



# Chicago Manual of Style:

## Bibliographic Format for References

Based on *The Chicago Manual of Style*, 16th ed., 2010; available on GALILEO. Also see the *St. Martin's Handbook*, 7th ed., 2011, pp. 396-425.

The "Documentation II: Author-Date" system, traditionally used in the sciences and social sciences, is covered on pages 3-4 of this handout.

## Documentation I: Notes and Bibliographies

The Notes and Bibliographies system consists of numbered **footnotes** or **endnotes** (titled "Notes") together with corresponding entries in the **bibliography** (titled "Bibliography" or "Works Cited") at the end of the paper.

Use the full citation the first time you cite the work in your notes. For subsequent notes use the author's last name only and shorten the title if it has more than four words. If the work has no identifiable author or editor, start the citation with the title.

1. Andrew Gelman, *Red State, Blue State, Rich State, Poor State* (Princeton: Princeton University Press, 2008), 144.
5. Gelman, *Red State*, 160.

Alphabetize your bibliography by the first item in the citation, usually the author's last name. Authors' names are last name first in the bibliography. If there are multiple works by the same author, alphabetize them by title. If there are four or more authors of a work, use the first author's name followed by "et al." in the note, but list all of the authors in the bibliography entry. (See the examples under "Journal article" below.) Indent all but the first line of each bibliography citation by three or four spaces—a "hanging indent".

For more information, consult the section numbers of the *Chicago Manual of Style* given after each heading below.

**Book or e-book (14.68-110; 14.166-169):** use the first named city on the copyright page of the book for the place of publication. Use state codes after the city only if the city is not well known or may be confused with a different place (14.134-138). For a library e-book, include the distributor (NetLibrary, Ebrary, etc.). For free online e-books, include a DOI (Digital Object Identifier) or URL (web address). (A DOI is shown under "Article from a journal" below.)

- First Note: 1. Catherine Delafield and Bob Jones, *Women's Diaries as Narrative in the Nineteenth-Century Novel* (Burlington, VT: Ashgate, 2009), NetLibrary e-book, 145.
- Bibliography: Delafield, Catherine, and Bob Jones. *Women's Diaries as Narrative in the Nineteenth-Century Novel*. Burlington, VT: Ashgate, 2009. NetLibrary e-book.

### Book chapter or work in an anthology (14.111-117):

- First Note: 2. Christine De Vinne, Bob Jones, and Ed Junior Fly, "Religion under Revolution in Ourika," in *Approaches to Teaching Duras's Ourika*, ed. Mary Ellen Birkett and Christopher Rivers (New York: Modern Language Association of America, 2009), 41.
- Bibliography: De Vinne, Christine, Bob Jones, and Ed Junior Fly. "Religion under Revolution in Ourika." In *Approaches to Teaching Duras's Ourika*, edited by Mary Ellen Birkett and Christopher Rivers, 37-44. New York: Modern Language Association of America, 2009.

**Journal article (14.175-198):** If you access the article through a GALILEO database, include a DOI (Digital Object Identifier) or a stable/persistent URL in your notes and bibliography. Sometimes there is no DOI and the URL is too long or not stable. In these cases you can list the database name and a unique identifying number for the article, usually called the accession number, in parentheses. If you use the article in print, omit the URL, DOI, etc.

- First Note: 3. Mary Kate Donais et al., "Analyzing Lead Content in Ancient Bronze Coins by Flame Atomic Absorption Spectroscopy: An Archaeometry Laboratory with Nonscience Majors," *Journal of Chemical Education* 86, no. 3 (2009): 345, doi: 10.1021/ed086p343.

**Bibliography:** Donais, Mary Kate, Greg Whissel, Ashley Dumas, and Kathleen Golden. "Analyzing Lead Content in Ancient Bronze Coins by Flame Atomic Absorption Spectroscopy: An Archaeometry Laboratory with Nonscience Majors." *Journal of Chemical Education* 86, no. 3 (2009): 343-346. doi: 10.1021/ed086p343.

**Magazine or newspaper article (14.199-213):** These may be cited in-text and omitted from the notes and bibliography. You may choose to cite a lesser-known magazine in the notes.

Meacham (*Newsweek*, October 12, 2009) writes that Zakaria "argues that deterrence has worked since 1945."

**First Note:** 4. Bob Sipchen, "Everyone's Fight." *Sierra*, July 2009, 3, Academic Search Complete, EBSCOhost (42316978).

**Encyclopedia entry (14.247-248):** Cite articles from well-known encyclopedias in your notes, but not in your bibliography. If the encyclopedia is arranged alphabetically, do not include the volume or page numbers. Omit publication information. Include the edition number if you are not using the first edition. Put the entry title, in quotes, after the abbreviation s.v. (*sub verbo*, "under the word"). If it is an online encyclopedia, include a DOI or URL; if there is no publication or revision date, include the date you accessed the entry.

