

Evidence Explained: Citing History Sources from Artifacts to Cyberspace

cite. On occasion, we may choose to cite other works that gave us special insight into the subject. It may also be appropriate to cite works that err, in order to correct their errors.

2.10 Symbols & Terms

Many sources used by history researchers are available today in alternate formats—audio, digital, and visual. Throughout this manual, as individual source types are discussed, you will find the following symbols flagging alternate citations for various media:

-  Audio citations
-  Broadcast citations
-  CD-ROM citations
-  Microfiche citations
-  Microfilm citations
-  Online citations

Five basic terms are used throughout this manual as instructional terms and are capitalized at each usage for quick recognition:

First Reference Note—This term refers to the first time you cite a source in a particular database, manuscript, or published work. It embraces both footnotes and endnotes. This first reference to a source should always provide a full citation of the source and, when helpful, a discussion of the source’s quality or evidentiary value.

Subsequent Note—Once a source has been cited in full, all subsequent notes that refer to that source are conventionally cited in a shortened form. For each First Reference Note modeled in this manual, you will find a short form for subsequent references.

Source List—This term refers to the master list of all sources you are using for a particular research project.

Master Source—This term is used in many database management programs to refer to individual items in your Source List. Typically, a Master Source is a simplified citation. Once you choose it from your Source List to create a Reference Note, you amplify that Master Source with details that relate to the particular instance under discussion. *Evidence Explained* occasionally uses the term in this context.

Source List Entry—This term is the one routinely used herein to demonstrate the citation of specific items in a Source List.

COMMON PRACTICES

2.11 Citing Derivatives & Imaged Sources

The range of materials and media in use today defies standardization. When we examine a publication to define the elements that need recording, we should bear in mind that this material commonly has two formats in need of identification:

- most such material *originated in manuscript or book format*—whether in modern times or antiquity;
- most such material is *now being published in a new format* by a firm or an agency that is not the original creator.

Therefore, our citation should do the following:

- distinguish between image copies and other derivatives, such as abstracts, transcripts, and information extracted into databases;
- credit properly the original creator;
- credit properly the producer of the film or electronic publication;
- identify clearly the nature of the material;
- identify the film or electronic publication completely enough for others to locate it;
- cite the specific place (page, frame, etc.) on the roll, fiche, or database at which we found the relevant detail; and
- cite the date on which the microform or electronic data set was created (if that information is provided), updated, or accessed—as well as the date of the relevant record.

Some publishers of film and electronic reproductions supply a preface informing us that they obtained their data from another firm or individual. Even so, to analyze the reliability of their material we also need to know

- the identity of the *original* compiler (individual or agency) who first assembled that data set;
- the original source(s) from which the data were taken;
- whether the database represents full or partial extraction from those sources; or
- whether it was generated from materials randomly encountered by the original compiler.