Chicago Style

The University of Chicago Press presents two systems of documentation. This chapter shows the notes-and-bibliography system, which calls for (1) a superscript number for each in-text citation, (2) a correspondingly numbered footnote or endnote, and (3) an end-of-paper bibliography. The models in this chapter draw on *The Chicago Manual of Style*, 16th edition (2010) and Kate L. Turabian's *A Manual for Writers of Research Papers, Theses, and Dissertations*, 8th edition (2013). Additional information about CMS style is available at www.chicagomanualofstyle.org.

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Throughout this chapter, you'll find models that are color-coded to help you see how writers include source information in their notes and bibliographies: brown for author or editor, yellow for title, gray for publication information: place of publication, publisher, date of publication, page number(s), and so on.

CMS-a Documenting with Notes and Bibliography

Put a superscript number in your text to indicate to your reader that you are citing material from a source. The superscript should follow the QUOTATION, PARAPHRASE, or SUMMARY of the source you are citing, as in the example below.

IN-TEXT CITATION

Kaplan insists that understanding power in the Near East requires "Western leaders who know when to intervene, and do so without illusions."[1]

The superscript number directs your reader to a footnote or an endnote that gives more information about the source; these in-text references are numbered sequentially throughout your text. Here is the note that documents the quote from Kaplan's book.

NOTE WHEN YOU FIRST CITE A SOURCE

1. Robert D. Kaplan, *Eastward to Tartary: Travels in the Balkans, the Middle East, and the Caucasus* (New York: Random House, 2000), 330.

If you cite the same source later in your paper, give a shorter form of the note that lists just the author's last name, an abbreviated title, and the page(s) cited.

SUBSEQUENT NOTES

4. Kaplan, *Eastward*, 332.

If you cite the same source in two consecutive notes, simply change the page number in the second note and use *Ibid.*, a Latin abbreviation meaning "in the same place." When your next citation is to the same page of that source, use just *Ibid.*

author title publication

5. Ibid., 334.
6. Ibid.

BIBLIOGRAPHY

The bibliography at the end of your paper is an alphabetical list of the sources you've cited or consulted. Here is how Kaplan's book would appear in a bibliography.

Kaplan, Robert D. *Eastward to Tartary: Travels in the Balkans, the Middle East, and the Caucasus.* New York: Random House, 2000.

If your bibliography includes all of the works referenced in the notes, *Chicago* suggests providing only brief notes. Check your instructor's preference, however, before using this method.

CMS-b Note and Bibliography Models

Because *Chicago* style requires both notes and a bibliography for documentation, this chapter provides examples of both methods. See p. 222 for guidelines on preparing notes and a bibliography; for samples, see pp. 225–26.

Print Books

For most books, you'll need to provide information about the author; the title and any subtitle; and the place of publication, publisher, and year of publication. Treat pamphlets and brochures like books, giving whatever information is available.

IMPORTANT DETAILS FOR DOCUMENTING PRINT BOOKS

- **AUTHORS:** Include the author's middle name or initial, if any.
- **TITLES:** Capitalize the first and last words and all principal words of titles and subtitles. Italicize book titles. Use quotation marks around titles of chapters or other short works within books.
- **PUBLICATION PLACE:** If there's more than one city, use only the first. If a city may be unfamiliar or could be confused with another of the same name, give the state, province, or country. For the U.S.

capital, use "Washington, DC." Do not list the state or country if that information is part of the publisher's name.

- **PUBLISHER:** Omit *The* at the start of a publisher's name, along with abbreviations such as *Inc.* If you shorten a publisher's name (e.g., *Wiley* for *John Wiley*), be consistent.

1. ONE AUTHOR

NOTE

1. Author's First Name Last Name, *Title* (Publication City: Publisher, Year of publication), Page(s).

1. Erik Larson, *The Devil in the White City: Murder, Mayhem, and Madness at the Fair That Changed America* (New York: Crown, 2003), 113.

BIBLIOGRAPHY

Author's Last Name, First Name. *Title.* Publication City: Publisher, Year of publication.

Larson, Erik. *The Devil in the White City: Murder, Mayhem, and Madness at the Fair That Changed America*. New York: Crown, 2003.

If you include more than one work by the same author, give the author's name in the first entry, and then use a long dash (three-em dash or six hyphens) in the author slot for each of the subsequent works, listing them alphabetically by the first important word of each title.

Caro, Robert A. *Master of the Senate*. New York: Knopf, 2002.
———. *The Passage of Power.* New York: Knopf, 2012.

2. MULTIPLE AUTHORS

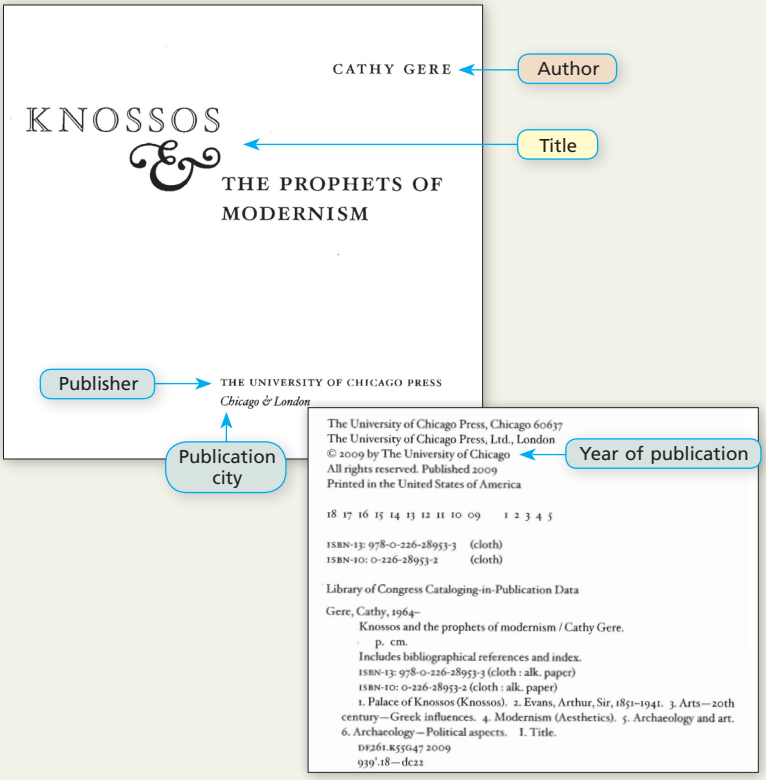
NOTE

2. First Author's First Name Last Name, Next Author's First and Last Names, and Third Author's First and Last Names, *Title* (Publication City: Publisher, Year of publication), Page(s).

author title publication

Documentation Map (*Chicago*)

PRINT BOOK



NOTE

1. Cathy Gere, *Knossos & the Prophets of Modernism* (Chicago: University of Chicago Press, 2009), 18.

BIBLIOGRAPHY

Gere, Cathy. *Knossos & the Prophets of Modernism.* Chicago: University of Chicago Press, 2009.

