

Supply page numbers in endnote citations whenever possible.

Use Arabic numbers (1,2,3) to number endnotes

Shortened citations are good--necessary, in fact--after the first citation, but it's never correct to provide only an author's surname (e.g., "3. Bozeka."). There should be, at minimum, a shortened title to follow, and in nearly all instances a page number or range ("3. Bozeka, *1958 Baltimore Colts*, 44-45.").

Correct capitalization is important. McFarland wants headline-style caps in titles ("Unitas Breaks Record in Win") rather than sentence-style ("Unitas breaks record in win").

There is almost never a good reason to rely on only one source in writing an essay. And absolutely no reason to cite that source in the first note only to follow it with ten more notes, each an *ibid*. Make every effort to use multiple sources.

Avoid long strings of *ibid*. They look bad, suggesting that the research base is too narrow, and refer the reader elsewhere (the top of the string) without saving on space, since both a shortened citation and an *ibid*. take up one full line. McFarland's preference, in fact, is to avoid *ibid*. altogether and go with the shortened citation, even if you run the same one for four or five straight notes.

Handle other writers' work with the utmost care. An endnote is not enough when you've reproduced something verbatim or changed a word here and there. If you aren't able to put the other author's ideas into your own words--something that still requires documentation--then quotation marks are a must, as are accurate transcription and sensitivity to the limits of fair use. For most articles, it's best to say below 100 words; for most book-length works, below 500.

-Be sure to italicize book titles, major newspapers, and journals/magazines.

-Do not use the abbreviations "pp." "pg." "p." et cetera for page numbers. Page numbers when given should be preceded by a comma and be indicated merely by the number.

-Use American style dates: month, day, year. (i.e. April 17, 1967). Note no "th" on the number of the day. This is true in text writing as well, i.e. you would write "Opening Day was on April 4 at the big ballpark." not "April 4th" No "nd" or "rd" either. No ordinals on dates.

-End each note with a period.

For books: Author (first name, last name), *Title* (city of publication, state: publisher, year), page numbers.

John Maxymuk, *Uniform Numbers of the NFL* (Jefferson, NC: McFarland & Company, 2005), 51-55.

For newspapers, periodicals or journals: Author (first name, last name) "Title of Article," *name of publication*, date, page numbers.

Tex Maule, "Green Bay Rolls High," *Sports Illustrated*, January 9, 1967, 8-11.

Personal interviews:

Dave Robinson, telephone interview with author, July 20, 2014.

Websites: When possible cite as if from a newspaper or magazine, but include the full URL to the article. "Date accessed" may also be added.

"Glenn Davis," Pro-Football-Reference.com, accessed July 15, 2019, <https://www.pro-football-reference.com/players/D/DaviGl01.htm>.

Please note that there is a difference between source references and endnote references.

Source references should conform to the following style of punctuation:

Books: Author (last name, first name). *Title*. City, State: publisher, year.

Maxymuk, John. *Uniform Numbers of the NFL*. Jefferson, NC: McFarland & Company, 2005.

For periodicals and newspapers: Author (last name, first name). "Title of article." *Periodical Title*, Date.

Snyder, Cameron C. "Colts Tackle Coach Named." *Baltimore Sun*, March 8, 1957.

For multiple authors: first author (last name, first name). Subsequent authors (first name last name). Separate all elements by commas.

Miller, Jeffrey, and Bob Carroll.

For websites (examples):

Bouman, Katie. "How to Take a Picture of a Black Hole." Filmed November 2016 at TEDxBeaconStreet, Brookline, MA. Video, 12:51.

https://www.ted.com/talks/katie_bouman_what_does_a_black_hole_look_like.

Google. "Privacy Policy." Privacy & Terms. Last modified April 17, 2017.

<https://www.google.com/policies/privacy/>.

Yale University. "About Yale: Yale Facts." Accessed May 1, 2017. <https://www.yale.edu/about-yale/yale-facts>.

Do not number the source citations. They should be in alphabetical order by author. If there is no clear author, as in many large encyclopedias, list by title. Anonymous works may be listed under "Anonymous."