



# The Chicago Manual of Style

**Two styles:** *The Chicago Manual of Style* allows for two different types of reference styles: the Author-Date System used in physical, natural, and social sciences, and the Documentary-Note Style used in literature, history, and the arts. The following guide is based on *The Chicago Manual of Style*, 15<sup>th</sup> ed. (CMS). **This guide deals exclusively with the Documentary-Note Style.** The Author-Date System is covered in another guide.

## Documentary-Note Style *Used in Literature, History, and the Arts*

**OVERVIEW**—The CMS offers two options for the Documentary-Note Style.

- **Option 1** has concise footnotes or endnotes and concludes with a full bibliography including all works cited in the notes.
- **Option 2** includes full citations in the footnotes or endnotes the first time a work is cited, and concise notes thereafter; there is no bibliography at the end.

Section 16.3, CMS makes it clear that option 1 is preferred "as user-friendly and economical keeping duplication of information to a minimum." See both options illustrated below.

**SPECIAL NOTE**—To save space, this guide is formatted using single space. When formatting your paper, be aware that *The Chicago Manual of Style* requires double space throughout (Rule: 2.12)—i.e., the text, the bibliography, everything!

### Sample Text<sup>1</sup>

Same for Options 1 and 2

...The teacher becomes "convinced of the rightness of his solutions"<sup>53</sup> and claims to have sole insight, characteristics which find support in studies of gurus. In addition, "if a leader is accepted as having charismatic authority, he is often accorded the right to direct every aspect of his followers' lives."<sup>54</sup> Graham's instructions to her dance group concerning their behavior at their 1935 Bennington residency included, "You are not to mingle with members of any other dance group. You are to keep to yourselves and not speak to anyone."<sup>55</sup>

### Option 1

**Sample Notes**—Concise notes (with complete citations in the bibliography, below).

53. Storr, 183.

54. Storr, xv.

55. Bird and Greenberg, 103.

**Sample Bibliography**—Bibliography (for the concise notes, above).

Bird, Dorothy, and Joyce Greenberg. *Bird's Eye View: Dancing with Martha Graham and On Broadway*. Pittsburgh: Univ. of Pittsburgh Press, 1997.

Storr, Anthony. *Feet of Clay: Saints, Sinners and Madmen: A Study of Gurus*. New York: Free Press, 1996.

### Option 2

**Sample Notes**—Complete citation within notes, no bibliography needed.

53. Anthony Storr, *Feet of Clay: Saints, Sinners and Madmen: A Study of Gurus* (New York: Free Press, 1996), 183.

54. Storr, xv.

55. Dorothy Bird and Joyce Greenberg, *Bird's Eye View: Dancing with Martha Graham and On Broadway* (Pittsburgh: Univ. of Pittsburgh Press, 1997), 103.

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1. Robin Lakes, "The Messages behind the Methods: The Authoritarian Pedagogical Legacy in Western Concert Dance Technique Training and Rehearsals," *Arts Education Policy Review*, 106, no 5 (May/June 2005) 8.

## GENERAL GUIDELINES

**Flush-and-Hang Style Indentation**—In the bibliography, all lines *except* the first are indented (typically 3 to 5 spaces). For endnotes and footnotes, it is the opposite: *only* the first line is indented the same (i.e., 3 to 5 spaces, as you choose).

**Punctuation**—(Rule: 16.15) Periods are generally used between elements in bibliographies. Commas are generally used between elements in notes. A colon separates titles from subtitles, the place of publication from the publisher, and volume information from page numbers for journal articles. Quotation marks are used around article and chapter titles.

**Italics**—(Rule: 16.16) Use italics for titles of periodicals (i.e., *Journal of Art History*) and books (i.e., *Red Badge of Courage*.) See above: Use quotation marks around article and chapter titles.

**Capitalization**—(Rules: 16.17) Capitalize the first letter of all significant words in titles and subtitles of works and parts of works such as articles or chapters.

**Authors' names**—(Rules: 16.11, 16.99) In bibliographies, only the first author's last name is inverted (last name first). First names should usually be provided, when available. List all authors' names in bibliographies. Corporate names as authors are written out.

**Abbreviations**—(Rules: 16.100) Use **ed.** Or **trans.** For “editor” or “edited by” or “translator” or “translated by.” University may be abbreviated **Univ.** Months may be abbreviated. Be consistent.

**Publication Place**—(Rules: 17.96, 17.99) If more than one place is given, the first is generally sufficient. Do not abbreviate place names. Give the city and state or country if the city is not well known for publishing or is ambiguous.

**Electronic Resources**—(Rules: 17.4-15, 17.180-1, 17.187, 17.198) As much as possible, follow the same rules that apply to equivalent parts of print resources. When in doubt, avoid italics and quotation marks and give as much information as may be useful. Too much is better than too little.

