Quick guide to converting parenthetically cited papers to a footnoted submission for intersections

Why footnotes?

intersections uses footnotes so that the body of an author's text is unencumbered by both the visual noise and narrative stoppages that parenthetical citations introduce.

One of the signatories of Campaign 507 wa studying under well-known architect Hai architectural practice in Berlin in 1962.[24] The i architecture implied in the critique of Modernis became of central importance to Kleihues durir develop his own building concept and promote During these years he organized a major series through University of Dortmund, where he wa

[21] Hildebrand Machleidt, Wolfgang Süchtig, Katharina George, and Gü¨ *report, internationale bauausstellung Berlin 1987*, ed. Carola Wunderlich (Berlin, 1991), 94.

[22] Schätzke, 61-63.

[23] Hanno Rauterberg, "History – That Was Yesterday," in *New German a¨* (Ostfildern-Ruit: Hatje Cantz, 2002), 313.

[24] Christin Haberlik, and Gerwin Zohlen, *Die baumeister des neuen Berlins* Beuermann, 1997),85. Scharoun had been the author of one of the firs "Collective Plan," it was hotly debated and was never realized. See Jos Reconstruction of the City," in *Berlin/New York: like and unlike: essays o¨* Paul Kleihues, and Christina Rathgeber (New York: Rizzoli, 1993), 3¨

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Why we ask that you provide your submission already footnoted

Submissions with parenthetical citations present intersections editors with an onerous workload that should be devoted to strengthening and streamlining your arguments and analysis. We now ask that you convert your APA, ASA, or Chicago parenthetic citations to footnotes **before** submission.

This process will be a bit of labor on your part but it is not difficult. Taking the following steps will ensure that your footnotes need very little attention (in terms of style and formatting) after we get your submission.
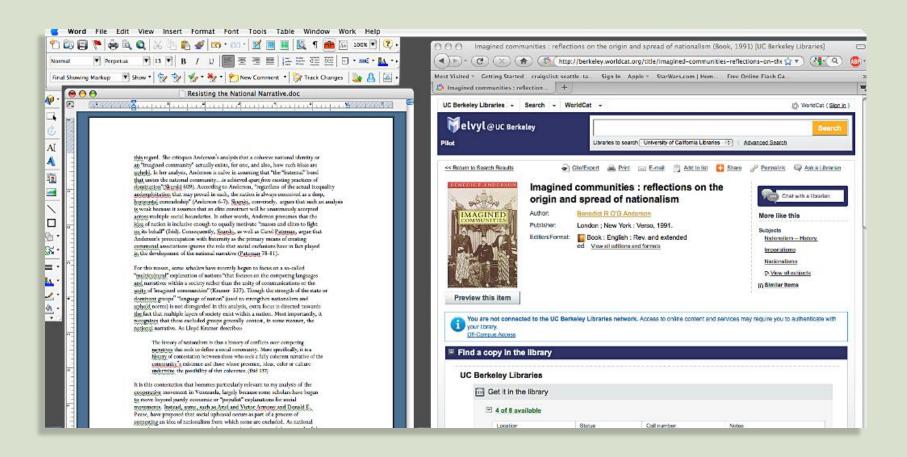
What do you need to convert your citations?

1. Open your document file.

2. Open the WorldCat catalog (http://www.worldcat.org/). This brief summary is illustrated by screenshots using an identical catalog browser hosted by the University of California libraries. WorldCat, however, is available to anyone with an internet connection.

you should also have at the ready…

3. A separate, printed copy of your bibliography so that you do not need to scroll back and forth in your open Word file to find your source information.