2. Ronald W. Walker, Richard E. Turley Jr., and Glen M. Leonard, *Massacre at Mountain Meadows* (New York: Oxford University Press, 2008), 225.

For more than three authors, give the first author's name followed by *et al.*, Latin for "and others."

2. David Goldfield et al., *Twentieth-Century America: A Social and Political History* (Upper Saddle River, NJ: Pearson Prentice Hall, 2005), 376.

BIBLIOGRAPHY

Give all authors' names for works with ten or fewer authors.

First Author's Last Name, First Name, Next Author's First and Last Names, . . . Final Author's First and Last Names. *Title.* Publication City: Publisher, Year of publication.

Goldfield, David, Carl E. Abbott, Jo Ann E. Argersinger, and Peter H. Argersinger. *Twentieth-Century America: A Social and Political History.* Upper Saddle River, NJ: Pearson Prentice Hall, 2005.

For more than ten authors, give the first seven names, followed by *et al.*

3. ORGANIZATION OR CORPORATION AS AUTHOR

NOTE

3. Organization Name, *Title* (Publication City: Publisher, Year of publication), Page(s).

3. Johnson County Historical and Genealogical Society, *Historic Sites of Paintsville and Johnson County, Kentucky* (Paintsville: East Kentucky Press, 2012), 27.

BIBLIOGRAPHY

Organization Name. *Title.* Publication City: Publisher, Year of publication.

author title publication

Johnson County Historical and Genealogical Society. *Historic Sites of Paintsville and Johnson County, Kentucky.* Paintsville: East Kentucky Press, 2012.

4. AUTHOR AND EDITOR

NOTE

4. Author's First Name Last Name, *Title*, ed. Editor's First Name Last Name (Publication City: Publisher, Year of publication), Page(s).

4. Raphael Lemkin, *Totally Unofficial: The Autobiography of Raphael Lemkin*, ed. Donna-Lee Frieze (New Haven, CT: Yale UP, 2013), 288.

BIBLIOGRAPHY

Author's Last Name, First Name. *Title*. Edited by Editor's First Name Last Name. Publication City: Publisher, Year of publication.

Lemkin, Raphael. *Totally Unofficial: The Autobiography of Raphael Lemkin*. Edited by Donna-Lee Frieze. New Haven, CT: Yale UP, 2013.

5. EDITOR ONLY

NOTE

5. Editor's First Name Last Name, ed., *Title* (Publication City: Publisher, Year of publication), Page(s).

5. Eric Foner and John A. Garraty, eds., *The Reader's Companion to American History* (Boston: Houghton Mifflin, 1991), xix.

BIBLIOGRAPHY

Editor's Last Name, First Name, ed. *Title.* Publication City: Publisher, Year of publication.

Foner, Eric, and John A. Garraty, eds. *The Reader's Companion to American History.* Boston: Houghton Mifflin, 1991.

6. WORK IN AN EDITED COLLECTION OR ANTHOLOGY

NOTE

6. Author's First Name Last Name, "Title of Work," in *Title of Collection or Anthology*, ed. Editor's First Name Last Name (Publication City: Publisher, Year of publication), Page(s).

6. Lee Sandlin, "Losing the War," in *The New Kings of Nonfiction,* ed. Ira Glass (New York: Riverhead Books, 2007), 355.

BIBLIOGRAPHY

Author's Last Name, First Name. "Title of Work." In *Title of Collection or Anthology*, edited by Editor's First Name Last Name, Page range. Publication City: Publisher, Year of publication.

Sandlin, Lee. "Losing the War." In *The New Kings of Nonfiction,* edited by Ira Glass, 315-61. New York: Riverhead Books, 2007.

7. UNKNOWN AUTHOR

NOTE

7. *Title* (Publication City: Publisher, Year of publication), Page(s).

7. *All States Tax Handbook* (New York: Thomson Reuters, 2009), 5.

BIBLIOGRAPHY

Title. Publication City: Publisher, Year of publication.

All States Tax Handbook. New York: Thomson Reuters, 2009.

8. TRANSLATION

NOTE

8. Author's First Name Last Name, *Title*, trans. Translator's First Name Last Name (Publication City: Publisher, Year of publication), Page(s).

8. Norberto Fuentes, *The Autobiography of Fidel Castro*, trans. Anna Kushner (New York: Norton, 2009), 49.

author title publication

BIBLIOGRAPHY

Author's Last Name, First Name. *Title.* Translated by Translator's First and Last Names. Publication City: Publisher, Year of publication.

Fuentes, Norberto. *The Autobiography of Fidel Castro.* Translated by Anna Kushner. New York: Norton, 2009.

9. EDITION OTHER THAN THE FIRST

NOTE

9. Author's First Name Last Name, *Title*, name or number of ed. (Publication City: Publisher, Year of publication), Page(s).

9. Michael D. Coe and Rex Koontz, *Mexico: From the Olmecs to the Aztecs,* 6th ed. (London: Thames & Hudson, 2008), 186-87.

BIBLIOGRAPHY

Author's Last Name, First Name. *Title.* Name or number of ed. Publication City: Publisher, Year of publication.

Coe, Michael D., and Rex Koontz. *Mexico: From the Olmecs to the Aztecs.* 6th ed. London: Thames & Hudson, 2008.

10. VOLUME OF A MULTIVOLUME WORK

NOTE

10. Author's First Name Last Name, *Title of Complete Work*, vol. number of individual volume, *Title of Individual Volume* (Publication City: Publisher, Year of publication), Page(s).

10. Bruce Catton, *The Army of the Potomac*, vol. 2, *Glory Road* (Garden City, NY: Doubleday, 1952), 169-70.

BIBLIOGRAPHY

Author's Last Name, First Name. *Title of Multivolume Work.* Vol. number, *Title of Individual Volume.* Publication City: Publisher, Year of publication.

Catton, Bruce. *The Army of the Potomac.* Vol. 2, *Glory Road.* Garden City, NY: Doubleday, 1952.

11. DICTIONARY OR ENCYCLOPEDIA ENTRY

Well-known reference works can be documented in a note without any publication information but do not need to be included in your bibliography. Use the abbreviation *s.v.*, meaning "under the word," before the name of the entry.

