

Virginia Magazine of History and Biography
Guide to Endnote Form and Style and Usage

1. Books

Books:

1st ref. Suzanne Lebsock, *The Free Women of Petersburg: Status and Culture in a Southern Town, 1784–1860* (New York, 1984), 50–53.

2d ref. Lebsock, *Free Women of Petersburg*, 50–53.

Note that short titles omit initial articles like “the” and “a.”

Book with an Editor:

1st ref. David Donald, ed., *Inside Lincoln’s Cabinet: The Civil War Diaries of Salmon P. Chase* (New York, 1954), 170.

2d ref. Donald, ed., *Chase Diaries*, 170.

Book with an Author and Editor:

1st ref. John Taylor, *Arator: Being a Series of Agricultural Essays . . .*, ed. M. E. Bradford (1818; Indianapolis, 1977), 132.

2d ref. Taylor, *Arator*, 132.

Multivolume Work:

1st ref. Richard L. Morton, *Colonial Virginia* (2 vols.; Chapel Hill, 1960), 2:74.

2d ref. Morton, *Colonial Virginia*, 2:74.

Reprint Edition:

1st ref. Sidney D. Brummer, *Political History of New York State during the Period of the Civil War* (1911; New York, 1967), 218–20.

2d ref. Brummer, *Political History of New York*, 218–20.

Well-Known Reference Work:

1st ref. *Dictionary of American Biography*, 5:325–27.

2d ref. *DAB*, 5:325–27.

2. Articles, Theses, Book Reviews

Article in a Journal:

1st ref. Philip R. Smith, Jr., “John H. Hall, Virginia Gunmaker,” *Virginia Cavalcade* 1 (1962): 28–32.

2d ref. Smith, “John H. Hall,” 28–32.

Abbreviations for Journal Titles:

(to be used after first occurrence of the name of the journal)

<i>American Historical Review</i>	<i>AHR</i>
<i>Journal of American History</i>	<i>JAH</i>
<i>Journal of Southern History</i>	<i>JSH</i>
<i>Journal of the Early Republic</i>	<i>JER</i>
<i>Virginia Magazine of History and Biography</i>	<i>VMHB</i>
<i>William and Mary Quarterly</i>	<i>WMQ</i>

Note that we use the following wording to indicate these abbreviations: *American Historical Review* (cited hereafter as *AHR*)

Article in a Book of Collected Essays:

1st ref. Richard S. Dunn, “Black Society in the Chesapeake, 1776–1810,” in Ira Berlin and Ronald Hoffman, eds., *Slavery and Freedom in the Age of the American Revolution* (Charlottesville, 1983), 49–50.

2d ref. Dunn, “Black Society in the Chesapeake,” 49–50.

Article in a Magazine:

1st ref. Jeffrey Wert, “One Great Regret: Cold Harbor,” *Civil War Times Illustrated*, February 1979, 22.

2d ref. Wert, “One Great Regret,” 22.

Thesis or Dissertation:

- 1st ref. Catherine M. Lynn, "Shirley Plantation: A History" (M.A. thesis, University of Delaware, 1967), 50.
- John Peter Carey, "Influences on Thomas Jefferson's Theory and Practice of Higher Education" (Ph.D. diss., University of Michigan, 1969), 202.
- 2d ref. Lynn, "Shirley Plantation," 50.

Book Review:

- 1st ref. R. Carter Pittman, review of Richard L. Perry, ed., *Sources of Our Liberties* (1959), in *Virginia Magazine of History and Biography* 68 (1960): 110–11.
- 2d ref. Pittman, review of Perry, ed., *Sources of Our Liberties*, 110–11.

Conference Paper:

- 1st ref. Marjorie Spruill Wheeler, "Women's Rights and States Rights: Dissension in the Solid South," paper delivered at the annual meeting of the Southern Historical Association, New Orleans, La., 1 Nov. 1990.
- 2d ref. Wheeler, "Women's Rights and States Rights."

3. Government Documents

Congressional Debate:

- 1st ref. *Congressional Record*, 48th Cong., 1st sess., 3849.
- 2d ref. *Congressional Record*, 48th Cong., 1st sess., 3849.

