

FOOTNOTE BASICS

N.B. In formatting your footnotes, please keep the following in mind:

- ❑ Always provide the author's full name; avoid using first initials.

¹Constance Brittain Bouchard, *Sword, Miter, and Cloister: Nobility and the Church in Burgundy, 980–1198* (Ithaca: Cornell UP, 1987) 101–5.

- ❑ Use n-dashes (not hyphens) between dates and page ranges.
 - ❑ Use all digits in the case of two-digit numbers (23–25) and two digits or more if needed in the case of numbers with three or more digits (125–28, 209–13, 600–725, 1119–65). You may omit unneeded zeros (702–5).
 - ❑ In a range of dates, write both in full unless they are within the same century (1098–1175, but 1175–78).
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SAMPLE REFERENCES

*The following list contains example references to frequently cited works.
For more complex references, see the CSQ STYLE SHEET.
For help with abbreviations, see CSQ ABBREVIATIONS.*

A Book:

¹Louis J. Lekai, *The Cistercians: Ideals and Reality* (Kent, OH: Kent State UP, 1977) 347.

A Translation:

¹Louis Bouyer, *The Cistercian Heritage*, trans. Elizabeth A. Livingstone (London: Mowbray, 1958) 180.

A Book in the Cistercian Studies Series:

¹Jean Leclercq, *Women and Saint Bernard of Clairvaux*, CS 104 (Kalamazoo: Cistercian, 1989) 54.

Articles in periodicals:

¹Elizabeth Connor, "The First Cistercian Nuns and Renewal Today," CSQ 5 (1970): 133.

Articles in Reference Books:

¹Edmond Mikkers, "Robert de Molesme," Dspir.

Works of Saint Bernard:

¹Hum 45; SBOp 3:51.9; CF 13:73. [Here the reference to the Latin critical edition is followed by a reference to an English translation in the Cistercian Fathers series. The references are separated by a semicolon.]

Migne:

¹William of Malmsbury, *Gesta Regum Anglorum* 4.337; PL 179:1289C.

First Reference and subsequent references:

¹CC Prol 2; Chysogonus Waddell, *Narrative and Legislative Texts from Early Cîteaux*, *Studia et documenta* 9 (Cîteaux—Commentarii cistercienses, 1999) 442.

²Waddell 422.