11. *Title,* edition number, s.v. "name of entry."

11. *The Random House Dictionary of the English Language*, 2nd ed., s.v. "ethos."

11. *The New Encyclopaedia Britannica*, 15th ed., s.v. "Paul Klee."

12. LETTER IN A PUBLISHED COLLECTION

NOTE

12. Sender's First Name Last Name to Recipient's First Name Last Name, Day Month Year, in *Title of Collection*, ed. Editor's First Name Last Name (Publication City: Publisher, Year of publication), Page(s).

12. Abigail Adams to John Adams, 14 August 1776, in *My Dearest Friend: Letters of Abigail and John Adams,* ed. Margaret A. Hogan and C. James Taylor (Cambridge, MA: Harvard University Press, 2007), 139-41.

BIBLIOGRAPHY

Sender's Last Name, First Name. Sender's First Name Last Name to Recipient's First Name Last Name, Day Month Year. In *Title of Collection of Letters*, edited by Editor's First Name Last Name, Pages. Publication City: Publisher, Year.

Adams, Abigail. Abigail Adams to John Adams, 14 August 1776. In *My Dearest Friend: Letters of Abigail and John Adams,* edited by Margaret A. Hogan and C. James Taylor, 139-41. Cambridge, MA: Harvard University Press, 2007.

author title publication

13. BOOK IN A SERIES

NOTE

13. Author's First Name Last Name, *Title of Book*, Title of Series (Publication City: Publisher, Year of publication), Page(s).

13. Karen Armstrong, *Buddha*, Penguin Lives (New York: Viking, 2004), 135.

BIBLIOGRAPHY

Author's Last Name, First Name. *Title of Book*. Title of Series. Publication City: Publisher, Year of publication.

Armstrong, Karen. *Buddha*. Penguin Lives. New York: Viking, 2004.

14. SACRED TEXT

Document a sacred work in a note but not in your bibliography. Provide section information, such as book, chapter, and verse—but never a page number. If you are documenting the Bible, identify the version. Translated texts should give the name of the version or translator.

14. Exod. 6:26-27 (New Revised Standard Version).

14. Qur'an 19:17-21.

15. SOURCE QUOTED IN ANOTHER SOURCE

Give the author, title, publication, and page information for the source quoted, followed by information on the source where you found it.

NOTE

15. John Gunther, *Inside USA* (New York: Harper and Brothers, 1947), 259, quoted in Thomas Frank, *What's the Matter with Kansas?* (New York: Henry Holt, 2004), 29.

BIBLIOGRAPHY

Gunther, John. *Inside USA*. New York: Harper and Brothers, 1947. 259. Quoted in Thomas Frank, *What's the Matter with Kansas?* New York: Henry Holt, 2004.

Print Periodicals

For most articles, you'll need to list the author; the article title and any subtitle; the periodical title; volume and issue numbers (for journals); and date information. Include page references only for journals and magazines.

IMPORTANT DETAILS FOR DOCUMENTING PRINT PERIODICALS

- **AUTHORS:** If there is more than one author, follow the models for a book with multiple authors (see no. 2).
- **TITLES:** Capitalize article titles and subtitles as you would a work in an edited collection (see no. 6). Use quotation marks around article titles. Italicize periodical titles.
- **VOLUME, ISSUE, AND DATE:** Give Arabic numbers for the volume even if a journal uses roman numerals. If an issue number is given, there's no need to include the month or season in your documentation. Magazines and newspapers are documented by date only.
- **PAGES:** Notes for journal and magazine articles need a specific page number; notes for newspapers do not. For the bibliography, give the full page range for journal and magazine articles that are paged consecutively; omit this information for newspapers and for magazines articles that include pages that continue at the back of an issue.

16. ARTICLE IN A JOURNAL

NOTE

16. Author's First Name Last Name, "Title of Article," *Title of Journal* volume, no. issue (Year): Page(s).

16. Jeremy Adelman, "An Age of Imperial Revolutions," *American Historical Review* 113, no. 2 (2008): 336.

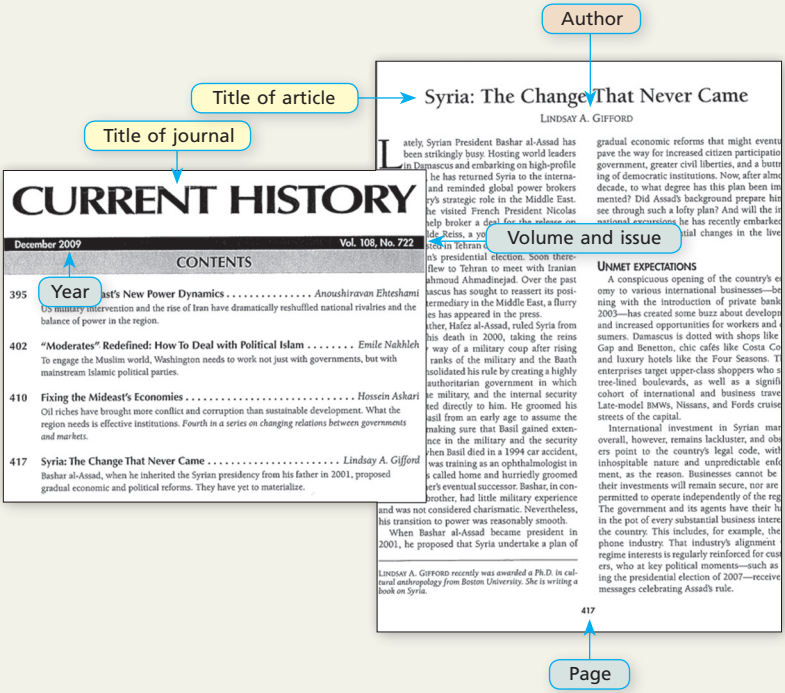
BIBLIOGRAPHY

Author's Last Name, First Name. "Title of Article." *Title of Journal* volume, no. issue (Year): Page range.

author title publication

Documentation Map (*Chicago*)

ARTICLE IN A PRINT JOURNAL



NOTE

16. Lindsay A. Gifford, "Syria: The Change That Never Came," *Current History* 108, no. 722 (2009): 417.

BIBLIOGRAPHY

Gifford, Lindsay A. "Syria: The Change That Never Came." *Current History* 108, no. 722 (2009): 417-23.

Adelman, Jeremy. "An Age of Imperial Revolutions." *American Historical Review* 113, no. 2 (2008): 319-40.

