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## What is the Chicago Manual of Style?

The *Chicago Manual of Style* is commonly used to format papers and cite sources within history, art history and other humanities.

## The Basics

### Step 1: Formatting your paper

The *Chicago Manual of Style* requires two components:

1. **Notes (footnotes or endnotes)** – These are numbered and correspond to the superscripted numbers in the body of the text.
  - **Footnotes** are found at the bottom of each page.
  - **Endnotes** are found at the end of the document as a separate page. It is titled “Notes” and appears before the “Bibliography” page.
2. A **“Bibliography” page** – A list of citations of all sources used at the very end of the paper.
  - Title the page “**Bibliography**” and center it at the top of the page.
  - Begin the first line of the citation at the left margin. Use **hanging indent** (5 spaces to the right) for all subsequent lines.
  - Arrange all citations in **alphabetical order**. Ignore beginning articles such as: “the,” “a,” and “an.”

### Step 2: Determine the type of source you are citing

- Are you citing from a book, newspaper article, magazine article, journal article, or website?
- See the sections below for the citation format for specific types of sources.

### Step 3: Find the citation elements

\*N= Note; B=Bibliography

- **Name(s) of author(s)**
  - **N:** List author(s) first name last name. Followed by a comma (separate citation elements with commas in notes).
  - **B:** List author(s) last name, first name. Followed by a period (separate citation elements with periods in bibliography).
- **Title of the work**
  - Book title and Periodical title (larger work) – Capitalize all words except for articles (the, a, an) and conjunctions (and, but, for, or, nor). Put in *italics*.
  - Article title and chapter/section title (smaller work) –Capitalize as described above. Do not use italics. Enclose it in quotation marks.
- **Publication information**
  - **N:** Enclose the publication information in parenthesis [e.g. (Place of publication: Publisher, year),].
  - **B:** Include the publication information without parenthesis.
- **Page number**
  - **N:** List the specific page referenced.
  - **B:** For articles or chapters, list the range of page numbers. For entire book, no need to list page numbers.
- **DOI** (Digital Object Identifier) is a unique string of numbers and letters assigned to some online articles to make them easier to locate. If your article has a DOI, include it in your citation. If no DOI is provided for the article, include the URL. You do not need to include the name of the database.

## Full Notes vs. Concise Notes

- **Full Notes** – List the complete citation of a resource when it is used the first time.
- **Concise Notes** – Use concise notes format when the same reference has already been noted previously. Include only the author(s) last name(s), shorten title (no more than four words), and page number(s). Do not include publication information.
- **Ibid.** – If the citation is the same as the one above, use “Ibid.” to indicate that it is the same. Include new page number if different.

### Notes Example:

<b>Full Note:</b>	1. Steven D. Levitt and Stephen J. Dubner, <i>Freakonomics: A Rouge Economist Explores the Hidden Side of Everything</i> (New York: William Morrow, 2005), 63.
	2. Ibid., 333.
<b>Concise Note:</b>	10. Levitt and Dubner, <i>Freakonomics</i> , 63.
	11. Ibid., 333.

## Citation Format for Books

- N:** 1. Author first name last name, *Book Title: Subtitle [in italics]* (Place of publication: Publisher, year), page(s) referenced.
- B:** Author's last name, first name. *Book Title: Subtitle [in italics]*. Place of publication: Publisher, year. [If online book, include the delivery format (e.g., Kindle, Netlibrary, PDF eBook) or include the URL].

### Book with multiple authors (up to 4 authors)

- N:** 15. Henry Gleitman, James J. Gross, and Daniel Reisberg, *Psychology* (New York: W. W. Norton & Co., 2011), 31.
- B:** Gleitman, Henry, James J. Gross, and Daniel Reisberg, *Psychology*. New York: W. W. Norton & Co., 2011.

### Book with more than 4 authors (For works with more than ten authors, list the first seven followed by et al.)

- N:** 10. Dana Barnes et al., *Plastics: Essays on American Corporate Ascendance in the 1960s* (Chicago: Morton, 2013), 49.
- B:** Barnes, Dana, Henry Coleman, Wesley Thomas, Sabine Lang, and George Meredith. *Plastics: Essays on American Corporate Ascendance in the 1960s*. Chicago: Morton, 2013.

### Chapter of a book with author plus editor

- N:** 22. Glenn Gould, "Streisand as Schwarzkopf," in *The Glenn Gould Reader*, ed. Tim Page (New York: Vintage, 1984), 310.
- B:** Gould, Glenn. "Streisand as Schwarzkopf." In *The Glenn Gould Reader*, edited by Tim Page, 38-61. New York: Vintage, 1984.

### eBook

- N:** 6. Nathalie Cooke, *Margaret Atwood: A Critical Companion* (Westport, Conn.: Greenwood Press, 2004), 112, <http://search.ebscohost.com/login.aspx?direct=true&db=nlebk&AN=192631&site=ehost-live&scope=site>.
- B:** Cooke, Nathalie. *Margaret Atwood: A Critical Companion*. Westport, Conn.: Greenwood Press, 2004. <http://search.ebscohost.com/login.aspx?direct=true&db=nlebk&AN=192631&site=ehost-live&scope=site>.

## Citation Format for Articles

- N:** 1. Author first name last name, "Article Title," *Periodical Title [in italics]* volume, no. issue number (year): specific page(s) referenced, doi:xxx.xxxxxxxx. [DOI for online articles; if no DOI, provide the URL].
- B:** Author's Last Name, First initial. "Article Title." *Periodical Title [in italics]* volume, no. issue number (year): Pages of whole article, doi:xxx.xxxxxxxx. [DOI for online articles; if no DOI, provide the URL].

### Newspaper article from a printed source with no author

- N:** 8. "In Texas, Ad Heats Up Race for Governor," *New York Times*, July 30, 2002.
- B:** *New York Times*. "In Texas, Ad Heats Up Race for Governor." July 30, 2002.

### Online journal article with a no DOI

- N:** 9. Judith Lewis, "'Tis a Misfortune to Be a Great Ladie': Maternal Mortality in the British Aristocracy, 1558-1959," *Journal of British Studies* 37, no. 1 (1998): 26-53, <http://www.jstor.org/stable/176034>.
- B:** Lewis, Judith. "'Tis a Misfortune to Be a Great Ladie': Maternal Mortality in the British Aristocracy, 1558-1959." *Journal of British Studies* 37, no. 1 (1998): 22-61, <http://www.jstor.org/stable/176034>.

## Citation Format for Open Web Sources

- N:** 1. Author first name last name, "Title of Web Page," *Publishing Organization or Name of Website [in italics]*, publication date [if no date, put the date of access], <http://xxxxxxx>.
- B:** Author's last name, First name. "Title of Web Page." *Publishing Organization or Name of Website [in italics]*. Publication date [if no date, put the date of access]. <http://xxxxxxx>.

### Web page with no author

- N:** 9. "WD2000: Visual Basics Marco to Assign Clipboard Text to a Strong Variable," revision 1.3, Microsoft Help and Support, last modified November 23, 2006, <http://support.microsoft.com/kb/212730>.
- B:** Microsoft Corporation. "'WD2000: Visual Basics Marco to Assign Clipboard Text to a Strong Variable.'" Revision 1.3. Microsoft Help and Support. Last modified November 23, 2006. <http://support.microsoft.com/kb/212730>.