4. Your printed biblio. When using footnotes, each source is fully cited *only once*, at first iteration. Thereafter the same source is cited in an abbreviated form. After you insert a fully-cited footnote for a given source, you can keep track by crossing out the said source on your biblio page. This relieves you from unnecessarily duplicating a full citation.
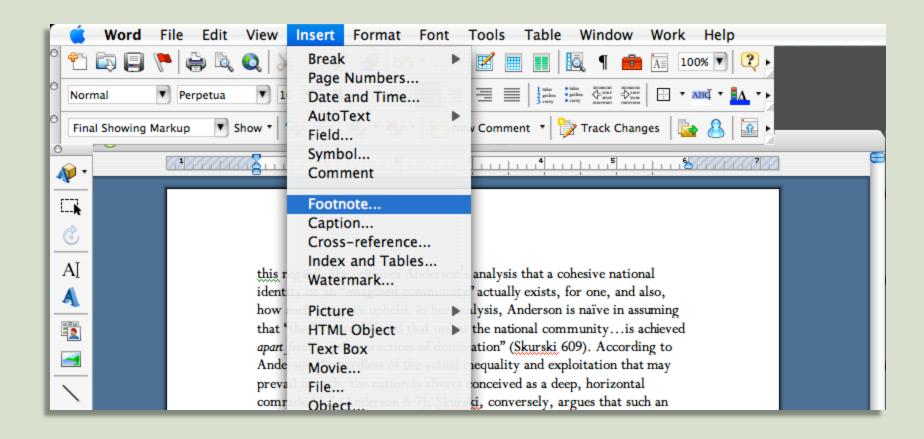
Ideally you can start the process with both your document file and the WorldCat browser open on your desktop. If you do not have room on your desktop, you can still toggle between window without too much trouble…
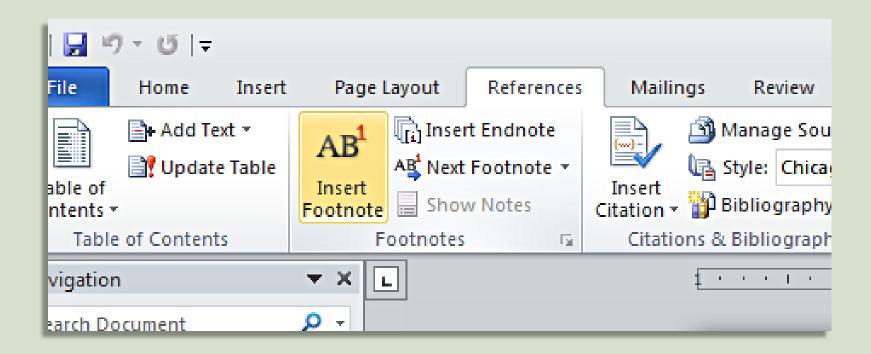
As an example, we will convert a quote that is taken from Benedict Anderson's *Imagined communities*…

this regard. She critiques Anderson's analysis that a cohesive national identity or an "imagined community" actually exists, for one, and also, how such ideas are upheld. In her analysis, Anderson is naïve in assuming that "the "fraternal" bond that unites the national community…is achieved *apart from* existing practices of domination" (Skurski 609). According to Anderson, "regardless of the actual inequality and exploitation that may prevail in each, the nation is always conceived as a deep, horizontal comradeship" (Anderson 6-7). Skurski, conversely, argues that such an
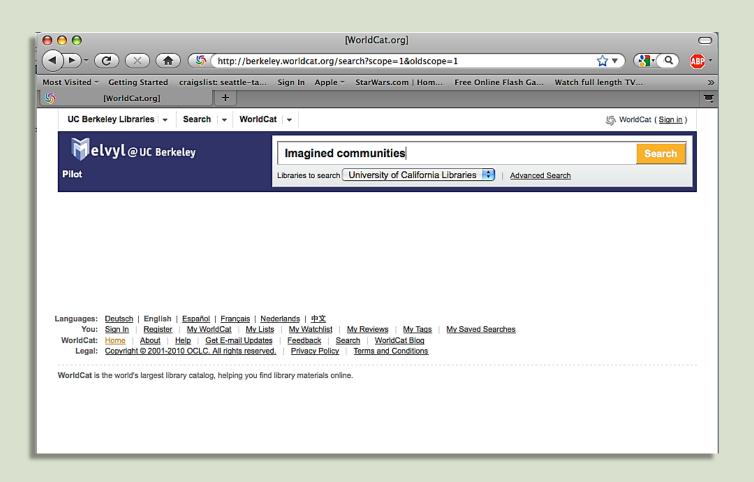
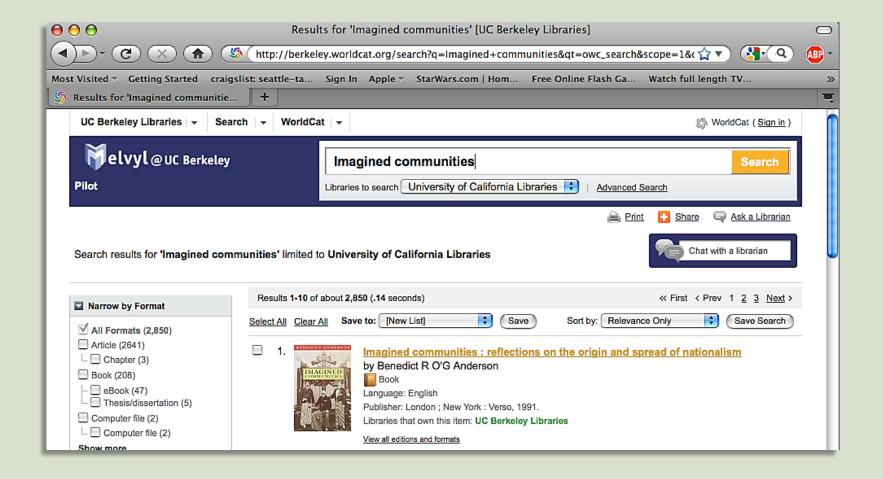In Word, place your cursor directly after the parenthetical citation and then go to the menu to insert a footnote….

