Chicago Manual of Style "Quick Guide": Print, Media, and Online Sources

Wells College Long Library

The Chicago Manual of Style (CMS) is the most commonly used method of source documentation in history courses, although some humanities courses may also require this method. Research in history emphasizes the origins of sources, therefore footnotes and/or endnotes are used to show on-page where a particular reference was derived. This "Quick Guide" offers examples and guidelines for the general format of CMS research papers, notes, and bibliographies based on the Chicago Manual of Style 17th edition.

Changes with the 17th Edition

- Rather than using "ibid" to cite the same source cited in the note immediately preceding your current note, the 17th edition of the CMS encourages a shortened version of the citation (for example, the author's last name and page number). With the shortened version of the citation, you must provide the page number you are referencing, even if it is the same page number that was provided in the previous citation.

- When citing an online source, you should use the permalink (also called persistent or stable URLs) over the URL taken by copying the address in the web browser. If you are using an online source that is found through a library or other subscription database, you should name the database rather than providing a permalink.

Overview (14.19-14.23)

The basic format for CMS is citations provided in footnotes or endnotes supplemented by a bibliography. The notes are numbered and correspond to numbers in the text, provided in superscript.

The basic structure of a footnote is generally author, title, and facts of publication. These elements are separated by commas, and the facts of publication are enclosed in parentheses. The page number is also provided when referencing a particular passage.

The basic structure of a bibliographic entry is the same as the footnote structure, with the exception that the elements are separated by periods and the publication information is not enclosed in parentheses.

Guidelines for Formatting a BIBLIOGRAPHY

- Your list of sources is called a "Bibliography" or "References" page.

- Begin your Bibliography/References on a separate page from your text.

- Sources are listed in alphabetical order, according to the first word in each source entry.

- Leave one blank line between each reference

- Begin each entry at the left margin, and indent any additional lines one-half inch .

- For works with two or three authors, write out each author's name. If the work has four or more authors, provide the first author's full name plus "et al.".

- If the work has no author, list it by title.

- Use DOIs instead of URLs whenever possible.

Guidelines for NOTES	Examples
• Note reference numbers in the text as a superscript number. • Footnotes are numbered consecutively, beginning with 1. Each chapter or section of a text should restart the consecutive numbering, unless the text has no internal divisions. • Note numbers are generally placed at the end of the sentence, after punctuation. Note numbers are also placed after the punctuation and quotation marks when citing a direct quote.	"Nonrestrictive clauses are pathetic; as are similar clauses introduced by conjunctions indicating time and place."[1] 1. William Strunk Jr. and E.B. White, *The Elements of Style,* 4th ed. (New York: Allyn and Bacon, 2000), 3.
• Subsequent citations of the same source, either immediately following the initial citation or later in the text, should use a shortened form of the citation. • The shortened citation is generally the last name of the author and the main title of the work, shortened if the title is more than four words. • If the work has more 2 or 3 authors, list each author's last name. If the work has 4 or more authors, use the first author's last name and "et al."	1. William Strunk Jr. and E.B. White, *The Elements of Style*, 4th ed. (New York: Allyn and Bacon, 2000), 3. 2. Strunk and White, *Elements of Style,* 4.

Citations for PRINT SOURCES

Book with a single author or editor
• The author/editor's name should be cited at is appears on the title page
• In the bibliography entry, the first author/ editor's name is inverted
• Books with an editor instead of an author should have "ed." placed after the editor's name
	Footnote:
	    1. Author. *Title* (Place of Publication: Publisher, Year of Publication), page number.
	Bibliography:
	Author Lastname, Firstname. *Title.* Place of
	    Publication: Publisher, Year of Publication.

Book with more than one author
• The names of the authors are listed in the same order as on the title page.
• For works with 2-3 authors, include the names of each author. If the book has 4 or more authors, provide the first author's name followed by "et al."
	Footnote:
	    5. Richard W. Kauper and Elspeth Kennedy, *A Knight's Own Book of Chivalry*. (Philadelphia: University of Pennsylvania Press, 2005), 50- 56.
	Bibliography:
	Kauper, Richard W. and Elspeth Kennedy. *A*
	    Knight's Own Book of Chivalry. Philadelphia: University of Pennsylvania Press, 2005.

