: Some Reflections”.

48. Titles of chapters and parts of a book should be quoted. The title of the book as a whole should be underlined (italicized in print).

49. Quotations should be exact. If a passage quoted has a mistake or absurdity, the word “sic” in square brackets should be written after the word or expression that is considered incorrect or absurd, to show that the passage has been correctly quoted and that the responsibility for the mistake or absurdity is not yours.

[sic]

50. If, in a sentence or passage that you have quoted, there are words and expressions italicized for the sake of emphasis, the footnote relating to the passage should state:

Emphasis in the original.

51. If, in a sentence or passage that you have quoted, you want to emphasize certain words and expressions by italicizing them (in print) and by underlining them (in the manuscript or typescript), the footnote relating to the passage should state:

Emphasis added.

52. If, in order to clarify the meaning or context of a quotation, you feel the need to put in a comment or explanation of your own at any place in the middle of the quotation, the words so put in should be placed within square brackets.

53. Omission of material from a passage quoted is indicated by using three dots. When the omission occurs at the end of a sentence, the three dots must be followed by a fourth to indicate the period. The quotation marks come after the four dots.

“Four score and seven years ago our fathers brought forth upon this continent a new nation … dedicated to the proposition that all men are created equal …”

54. If a quotation is in a language other than English, a correct English translation of it should be given in a footnote and the name of the translator mentioned.

55. As regards the style of punctuation in relation to quoted matter, the following instances are representative illustrations:

(a) In the words of Randell, it is a “force which will drive American business beyond the oceans”.

8
(b) He said that he refused to be hustled into any agreement on this point, that he was “more than convinced of the hypocrisy of all these so-called well wishers of mine. I shall not be duped a second time.”

(c) “It is wonderful,” he said, “and the result will be that the Arabian American Oil Company will be heaping blessings on the State Department in the future for helping them reach such a decision which ensures a new era of understanding between the Company and the Saudi Arabian Government.”

(d) In his letter to Zetland, Linlithgow said: “We may have to go a good deal further than we have done in giving weight to their [i.e. the Muslims’] point of view.”

(e) The Company surrendered its “tax-exempt status” provided in the original contract and subjected itself to taxation, which, however, was not to exceed 50 per cent of the Company’s gross income, “after such gross income had been reduced by ARAMCO’s cost of operation, including losses and depreciation and by income-taxes, if any, payable to any foreign country”.

(f) The realization that “other sinister forces were bidding their support” led Senator Herbert H. Lehman of New York to remark that “the question is no longer: Can we afford these programmes? The question is: Can we afford not to have them?”

(g) Right from the inception of the UN Tribunal, officials of the Secretariat have brought before it cases alleging “abuse of power”, “misuse of authority”, “improper motivation”, etc.

(h) There are no rules of law dealing specifically with the rights and obligations of the members of the staff of the United Nations and its specialized agencies who take up service with an organization different from the one to which they belong, whether by “loan”, “transfer”, or “secondment”.

(i) Have you read a recent article by R. N. Sharma entitled “Are These Constitutional Amendments Necessary?”?

(j) Did he not exclaim, with a triumphant smile, “What a scene!”?

**Italics**

56. Words and sentences to be printed in italic type are indicated by underlining them.

57. Non-English words and phrases should be underlined (printed in italic type):

Contending states have set up an *ad hoc arbitration tribunal*...

How far is the legal doctrine of *rebus sic stantibus* applicable today to Kashmir?

58. Non-English words and phrases which have been absorbed into English should not be underlined (and should be printed in roman type, not in italic):

In a communiqué issued at the end of the talks, the two Prime Ministers praised the role played by India in the liquidation of colonialism in Asia and the world.
The words “communiqué” and “role” are both of French origin but have long been absorbed into English.


60. Words and phrases requiring special emphasis are underlined (printed in italic type):
All these learned professors forgot, however, that Hamlet was not *actually* mad; he was, as he himself said, mad but *in craft*.

61. The names of boats, ships, books, periodicals, newspapers, motion pictures, pamphlets, and documents should be underlined (italicized in print). The names of spaceships (Mariner IV, Sputnik III, etc.) should not be underlined (and should be printed in roman type).

62. The following should not be underlined (or italicized in print) though some of them are abbreviations of foreign words and phrases:

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<thead>
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<th>Abbreviation</th>
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<td>plen.</td>
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</tbody>
</table>

Abbreviations

63. Names of organizations and agencies should be given in full when they are mentioned for the first time and their accepted abbreviations noted within brackets:

**National Planning Committee (NPC)**

**Supreme Headquarters Allied Powers in Europe (SHAPE)**

Thereafter the abbreviations may be used in the text judiciously—in consonance with the requirements of clarity and style.

64. Abbreviations of the names of countries, Governmental agencies, national and international organizations, etc. should be written solid:

SAARC
UAR
UNESCO
AICC
CPI
CPSU

65. When the first and last letters of an abbreviation are also those of the full word, the period which is normally used at the end of an abbreviation is dropped. The period is retained in the case of other abbreviations:

Wm
Dr
Mr
Gk
Gen.
Prof.

66. In accordance with general usage the period is not used at the end of the following abbreviations, the rules noted so far notwithstanding:

Per cent
Para

Miscellaneous

67. The name of a country should be given in full the first time it is mentioned:

The United Arab Emirates
The United States of America

68. The name of a person should be given in full the first time it occurs.

69. Honorifics and titles like “Dr”, “Professor”, “Pandit”, etc. should be avoided as far as possible.

70. The Concise Oxford Dictionary (latest edition) will be the authority in respect of spelling.

71. Where the dictionary gives more than one spelling for a word, it is recommended that the first spelling may be used for the sake of ensuring uniformity.