

Quick Guide to using *The Annals of America*

What it is: Twenty-two volume set organized chronologically that consists of a collection of 2,202 original source materials (including articles, speeches, letters, songs, poems, official documents, etc.) providing a documentary history of America. Part I is comprised of 18 text volumes chronologically arranged from 1493 – 1968. Volume 19 (from a subsequently published set) covers the years 1969 – 1973. Part II is a two-volume “conspectus” with subject guides and essays reflecting an overview of major recurring themes throughout American history. The Index provides a search guide to Volume 1-18.

GUIDE TO USING *The Annals of America*

Search by Year

If you know the year, you can go straight to the Volume (book). Or, use the INDEX, which starts off by listing the “Contents of the Annals of America,” where you can browse the documents available for each time period.

Search by Author

If you know the author of the document you are looking for, use the INDEX. Look under the “Authors and Sources Index” for a list of entries by author. Following each title are two numbers, the first tells you which volume (book) number to look in, the second number refers to the page in that volume.

Tips: Guides for how to use this are in the Introduction to the INDEX. These are especially helpful in decoding information following the “Proper Name Index,” and to some extent the “Authors and Sources Index” as well.

Search by Subject

- In the INDEX, search in the PROPER NAME INDEX, which includes names, places, groups, movements, events, maps, etc.
- Another way, though not as direct is to look in the Conspectus. There are two volumes of the Conspectus. At the end of Volume II is an “Index of Subjects.” This refers back to the essays in the Conspectus (note: these do not count as “primary sources.”) Following the essays are Outline of Topics, References, Cross-References, and Recommended Reading.

Tips: Consider wording things in different ways, or different aspects of an issue. For instance, there are 7 items listed in the PROPER NAME INDEX under “Slavery” and many more listed under “Abolition Movement.”

BOOKS THAT MAKE UP *The Annals of America*

INDEX

- Contents of the Annals of America – chronological list of all of the sections in the 18 volumes and the Conspectus.
- Proper Name Index – Attempts in index everything mentioned in the *Annals*, as well as authors of entries. Includes names of persons, places, groups, movements, and events.
- Authors and Sources Index – Lists all the authors of selections in the *Annals*, followed by the title of the selection

Tips: The Introduction is a guide to using the entire set. There is a list of Abbreviations commonly used as well as State and County Names on page xi.

CONSPECTUS (or Great Issues in American Life: A Conspectus)

- Organized around 25 major subjects, each broken down into sub-categories.
- Contains an essay on each of the 25 major subjects (note: these do not count as “primary sources.”). Following the essays are Outline of Topics, References, Cross-References, and Recommended Reading.
- At the end of Volume II is an “Index of Subjects.”

VOLUMES

- There are 19 Volumes, arranged chronologically.
- Each Volume is numbered (1 through 19) on the spine.
- The page numbers in each Volume start anew.
- Each contains an Introduction with overview, a chronology of events in the period, and several pages of related maps.
- At the end of each Volume is an Index of Authors that includes a biography and location of citations in that and other Volumes.

How-to-Cite this Source in Chicago/Turabian

| Footnote Reference | Corresponding Bibliography Entry |
|--|---|
| John Neal, “The Power of the Press,” in vol. 7 of <i>The Annals of America</i> (Chicago: Encyclopaedia Britannica, Inc., 1968), 120. | Neal, John. “The Power of the Press.” In <i>The Annals of America</i> , vol. 7, 118-123. Chicago: Encyclopaedia Britannica, Inc., 1968. |