17. ARTICLE IN A MAGAZINE

Include the day for a weekly magazine. For a monthly magazine, give only the month and year with no comma in between.

NOTE

17. Author's First Name Last Name, "Title of Article," *Title of Magazine*, Month Day, Year, Page(s).

17. Tony Horwitz, "One Man's Epic Quest to Visit Every Former Slave Dwelling in the United States," *Smithsonian*, October 2013, 42.

BIBLIOGRAPHY

Author's Last Name, First Name. "Title of Article." *Title of Magazine*, Month Day, Year, Page range (if consecutive).

Horwitz, Tony. "One Man's Epic Quest to Visit Every Former Slave Dwelling in the United States." *Smithsonian*, October 2013, 41–42.

18. ARTICLE IN A NEWSPAPER

NOTE

18. Author's First Name Last Name, "Title of Article," *Title of Newspaper*, Month Day, Year, edition (if any), sec. (if any).

18. Nicholas J. C. Pistor, "Arch Is Endangered Monument, Group Says," *St. Louis Post-Dispatch,* October 10, 2013, early edition, sec. A.

BIBLIOGRAPHY

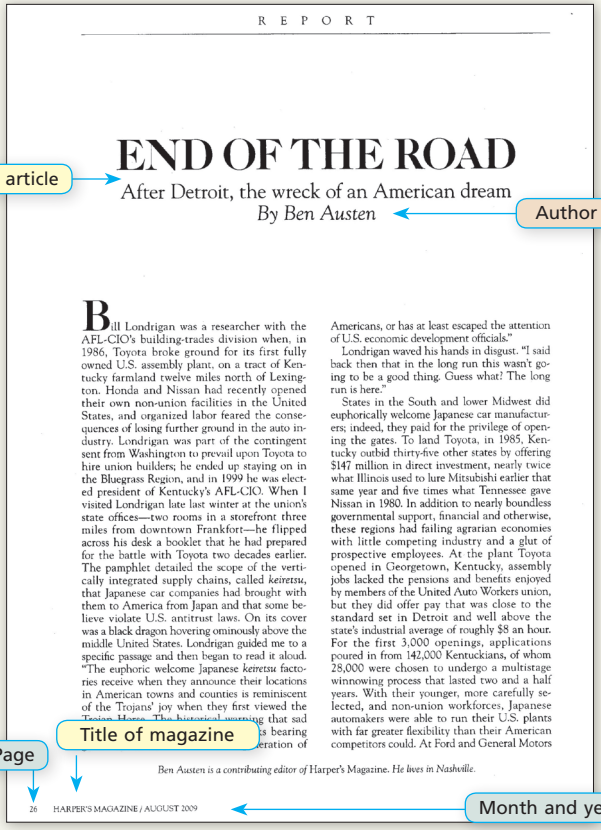
Author's Last Name, First Name. "Title of Article." *Title of Newspaper*, Month Day, Year, edition (if any), sec. (if any).

Pistor, Nicholas J. C. "Arch Is Endangered Monument, Group Says." *St. Louis Post-Dispatch,* October 10, 2013, early edition, sec. A.

author title publication

Documentation Map (*Chicago*)

ARTICLE IN A PRINT MAGAZINE



NOTE

17. Ben Austen, "End of the Road: After Detroit, the Wreck of an American Dream," *Harper's*, August 2009, 26.

BIBLIOGRAPHY

Austen, Ben. "End of the Road: After Detroit, the Wreck of an American Dream." *Harper's*, August 2009, 26-36.

19. UNSIGNED ARTICLE

When the author is unknown, put the article title first in notes. In the bibliography entry, put the name of the periodical first.

NOTE

19. "Title of Article," *Title of Newspaper*, Month Day, Year, edition (if any), sec. (if any).

19. "The Next Campaign," *New York Times,* November 8, 2010, New York edition, sec. A.

BIBLIOGRAPHY

*Title of Newspape*r. "Title of Article." Month Day, Year, edition (if any), sec. (if any).

New York Times. "The Next Campaign." November 8, 2010, New York edition, sec. A.

20. BOOK REVIEW

NOTE

20. Reviewer's First Name Last Name, review of *Title of Book*, by Author's First Name Last Name, *Title of Periodical* volume, no. issue (Year): Page(s).

20. Gary K. Waite, review of *The Path of the Devil: Early Modern Witch Hunts*, by Gary Jensen, *American Historical Review* 113, no. 2 (2008): 453.

BIBLIOGRAPHY

Reviewer's Last Name, First Name. Review of *Title of Book*, by Author's First Name Last Name. *Title of Periodical* volume, no. issue (Year): Page range.

Waite, Gary K. Review of *The Path of the Devil: Early Modern Witch Hunts,* by Gary Jensen. *American Historical Review* 113, no. 2 (2008): 453-54.

For a review in a magazine or newspaper, replace the volume and issue numbers with the publication date, as in nos. 17 and 18.

author title publication

Online Sources

Documentation for many online sources begins with the same elements you'd provide for a print source: author or editor; title of the work; publisher, place of publication, periodical title, publication date, and so on. Provide a DOI (Digital Object Identifier, a string of numbers that identifies an online document) or URL whenever possible. For websites you'll also need to include the site's title, sponsor, and a URL.

IMPORTANT DETAILS FOR DOCUMENTING ONLINE SOURCES

- **AUTHORS:** When no person or separate organization is given as the author of a website, list the site's sponsor as the author. If there is more than one author, list subsequent authors as you would for a book with multiple authors (see no. 2).
- **PAGES OR OTHER LOCATORS:** When an online book or journal article has no page numbers, you may give another locator such as a paragraph number or subsection heading. Be sure to make it clear (with an abbreviation such as *par.*, for example) that the locator you cite is not a page number. See no. 25 (pp. 213, 215) for an example that uses part and chapter headings as a locator.
- **ACCESS DATES:** *Chicago* requires access dates only when a publication or revision date cannot be determined, or when a source is likely to be updated or removed without notice. However, some instructors require access dates for online sources, so most of the following models include them.
- **DOI OR URL:** *Chicago* prefers DOIs to URLs, as DOIs apply to a work in any medium. If no DOI is readily available, use the URL that appears in your browser's address bar; a shorter form (known as a stable URL) is also acceptable if supplied with the work. Break a DOI or URL that won't fit on one line after a colon or a double slash (//), before a slash or other punctuation mark, or to either side of an equals sign or an ampersand—and do not add a hyphen or break the URL at one.

