

BIBLIOGRAPHY

Chicago Manual:

14.57 Format and placement of bibliography

A bibliography arranged in a single alphabetical list is the most common and usually the most reader-friendly form for a work with or without notes to the text. All sources to be included—books, articles, dissertations, papers—are alphabetically arranged in a single list by the last names of the authors (or, if no author or editor is given, by the title or a keyword readers are most likely to seek).

14.58 Dividing a bibliography into sections

A bibliography may occasionally be divided into sections—but only if doing so would make the reader’s job significantly easier. Where readers need to refer frequently from notes to bibliography, a continuous alphabetical list is far preferable, since in a subdivided bibliography the alphabetizing starts over with each section. Rarely should books be separated from articles, since a book and an article by the same author are best listed close together. It may be appropriate to subdivide a bibliography (1) when it includes manuscript sources, archival collections, or other materials that do not fit into a straight alphabetical list; (2) when readers need to see at a glance the distinction between different kinds of works—for example, in a study of one writer, between works by the writer and those about him or her; or (3) when the bibliography is intended primarily as a guide to further reading (as in this manual). When divisions are necessary, a headnote should appear at the beginning of the bibliography, and each section should be introduced by an explanatory subhead (see [fig. 14.9](#)). No source should be listed in more than one section.

FOR UMW HISTORY DEPARTMENT:

The standard title is Bibliography, although a title which reflects the selective nature of a sources list or is, in general, more precise is also appropriate, e.g.:

Works (or sources) cited: a list of works cited in the text and notes.

Works (or sources) consulted: a list of everything used, whether or not cited in the text or notes.

NOTE: IT IS ALWAYS WISE TO CHECK WITH YOUR INSTRUCTOR TO SEE IF HE/SHE HAS ANY PREFERENCE FOR TITLE, FORMAT, ETC.

While there are rare occasions for doing so, papers generally do not include two bibliographies, one listing works cited and one listing works consulted.

A bibliography can—but does not have to—be divided into sections or subsections.

Standard divisions in two-part bibliographies include:

- Secondary Sources and Primary Sources
- Primary Sources and Modern Authorities
- Books and Periodicals

Divisions can be used for a wide variety of sources (e.g., films, dissertations, interviews, memoirs) in order to emphasize these major, special, or unusual sources. For example, a paper using numerous newspapers might separate newspapers in order to call the reader's attention to this source.

TIP: it is generally not a good idea to make a division for only one or two sources. Rather than be impressed with this type of source, the reader might wonder why the author used so few of them.

A bibliography can use divisions with divisions, e.g.:

Secondary Sources: Books and Periodicals

Primary Sources: Newspapers and Diaries

OR:

Books: Secondary and Primary

Periodicals: Secondary and Primary