Congressional Report:

- 1st ref. U.S. Congress, House of Representatives, Report of the Joint Committee on the Conduct of the War, "Trade in Military Districts," 37th Cong., 3d sess., 576–77.
- 2d ref. Report of the Joint Committee, "Trade in Military Districts," 576–77.

Published Government Report:

- 1st ref. U.S. Department of Agriculture, Bureau of Soils, *Soil Survey of Accomac and Northampton Counties, Virginia*, by E. H. Stevens (Washington, D.C., 1920), 31.
- 2d ref. Bureau of Soils, *Soil Survey*, 31.
- 1st ref. John L. Cotter, *Archeological Excavations at Jamestown Colonial National Historical Park and Jamestown National Historic Site, Virginia*, Archaeological Research Series, No. 4, National Park Service, U.S. Department of the Interior (Washington, D.C., 1958), 73.
- 2d ref. Cotter, *Archeological Excavations*, 73.

Unpublished Government Report:

- 1st ref. George C. Gregory, "Jamestown, Site of First Fort," (n.d.), p. 11, Colonial National Historical Park, Yorktown, Va.
- 2d ref. Gregory, "Jamestown," 11.

4. Legal Documents

Court Case:

- 1st ref. *Martin v. Hunter's Lessee*, 14 U.S. (1 Wheat.) 304 (1816).
- 2d ref. *Martin v. Hunter's Lessee*, 14 U.S. (1 Wheat.) 304 (1816).
- 1st ref. *Ware, Administrator of Jones v. T. M. Randolph's Executors*, U.S. Circuit Court, Va., Record Book, 5:360–74.
- 2d ref. *Ware, Administrator of Jones v. T. M. Randolph's Executors*, 5:360–74.
- 1st ref. Travers Nash, deposition, 19 Mar. 1789, in *Lawson v. Tayloe*, file 171, Fredericksburg District Court, Fredericksburg, Va.
- 2d ref. Nash deposition.

Abbreviations for Virginia Court Reporters:

- | | |
|--------------------------------------|----------|
| Washington (1790–96) | Wash. |
| Virginia Cases, Criminal (1789–1826) | Va. Cas. |

Call (1797–1825)	Call
Hening and Munford (1806–10)	Hen. and Munf.
Munford (1810–20)	Munf.
Gilmer (1820–21)	Gilmer
Randolph (1821–28)	Rand.
Leigh (1829–42)	Leigh
Robinson (1842–43)	Rob.
Grattan (1844–80)	Gratt.
75 Virginia to date	Va.

Legal Records:

- 1st ref. Prince William County Deed Book M, ff. 101–8, Library of Virginia, Richmond.
- 2d ref. Prince William County Deed Book M, ff. 101–8.
- 1st ref. Samuel Gist, will, probated 7 May 1815, Hanover County Legislative Petitions, 1815, Records of the General Assembly, Record Group 78, Library of Virginia, Richmond.
- 2d ref. Samuel Gist will.

Printed Laws and Statutes:

- 1st ref. Virginia Acts of Assembly, chap. 21, 18 Jan. 1884, “An Act to incorporate Supreme Fountain Grand United Order of True Reformers,” 18–19.
- 2d ref. “An Act to incorporate Supreme Fountain Grand United Order of True Reformers,” 18–19.

Census:

- 1st ref. U.S. Census Bureau, Ninth Census, 1870, Albemarle County, Va., Fredericksville Parish, 149.
- 2d ref. Ninth Census, 1870, Albemarle County, Va., Fredericksville Parish, 149.

5. Newspapers

Newspapers:

Richmond Times-Dispatch, 30 Aug. 1907.

Charles Slack, "Portrait of Richmond is prized," *Richmond Times-Dispatch*, 21 Mar. 1991, C1.

Note that when there are two papers with the same name published in the same place, place the publisher in parentheses.

Virginia Gazette (Purdie & Dixon), 30 July 1772.

Use only the day, month, year when citing newspapers printed before 1870. Citations to later newspapers require author (when applicable), title of article in quotation marks, name of paper, day, month, year, and page number.

6. Manuscript Collections and Primary Materials

Manuscript Collections:

1st ref. Richard Henry Lee to Arthur Lee, 5 Apr. 1770, Lee Family Papers, 1638–1867, Virginia Historical Society, Richmond.

