# How You Will Use Endnotes for Unit Written Exams

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| Background on the Chicago Manual of Style, Endnotes, and Evidence This block of information is repeated in the link just above the 4 pages on the *Chicago Manual of Style*, the manual used by history. What’s Different about *Chicago Manual of Style* and the Citations for This Course In this course, we:   * Use a simple format for our endnotes for both pages from the textbook and for primary sources * Do not use a bibliography (a list of works cited)  The Pages about *Chicago Manual of Style* Citation Provided in Evidence Matters Be sure you read with care the first page provided in Evidence Matters. It covers both:   * The concept of endnotes * What can make evidence false, including “half-copy” plagiarism and patchwriting.  What the Word *Supports* Means Everything you write (or say) must be *supported* by evidence from the department’s chosen textbook or sources in the course. S*upported* means that readers would say you read the source carefully and wrote honorably (no cherry-picking or embellishing):   * If they used a reliable dictionary for the meaning of words * If they read carefully the whole section and the part preceding and following it * If they carefully compared your statements with the page you cite  Quick Background about What Kind of Citation You May Have Done in the Past You may be used to writing citation within your writing. For example, you may be used to writing something like (McPherson 129) within your sentence when the author is McPherson and the page you are using is 129. Writing the citation within the line of text is used in some standards.  On the other hand, the *Chicago Manual of Style* does not place the words about the citation within the line. It refers to the citation by a superscript number—such as this 1—within the line. That method makes it possible to do two broad things:   1. To give all of the evidence where anyone can immediately go to the exact page 2. But not have that evidence interrupt the flow of the information   These two things match the goals of the History Department and of this course:   1. For History, you must have evidence for what you write. (See the goals on page 2 of the syllabus.) 2. For this course, you must be factually accurate and explain simply as though you were trying to **teach** someone the information. ***Tip:*** If you want to learn something, try to teach it.   The instructions for the simplified methods of using endnotes in this course are provided for:   * Unit Written Exams for Unit 1 and Unit 2 * Analysis of Primary Sources |

## Equivalent Used for Endnotes for Unit Written Exams

Endnotes are usually done formally and with software (such as Microsoft Word). The instructions for the Analysis of Primary Sources include an example and details on how and what you will do.

For Unit Written Exams, you do an equivalent of endnotes that you could do on an answer written on notebook paper or in the Blackboard tool for written answers. Unit Written Exams use this simple equivalent method for three reasons. Unit Written Exams reveal:

* To show your knowledge and understanding of the content in the question that you happened to get
* To reveal to both you and your instructor whether you understand the basic requirements for evidence.  
  ***Tip:*** To use a term teachers use, think of Unit Written Exams as a *diagnostic* tool about evidence

## About the Fake Sentences in the Examples

About the sentences shown:

* The sentences are obviously **not** real sentences in your paper.
* They are words saying the purpose of the sentences and—if you are providing evidence—the page that *supports* that sentence. ***Tip:*** For the meaning of *support*, click [here](#_What_the_Word) to go to the information in the large box above.

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| Example without Citation **S**hort statement or phrase saying the question you are answering and introducing briefly the evidence you will give in this paragraph. Facts supported by page 92 of your textbook. More facts supported by page 92. Fact supported by page 111. Facts supported by page 92. More facts supported by page 92. If useful, your personal short sentence highlighting what you have proved in this paragraph.  Short statement or phrase introducing this paragraph’s evidence. Facts supported by page 200 of your textbook. More facts supported by page 200. Facts supported by page 201. Facts supported by 218. More facts supported by page 218. If useful, short sentence revealing analysis in this paragraph.  Short statement or phrase introducing this paragraph’s evidence. Facts supported by page 92 of your textbook. Facts supported by page 93. Facts supported by page 209. Facts supported by 218. More facts supported by page 218. If useful, short sentence revealing analysis in this paragraph.  Short statement(s) concluding the whole by telling reader what evidence you have shown and what it means. |

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| Example with Citation Short statement or phrase saying the question you are answering and introducing briefly the evidence you will give in this paragraph.in this paragraph. Facts supported by page 92 of your textbook. More facts supported by page 92.(1) Fact supported by page 111.(2) Facts supported by page 92. More facts supported by page 92.(3) If useful, short sentence revealing analysis in this paragraph.  Short statement or phrase introducing this paragraph’s evidence. Facts supported by page 200 of your textbook. More facts supported by page 200.(4) Facts supported by page 201.(5) Facts supported by 218. More facts supported by page 218.(6) If useful, short sentence revealing analysis in this paragraph.  Short statement or phrase introducing this paragraph’s evidence. Facts supported by page 92 of your textbook.(7) Facts supported by page 93.(8) Facts supported by page 209.(9) Facts supported by 218. More facts supported by page 218.(10)If useful, short sentence revealing analysis in this paragraph.  Short statement(s) concluding the whole by telling reader what evidence you have shown and what it means.  ENDNOTES (1) 92 — (2) 111 — (3) 92 — (4)200 — (5)201 — (6) 218 — (7) 92 — (8) 93 — (9) 209 — (10) 218  ***Tips:***   * *Notice that endnotes 3 and 6 and 10 specify the page for 2 sentences because both sentences are supported by the same page in the source.* * *Within a paragraph, notice that you distinguish between facts supported by the source with an endnote and your own statements revealing what you think is analysis shown by the facts. You do it by placing endnotes 3, 5, and 10 after the last sentence based by evidence in that paragraph. You then write your own analysis and do not use an endnote.* |

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