- **Web address (i.e., URL).** If your source is web-based, but *not* from one of our Library subscription databasses, *always* provide the URL. If you need to input a line break in a long URL, do so “*after* a double slash (*//*) or a single slash (*/*); *before* a tilde (~), a period, a comma, a hyphen, an underline (  ), a question mark a number sign, or a percent symbol; or *before or after* an equal sign or an ampersand” (Rule: 17.11)
- **Library subscription databases:** If your source is from one of our web-based Library subscription databasses, **do not provide the URL; instead, provide the name of the database.** [*CSM is keenly aware that industry practices and citation fundamentals are rapidly evolving, especially in the area of subscription databases. CSM does not provide rules for subscription databases; it is waiting for the industry to settle on some kind of persistent, citable, permanent identifiers for electronic content. DOI (Digital Object Identifiers) see below, is one such scheme that CSM finds promising. If your database gives a DOI for a record, use it in your citation.*]
- **DOI (Permanent Source Identifiers).** See CMS rules 17.14 and 17.181 and the example toward the middle of page 4, below (Barry). Go to <http://www.doi.org/> for more information.
- **Access date.** Omit the date accessed unless it is known that the content is frequently updated.
- **Pagination.** When citing an online publication with an equivalent print version, try to obtain and provide the page numbers used in the print version. In documents without page numbers, add a descriptive locator such as a section heading to allow your reader to find the resource.
- **Authors of web pages.** If not readily apparent, try to find and provide the name(s) or authors or corporate authors responsible for the content

## NOTES: THE BASICS

The Documentary-Note Style uses numbering. There are two parts: a *number* in the text and a *note* either at the bottom of the page (*footnote*) or at the end of the paper (*endnote*). Notes are numbered sequentially, beginning with 1, throughout each article, chapter, or paper. The numbers in the text must be in superscript and should follow sentences, clauses, quotations, punctuation marks and closing parentheses. The note should have a normal, full sized number.

**Subsequent references to sources already fully cited** should be shortened whenever possible; include shortened form of title if more than one work by same author is cited.

10. Regina M. Schwartz, “Nationals and Nationalism: Adultery in the House of David,” *Critical Inquiry* 19, no. 1 (1992): 131-32.

11. Tom Nairn, *Faces of Nationalism: Janis Revisited* (London and New York: Verso, 1997), 17.
12. Regina M. Schwartz, "Tragedy and the Mass," *Literature and Theology* 19, no. 2 (2005): 139-158.
14. Schwartz, "Nationals and Nationalism," 138.

**For an unknown author** start the note and bibliographic entry with the title of the work.

**Ibid.** is used in place of the author's name, the title, and as much of the information as is identical to the immediately preceding note. It cannot be used if the preceding note cites more than one work.

6. Tom Nairn, *Faces of Nationalism: Janis Revisited* (London and New York: Verso, 1997), 17.
7. *Ibid.*, 39-43.

**3-EM Dash** is used for successive entries by the same author(s), editor(s), and translator(s)

22. Shirley Jackson Case, *Jesus: A new Biography* (New York: Greenwood, 1968), 122.
23. ———, *The Social Triumph of the Ancient Church* (Freeport, NY: Books for Libraries Press, 1971), 135

**For direct quotations from sources without page numbers** use subheading, chapter, paragraph number, or other organizational division of the work.

8. David Pilgrim, "The Mammy Caricature," *Jim Crow Museum of Racist Memorabilia*, <http://www.ferris.edu/htmls/news/jimcrow/mammies/>, under "Commercial Mammies."

**Citations taken from secondary sources** should be avoided as researchers are expected to examine the works they cite. If the original work is not available, the original and secondary source must be cited.

9. Theodore Sedgwick, *Thoughts on the Proposed Annexation of Texas to the United States* (New York: D. Fanshaw, 1844), 31, quoted in Lyon Rathbun, "The Debate over Annexing Texas and the Emergence of Manifest Destiny," *Rhetoric & Public Affairs* 4, no. 3 (Fall 2001): 479.

## MORE EXAMPLES

N represents option 2 (complete citation in notes without bibliography at the end; and B represents option 1, where there is a concise note in the text (not illustrated, but easy for you to construct) and the complete citation resides in the bibliography.

### N = Footnote/Endnote (Option 2)

### B = Bibliography (Option 1)

Select, significant CMS rules are indicated.

**Book**—Rules: 17.26, 17.49-50, 17.53, 17.96, 17.100

- N        1. Michael Luccy, *The Misfit of the Family: Balzac and the Social Forms of Sexuality* (Durham, NC: Duke Univ. Press, 2003), 24.

- B        Luccy, Michael. *The Misfit of the Family: Balzac and the Social Forms of Sexuality*. Durham, NC: Duke Univ. Press, 2003.

**E- Book**—Rules: 17.142, (see also "Electronic Resources" above, p. 2)

- N        1. Beatrice Martina Guenther, *The Poetics of Death: The Short Prose of Kleist and Balzac* (Albany, NY: Albany State Univ. Press, 1996), 52, retrieved from NetLibrary.