21. ARTICLE IN AN ONLINE JOURNAL

NOTE

21. Author's First Name Last Name, "Title of Article," *Title of Journal* volume, no. issue (Year): Page(s) or other locator, accessed Month Day, Year, DOI or URL.

21. Gary Gerstle, "A State Both Strong and Weak," *American Historical Review* 115, no. 3 (2010): 780, accessed October 7, 2013, doi:10.1086/ahr.115.3.779.

BIBLIOGRAPHY

Author's Last Name, First Name. "Title of Article." *Title of Journal* volume, no. issue (Year): Page(s) or other locator. Accessed Month Day, Year. DOI or URL.

Gerstle, Gary. "A State Both Strong and Weak." *American Historical Review* 115, no. 3 (2010): 778-85. Accessed October 7, 2013. doi:10.1086/ahr.115.3.779.

22. ARTICLE IN AN ONLINE MAGAZINE

NOTE

22. Author's First Name Last Name, "Title of Article," *Title of Magazine*, Month Day, Year, accessed Month Day, Year, DOI or URL.

22. Tom D. Crouch, "Amelia Found?," *AmericanHeritage.com*, Summer 2012, accessed May 8, 2013, http://www.americanheritage.com/content/amelia-found.

BIBLIOGRAPHY

Author's Last Name, First Name. "Title of Article." *Title of Magazine*, Month Day, Year. Accessed Month Day, Year. DOI or URL.

Crouch, Tom D. "Amelia Found?" *AmericanHeritage.com*, Summer 2012. Accessed May 8, 2013. http://www.americanheritage.com/content/amelia-found.

author title publication

23. ARTICLE IN AN ONLINE NEWSPAPER

Very lengthy newspaper URLs can be shortened to end after the first single forward slash.

NOTE

23. Author's First Name Last Name, "Title of Article," *Title of Newspaper*, Month Day, Year, accessed Month Day, Year, DOI or URL.

23. Quan Truong, "Fundraising Begins for Wheaton Grand Renovation," *Chicago Tribune,* February 27, 2013, accessed March 4, 2013, http://www.chicagotribune.com/.

BIBLIOGRAPHY

Author's Last Name, First Name. "Title of Article." *Title of Newspaper,* Month Day, Year. Accessed Month Day, Year. DOI or URL.

Truong, Quan. "Fundraising Begins for Wheaton Grand Renovation." *Chicago Tribune,* February 27, 2013. Accessed March 4, 2013. http://www.chicagotribune.com/.

24. ARTICLE ACCESSED THROUGH A DATABASE

For magazines and newspapers, add the appropriate information about the month, day, and year as shown in nos. 22 and 23. Give the URL of the article if the database supplies a stable one; if there's no stable URL, include the database name and article identification number. (Bibliography model appears on p. 213.)

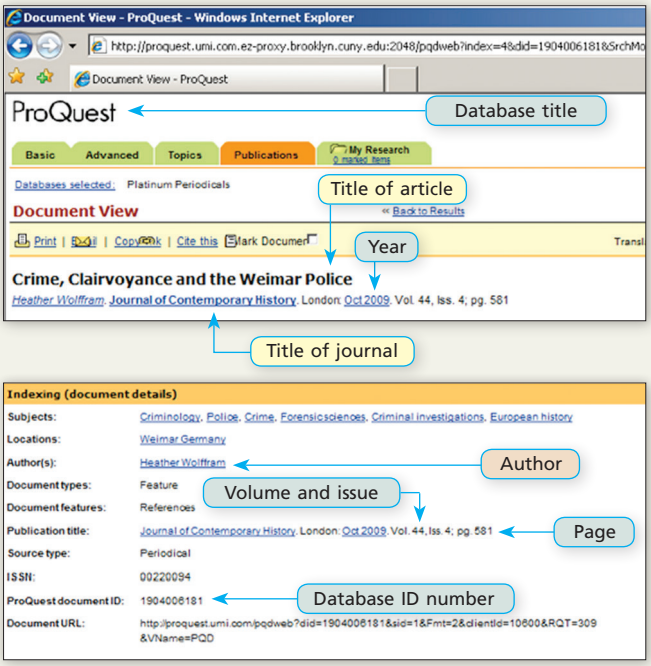
NOTE

24. Author's First Name Last Name, "Title of Article," *Title of Journal* volume, no. issue (Year): Pages(s) or other locator, accessed Month Day, Year, stable URL or Database Name (identification number).

24. David W. Galenson, "Analyzing Artistic Innovation," *Historical Methods* 41, no. 3 (2008): 114, accessed August 23, 2013, Academic Search Premier (34217664).

Documentation Map (*Chicago*)

ARTICLE ACCESSED THROUGH A DATABASE



NOTE

24. Heather Wolffram, "Crime, Clairvoyance and the Weimar Police," *Journal of Contemporary History* 44, no. 4 (2009): 581, accessed February 22, 2013, ProQuest (1904006181).

BIBLIOGRAPHY

Wolffram, Heather. "Crime, Clairvoyance and the Weimar Police." *Journal of Contemporary History* 44, no. 4 (2009): 581–601. Accessed February 22, 2013. ProQuest (1904006181).

BIBLIOGRAPHY

Author's Last Name, First Name. "Title of Article." *Title of Journal* volume, no. issue (Year): Page range. Accessed Month Day, Year. Stable URL or Database Name (identification number).

Galenson, David W. "Analyzing Artistic Innovation." *Historical Methods* 41, no. 3 (2008): 111-20. Accessed August 23, 2013. Academic Search Premier (34217664).

25. EBOOK

To document a downloaded ebook of a print work, follow the setup for a print book but indicate the format of the ebook (*PDF ebook*, *Kindle edition*). Be aware that the publisher and year may be different from the print edition's. Because pagination can vary depending on factors such as text size, notes should include the chapter or section instead of a page reference.

NOTE

25. Author's First Name Last Name, *Title* (Publication City: Publisher, Year of publication), Format, locator.

25. Erik Larson, *In the Garden of Beasts: Love, Terror, and an American Family in Hitler's Berlin* (New York: Crown, 2011), Kindle edition, pt. 1, under "Dread."

BIBLIOGRAPHY

Author's Last Name, First Name. *Title.* Publication City: Publisher, Year of publication. Format.

Larson, Erik. *In the Garden of Beasts: Love, Terror, and an American Family in Hitler's Berlin*. New York: Crown, 2011. Kindle edition.

For a book consulted online, include a DOI or URL at the end of the reference (turn to p. 214 for examples).

