

CITATION

A citation is a note to let the audience know where you got your information from. Plagiarism is when you do not cite your sources and are stealing someone else's work and ideas. To avoid plagiarizing you need to give credit to the source of the information. You must cite direct quotes, but also ideas and information. It is also important to cite your work so that other researchers can look at the same sources you did and check to see if they agree with your opinions, or maybe find out more information that is interesting to them.

NHD allows MLA or Chicago style citation. We recommend MLA and this guide will go over how to use MLA in your NYCHD project. You can choose either one, but be consistent!



You must also cite the sources quoted or directly referenced or paraphrase in your project. Image or videos also need to be cited next to their use. The NHD Bibliography guide will help understand how to cite sources depending on the category of project. bklynlib.org/annotated-bibliography



Note: MLA uses in-text or parenthetical citations, and Chicago uses footnotes. The NHD guide describes footnotes for use in a paper. If you choose to use MLA and want to use in text citation the standard is (Author Last Name – if it was not used in the paragraph, page number). Easy Bib has a helpful page describing different options for in-text citations: bklynlib.org/in-text-citations

ANNOTATED BIBLIOGRAPHY

Every project will need to have an annotated bibliography as part of your required written materials. This will list every source you quoted, referenced, or used to guide your project.

ALL sources must be cited in the Annotated Bibliography. Each source should be accompanied by a two or three-sentence annotation explaining how you used the source and how the source helped you to understand the topic. Annotations should not include a description or any quotes.

For either style, the section will start with “Annotated Bibliography” centered at the top of the first page. DO NOT label this section as Bibliography, Works Cited, etc.

For NHD, the citations must be divided into TWO sections: primary sources and secondary sources. Within those two sections sources should be organized alphabetically. DO NOT sort sources any other way (for example, do not create sections for newspapers, photos, and interviews. All these sources should be included together likely under the “primary source” section.)

Words like “a,” “an,” or “the” (these are called *articles*) are not included when considering how to alphabetize a source. However, in MLA and Chicago, they are still included in the text.

Citations are formatted with a “Hanging indent.” This is the inverse of a usual paragraph with the first line of the paragraph lining up with the margin and all additional lines indented.

For MLA, the citation should begin all the way to the left of the page. Any additional lines of the citation should be indented 0.5 inches from the left margin. The annotation should start on a new line and the whole annotation should be indented 1 inch from the left margin.

To create a hanging indent in Microsoft word, highlight the text of the citation. Click the arrow in the bottom right of the *Paragraph* tab of the *Home* section to get to *Paragraph Settings*. Under the *Special* dropdown menu in the *Indentation* section select “Hanging” and set it to 0.5 inches (0.5”). You can also use the keyboard shortcut **Ctrl + T**. The annotation can be formatted by highlighting the text and going to *Paragraph Settings* and keeping *Special* as “none” and selection 1 inch (1.0”) for the left indentation.

Chicago will be cited similarly with the citation beginning all the way to the left of the page. Any additional lines of the citation should be indented 0.5 inches (0.5”) from the left margin. The annotation should be on a new line and also indented 0.5 inches (0.5”) from the left. When formatting the annotation, be sure to keep left indent at 0.5 inches (0.5”) and *Special* at “none.”

To create a Hanging Indent in Google Docs, you will want to make sure the ruler is visible (Click *View* and check *Show Ruler*). Select the citation or annotation. On the ruler drag the light blue triangle (left indent marker) to the right until it is half an inch from the margin. Move **ONLY** the light blue rectangle back to the left margin. You can also change the margins with the ruler in Microsoft Word.

Depending on the kind of source, the citation will look slightly different. However, a general rule of thumb you will want to have the following elements:

- ▶ Author
- ▶ Title of source
- ▶ Title of container (the website, encyclopedia, organization it came from, etc.)
- ▶ Publisher
- ▶ Publication date
- ▶ Publication location

BASIC MLA CITATION FORMATS

BOOKS

Author's last name, First name. *Book Title*. Publisher, Year published

Book Chapter, Article, Section (incl. anthologies & compilations)

Author last name, First name. "Title of Chapter." *Book Title*, edited by Editor name, publisher, year, page number(s) OR DOI/permalink/URL when applicable (without http:// or https://)

Chapter or Article in an edited book found online or in database

Author last name, First name. "Title of Chapter." *Book Title*, edited by Editor name, publisher, publication date, page number(s). Name of database, URL or DOI. Access date (supplimental).

Chapter in an Encyclopedia

Author last name, First name (if available). "Title of Chapter." *Encyclopedia Name*, publisher, publication date, page number(s) OR DOI/permalink/URL when applicable (without http:// or https://). Access date (supplimental).

Book found on a website or in a database

Author last name, First name. *Book Title*. publisher, year published. Title of website or database, URL.

eBook

Author last name, First name. *Title of the eBook*, E-book ed., Publisher, Year published. Name of e-reader device.

Entry in a Dictionary

"Title of Entry." *Dictionary Title*, edition (if applicable), Publisher, Date published, page number or URL.