2d ref. Richard Henry Lee to Arthur Lee, 5 Apr. 1770, Lee Family Papers.

Note that the second reference drops the repository, unless two or more collections of the same name from different repositories are cited in the same essay. Also, if more than one collection of the same name at the same repository is cited in an article, second references should distinguish among the collections by including a distinctive date range.

Other examples:

1st ref. Lewis Tappan, diary, 23 Feb. 1836, Tappan Papers, Library of Congress, Washington, D.C.

2d ref. Tappan, diary, 23 Feb. 1836, Tappan Papers.

1st ref. James Lawson to John Semple, 31 Aug. 1761, 1 Feb. 1762, Court of Sessions Unextracted Processes, RH 15/1185, Scottish Record Office, Edinburgh, Scotland.

2d ref. James Lawson to John Semple, 31 Aug. 1761, 1 Feb. 1762, RH 15/1185, SRO.

Letter or Document in a Published Work:

1st ref. William Henry Seward to William L. Dayton, 20 Oct. 1862, in George E. Baker, ed., *The Works of William Henry Seward* (5 vols.; New York, 1853–84), 5:359–60.

2d ref. William Henry Seward to William L. Dayton, 20 Oct. 1862, in Baker, ed., *Works of Seward*, 5:359–60.

When citing an editorial note, rather than a document, use the following form:

Editorial note, in Robert A. Rutland, ed., *The Papers of George Mason, 1725–1792* (3 vols.; Chapel Hill, 1970), 1:275.

Microfilm:

1st ref. R. D. Winthrop to William Henry Seward, 29 Sept. 1862, *William Henry Seward Papers*, University of Rochester (microfilm; Woodbridge, Conn.: Research Publications, Inc.).

2d ref. R. D. Winthrop to William Henry Seward, 29 Sept. 1862, *Seward Papers* (microfilm).

After their first appearance in the notes, the names of repositories should be abbreviated. The most common abbreviations are:

Library of Congress	LC
National Archives and Records Administration	NARA
Library of Virginia	LVA
Museum of the Confederacy	MOC
Virginia Historical Society	VHS
University of Virginia Library	UVA
College of William and Mary	WM

Note that we use the following wording to indicate these abbreviations: University of Virginia, Charlottesville (cited hereafter as UVA)

Interviews:

1st ref. Interview with A. Linwood Holton, Jr., conducted by James R. Sweeney, Washington, D.C., 6 Jan. 1987.

2d ref. Interview with A. Linwood Holton, Jr., 6 Jan. 1987.

7. Films and Digital Media

Films:

1st ref. *The Civil War* (1990), Florentine Films and WETA-TV, Washington, D.C.

2d ref. *The Civil War* (1990).

Digital Media:

Listserv Messages Robert C. Kenzer, "Kenzer on Berry _Princes of Cotton_," posted to H-South (H-SOUTH@h-net.msu.edu), 9 Nov. 2007.

Online Resources "Lee and Grant," <http://www.vahistorical.org/lg/main.htm> (accessed 5 Dec. 2007)

Sue Carter to Mary A. Heirs, September 15, 1861,
<http://etext.lib.virginia.edu/etcbin/civwarlett-browse?id=A6120> (accessed 5 Dec. 2007)

8. Endnote Form

Use of Ibid:

Per the Chicago Manual of Style (15th edition):

The abbreviation "ibid." refers to a single work cited in the note immediately preceding. It must never be used if the preceding note contains more than one citation. It takes the place of the name(s) of the author(s) or editor(s), the title of the work, and as much of the succeeding material as is identical.

1st ref. Peter Wallenstein, *Cradle of America: Four Centuries of Virginia History* (Lawrence, Kan., 2007), 55.

Ref. immediately following Ibid. (when referring to same book, same page)
Ibid., 83. (when referring to same book, different page)

Note that "Ibid." is not italicized. Later references should use short titles, never op. cit. or loc. cit. For the appropriate short title form, see below.

Citation within an Endnote:

When a footnote contains material to be documented, give the source in parentheses.

Chase wrote that he favored "opening the port" (David Donald, ed., *Inside Lincoln's Cabinet: The Civil War Diaries of Salmon P. Chase* [New York, 1954], 170).

