

Evidence Explained: Citing History Sources from Artifacts to Cyberspace

2.48 Source List Arrangements: By Author-Title

For published materials and other authored works (articles, books, manuscripts, maps, newspapers, theses, typescripts, etc.—whatever the media) the custom is to itemize works alphabetically, following these procedures:

- List authored sources in alphabetical order by author's surname.
- List anonymously authored works alphabetically by the title's first word. As an alternative, we may use the word *Anonymous* in the author's field, placing it in square editorial brackets, although this practice has fallen out of favor.
- If an author produced some works alone and some with other writers, we first group all those produced alone, citing the author's name first and then arranging the works alphabetically by their titles. Under that cluster we create a second grouping for that author's jointly written works; again, the principal author is cited first, with the joint works arranged alphabetically by the names of the second authors, etc. For example:

Source List Entries:

McWhiney, Grady. *Braxton Bragg and Confederate Defeat*. New York: Columbia University Press, 1969.

———. *Reconstruction and the Freedmen*. Chicago: Rand McNally, 1963.

McWhiney, Grady, and Forrest McDonald. "The South from Self-Sufficiency to Peonage: An Interpretation," *American Historical Review* 85 (December 1980): 1095–1108.

———. "The Antebellum Southern Herdsman: A Reinterpretation," *Journal of Southern History* 41 (May 1975): 147–66.

McWhiney, Grady, and Sue McWhiney, eds. *To Mexico with Taylor and Scott, 1845–1847*. Waltham, Massachusetts: Blaisdell Publishing Co., 1969.

See also 2.65 for an explanation of the 3-em dash used in source lists to indicate (*a*) the sole author cited in the preceding entry or (*b*) all the authors cited in the preceding entry.

2.49 Source List Arrangements: By Collection

When citing manuscript materials, we frequently find multiple documents of value in each collection we examine. Efficiency then suggests that our source list should cite items only at the collection level, rather than list every document. Entries cited at the collection level would be similar to these:

Chief Justice's Law Clerks' Correspondence, 1927–38. Records of the Supreme Court, Record Group 267. National Archives, Washington, D.C.

Personnel and Payroll Records, 1844–1906. Records of the Coast and Geodetic Survey, Record Group 23. National Archives, College Park, Maryland.

2.50 Source List Arrangements: By Geographic Locale

Manuscript materials often have a natural geographic base. Censuses, church and cemetery records, and courthouse registers and files are prime examples. Many researchers prefer to arrange these types of sources by geographic area in their source lists.

For materials that are geographically based, the convention is to begin an entry with the largest unit of the location (country or state) and work down to the local jurisdiction. That largest unit can be positioned as a header, as in the manner below, or it can be repeated as the first word of each entry. Whichever method you choose, you should be consistent.

New Mexico:

Sandoval County. Naturalization Records, 1910–1926. Thirteenth Judicial District Court of New Mexico, Bernalillo.

Socorro County. Homestead Records, 1882–1906. Probate Clerk's Office, Socorro.

———. Mining & Milling Claims, 1884–1906. County Recorder's Office, Socorro.

New York:

Orange County. Surrogate Court Records, 1787–1850. Surrogate Office, Goshen.

Rensselaer County. Deed Records, 1791–1900. County Clerk's Office, Troy.

———. Van Rensselaer Manor Papers, ca. 1650–1880. Secretary of State's Office, Albany.

Oklahoma:

Canadian County. Tax Records, 1930–1950. Tax Assessor's Office, El Reno.

———. Permit Records, 1890–98. Oklahoma Historical Society, Oklahoma City.

Kingfisher County. Civil Appearance Dockets, 1901–1929. County Clerk's Office, Kingfisher.

USE OF 3-EM DASH

For the 3-em dash used in lieu of the author's name, see 2.65.