

Helpful Hints for HOA Bibliography

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Citations

All history students use Chicago Manual of Style, 17th edition, Notes and Bibliography for citations.

- Do not use the citation for Chicago's *Author Date style* when grabbing citations from USIC Search. (There are two versions of Chicago.)
- Check your bibliography against our [Beginning Citations Page](#).
- **Find more information on [Owl Purdue](#).**
- Bookmark the above pages!
- Your spacing, indent and font as well as all punctuation, period, colon and italicization, are important.

Bibliography

Formatting a bibliography

- Times New Roman font
- 12-point size
- Single spacing, except double spaces after each ***citation with its annotation***. There is no space between the citation and the annotation.
- Alphabetical order by first letter of citation whether it's an author or title that begins the citation. (If your citation begins with an *article* including a/an/the, ignore it when alphabetizing.)
- *Annotated Bibliography* is centered and bolded at the top of the page.
- Use a [hanging indent](#) after the first line of each citation and its annotation. [See examples of how to make a hanging indent.](#)

Helpful Hints for HOA Bibliography

Annotations

Three parts to HOA annotation.

1. an assessment of the reliability of the source.
 - Look for author description in publication and/or Google author. If you can't find information on the author talk about the credibility of the publisher or journal.
2. a sentence or two summarizing the source
 - Read back of book, jacket of book, and look at evidence you're gathering
 - What is the book about?
3. an explanation of how the source is relevant to your research

Annotation Examples

Bartholomew-Feis, Dixee. *The OSS and Ho Chi Minh: Unexpected Allies in the War Against Japan*. Lawrence, Kansas: University of Kansas Press, 2006.

Historian, author, professor and Dean of the School of Social Science, Philosophy and Religion at Buena Vista University, Dixee Bartholomew-Feis has a PhD in History. In this book, she examines the relationship between the OSS, Ho Chi Minh, and the Viet Minh. Prof. Bartholomew-Feis details the events in French Indochina during the Japanese occupation, including the ways in which the relationships between all the Allied Powers impacted the situation. This novel is relevant to my paper as it pays attention to the impact of the Japanese coup in March of 1945 on the OSS's relationship with the Viet Minh but also the fact that the sudden Japanese surrender in August made Ho Chi Minh's rise to power more likely to happen.

Spence, Jonathan D. *The Search for Modern China*. New York: Norton, 1990.

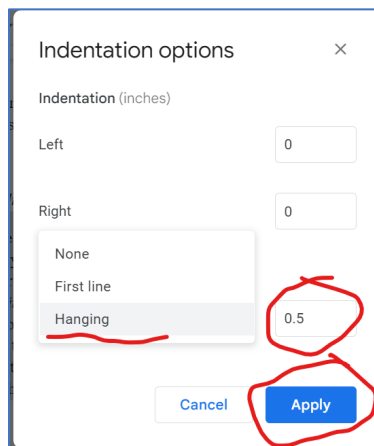
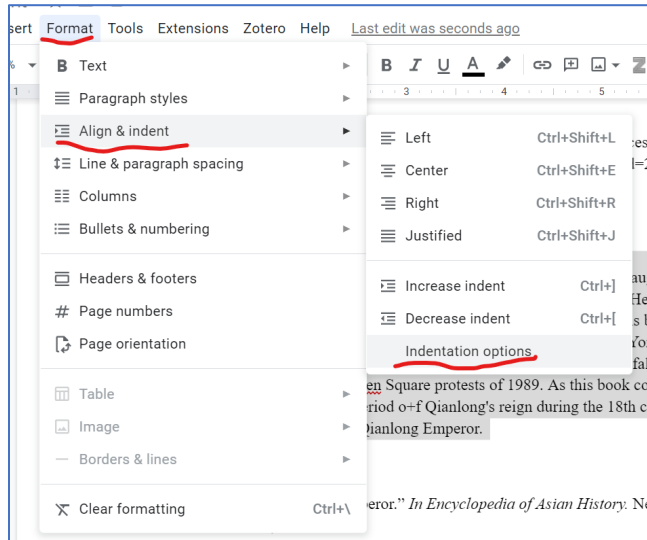
Jonathan Spence is one of the world's foremost scholars on modern China. He taught Chinese history at Yale for many years, where he was the Sterling Professor of History. He has published numerous books and articles on topics related to Chinese and Asian history. This book, *The Search for Modern China*, is his most well-known work, and reached the New York Times Bestseller list. This book covers the period of Chinese history starting from the fall of the Ming dynasty all the way up to the Tian'anmen Square protests of 1989. As this book covers the Qing dynasty and talks in detail about the period of Qianlong's reign during the 18th century, it is relevant to this research paper on the Qianlong Emperor.