Indicating Sources of Quotations:

When citing more than one source in a note, please indicate in which place or places any quotations appear.

William Byrd I to [Perry & Lane?], 29 Mar. 1685, in Marion Tinling, ed., *The Correspondence of the Three William Byrds of Westover, Virginia, 1684–1776* (2 vols.; Charlottesville, 1977), 1:30 (first quotation); Philip Ludwell to Philip Ludwell II, 9 Feb. 1705/6, Lee Family Papers, 1638–1867, VHS (second and third quotations).

When citing a large range of pages, indicate on which page the quotation occurs.

John B. Baldwin, testimony in *Report of the Joint Committee on Reconstruction . . .*, 39th Cong., 1st sess. (Washington, D.C., 1866), part 2, 102–9 (quotation on 104).

9. General Notes on Style

- Manuscripts submitted to the Virginia Magazine should be double-spaced and include endnotes, not footnotes.
- Follow the distinction between “which” and “that” as explained in Strunk and White, *Elements of Style*, 59. Also keep in mind the differences between “since” and “because” and between “while” and “although.”
- Use the passive voice sparingly.
- Avoid beginning a sentence with “however” when it is being used to mean “nevertheless” (Strunk and White, *Elements of Style*, 49).
- Quotations should appear exactly as they appear in the original source, unless the author makes a note of the change.

10. Abbreviations

Months

- Cite dates in the European fashion (day, month, year): 21 May 1850
- Spell out months in the text
- Spell out months in the text of the notes: “in March 1821”
- Abbreviate months in citations: “Richard Hanson to William Jones, 22 Oct. 1791, VHS”

States	<ul style="list-style-type: none"> • Spell out with city or county in the text • Abbreviate with the city or county in citations
U.S. or United States	<ul style="list-style-type: none"> • Spell out “United States” for the first usage in the text; abbreviate thereafter • Abbreviate in citations
Numbers	<ul style="list-style-type: none"> • Use “2d” and “3d,” not “2nd” and “3rd.” • Spell out numbers between one and ninety-nine. • Chapter and volume numbers appear in Arabic numerals: Lynn M. Case and Warren Spencer, <i>The United States and France: Civil War Diplomacy</i> (Philadelphia, 1970), chaps. 8, 14. • Follow the Chicago Manual, with the following exceptions: Repeat all digits in inclusive years <ul style="list-style-type: none"> a) for birth and death years: Robert E. Lee (1807–1870) b) in titles of articles and essays: “Conscription in Revolutionary Virginia: The Case of Culpeper County, 1780–1781,” by John R. Van Atta <i>but</i> “during the winter of 1862–63”
Percentages	<ul style="list-style-type: none"> • Use Arabic numbers and spell out “percent”: “12 percent”
Ranks	<ul style="list-style-type: none"> • When preceding a person’s name, use abbreviations for military and political titles (Gen., Maj., Sen., Rep., Gov., Lt. Gov.). President is an exception.

11. Tips to Remember

1. Always provide the full title and subtitle of printed materials. This information should be taken from the title page of the work, not from the dust jacket, spine, or cover.
2. Render the author or editor’s name as it appears on the title page. Do include initials representing affiliation with religious orders; do not include initials representing academic or honorary degrees.
3. List the first place of publication. Thus, most publications of Louisiana State University should be “Baton Rouge,” not “Baton Rouge and London.” Remember to distinguish between Cambridge, England (noted as “Cambridge, Eng.”), and Cambridge, Massachusetts (noted as “Cambridge, Mass.”).
4. It is not necessary to include the call number when citing a manuscript item. Preference will be given to the form of the citation requested by the institution holding the collection.
5. Combine references within a paragraph into one endnote per paragraph.