For Word 2007/2010, you click the 'References' tab to insert a footnote….
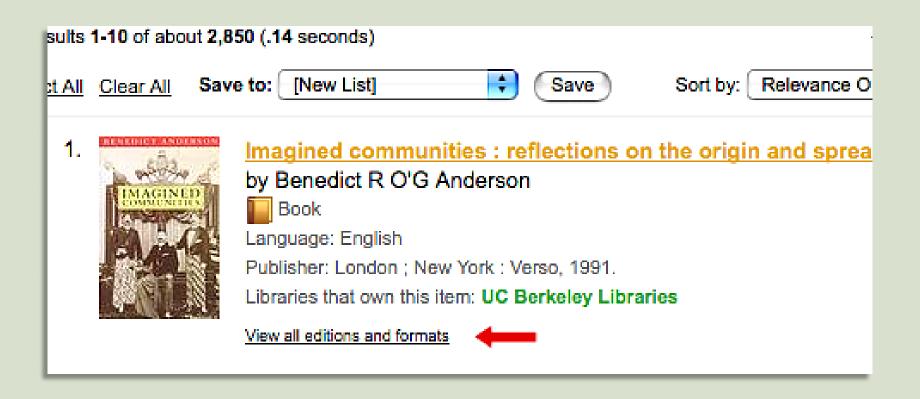
Now activate the WorldCat browser window and insert the source title into the search field...
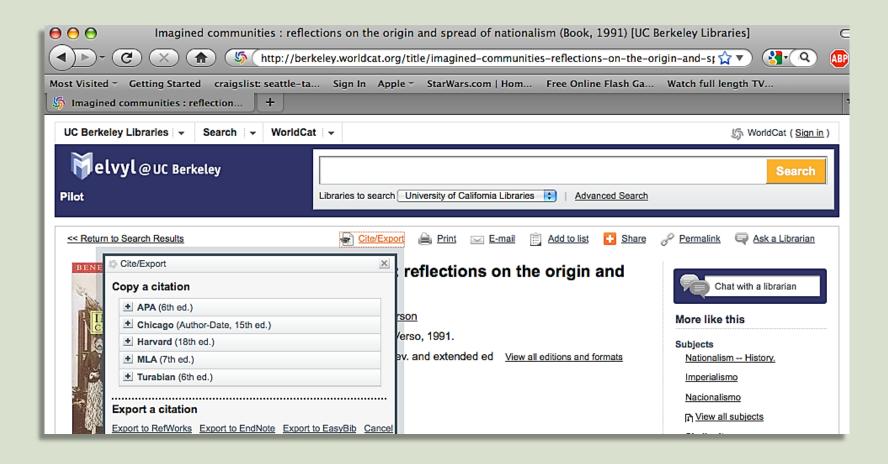
If the search result shows the same edition you cite in your paper, click the title shown in the search results...

If the initial search results show a different edition, publisher, or publication date, click "View all editions and formats" to find the proper match. It will open a window wherein you can scroll to find the desired edition. Once that is located, click the title...

sults **1-10** of about **2,850** (.14 seconds)