NOTE

25. Mark Rowlands, *Can Animals Be Moral?* (Oxford: Oxford Scholarship Online, 2013), under "The Problem," doi:10.1093/acprof:oso/9780199842001.003.0002.

BIBILIOGRAPHY

Rowlands, Mark. *Can Animals Be Moral?* Oxford: Oxford Scholarship Online, 2013. doi:10.1093/acprof:oso/9780199842001.003.0002.

26. WORK FROM A WEBSITE

If no author is given, list the sponsor as the author, and do not repeat its name after the title of the website.

NOTE

26. Author's First Name Last Name or Organization Name, "Title of Work," Title of Site, Sponsor, Month Day, Year of publication or modification, accessed Month Day, Year, URL.

26. David P. Silverman and Zahi Hawass, "The Story of King Tut," The Field Museum, 2010, accessed August 5, 2013, http://www.fieldmuseum.org/tut/story.asp.

BIBLIOGRAPHY

Author's Last Name, First Name or Organization Name. "Title of Work." Title of Site. Sponsor. Month Day, Year of publication or modification. Accessed Month Day, Year. URL.

Silverman, David P., and Zahi Hawass. "The Story of King Tut." The Field Museum. 2010. Accessed August 5, 2013. http://www.fieldmuseum.org/tut/story.asp.

27. BLOG ENTRY

If a blog is sponsored by a larger publication, include the publication's title in italics. Omit (*blog*) if that word is included in the title.

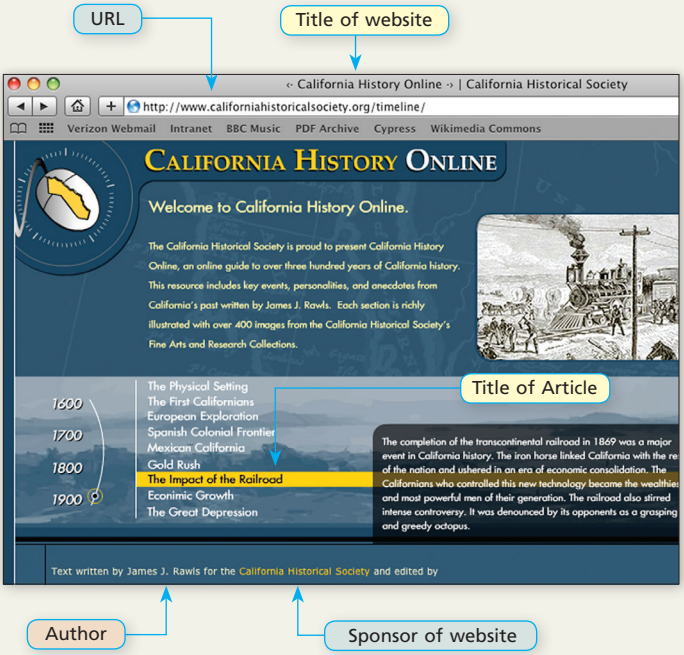
NOTE

27. Author's First Name Last Name, "Title of Entry," *Title of Blog* (blog), Month Day, Year, accessed Month Day, Year, URL.

author title publication

Documentation Map (*Chicago*)

WORK FROM A WEBSITE



NOTE

26. James J. Rawls, "The Impact of the Railroad," California History Online, California Historical Society, accessed February 22, 2010, http://www.californiahistoricalsociety.org/timeline/.

BIBLIOGRAPHY

Rawls, James J. "The Impact of the Railroad." California History Online. California Historical Society. Accessed February 22, 2010. http://www.californiahistoricalsociety.org/timeline/.

27. Daniel Adkins, "The Premier Hotspot of St. Louis: Gaslight Square," *History Happens Here!* (blog), August 29, 2011, accessed April 27, 2013, http://www.historyhappenshere.org/archives/3992.

BIBLIOGRAPHY

Author's Last Name, First Name. "Title of Entry." *Title of Blog* (blog). Month Day, Year. Accessed Month Day, Year. URL.

Adkins, Daniel. "The Premier Hotspot of St. Louis: Gaslight Square." *History Happens Here!* (blog). August 29, 2011. Accessed April 27, 2013. http://www.historyhappenshere.org/archives/3992.

28. PODCAST

NOTE

28. Author's or Speaker's First Name Last Name, "Title of Podcast," *Title of Site*, Sponsor, medium, Month Day, Year of posting, accessed Month Day, Year, URL.

28. Marideth Sisco, "Safety in the Middle of the Road," *These Ozark Hills,* Ozarks Public Radio (KSMU), podcast audio, July 30, 2009, accessed March 3, 2010, http://www.ksmu.org/index.php?option=com_content&task=view&id=4927&Itemid=74.

BIBLIOGRAPHY

Author's or Speaker's Last Name, First Name. "Title of Podcast." *Title of Site.* Sponsor. Medium. Month Day, Year of posting. Accessed Month Day, Year. URL.

Sisco, Marideth. "Safety in the Middle of the Road." *These Ozark Hills.* Ozarks Public Radio (KSMU). Podcast audio. July 30, 2009. Accessed March 3, 2010. http://www.ksmu.org/index.php?option=com_content&task=view&id=4927&Itemid=74.

author title publication

To document an interview, use the model for a broadcast interview (no. 30), and insert the medium (*podcast audio*, *podcast video*) before the date.

29. EMAIL OR POSTING TO AN ONLINE FORUM

Include these sources in notes but not in a bibliography.

EMAIL

29. Writer's First Name Last Name, email message to author, Month Day, Year.

29. Ana Cooke, email message to author, February 22, 2013.

POSTING TO AN ELECTRONIC FORUM

29. Writer's First Name Last Name to Name of Forum, Month Day, Year, accessed Month Day, Year, URL.

29. David Elbert to New American Folk Music Listserv, July 3, 1998, accessed March 3, 2013, http://www.folkmusic.org/archives/fm/0492.html.

Other Kinds of Sources

30. BROADCAST INTERVIEW

NOTE

30. Subject's First Name Last Name, interview by First Name Last Name, *Title of Program*, Network, Month Day, Year.

30. Clive Davis, interview by Don Gonyea, *Weekend Edition Saturday,* NPR, February 22, 2013.

BIBLIOGRAPHY

Subject's Last Name, First Name. Interview by Interviewer's First Name Last Name. *Title of Program.* Network, Month Day, Year.

Davis, Clive. Interview by Don Gonyea. *Weekend Edition Saturday.* NPR, February 22, 2013.

31. SOUND RECORDING

NOTE

31. Composer's or Author's First Name Last Name, *Title of Work*, other appropriate information about the performer, conductor, recording, etc., Recording Company identifying number of recording, year of release, medium.

