

## Assembling Notes and Documentation

Yale University Press prefers the note-bibliography system of documentation as outlined in *The Chicago Manual of Style*, 17th ed., chapter 14. We do not accept the use of unnumbered notes keyed to text phrases and book page numbers, as this system requires late-stage corrections and 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 in the sciences and social sciences. 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. You achieve the desired result by using Word's Layout options to insert section breaks at the end of each chapter and selecting the option to restart note numbering in each section.
- For manuscripts by a single author or author team, use Word's Layout options to insert a *Next Page* section break at the end of each chapter and choose the References option to place the endnotes at the end of the document. (We will move the endnotes to their proper place in the back matter of the book at a later stage, after the linking has been stripped out of the notes.)
- For edited volumes, the notes should appear at the end of each chapter, after any appendix or glossary and before any bibliography or reference list. These are the steps to take:
  1. Use Word's Layout options to insert a *Continuous* section break at the end of each chapter. The precise location of the break depends on what other chapter back matter is included. If the notes are the only back matter to the chapter, insert the Continuous section break at the end of the text of the chapter.
  2. If the chapter includes one or more appendixes and/or a glossary, place the Continuous section break *after* the last of these elements in the chapter and *before* any bibliography or reference list at the end of the chapter.
  3. Put your cursor right in front of the Continuous section break, type the subhead for the notes ("Notes"), and hit Enter.
  4. Choose Word's References option to place the notes at the end of the section. This will result in the endnotes in the correct order of back matter at the end of each chapter.
- For books with a single author or author team, do the following:
  1. Insert a simple page break at the end of the document but before the notes.
  2. Type the heading for the notes section ("Notes"), hit Enter, and type the heading for the first chapter's endnotes. This heading should consist of the chapter number, if any, and the chapter title: "Chapter 1. The Story Begins"
  3. Put your cursor at the end of the last note in each chapter, hit Enter, type the subheading for the next chapter's notes ("Chapter 2. The Story Continues"), and hit Enter again. Begin each chapter's notes with a heading consisting of the chapter number and title. Do not include the chapter subtitle.
  4. Note 1 should follow each of these chapter subheads in the notes.
- We generally do not use footnotes, which appear at the bottom of the page, 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. Arrange grouped citations in the note in the same order in which the corresponding information or quotes appear in the text.
- Inclusion of a bibliography is optional. For books with no bibliography, each work should be cited in full the first time it is mentioned. Thereafter, use a shortened form, including author's last name, short title, and page number (e.g., Doe, *Short Title*, 114). Exception: For edited volumes, it is necessary to provide a full citation on first mention *within each chapter* and to use short-form references thereafter. For books that include a bibliography, use the shortened form throughout the notes, even on first mention of a work.
- Avoid including notes in a preface.
- Do not use *op. cit.* or *loc. cit.*; use a short title instead.
- Do not use cross-references to other notes, including the use of *supra* or *infra*. Instead use a short-form reference for works previously cited.
- Do not use SMALL CAPS. If you are following the Blue Book legal reference style, please modify it to type titles in standard capital and lowercase letters rather than caps and small caps.
- A short-form reference is preferred over the use of *ibid.*, as *ibid.* is not helpful in an ebook.
- It is never appropriate to use *ibid.* if the preceding note cites more than one source. If you do use *ibid.*, do not italicize it in the manuscript. (It is italicized here only because this is a discussion of the word itself.)
- Be sure to include full bibliographic information for all online sources cited. That is, include as many of the following items as possible: Author, title of article or web page, publication, sponsoring body of publication if applicable, date of publication (if none indicated, include date page was last updated or, if this is also unavailable, include an accessed date, which is the date you last accessed the page). and, finally, URL or DOI.

## 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 (nn. 5,7), and legal works (n. 6). If your book contains a bibliography, use shortened citations throughout your notes (see the first citations in nn. 3 and 5).

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. Heffernan, "Death of the Open Web." 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, accessed June 10, 2001, <http://www.chicagoinnocenceproject.org/about.html>.
6. *State v. Clottu*, 33 Ind. 409, 411 (1870).
7. Nikki Bradtke, "How Will the Equal Pay Law Affect Companies?" Chicago Innocence Project website, July 1, 2019, <https://www.chicagoinnocenceproject.org/how-will-the-equal-pay-law-affect-companies/>.

## Sample Bibliography

Bradtke, Nikki. "How Will the Equal Pay Law Affect Companies?" Chicago Innocence Project website. July 1,

2019. <https://www.chicagoinnocenceproject.org/how-will-the-equal-pay-law-affect-companies/>.

Chicago Innocence Project. Mission statement. Accessed June 10, 2001.

<http://www.chicagoinnocenceproject.org/about.html>.

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): 203-40.

Whitney, Frank P. "The Six-Year High School in Cleveland." *School Review* 37, no. 4 (1929): 267-71.  
<http://www.jstor.org/stable/1078814>.

## Manuscript Submission Checklist

*Please complete the checklist on the next page and submit it with your final manuscript. This form is also available in Microsoft Word.*