**First Note:** 6. *Encyclopedia Britannica*, 11th. ed., s.v. "Gilbert Keith Chesterton."

**First Note:** 7. *Wikipedia*, s.v. "A Rose for Emily," last modified December 14, 2010, [http://en.wikipedia.org/wiki/A\\_Rose\\_for\\_Emily](http://en.wikipedia.org/wiki/A_Rose_for_Emily).

Cite articles from a lesser-known encyclopedia with publication information in the notes and in the bibliography:

**First Note:** 8. Geoffrey Wigoder, ed., *The New Encyclopedia of Judaism* (New York: New York University Press, 2002), s.v. "Passover."

**Bibliography:** Wigoder, Geoffrey, ed. *The New Encyclopedia of Judaism*. New York: New York University Press, 2002.

If the encyclopedia entry has a named author and is "substantial" (fairly long), you can use a format similar to the one for a book chapter (see above) in the notes and bibliography:

**Bibliography:** Flueckiger, Joyce Burkhalter. "Vernacular Islam." In *Encyclopedia of Islam and the Muslim World*, edited by Richard C. Martin. New York: Macmillan Reference USA, 2004.

**Website (14.243-246):** If possible, determine content author, page title, site title or site owner, and the URL. As with encyclopedias, cite the web site in the notes only, or, if your paper does not have notes, include the site in the bibliography.

**First Note:** 9. David Merrill, "Alcoholism and Alcohol Abuse," MedlinePlus, last modified April 29, 2009, accessed October 21, 2009, <http://www.nlm.nih.gov/medlineplus/ency/article/000944.htm>.

**Bibliography:** Merrill, David. "Alcoholism and Alcohol Abuse," MedlinePlus. Last modified April 29, 2009. Accessed October 21, 2009. <http://www.nlm.nih.gov/medlineplus/ency/article/000944.htm>.

**Film or TV (14.279):** List the screenwriter as the principal author; the film, episode, scene or commentary track title; and the media type (DVD, VHS, etc.) followed by publication information. Film and TV series titles are italicized; episode, scene and commentary titles are placed in quotes.

**First Note:** 10. Beverly Cross, *Clash of the Titans*, directed by Desmond Davis (1981; Buckinghamshire, England: MGM, 2010), DVD.

**Bibliography:** Cross, Beverly. *Clash of the Titans*. DVD. Directed by Desmond Davis. Buckinghamshire, England: MGM, 1981.

**Online Video (14.280):** From YouTube, Hulu, etc. Include the hosting website, duration in hours and minutes, information about the original performance, the date posted, and the URL.

**First Note:** 11. "UGA VII rushes the field," YouTube video, 2:24, from a performance televised by CBS on September 22, 2010, posted by "ugaviiforeverman," October 3, 2010, <http://www.youtube.com/watch?v=asd;lkjeivang>.

**Bibliography:** "UGA VII rushes the field." YouTube video, 2:24, from a performance televised by CBS on September 22, 2010. Posted by "ugaviiforeverman." October 3, 2010. <http://www.youtube.com/watch?v=asd;lkjeivang>.



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Based on *The Chicago Manual of Style*, 16th ed., 2010; available on GALILEO. Also see the *St. Martin's Handbook*, 7th ed., 2011, pp. 396-425.

The "Documentation I: Notes and Bibliography" system, traditionally used in literature, history and the arts, is covered on pages 1-2 of this handout.

## Documentation II: Author-Date References

The Author-Date system consists of an **in-text citation** composed of the author's last name and a year of publication together with a corresponding entry in the **reference list** (titled "References" or "Works Cited") at the end of the paper.

The in-text citation can cite a whole work (with no page number given) or cite a specific portion (include a page number or range of pages). Examples of in-text citations:

- (Pollan 2006) — author last name, year of publication; cites whole work
- (Mnookin and Kornhauser 1979, 22) — two authors, year, page number
- (Jones, Smith, and Chao 2008, 118-119) — three authors, year, page number range
- (Barnes et al. 2008) — four or more authors uses only first author
- (Spinoza 232; Hawkins 36) — two citations listed together, separated by a semicolon

If you use the author's name in your sentence, omit it from the in-text citation and place the citation after the name: "As Ramirez (2005, 86) asserts, the best thing to do is to escape..."

**Authors in reference list:** If you have four or more authors of a work, list all of them instead of using "et al." If the work has no identifiable author or editor, start the citation with the work's italicized title, and use an italicized short form of the title in your in-text citation: *A True and Sincere Declaration of the Purpose and Ends of the Plantation* is shortened to (*True and Sincere Declaration* 1610).

