Abbreviated Kansas History Style Sheet

We use the Chicago Manual of Style (CMS), 17th edition (2017), notes/bibliography format, unless otherwise noted. A very short guide to CMS is available online at https://www.chicagomanualofstyle.org/tools_citationguide/citation-guide-1.html.

GENERAL GUIDANCE FOR SECONDARY SOURCES

Ibid.

Only use if the previous note has only one citation, and it must refer to the same page, unless accompanied by a page number(s).

   a. Ibid., 44.

Subsequent/Second References

In subsequent citations for books and articles, use as short a form as possible while still retaining enough information to accurately identify the source. Do not include opening articles like “a” or “the” unless necessary. Typically you should use the main title.

   a. Warren, Quest for Citizenship, 66.


Kansas Press Names

University of Kansas Press, until 1976
University Press of Kansas, 1982–present

[Revised October 2022]
COMMONLY CITED PRIMARY SOURCES

Archival Collections

In the first reference to an archival repository, use hereafter in parentheses with an abbreviation for the repository (or in some cases, collection). For subsequent citations to that archival collection, use the abbreviation alone.

1. Charles Robinson to A. A. Lawrence, June 27, 1863, History University of Kansas, folder 1, box 1, Charles and Sara T. D. Robinson Collection, State Archives Division, Kansas Historical Society, Topeka (hereafter KSHS).
   a. Charles Robinson to A. A. Lawrence, June 27, 1863, KSHS.

Common abbreviations include:

KCPL (for Kansas City Public Library)
KSHS (for Kansas Historical Society)
MHS (for Missouri Historical Society, different than the SHSMO)
MVSC (for Missouri Valley Special Collections)
NARA (for National Archives and Records Administration in Washington D.C.)
NARA-CP (for National Archives and Records Administration in College Park, MD)
RCHS (for Riley County Historical Society; follow accordingly for other societies)
SHSMO (for State Historical Society of Missouri, distinct from the MHS)
UKL (for University of Kansas Libraries)
WHMC–C (for Western Historical Manuscript Collection in Columbia, Missouri—there are several repositories across the state so the abbreviation for the location after the en-dash, e.g. C, KC, etc. is important)

KSHS Collections

1. [Isaac Goodnow] to Friend Sherman, April 1, 1858, box 2, Isaac Goodnow Collection, State Archives Division, Kansas Historical Society, Topeka.


3. Corporation Charters, 12:72, Records of the Secretary of State’s Office, State Archives Division, Kansas Historical Society, Topeka.

4. W. Clark to L. R. Smith, item no. 1181, Winfield State Hospital and Training Center Archives, State Archives Division, Kansas Historical Society, Topeka.

5. Andrew Atchison to John P. St. John, August 22, 1881, Correspondence Received, folder 15, box 13, John P. St. John Administration, Records of the Governor’s Office, State Archives Division, Kansas Historical Society, Topeka (hereafter Governor’s Records).
Collections at KU


2. Roy A. Edwards to Franklin D. Murphy, March 16, 1959, Athletic Office—NCAA Chamberlain, box 1, Chancellor Franklin D. Murphy Correspondence Departmental, 1958/59, University Archives, University of Kansas Libraries, Lawrence.

Other Collections


2. “Osage Rations, April 1 to June 30, 1865,” typescript, oversize box 10, Ballenger Collection, NSU Archives, Northeastern State University, Tahlequah, Oklahoma (hereafter Ballenger Collection, NSU).

3. Handbill, 1855, folder 6, Frederick Starr Jr. Papers, Western Historical Manuscript Collection, Columbia, Missouri (hereafter WHMC-C).

4. L.P. Chouteau to James M. Bell, September 1, 1864, roll 42, folder 5167, Cherokee Nation Papers, Western History Collections, University of Oklahoma Libraries, Norman (hereafter Cherokee Nation Papers, UOL).
   a. L. P. Chouteau to James M. Bell, January 21, 1865, Cherokee Nation Papers, UOL.

5. Michael A. French, “‘The Strategic Middle Route’: Planning and Developing the Fairfax Industrial District, 1922–1946” (seminar paper, University of Kansas, 1993), personal collection of Rita G. Napier, Lawrence, Kansas.