Chapter in a multi-authored book • The author of the chapter you are citing is listed first, followed by the title of the chapter in quotation marks, followed by "in" and then the name of the editor(s). • Include the page numbers for the chapter in your bibliography entry.	**Footnote:** 1. Ruth A. Miller, "Posthuman," in *Critical Terms for the Study of Gender*, ed. Catharine R. Stimpson and Gilbert Herdt (Chicago: University of Chicago Press, 2014), 325. **Bibliography:** Miller, Ruth A. "Posthuman." In *Critical Terms for the Study of Gender,* edited by Catharine R. Stimpson and Gilbert Herdt, 325-335. Chicago: University of Chicago Press, 2014.

Citations for PERIODICALS

Article in Print Journal	**Footnote:**
• Articles in print journals are cited differently than online journals	1. 25. Michael Jarvis, "Maritime Masters and Seafaring Slaves in Bermuda, 1689-1783," *William and Mary Quarterly* 60, no.7 (2002):586.
• Be sure to include volume and issue numbers. The volume number comes directly after the journal title with no separating punctuation. The issue number follows after a comma.	**Bibliography:** Jarvis, Michael. "Maritime Masters and Seafaring Slaves in Bermuda, 1689-1783." *William and Mary Quarterly* 60, no.7 (2002): 585-622.
• The page number(s) follows the publication date, after a colon.	
Article in a Magazine	**Footnote:** 1. Emily Macel, "Beijing's Modern Movement," *Dance Magazine*, February 2009, 35. **Bibliography:** Macel, Emily. "Beijing's Modern Movement." *Dance Magazine*, February 2009.
Article in a Newspaper	**Footnote:** 1. Nisha Deo, "Visiting Professor Lectures on Photographer," *Exponent* (West Lafayette, IN), Feb. 13, 2009. **Bibliography:** Deo, Nisha. "Visiting Professor Lectures on Photographer." *Exponent* (West Lafayette, IN), Feb. 13, 2009.

Citations for ONLINE SOURCES

Article in an Online Journal	**Footnote:**
• Provide a DOI or URL for the article (DOI is preferred) • Access dates are not required for formally published sources, although your instructor may request them	1. Sara Kraztzok, "Tough Questions Facing Women's Colleges," *New Directions for Higher Education 2010,* no. 151 (2010): 49, 10.1002/he.400 **Bibliography:** Kraztok, Sara. "Tough Questions Facing Women's Colleges." *New Directions for Higher Education 2010,* no. 151 (2010). 10.1002/he.400

Website • If the article/website has no author, begin with the article title. • Include the date the website was last modified	**Footnote:** 1. Firstname Lastname, "Title of Web Page," *Publishing Organization or Name of Website*, publication date/access date/ modification date, URL. **Bibliography:** Lastname, Firstname. "Title of Webpage." *Publishing Organization or Name of Website.* Publication Date/access date/modification date. URL.
Article in an Online Magazine/Newspaper • Articles from an online periodical are cited just like their print counterparts, with the addition of a URL at the end of the citation.	**Footnote:** 1. Claudia Kalb, "These are History's Most Notorious Liars," *National Geographic,* June 2017, www.nationalgeographic.com/magazine/2017/06/ famous-liars. **Bibliography:** Kalb, Claudia. "These are History's Most Notorious Liars." *National Geographic*, June 2017. www.nationalgeographic.com/ magazine/2017/06/famous-liars.
eBook • Include the format of the eBook (Kindle, PDF, Nook, etc) • Because page numbers of eBooks may differ from page numbers in print copies of the same book, you may cite a chapter or paragraph number. • If the eBook is consulted online, provide the URL or DOI at the end of the citation.	**Footnote:** 1. Adam Begley, *Updike*, New York: Harper, 2014, Kindle. **Bibliography:** Begley, Adam. *Updike.* New York: Harper, 2014. Kindle.

Citations for AUDIOVISUAL MATERIALS

The general format for AV materials is:

Footnote:

     1. Firstname Lastname, *Title of Work*, Format, directed/performed by Firstname Lastname (Original release year; City: Studio, Video release year), Medium

Bibliography:

Lastname, Firstname. *Title of Work*. Format. Directed/Performed by Firstname Lastname. Original Release Year. City: Studio. Video Release year. Medium.