Translated or Edited Book

Author's Last name, First name. *Title of the Book*. Translated by OR Edited by First name Last name, Publisher, Year published.

WEBSITES

Author's last name, First name. "Title of Article or Individual Page." *Title of Website*, Name of publisher, date of publication in day month year format, URL.

Website with no author

"Title of Web page." *Website Title*, Publisher, date published in day month year format, URL.

Website without a formal title

Description of web page. *Website Title*, Publisher, day published in day month year format, URL.

ART & IMAGES

Digital image on a web page or online article

Image creator's last name, First name. "Image Title." *Website Name*, day month year published, URL.

Photograph/image from a book

Image creator's last name, First name. *Image Title*. Year created. *Book Title*, by Book Author's first last name, Publisher, year published, p. page(s).

Photograph/image from a database

Image creator's last name, First name. *Image Title*. Year created. *Database Name*, Numbers (if applicable), URL.

Photograph/image from a museum or institution, viewed online

Image creator's last name, First name. *Image Title*. Year created. Website Name, Numbers (if applicable), URL.

Photograph/image from a museum or institution, viewed in-person

Image creator's last name, First name. *Image Title*. Year created. Museum or institution name, Location.

Photograph you took ("Personal Collection")

Your last name, First name. *Image Description or image title*. Day Month Year taken. Author's personal collection.

JOURNALS, MAGAZINES AND NEWSPAPERS

Journal article from database

Author last name, First name. "Article Title." *Journal Name*, vol. #, issue #, publication date, page number(s). *Database Title*, DOI (if available) or URL (without http:// or https://) or Permalink. Access Date (supplimental).

Journal article with no known author

"Article Title." *Journal Name*, vol. #, issue #, publication date, page number(s). *Database Title*, DOI (if available) or URL (without http:// or https://) or Permalink. Access Date (supplimental).

Magazine article online

Author last name, First name. "Article Title." *Magazine Title*, day month year published, URL.

Magazine article in print

Author last name, First name. "Article Title." *Magazine Title*, vol #, No. (issue number), date published, page number(s).

Newspaper article found in a database

Author last name, First name. "Article Title." *Newspaper Title* [City], Day month year published, section name (if applicable), p. page number. Database name, URL. Accessed day month year.

Newspaper article online

Author last name, First name. "Article Title." *Newspaper Title* [City], Day month year published, URL. Accessed day month year.

Newspaper article in print

Author last name, First name. "Article Title." *Newspaper Title* [City], section name (if applicable), p. page number.

Journal article, online (not from a database)

Author last name, First name. "Article Title." *Journal Title*, vol #, issue #, publication date, page number(s). Website Name, URL. Accessed day month year (supplimental).

Journal article, in-print

Author last name, First name. "Article Title." *Journal Title*, vol #, issue #, publication date, page number(s).

INTERVIEWS

Interview in Print

Interviewee Last name, First name. "Interview Title." Interview by First name Last name. *Magazine Name*, Date Month Year, pp. page number(s). (or website if applicable)

Personal Interview (An Interview You Conducted)

Interviewee Last name, First name. Type of Interview (Personal Interview, Phone Interview, Skype Interview, etc.). Date.

AUDIO RECORDINGS

Musical Recording (album)

Group name or Performer's Last name, First name. *Album Title*. Edition (if applicable), Publisher, Year of publication.

Musical Recording (online song)

Group name or Performer's Last name, First name. "Song Title." *Album Title*. Edition (if applicable), Publisher, Year of publication. URL or App Name.

Musical Recording (song accessed on physical media)

"Song Title." *Album Title*, written/performed/conducted by First Last name, Edition (if applicable), Publisher, Year of publication. CD/MP3/MIDI/Cassette/Vinyl.

Podcast

Host's Last name, First name. "Episode Title." *Program Title*, Additional contributors (if applicable), Publisher, Date. Website where podcast was streamed, url (if applicable).

SOCIAL MEDIA**X** (Twitter)

Account holder's last name, First name [username]. "Tweet message." X, date posted, URL.

Instagram

Account holder's last name, First name [username]. "Photo title" or description. *Instagram*, other contributors, date posted, URL.

Facebook

Account holder's last name, First name [username]. "Title or caption of post" or description. *Facebook*, date posted, URL.

YouTube

"Title of Video." YouTube, uploaded by Username, date posted, URL.

OTHER**Monument or memorial**

Author's last name, First name. "Inscription Title" or description of inscription (if applicable). *Monument Title*, Year unveiled, City/State

Movie

Director's last name, First name. *Title*. Distributor/Studio, Year.

Television show

"Episode Title." Series Title. Contributor names (if applicable), Season #, Episode #, Network, date published/aired

OTHER NOTES

Two authors

1st last name, first name, and 2nd first name, last name.

Three or more authors

1st last name, first name, et al.

When to use italics

Titles and Containers should be italicized. A Container is where something is housed or located, ie: a museum would be the container for a painting, a collection would be the container for a poem.

Citation Format

Author's Last name, First name. "Title of Article or Individual Page."