**Reference list arrangement:** Alphabetize by the author's last name. If there is more than one work by the same author, arrange them chronologically from oldest to newest. If there is more than one work by the same author in the same year, begin them as "Jones, Frank. 2006a. ...", "———. 2006b. ...", etc. Indent all but the first line of each reference by three or four spaces—a "hanging indent".

For more information, consult the section numbers of the *Chicago Manual of Style* given after each heading below.

**Book or e-book (14.68-110; 15.32-15.42):** Use the first named city on the copyright page of the book for the place of publication. Use state codes after the city only if the city is not well known or may be confused with a different place (14.134-138). For a library e-book, include the distributor (NetLibrary, Ebrary, etc.) at the end. For free online e-books, include a DOI (Digital Object Identifier) or URL.

In-text: (Delafield and Jones 2009, 145)

Reference: Delafield, Catherine, and Bob Jones. 2009. *Women's Diaries as Narrative in the Nineteenth-Century Novel*. Burlington, VT: Ashgate. NetLibrary e-book.

**Book chapter or work in an anthology (14.111-117; 15.9):**

In-text: (De Vinne, Jones, and Fly 2009, 41)

Reference: De Vinne, Christine, Bob Jones, and Ed Junior Fly. 2009. "Religion under Revolution in *Ourika*." In *Approaches to Teaching Duras's Ourika*, edited by Mary Ellen Birkett and Christopher Rivers, 37-44. New York: Modern Language Association of America.

**Journal article (14.175-198; 15.43-15.47):** If you access the article through a GALILEO database, include a DOI (Digital Object Identifier) or a stable/persistent URL at the end of your reference. Sometimes there is no DOI and the URL is too long or not stable. In these cases you can list the database name and a unique identifying number for the article, usually called the accession number, in parentheses. If you use the article in print, omit the URL, DOI, etc.

Donais, Mary Kate. 2009. "Analyzing Lead Content in Ancient Bronze Coins." *Journal of Chemical Education* 86 (3): 343-346. doi:10.1021/ed086p343.

Shumway, J. Matthew, and Richard H. Jackson. 1995. "Native American Population Patterns." *Geographical Review* 85 (2): 185-201. <http://www.jstor.org/stable/216062>

Gkiouzepas, Lampros, and Margaret K. Hogg. 2011. "Articulating a New Framework for Visual Metaphors in Advertising." *Journal of Advertising* 40 (1): 103-120. *Business Source Complete, EBSCOhost* (59258480).

**Magazine or newspaper article (14.199-213; 15.47):** These may be cited in-text and omitted from the references, or you may choose to cite a lesser-known magazine in the references.

Meacham (*Newsweek*, October 12, 2009) writes that Zakaria "argues that deterrence has worked since 1945."

The *New York Times* (August 22, 2011) interviewed billionaire Bill Gross about his prescriptions for the economy.

Sipchen, Bob. 2009. "Everyone's Fight." *Sierra*, July. *Academic Search Complete, EBSCOhost* (42316978).

**Encyclopedia entry (14.247-248):** If the encyclopedia is well-known, cite it in-text and omit it from the References. Include the edition number if you are not using the first edition. Put the entry title, in quotes, after the abbreviation s.v. (*sub verbo*, "under the word"). If you are using an online encyclopedia, include a DOI or URL; if there is no publication or revision date, include the date you accessed the article.

(*Encyclopedia Britannica*, 11th. ed., s.v. "Gilbert Keith Chesterton").

(Wikipedia, s.v. "Mad Men," last modified August 28, 2011, [http://en.wikipedia.org/wiki/Mad\\_men](http://en.wikipedia.org/wiki/Mad_men)).

Cite articles from a lesser-known encyclopedia in-text and in the references, as you would a book:

In text: (Wigoder 2002, s.v. "Passover")

Reference: Wigoder, Geoffrey, ed. 2002. *The New Encyclopedia of Judaism*. New York: New York University Press.

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Flueckiger, Joyce Burkhalter. 2004. "Vernacular Islam." In *Encyclopedia of Islam and the Muslim World*, edited by Richard C. Martin. New York: Macmillan Reference USA.

**Website (14.243-246; 15.51):** If possible, determine author of the content, page title, site title or site owner, and the URL. If there is no publication or revision year, use the year in which you accessed the document.

Merrill, David. 2011. "Alcoholism and Alcohol Abuse." MedlinePlus. Last modified August 29, 2011. <http://www.nlm.nih.gov/medlineplus/ency/article/000944.htm>.

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Cross, Beverly. 1981. *Clash of the Titans*. DVD. Directed by Desmond Davis. Buckinghamshire, England: MGM.

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Reference: "UGA VII rushes the field." 2010. YouTube video, 2:24, from a performance televised by CBS on September 22, 2010. Posted by "ugaviiforeverman." October 3, 2010. <http://www.youtube.com/watch?v=asd;lkjeivang>.