- B        Guenther, Beatrice Martina. *The Poetics of Death: The Short Prose of Kleist and Balzac*. Albany, NY: Albany State Univ. Press, 1996. Retrieved from NetLibrary.

**Chapter from a Book**—Rules: 17, 42, 17.68

- N        1. Konrad Repgen, "What is a 'Religious War'?" in *Politics and Society in Reformation Europe*, ed. E. I. Kouri and Tom Scott, 324 (London: Macmillan, 1987).

- B        Repgen, Konrad. "What is a 'Religious War'?" in *Politics and Society in Reformation Europe*, edited by E. I. Kouri and Tom Scott, 311-328. London: Macmillan, 1987.

**Journal**—Rules: 17.57, 17.148, 17.151

N 1. Laurie Moses Hines, "When Parellel Paths Cross: Competition and the Elimination of Sex Segregation in the Education Fraternities, 1969-1974," *History of Education Quarterly* 43 (Summer 2003): 199-200.

B Hines, Laurie Moses. "When Parellel Paths Cross: Competition and the Elimination of Sex Segregation in the Education Fraternities, 1969-1974." *History of Education Quarterly* 43 (Summer 2003): 196-223.

**E- Journal with DOI**—Rules: 17.21, 17.148, 17.154, 17.157, 17.162-165, 17.168-9, 17.180-1, 17.168, (see also "Electronic Resources" above, p. 2)

N 1. François Tonnelier and Sarah Curtis, "Medicine, Landscapes, Symbols: 'The Country Doctor' by Honoré de Balzac," *Health & Place* 11, no. 4 ( Dec. 2005): 316. doi:10.1016/j.healthplace.2005.02.005, retrieved from Science Direct.

B Tonnelier, François, and Sarah Curtis. "Medicine, Landscapes, Symbols: 'The Country Doctor' by Honoré de Balzac," *Health & Place* 11, no. 4 ( Dec. 2005): 313-22. doi:10.1016/j.healthplace.2005.02.005, retrieved from Science Direct.

**E-Newspaper**—Rules: 17.132, 17.192, 17.198, (see also "Electronic Resources" above, p. 2)

N 1. *Irish Times*, "The Balzac Binge In the Bicentenary Year of his Birth: Honoré de Balzac is Being Widely Commemorated in France and Beyond," City ed., Weekend sec., Aug. 28, 1999. Retrieved from ProQuest Newspapers.

B *Irish Times*, "The Balzac Binge In the Bicentenary Year of his Birth: Honoré de Balzac is Being Widely Commemorated in France and Beyond," City ed., Weekend sec., Aug. 28, 1999. Retrieved from ProQuest Newspapers.

**Music Score**—Rules: 17.57, 17.263

N 1. Charles L. Johnson, "Crazy Bone Rag," in *Ragtime Jubilee: 42 Piano Gems, 1911-21*, ed. David A. Jansen, 41-45 (Mineola, NY: Dover Publications, 1997).

B Johnson, Charles L. "Crazy Bone Rag," in *Ragtime Jubilee: 42 Piano Gems, 1911-21*, edited by David A. Jansen, 41-45. Mineola, NY: Dover Publications, 1997.

**Video Recording**—Rules: 17.273

N 1. *Thelma & Louise*, videocassette, directed by Ridley Scott (Culver City, CA: MGM/UA Home Video, 1992).

B *Thelma & Louise*. Directed by Ridley Scott. Culver City, CA: MGM/UA Home Video, 1992. Videocassette.

**Web Page**—Rules: 17.11, 17.12, 17.57, 17.237, (see also "Electronic Resources" above, p. 2)

N 1. Norman R. Yetman, "An Introduction to the WPA Slave Narratives," *Born in Slavery: Slave Narratives from the Federal Writers' Project, 1936-1938*, <http://memory.loc.gov/ammem/snhtml/snhome.html> (accessed July 8, 2005).

B Yetman, Norman R. "An Introduction to the WPA Slave Narratives," *Born in Slavery: Slave Narratives from the Federal Writers' Project, 1936-1938*. <http://memory.loc.gov/ammem/snhtml/snhome.html> (accessed July 8, 2005)

## OTHER SITUATIONS

There are hundreds of other detailed citation examples given in Chapter 17 of the *Manual* (ask for Z253.U69 2003 at the Reference Desk). If you do not find examples in this guide that you can use as patterns for your citation, you will need to find more specific guidelines in Chapter 17. Be advised: Chapter 17 is very detailed, covering a large variety of specialized situations. Before trying to find your particular citation situation in the *Manual*, first read section 17.3, then examine the table of contents for the chapter (at the front, pp.641-642). The index to the entire volume at the back is very useful.

Barbara Case and Holly Yu, Reference Librarians, California State University, Los Angeles wrote this guide. It is based on *The Chicago Manual of Style*, 15<sup>th</sup> ed., 2003. If you have any difficulty using the *Manual*, or this guide, please ask for help at the Reference Desk.