Censuses

U.S./federal censuses were taken in years ending in 0; state censuses were taken in years ending in 5.

Censuses not only counted heads but also provided statistics—how many African Americans, how many telephones, etc. Bulk statistics were put into large volumes, like #1 and #2 below. The actual forms were originally called “schedules,” such as “Population Schedule,” and for 1850 and 1860 there was a separate “Slave Schedule.” There were also agricultural and industrial “schedules.”

   


While compiling statistics during censuses, they also included data on each person in the household, such as age, occupation, etc. Those are called “nominal censuses” or “enumerations.” Some are on microfilm at the KSHS and online at Ancestry, etc. When an author writes “Joe Smith was in the census of 1870 and was 35 years old,” then footnote as 4 or 4a below.

   
   a. Kansas State Census, 1875, Cherokee County, Baxter Springs.


Clippings

   

Congressional Documents


*Bills and Resolutions*


*Reports, Treaties, and Documents*


3. Letter from the Secretary of the Interior in Response to Senate Resolution of March 16, 1892, Relative to the Title by which the Cherokee Nation Hold the Cherokee Outlet, Ex. Doc. 52-63 (1892).


   a. See Kansas Affairs, 1052–56.


   a. Select Committee on Alleged Corruptions, 105.


   a. Excise Tax on Retail Stores, 1:559.

The Congressional Globe

The Congressional Globe was published between 1833 and 1873. See CMS 17th ed., 14.287.


The Congressional Record

The Congressional Record includes debates since 1873.


Kansas Historical Collections

Kansas Historical Collections 1/2 (1881): Kansas Historical Collections, 1883–1885 3 (1886):
Kansas Historical Collections, 1888–1890 4 (1890):
Kansas Historical Collections, 1891–1896 5 (1896):
Kansas Historical Collections, 1897–1900 6 (1900):
Kansas Historical Collections, 1901–1902 7 (1902):
Kansas Historical Collections, 1903–1904 8 (1904):
Kansas Historical Collections, 1905–1906 9 (1906):
Kansas Historical Collections, 1907–1908 10 (1908):
Kansas Historical Collections, 1909–1910 11 (1910):
Kansas Historical Collections, 1911–1912 12 (1912):
Kansas Historical Collections, 1913–1914 13 (1915):
Kansas Historical Collections, 1915–1918 14 (1918):
Kansas Historical Collections, 1919–1922 15 (1923):
Kansas Historical Collections, 1923–1925 16 (1925):
Kansas Historical Collections, 1926–1928 17 (1928):


Laws, Legal Cases, and Statutes


5. U.S. Statutes at Large 14 (1865): 687.


8. An Act to Establish the Bureau of Indian Affairs, C.S.A. Statutes (1864), ch. 52.
Maps

See CMS 17th 14.237: “List the cartographer (if known) and the title of the map (in italics) or a description (in roman), followed by the scale and size (if known) and publication details or location of the map.”


National Archives


4. “Petition, May 20, 1859, Rain C. Hutchinson v. Daniel R. Anthony, Case #413, Admiralty, Chancery, Civil, Equity, and Law Cases (1855-1860), First District Court of Kansas, Records of District Courts of the United States, Record Group 21, National Archives and Records Administration, Central Plains Branch, Kansas City, Missouri.

Newspapers

“The” is not considered part of newspaper name. Additionally, be careful about similar names (e.g., the Standard and the Evening Standard are separate and both out of Leavenworth, and watch for capitalization, e.g. Appeal to Reason, rather than Appeal To Reason).

Be mindful of newspaper name changes: e.g., the Topeka Daily Capital ran through August 30, 1980, and then starting September 1, 1980, it became the Topeka Capital-Journal.

If place of publication is not part of paper’s name, include the city at first reference, in parentheses, where name fits into newspaper name: e.g., (Des Moines) Register, not Register (Des Moines).


For newspapers published out of state, include the state abbreviation at first use; this is not needed for Kansas newspapers.


7. *Boggy Depot (Choctaw Nation) National Register*, June 1, 1861.

Also, for out-of-state newspapers published in Chicago, New York, or Los Angeles the state need not be included.


Multiple references to one paper in a single note:


**Published Letters**


**Reports**


**Websites**

For websites, delete the http:// prefix.
