The Chicago Manual Style (“Quick Guide”):
Print, Media, and Online Sources
“Wells College Long Library
library@wells.edu 315-364-3351

Guidelines for Notes

- 14.19 Note references in text are set as superior (superscript) numbers. In the notes themselves, they are full size, not raised and followed by a period.
- The first line of a footnote is indented .5” from the left margin.
- Subsequent lines within a footnote should be formatted flush left.
- Leave an extra line space between footnotes.

Example

“Nonrestrictive clauses are pathetic; as are similar clauses introduced by conjunctions indicating time and place.”


- 14.21 A note should generally be placed at the end of the sentence or clause. The number usually follows a quotation. Relative to other punctuation, the number follows any punctuation mark except the dash, which it precedes.

Example

“This,” wrote George Strong “is what our tailors can do.”

~OR~

The bias was apparent in the Shotwell series—and it must be remembered that Shotwell was a student of Robinson’s.

- 14.29 The abbreviation ibid. usually refers to a single work cited in the note immediately preceding. It takes the place of the name of the author or editor, the title of the work, and as much of the succeeding material as is identical.

Example

6. Ibid., 258–59.
7. Ibid.
8. Ibid., 333–34

Overview: Notes and bibliography—14.14 The CMS style uses bibliographic citations provided in notes and preferably supplemented by a bibliography. Notes, whether footnotes or endnotes, should be numbered consecutively and correspond to the superscripted note reference numbers in the text. If the bibliography includes all works cited in the notes, the notes need not duplicate the source information in full. In works with no bibliography, full details must be given in a note at first mention of any work cited.
• 14.37 “See” and “cf.” Notes are often used to invite readers to consult further resources. Keep in mind the distinction between “see” (as in “see also”) and “cf.” (meant to draw attention to a comparison).

22. For further discussion of this problem, see Jones, Conflict, 49.


THE BIBLIOGRAPHY 14.56-9 A full bibliography that includes all of the sources cited in the text provides an overview of the sources and therefore an indication of the scope of the author’s research. There are different kinds of bibliographies available in CMS: 1) Full bibliography (ALL works cited) 2) Selected bibliography (does not include ALL works cited/authors discretion) 3) Annotated bibliography (detailed evaluation, either critical or descriptive, of each source) and 4) Bibliographic essay (may come before a full bibliography, not alphabetized).

Basic guidelines for formatting the Full Bibliography 14.60-67

• Start the bibliography on a new page, continuing the page numbers from the body of the paper.
• Center the title of the page (Bibliography) an inch from the top of the paper. Double space between the title and first entry.
• Entries are alphabetized by author’s last name. A single-author entry precedes multi-author entry with same name.
• Begin each entry at the left margin, and indent any additional lines one-half inch. Single-space each entry and double-space between entries (unless your instructor prefers double-spacing throughout).
• For successive entries with the same author or editor, use the 3-em dash (---) followed by a period. Use a comma in place of period if an abbreviation such as, ed., is present.
• Alphabetize the titles for the same author, disregard the, a, an.
• Notes and bibliographies should be singled-spaced internally; however, leave an extra line space between note and bibliographic entries.
• For two to three authors, write out all names.
• For four to ten authors, write out all names in the bibliography but only the first author’s name plus “et al.” in notes and parenthetical citations.
• When a source has no identifiable author, cite it by its title, both on the references page and in shortened form (up to four keywords from that title) in parenthetical citations throughout the text.
• Write out publishers’ names in full.
• Do not use access dates unless publication dates are unavailable.
• If you cannot ascertain the publication date of a printed work, use the abbreviation “n.d.”
• Provide DOIs instead of URLs whenever possible.
• If you cannot name a specific page number when called for, you have other options: section (sec.), equation (eq.), volume (vol.), or note (n.).

For an example of CMS title page, notes, and bibliography, visit http://bcs.bedfordstmartins.com/resdoc5e/pdf/Hacker-Bish-CMS.pdf
<table>
<thead>
<tr>
<th>Publication Type</th>
<th>Citation</th>
</tr>
</thead>
</table>
| **Book with single author or editor** | **Bibliography:**  
**Author(s). Title: Subtitle. Place of Publication: Publisher, Year of Publication.**  
**Footnote or Endnote:**  
#. **Author(s), Title: Subtitle (Place of Publication: Publisher, Year of Publication), Page(s).**  
*A book with an editor in place of an author includes the abbreviation *ed.* (or *eds.* for more than one editor.)* |
| **Book with more than one author** | **Bibliography:**  
**Author(s). Title: Subtitle. Place of Publication: Publisher, Year of Publication.**  
**Footnote or Endnote:**  
5. **Author(s), Title: Subtitle (Place of Publication: Publisher, Year of Publication), Page(s).**  
*Cite Electronic Books, consulted online, the same as print and include the URL or DOI.* |
| **Article in a Print Journal** | **Bibliography:**  
**Author(s). “Title: Subtitle” Journal Title, Year, Page(s).**  
**Footnote or Endnote:**  
25. **Author(s), “Title: Subtitle” Journal Title, Year, Page(s).**  
| Article in an Online Journal | Bibliography:  

Footnote or Endnote:  
|---|---|
| Article in a Database | Bibliography:  

Footnote or Endnote:  

* A URL may also be included, but only if the database offers a stable or persistent form with the document. (ex. http://jstor.org/stable/832614.)  

**Access dates are not required in CMS. Access dates are only necessary if a publication or revision date is not available. If your instructor asks for access dates to be included, they should precede the DOI or URL. |
| Magazine Articles | Bibliography:  

Footnote or Endnote:  
### Newspapers

**Bibliography:**


**Footnote or Endnote:**


*Newspapers are more often cited in text or in notes than in bibliographies. If newspaper sources are carefully documented in the text, they need not be cited in the bibliography.*

**Notes and bibliographic entries for newspapers should include the following: name of the author (if listed), headline or column heading, newspaper name, month (often abbreviated), day, and year. Since issues may include several editions, page numbers are usually omitted. If an online edition of a newspaper is consulted, the URL should be added at the end of the citation.*

### Websites

**Bibliography:**


**Footnote or Endnote:**


*If article has no author, start with the title.*
<table>
<thead>
<tr>
<th>Media</th>
</tr>
</thead>
<tbody>
<tr>
<td>In general, documentation of audiovisual materials should include: the name of the composer, writer, or performer; the title in quotations or italics; the name of the recording company or publisher; any identifying number of the recording; indication of the medium (Compact Disc, DVD, or Audiovisual File); and the copyright date or date of production/performance.</td>
</tr>
</tbody>
</table>

**Example for DVD and Videocassette:**

**Bibliography:**


**Footnote or Endnote:**