12. Preferred style

about: instead of circa or c. (for signifying approximate dates on exhibition labels)

AD (for Anno Domini): use CE (for Common Era) instead

adviser: not “advisor”

African American, *not* African-American

amid *not* amidst

antifederalist: lower cased

Appomattox Court House

archaeology

army: lower cased—the American army, the army, but United States Army

the assembly: lower cased when referring to the General Assembly

BC (for Before Christ): use BCE (for Before the Common Era) instead

the backcountry

battles: lower cased—the battle of Waterloo; the siege of Vicksburg

board of trustees, the board

CE (for Common Era), not AD (for Anno Domini)

civil rights movement

the commonwealth, the Commonwealth of Virginia

commas: every item in a series should be followed by a comma—“Washington, Jefferson, and Madison”

Congresses: upper cased—the Thirty-first Congress

congressional districts: upper cased—the Tenth Congressional District

the Constitution (of the United States); the constitution (of Virginia); the 1902 constitution; the constitution of 1902

corps: Third Corps; Second and Third corps

the Council (colonial body); but the governor’s council

counties: Nansemond County; Arlington and Fairfax counties

dates: use European style—1 May 1769

due to: cannot be used to mean “because of”

dueling

e.g.: avoid using

emeritus: emeritus professors; but professors emeriti

empire: the first British empire; the British empire

et al.

etc.: avoid using

ex-: use “former”

Federalist Party; but federalist (referring to a supporter of the Constitution)

firstly, secondly, thirdly: are not words; use “first,” “second”

former: lower cased—former governor E. Lee Trinkle; former presidents Adams and Jefferson

Harpers Ferry: no apostrophe

House: when referring to the House of Burgesses, the House of Delegates, or the House of Representatives

houses: not put in quotation marks—Mount Vernon; Westover, Charles City County

i.e.: avoid using. Use “for example” instead

Jackson, Stonewall: no quotation marks (but do use quotation marks if referring to Thomas Jonathan “Stonewall” Jackson)

Jr.: must be preceded and followed by a comma—“Robert E. Lee, Jr., wrote that his father . . .”; but Daniel Parke II. (However, if part of a series or fund name [“J. Harvie Wilkinson Jr. Lecture” or “James I. Robertson Jr. Fund”], there are no commas.)

Lower South

Lower Valley (of Virginia)

massive resistance

the marines: but United States Marine Corps

moneys: preferred to “monies”

mountains: Blue Ridge Mountains; the Adirondack and Allegheny mountains

N.B.: avoid using

navy: lower cased—the navy; but United States Navy, British navy; but Royal Navy

not only: requires “but also” or “but . . . as well” to complete its meaning

nullification crisis: lower cased

Old Dominion: no quotation marks on state nicknames (the Bay State, the Palmetto State, the Empire State)

oronoco tobacco

party systems: lower cased—first party system, second party system

Piedmont: upper cased for all states

possessives: Charles’s; Custises’

exceptions: Jesus’; Moses’; for conscience’ sake; for righteousness’ sake

Powhatan Uprising (not massacre)

prior to: use “before”

proactive: use “active”

quotation within a block quotation: use single quotation marks

quote, quotation: “quote” is a verb; “quotation” is a noun

Raleigh, Sir Walter

regiments: 33d Virginia Infantry; but Third Corps
the Revolution

rivers: Clinch River; Mississippi and Ohio rivers

secession crisis: lower cased

secession winter: lower cased

secondly: see firstly

the Senate: when referring to the U.S. Senate (see also “state senate”)

Sr.: requires a comma both before and after—”Harry F. Byrd, Sr., became governor . . .”; but John Custis IV

Shays’s Rebellion

sieges: see battles

state senate: but Virginia Senate

sweet-scented tobacco: hyphenated

streets: Franklin Street; Main and Foushee streets

that: restrictive; should never be preceded by a comma—The pen that my mother gave me ran out of ink.

thirdly: see firstly

Tidewater: upper cased for all states

titles: President John Tyler, President Tyler, the president, Arthur Wellesley, the duke of Wellington; the first duke of Wellington; the duke

tobacco: oronoco, sweet-scented

toward: use “toward,” not “towards”

trans-Allegheny

trans-Appalachian

transatlantic

traveled, traveler

Upper South

Upper Valley (of Virginia)

utilize: use “use”

the Valley

Virginia militia: lower cased; but the Virginia Regiment

votes: use Arabic numerals and “to”—75 to 32

web site, *not* website

which: nonrestrictive; must be preceded by a comma—The James River, which flows past Westover, empties into the Chesapeake Bay.

* updated 21 November 2017