:t All   Clear All   **Save to:** [New List]   Save   **Sort by:** Relevance O

1. **Imagined communities : reflections on the origin and sprea**
   by Benedict R O'G Anderson
   Book
   Language: English
   Publisher: London ; New York : Verso, 1991.
   Libraries that own this item: **UC Berkeley Libraries**
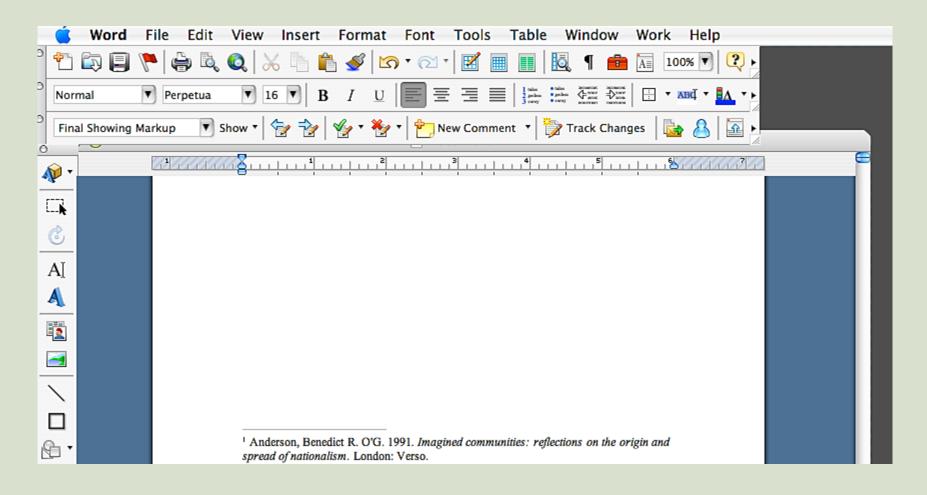
   View all editions and formats

The correct edition of *Imagined communities* is now shown on its own page. A list of actions are available directly above the volume title: click "Cite/Export", which reveals the "Copy a citation" list in the drop-down menu…

Click "Chicago (Author-Date)", and then select the *entire* citation as presented and copy it….

With your Word document active, scroll down to the footnote field, cursor into the yet-to-filled footnote and paste the citation data you just copied from the library catalog…

[1] Anderson, Benedict R. O'G. 1991. *Imagined communities: reflections on the origin and spread of nationalism.* London: Verso.

The information you just copied is actually the Chicago style for bibliographical listings. Footnotes are expressed differently. The note is written as a sentence, essentially. Periods are replaced with commas, and the information is expressed in a different order. Notice how Chicago handles the capitalization of the italicized title. Only the first word and proper nouns are capitalized…

Anderson, Benedict R. O'G. 1991. *Imagined communities: reflections on the origin and spread of nationalism.* London: Verso.
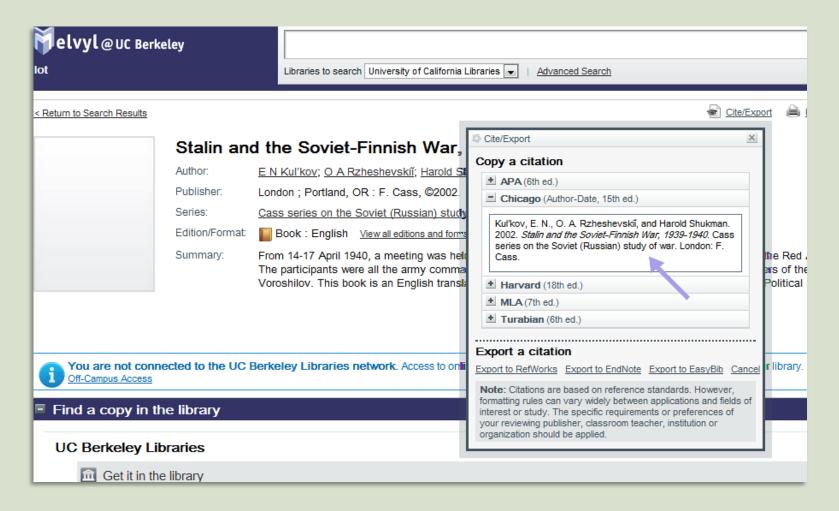
is expressed as:

Benedict R. O'G Anderson, *Imagined communities: reflections on the origin and spread of nationalism* (London: Verso, 1991), 6-7.

The rearranged footnote should now look like this.

¹ Benedict R. O'G Anderson, *Imagined communities: reflections on the origin and spread of nationalism* (London: Verso, 1991), 6-7.

Some books are published as a part of series, and if that information is provided by publishers, it will appear on the catalog citation.

Series titles are expressed in the footnote directly after the title. A comma follows the italicized title, and the series name is inserted in regular type.

[14] E.N.Kul'kov, O. A. Rzheshevskii, and Harold Shukman, *Stalin and the Soviet-FinnishWar, 1939-1940*, Cass series on the Soviet (Russian) study of war (London: F. Cass, 2002), 37.

Chapters in an edited volume are expressed as below.

