

## **Evidence Explained: Citing History Sources from Artifacts to Cyberspace**

However, citations to original manuscripts, digital productions, and similar materials are typically complex and contain internal semicolons. For these materials, it is best to cite each source in a separate sentence within the reference note. (See also 2.74 Semicolons.)

### **2.21 Citing the Source of a Source**

We do not cite sources we have not used. “Borrowing” sources from other writers is both unethical and risky. When we use the work of others, we cite what we actually used. When other authors identify their source for a detail that is relevant to us, we should add to our note a statement such as,

The author cites “Register 3, page 235, St. Peter’s Parish, Wilmington, Delaware.”

Credit should always be given where it is due. By the same token, we would not wish to assume the blame for an error another writer made in using a record we have not seen.

If the source we consulted cites an original record, we should then examine the original to verify the accuracy of the prior writer’s assertions. Having consulted the original, we are entitled to cite the original as our own reference. If the other author has given us special insight into the use or interpretation of that original, we should credit the prior author for the insight. If the original material is something we might not have found on our own, we might also credit the earlier author for pointing us to it. Conversely, if the earlier author misrepresents facts from the original, then our citation might need to note that error and add an appropriate but tactful discussion.

### **2.22 Citing Titles, Basic Rules**

Four basic rules govern our citation of titles, regardless of the type of record or publication we are using:

#### **PUBLISHED BOOK, JOURNAL, WEBSITE, CD, ETC.**

For published works, you copy the exact title and put it in italics.

#### **NAMED PART OF A PUBLISHED BOOK, JOURNAL, WEBSITE, CD, ETC.**

For parts of a published work, such as a chapter in a book, an article in a journal, or a database at a website, you should copy the exact title and put quotation marks around it.

#### **TITLED, BUT UNPUBLISHED MANUSCRIPT, REGISTER, ETC.**

For an unpublished manuscript or typescript, you should copy the title exactly and put quotation marks around it.