31. Giuseppe Verdi, *Rigoletto*, London Symphony Orchestra, conducted by Richard Bonynge, with Joan Sutherland, Luciano Pavarotti, Sherrill Milnes, et al., recorded at Kingsway Hall, June 1971, London 414269, 1990, MP3 file.

BIBLIOGRAPHY

Composer's or Author's Last Name, First Name. *Title of Work*. Other appropriate information about the performer, conductor, recording, etc. Recording Company identifying number of recording, year of release, medium.

Verdi, Giuseppe. *Rigoletto*. London Symphony Orchestra. Richard Bonynge. With Joan Sutherland, Luciano Pavarotti, Sherrill Milnes, et al. Recorded at Kingsway Hall, June 1971. London 414269, 1990, MP3 file.

To document a particular person's work, start with that name.

31. Bruce Springsteen, vocal performance of "Shenandoah," by Pete Seeger, on *We Shall Overcome: The Seeger Sessions*, Columbia 82867, 2006, compact disc.

To document a speech or lecture, begin with the speaker's name.

31. Lt. Ernest H. Shackleton, "My South Polar Expedition" (speech), March 30, 1910, Edison Amberol cylinder, 4M-473, July 1910, Thomas Edison National Historical Park, "Documentary Recordings and Political Speeches," MP3 file, http://www.nps.gov/edis/photosmultimedia/documentary-recordings-and-political-speeches.htm.

author title publication

32. VIDEO OR DVD

To document a particular person's work, start with that name.

NOTE

32. Writer's First Name Last Name, *Title,* directed by First Name Last Name (Original release year; City: Studio, Year of recording release), Medium.

32. Chris Terrio, *Argo,* directed by Ben Affleck (2012; Burbank, CA: Warner Home Video, 2013), DVD.

BIBLIOGRAPHY

Writer's Last Name, First Name. *Title.* Directed by First Name Last Name. Original release year. City: Studio, Year of recording release. Medium.

Terrio, Chris. *Argo.* Directed by Ben Affleck. 2012. Burbank, CA: Warner Home Video, 2013. DVD.

33. VIDEO CLIP

The information you provide will vary according to what you're citing. Here's an example of a video clip on *YouTube*.

NOTE

33. "Michael Lewis: Wall Street Can't Control Itself," YouTube video, 9:57, posted by CBS, April 19, 2010, http://www.youtube.com/watch?v=M93YUdbAVDA&feature=fvst.

BIBLIOGRAPHY

"Michael Lewis: Wall Street Can't Control Itself." YouTube video, 9:57. Posted by CBS. April 19, 2010. http://www.youtube.com/watch?v=M93YUdbAVDA&feature=fvst.

34. GOVERNMENT PUBLICATION

Most government publications can be documented like a work by an organization or corporation (no. 3) or a work by an unknown author (no. 7).

NOTE

34. *The 9/11 Commission Report: Final Report of the National Commission on Terrorist Attacks upon the United States*, official government ed. (Washington, DC: U.S. Government Printing Office, 2004), 33.

BIBLIOGRAPHY

The 9/11 Commission Report: Final Report of the National Commission on Terrorist Attacks upon the United States, official government ed. Washington, DC: U.S. Government Printing Office, 2004.

Sources Not Covered by *Chicago*

To document a source for which *Chicago* does not provide guidelines, look for models similar to the source you have cited. Give any information readers will need in order to find your source themselves—author; title; publisher; date of publication; information about electronic retrieval (such as the URL and date of access); and any other pertinent information. You might want to try out your reference note yourself, to be sure it will lead others to your source.

CMS-c Formatting a Paper

Name, course, title. Type the title of your paper about one-third of the way down the page; capitalize it as you would the title of a book. Place your name several lines below the title, along with information such as the title of your course, your instructor's name, and the date. Center each element on the title page on a separate line.

Page numbers. Number all pages consecutively, but do not put a page number on the title page. If your instructor asks you to include your name, the date, or draft number alongside the page number, place the page number and this information in either the upper-right-hand or bottom-right-hand corner of the page; if all you need is a page number, you may also follow this setup or simply center it at the top or bottom of the page.

Spacing and margins. Double-space the main text of the paper. Block quotations, table titles, and captions should be single spaced. Footnotes, endnotes, and the bibliography should also be single spaced, but with an extra line space between each item (see examples on pp. 225–26). Set one-inch margins on all sides.

Long quotations. When quoting five or more lines or two or more paragraphs, set off the quotation as a block, indenting it one-half inch (or five spaces) from the left margin. Single-space the quotation and add an extra line space above and below it. Block quotations should not be enclosed in quotation marks.

Bruce Catton describes the end of the U.S. Civil War:

> The end of the war was like the beginning, with the army marching down the open road under the spring sky, seeing a far light on the horizon. Many lights had died in the windy dark but far down the road there was always a gleam, and it was as if a legend had been created to express some obscure truth that could not otherwise be stated. Everything had changed, the war and the men and the land they fought for, but the road ahead had not changed. It went on through the trees and past the little towns and over the hills, and there was no getting to the end of it.[1]

Poetry should be set off when you're quoting two or more lines.

By referring to him as both "Captain" and "father," Walt Whitman makes clear the strong sense of identification he has felt with the now-fallen Lincoln:

> My Captain does not answer, his lips are pale and still,
> My father does not feel my arm, he has no pulse nor will.[2]

Illustrations. You may wish to include figures and tables. Figures include charts, diagrams, graphs, maps, photographs, and other illustrations. Figures and tables should be numbered and given a title (Figure 1. A Map of Columbus, Ohio, 2010; Table 1. Telephone Ownership, 1900–20). Any illustration that comes from another source

should include documentation—*Source:* David Siegel, *Creating Killer Web Sites* (Indianapolis, IN: Hayden Books, 1996), 72. If you've created the illustration yourself with data from another source, add "Data from" before the author's name. Put the title above the illustration and any source note below. Position illustrations as soon as possible after they are discussed in your text—and be sure to explain how they relate to your point.

Notes. You may choose to give notes as footnotes at the bottom of the page on which you cite the source or as endnotes that are grouped at the end of your text under the heading *Notes*. For both footnotes and endnotes, indent the first line one-half inch (five spaces); do not indent subsequent lines. Footnotes and endnotes should be single-spaced with an extra line between notes.