Helpful Hints for HOA Bibliography

How to Do Hanging Indents

Google Docs

- Select one of your single-spaced citations and annotations
- Select Format from the tool bar and follow the images below



Indentation Issues in Google

1. The first line of annotation will not indent.
 2. There is a space between citation and annotation.
-
1. Extra line space between annotation and citation
 - a. Highlight/select both citation and annotation
 - b. Select Format-> Paragraph -> Space before/after

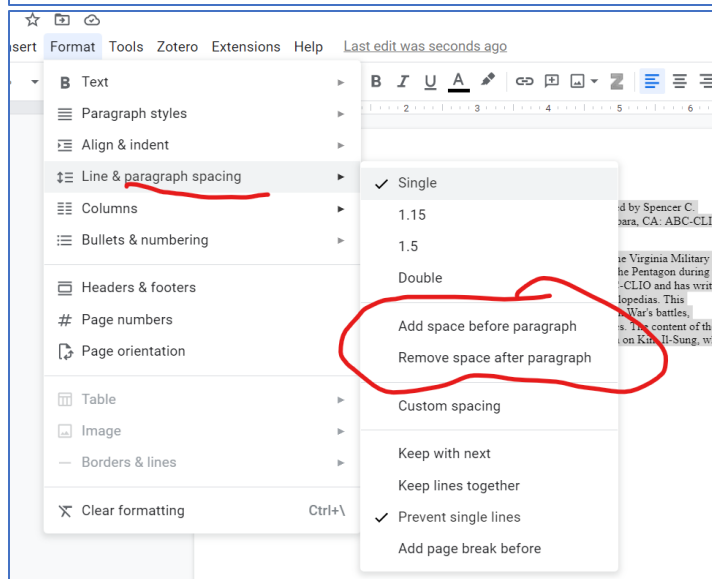
Helpful Hints for HOA Bibliography

extra space between annotation and citation

Dunn, Joe P. "Kim Il-Sung." In *The Encyclopedia of the Korean War*, edited by Spencer C. Tucker and Paul G. Pierpaoli, Jr, 410-12. 2nd ed. Vol. 1. Santa Barbara, CA: ABC-CLIO, 2010.

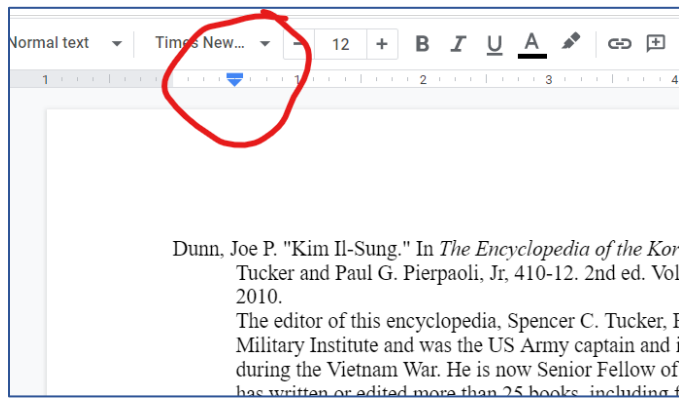
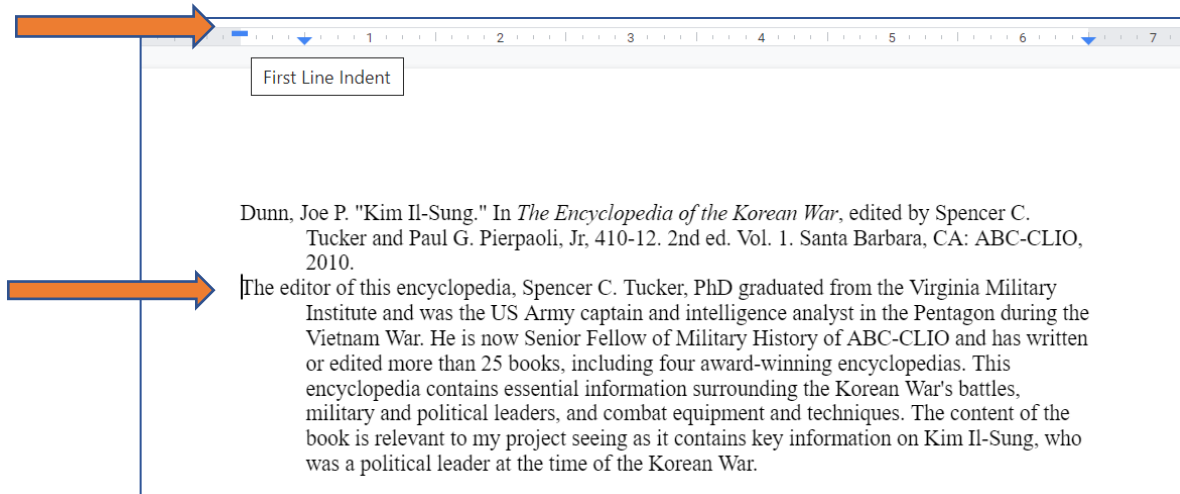
The editor of this encyclopedia, Spencer C. Tucker, PhD graduated from the Virginia Military Institute and was the US Army captain and intelligence analyst in the Pentagon during the Vietnam War. He is now Senior Fellow of Military History of ABC-CLIO and has written or edited more than 25 books, including four award-winning encyclopedias. This encyclopedia contains essential information surrounding the Korean War's battles, military and political leaders, and combat equipment and techniques. The content of the book is relevant to my project seeing as it contains key information on Kim Il-Sung, who was a political leader at the time of the Korean War.