[17] Noel Pearson, "Aboriginal law and Colonial Law Since Mabo," in *Aboriginal self-determination in Australia*, ed. Christine Fletcher (Canberra: Aboriginal Studies Press, 1994), 155-156.

The book title and the chapter title are capitalized differently.

In *intersections*, every word of a titled journal article, chapter, web page, newspaper article, conference paper, white paper, and blog entry is capitalized – except articles (*a, an, the*) and coordinate conjunctions (*and, but, for, nor, or*). In *intersections*, all instances of 'to', 'in', and 'on' are not capitalized when not the first word of a title.

Articles in academic journals are converted as follows:

Butler, Judith. 2001. "Giving and Account of Oneself". *Diacritics*. 31 (4): 22-40.

Is expressed as:

Judith Butler, "Giving an Account of Oneself," *Diacritics* 31, no. 4 (2001): 26.

How other source material is expressed in a footnote:

Newspaper article:

[17] Dan Barry, "A Mill Closes, and a Hamlet Fades to Black," *The New York Times,* February 16, 2001, A4.

Newspaper article accessed online:

[19] Dan Barry, "A Mill Closes, and a Hamlet Fades to Black," *The New York Times,* February 16, 2001, http://www.nytimes.com/2001/02/16/nyregion/a-mill-closes-and-a-hamlet-fades-to-black.html (accessed January 7, 2010).

Authored webpage

[21] Laura Leibman, "Study Guide Colonial American Handwriting," Indian Converts Collection, Reed Digital Collections, http://cdm.reed.edu/cdm4/indianconverts/studyguides/colonial_american_handwriting/cultural_significance.php (accessed January 24, 2010).

[if a webpage is not authored, the sponsor is listed, then page title, the full web address, and then access date]

How other source material is expressed in a footnote:

Book review (without review title) :

[17] Nancy Gabin, review of *The other feminists: activists in the liberal establishment*, by Susan M. Hartman, *Journal ofWomen's History* 12, no. 3 (2000): 230.

Book review with article title [the review article title is cited, and the authors of the books that are reviewed are listed as co-authors, following the reviewer's name]

[64] Ernst B. Haas, Benedict Anderson, Ernest Gellner, Dudley Seers, and Anthony D. Smith, "What is Nationalism and Why Should We Study it?" *International Organization* 40, no. 3 (1986): 710.

Government document:

[45] United States Department of State, *Foreign relations of the United States: diplomatic papers,1943* (Washington, DC: GPO, 1965), 562.

Note: Append each citation that can be accessed freely online with the web address and access date. This is not required but should be inserted as a courtesy for readers whom may appreciate the opportunity to access it remotely.

How successive citations of a given source are expressed.

If there is only one source cited by an author(s) or organization, the author's last name and page number is expressed. If it is again cited in the following note, but refers to a different page number, "Ibid., #." is used. "Ibid." is used when the same page cited previously is again noted:

[17] Gabin, 230.

[18] Ibid., 232.

[19] Ibid.

If there are two or multiple sources cited from a given author(s) or organization, the author(s) last name , an abbreviated version of the title, and then the page number is expressed:

[17] Deleuze and Guattari, *A thousand plateaus, 17.*

[18] Ibid., 44

[19] Ibid.

[20] Ibid., 32.

[21] Deleuze and Guattari , *Anti-Oedipus*, 75.

[22] Ibid., 77.

[23] Deleuze and Guattari, *A thousand plateaus, 19.*

Housekeeping: Go over your newly inserted footnotes in the body of your text, make certain that what initially looked like this:

According to Anderson, "regardless of the actual inequality and exploitation that may prevail in each, the nation is always conceived as a deep, horizontal comradeship" (Anderson 6-7).

Now looks like this:

According to Anderson, "regardless of the actual inequality and exploitation that may prevail in each, the nation is always conceived as a deep, horizontal comradeship."[1]

Housekeeping – Make sure that:

1) You have placed a period (or comma) before all end quotes that have been footnoted

2) You have not left parenthetical citations in the body of the text after footnotes have been inserted.

You may choose to add an **extra space** between the footnote superscript and the word of the next sentence (particular with double- and triple-digit numbers):

According to Anderson, "regardless of the actual inequality and exploitation that may prevail in each, the nation is always conceived as a deep, horizontal comradeship."[143]Skurski, conversely, argues that such an

may read easier as:

According to Anderson, "regardless of the actual inequality and exploitation that may prevail in each, the nation is always conceived as a deep, horizontal comradeship."[143] Skurski, conversely, argues that such an