Bibliography. Start your list on a new page at the end of your paper, following any notes. Center the heading. Single-space each entry and leave a line space between entries. Each entry should begin at the left margin, and subsequent lines should be indented one-half inch (or five spaces). Alphabetize the list by authors' or editors' last names; for works with no author or editor, or for multiple works by the same author, use the first important words of titles. If you include multiple works by the same author, use a three-em dash (or six hyphens) in place of the author's name in every entry after the first.

CMS-d Sample Pages

The following sample pages are from "History at Home: Leighton House, Sambourne House, and the Heritage Debate," written by Erika Graham for a museum studies course and internship during a study-abroad program in London. They are formatted according to the guidelines of the *Chicago Manual of Style*, 16th edition, and *A Manual for Writers of Research Papers, Theses, and Dissertations*, 8th edition. To read Graham's complete research paper, go to **wwnorton.com/write/little-seagull-handbook**.

author title publication

Sample Title Page, *Chicago* Style

History at Home:
Leighton House, Sambourne House, and the Heritage Debate

Title.

Erika Graham
Grinnell-in-London Internship
December 3, 2013

Name, course information, and date.

Sample Page of Research Paper, *Chicago* Style

1″

2

Page number.

Double-spaced throughout.

In the Royal Borough of Kensington and Chelsea, many Victorian houses remain standing, for this part of London was favored by many artists of the day. Two of these buildings have since become museums: Leighton House, home to Frederic Lord Leighton, P.R.A., and Linley Sambourne House, residence of the premier cartoonist for *Punch* magazine and his family. Though managed by the same team of curators and staff, the houses have distinct characters, which stem from the finery of their interiors: Sambourne House sports almost entirely original furnishings and decor, while Leighton House has been painstakingly restored to its intended grandeur as a "palace of art."

But although it might not be apparent to an average visitor overwhelmed by these displays, both museums are unavoidably involved in the fierce debate that surrounds all sites that present "the past." This debate is multifaceted, but all strands return eventually to the issue of whether or not such presentations can educate the visitor—the key role of the museum. As museum-studies scholar Eilean Hooper-Greenhill observes, "Knowledge is now well understood as the commodity that museums offer."[1] The details of this knowledge vary by museum; we will here be focusing on the transmission of historical knowledge. The history museum, however, has an interesting place in the discourse on museum education, for not everyone accepts that these institutions fulfill their didactic role. The accusation runs that some history museums have abandoned their educational duties by moving beyond the glass case format to display history in context through reconstruction, preservation, and, most feared of all, living history

1″ 1″

Author in signal phrase; superscript number to cite source.

1″

Sample Endnotes, *Chicago* Style

21

Notes

1. Eilean Hooper-Greenhill, *Museums and the Shaping of Knowledge,* Heritage: Care-Preservation-Management (London: Routledge, 1992), 2.

2. Emma Barker, "Heritage and the Country House," in *Contemporary Cultures of Display,* ed. Emma Barker (New Haven, CT: Yale University Press, 1999), 206.

3. G. Ellis Burcaw, *Introduction to Museum Work*, 3rd ed. (London: AltaMira Press, 1997), 177; Beth Goodacre and Gavin Baldwin, *Living the Past: Reconstruction, Recreation, Re-Enactment and Education at Museums and Historical Sites* (London: Middlesex University Press, 2002), 44.

4. Kevin Walsh, *The Representation of the Past: Museums and Heritage in the Post-Modern World,* Heritage: Care-Preservation-Management (London: Routledge, 1992), 102; Paul Greenhalgh, "Education, Entertainment and Politics: Lessons from the Great International Exhibitions," in *The New Museology,* ed. Peter Vergo (London: Reaktion Books, 1989).

5. Though a criticism here, not everyone believes this modification is a bad thing. For example, see Kevin Moore, *Museums and Popular Culture,* Contemporary Issues in Museum Culture (London: Cassell, 1997).

6. Goodacre and Baldwin, *Living,* 9 (italics added).

7. Walsh, *Representation,* 94; Peter J. Fowler, *The Past in Contemporary Society: Then, Now,* Heritage: Care-Preservation-Management (London: Routledge, 1992), 5.

8. Walsh, *Representation,* 102.

9. Nick Merriman, *Beyond the Glass Case: The Past, the Heritage and the Public in Britain* (Leicester: Leicester University Press, 1991), 1.

10. Ibid, 3.

11. Walsh, *Representation*, 101-2.

Heading centered.

First line indented; subsequent lines flush left.

Single-spaced with a line space between entries.

Multiple sources in a note separated by semicolons.

Page number omitted in a reference to the source as a whole.

Shortened note for second citation.

Sample Bibliography, *Chicago* Style

Bibliography

Heading centered.

Alphabetized by author's last name.

First line flush left; subsequent lines indented.

Single-spaced with a line space between entries.

Barker, Emma. "Heritage and the Country House." In *Contemporary Cultures of Display,* edited by Emma Barker, 200-228. New Haven, CT: Yale University Press, 1999.

Burcaw, G. Ellis. *Introduction to Museum Work*. 3rd ed. London: AltaMira Press, 1997.

Fowler, Peter J. *The Past in Contemporary Society: Then, Now.* Heritage: Care-Preservation-Management. London: Routledge, 1992.

Goodacre, Beth, and Gavin Baldwin. *Living the Past: Reconstruction, Recreation, Re-Enactment and Education at Museums and Historical Sites*. London: Middlesex University Press, 2002.

Greenhalgh, Paul. "Education, Entertainment and Politics: Lessons from the Great International Exhibitions." In *The New Museology,* edited by Peter Vergo, 74-98. London: Reaktion Books, 1989.

Handler, Richard. "Authenticity." *Anthropology Today* 2, no. 1 (1986): 2-4. Accessed September 30, 2013. doi:10.2307/3032899.

DOI.

3-em dash or 6 hyphens replaces author's name for subsequent works by the same author.

———. "Heritage and Hegemony: Recent Works on Historic Preservation and Interpretation." *Anthropological Quarterly* 60, no. 3 (1987): 137-41. Accessed October 22, 2013. http://www.jstor.org/stable/i274779.

Hooper-Greenhill, Eilean. *Museums and the Shaping of Knowledge*. Heritage: Care-Preservation-Management. London: Routledge, 1992.

James, Simon. "Imag(in)ing the Past: The Politics and Practicalities of Reconstructions in the Museum Gallery." In *Making Early Histories in Museums*, edited by Nick Merriman, 117-35. London: Leicester University Press, 1999.

Leary, Thomas E., and Elizabeth C. Sholes. "Authenticity of Place and Voice: Examples of Industrial Heritage Preservation and Interpretation in the U.S. and Europe." *The Public Historian* 22,