annotation first line will not indent



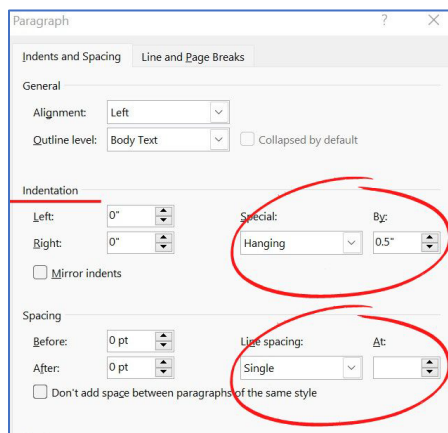
2. First line of annotation will not indent.
 - a. Put your cursor/blinking line at the front of the sentence that is not indented correctly.
 - b. drag top blue rectangle OVER the little blue arrow pointing down. Make sure the blue arrow is not also moving when you move the rectangle.

Helpful Hints for HOA Bibliography



Word

Select all of one citation and annotation at once Choose *Home* -> *Paragraph* -> *Indents and Spacing Tab*



Helpful Hints for HOA Bibliography

Annotated Bibliography

Bartholomew-Feis, Dixee. *The OSS and Ho Chi Minh: Unexpected Allies in the War Against Japan*. Lawrence, Kansas: University of Kansas Press, 2006.

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Harrison, Henrietta. "The Qianlong Emperor's Letter to George III and the Early-Twentieth-Century Origins of Ideas about Traditional China's Foreign Relations." *American Historical Review* 122, no. 3 (June 2017): 680-701. Accessed 17 November 2021. doi: 10.1093/ahr/122.3.

Historian, author, professor and Dean of the School of blah blah at blah blah blah _____ has a PhD in History. In this book, she examines the relationship between xxx, and the xxx. XXXX details the events in _____ during the ____ occupation, including the ways in which the relationships between all the _____ impacted the situation. This novel is relevant to my paper as it describes the impact of _____.

Perkins, Dorothy. "Qianlong." In *Encyclopedia of China*. Facts On File, 1998.

online.infobase.com/Auth/Index?aid=12093&itemid=WE53&articleId=247270.

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Walley-Cohen, Joanna. "Qianlong Emperor." In *Encyclopedia of Asian History*. New York: Charles Scribner's Sons, 1988.

Historian, author, professor and Dean of the School of blah blah at blah blah blah

_____ has a PhD in History. In this book, she examines the relationship between xxx, and the xxx. XXXX details the events in _____ during the ____ occupation, including the ways in which the relationships between all the _____ impacted the situation. This novel is relevant to my paper as it describes the impact of _____.