Title of Website, Publisher name, Publication date in day month year format, URL.

Your annotation should be no more than three sentences. You should focus on how you used the source and how the source helped you to understand the topic. You do not need to include a description and you should not include any quotes.

WORKSHEET:
ANNOTATED BIBLIOGRAPHY

Source type: Primary Secondary

Title: _____

Author: _____

Publisher: _____ **Date published:** _____

Website: _____

Website accessed: _____

Source category: (this will help determine what additional information you need for the citation)

- Book
- Website
- Image
- Newspaper
- Journal
- Interview
- Other: _____

Write out your full source citation:

ANNOTATION

How did you use the source in your project? (one sentence) _____

How did the source help you understand you topic? (one sentence) _____

*Your History Day annotations should not exceed three sentences.
They should not be used to provide more information on your topic.*

SOURCES FOR RESEARCH

Research projects include information from many different sources. Explore the list of primary and secondary sources, and think about the types of sources that could help you answer your research question. History Day projects are required to include both primary and secondary sources.

A primary source is:

A document from the time your topic took place

- ▶ personal correspondence and diaries
- ▶ works of art and literature (sometimes)
- ▶ speeches and oral histories
- ▶ audio and video recordings
- ▶ photographs
- ▶ advertisements
- ▶ laws and legislative hearings
- ▶ census or demographic records
- ▶ plant and animal specimens
- ▶ ephemera, (tickets, invitations, menus,

A secondary source is:

A source that provides interpretation, commentary, or analysis, a second-hand account and often based on primary sources

- ▶ textbooks
- ▶ dictionaries
- ▶ encyclopedias
- ▶ biographies
- ▶ topic expert, such as a historian or professor

Both a primary and secondary source:

Some sources can be both depending upon who created the source when.

▶ Newspaper/magazine/journal article...

PRIMARY SOURCE: contemporary news events, first-hand account
SECONDARY SOURCE: milestone commemorations, historical overviews, a second-hand account

▶ Documentary film...

PRIMARY SOURCE: footage from the time, interview from someone who experienced the topic first-hand
SECONDARY SOURCE: topic expert or second-hand source interview

▶ Nonfiction text...

PRIMARY SOURCE: original research, historical findings or information
SECONDARY SOURCE: commentary or analysis about a topic the author didn't experience first

FREE RESOURCES FOR PRIMARY SOURCE RESEARCH

LIBRARIES AND PUBLIC ARCHIVES

The Three Library Systems of New York City:

- ▶ Brooklyn Public Library: bklynlibrary.org
- ▶ Queens Public Library: queenslibrary.org
- ▶ New York Public Library: nypl.org

Anyone in NYC can get a free library card from any or all of the public libraries regardless of which borough you reside in. There are library branches throughout the city as well as digital resources that vary between the three systems. Additionally, NYPL has many research libraries, archives and centers covering various topics and special themes.

Center for Brooklyn History:

bklynlibrary.org/cbh/collections/collections-resources

The archival branch of the Brooklyn Public Library documents the history of Brooklyn. Resources include research guides which are a helpful place to start when looking for topics on Brooklyn. CBH is the host of New York City History Day.

Brooklyn Newsstand: bklyn.newspapers.com

A portal for online historic Brooklyn newspapers from the Center for Brooklyn History including *Brooklyn Daily Eagle*, a daily newspaper published from 1841 to 1955.

Digital Public Library of America: dp.la

DPLA collaborates with libraries, archives, and museums around the country to compile free digital resources. DPLA has ways to search, browse by topic or look at primary source sets.

Library of Congress: loc.gov

The largest library in the world, LOC is the main research arm of the U.S. Congress and home of the U.S. Copyright Office.

National Archives: archives.gov

The National Archives and Records Administration holds all documents and materials created by the United States federal government.

New York State Archives: digitalcollections.archives.nysed.gov/

NYSA has over 270 million records from NY's colonial and state governments dating back to 1630. *Most States have an archive. Depending on your topic, this can be a great place to look for digitized primary sources.*

MUSEUMS

Museum of the City of New York Collections:

collections.mcny.org

MCNY has 750,000 objects in their collection with 190,000 available digitally.

New York Historical Society: *nyhistory.org*

New York's first museum strives to tell the stories of New York and America.

Many museums have some of their collections digitally available for free. Historical societies, natural history museums, historic houses, and art museums are great places to look for primary sources.

NEWSPAPER ARCHIVES

Chronicling America: *chroniclingamerica.loc.gov*

Search America's historic newspaper pages from 1777–1963.

Students who advance to the National contest and use Chronicling America will be eligible for a special prize funded by the National Endowment for the Humanities.

Digitized Harper's Weekly: *harpweek.com*

An influential newspaper running from 1857–1916

This is a non-exhaustive list of free research resources.

*Universities and cultural institutions will often have archives, and many have digital resources — but sometimes their collections are available by appointment only. If you would like help contacting these institutions feel free to reach out to **nychd@bklynlibrary.org** and we can help you make research appointments.*