

Chicago Style

Notes-Bibliography Style

17th Edition

This handout provides a quick reference guide to the basic citation rules of Chicago Style.

Information for this guide came from:

The Chicago Manual of Style, 17th ed. Chicago: The University of Chicago Press, 2017. Available at the library reference desk and online in the UCO databases: <http://library.uco.edu/d/?d=393>

More resources:

UCO Chicago Help Guide: <http://libguides.uco.edu/chicago>

OWL (Purdue Online Writing Lab): <https://owl.english.purdue.edu/owl/resource/717/01/>

Citing sources in your paper (See 14.20 in The Chicago Manual of Style)

- The Chicago Manual of Style requires that you identify the precise location of a reference in the text of your paper, most often utilizing footnotes or endnotes for all sources. Foot/end notes cite the authority of statements, provide cross-references, give credit, and elaborate on the discussion in a way that will not interrupt the flow of the paper. Notes are easy to add in Microsoft Word using the insert function.
- The first time you cite a source in your paper, use the full reference. All subsequent mentions, use a shortened reference – Author’s last name, Abbreviated Title, Page number.

First Note	Subsequent Note
1. Roy Jenkins, <i>Gladstone: A Biography</i> (New York: Random Hours, 1997), 54.	1. Jenkins, <i>Gladstone</i> , 126.

- **A word on citation software:** While there are plenty of programs that format notes for all bibliographic styles, but they save time at the cost of understanding the style. Additionally, the software also varies in quality, increasing the chance that the notes in your paper are wrong. **Always review the citations for accuracy** (Turabian 2007, 140).

List of works cited at the end of the paper (See 14.21 in the Chicago Manual of Style)

- Rarely does the bibliography list everything that has been written on a given topic. Therefore centered heading titles can include **Selected Bibliography**, **Works Cited**, or **Sources Consulted**.
- Each page should be numbered, continuing the pagination of the text.
- Each entry starts at the left margin. If there is more than one line, each subsequent line should be indented one half inch (“hanging indent” in the Paragraph menu of Microsoft Word) or 5 spaces.
- The easiest way to create the works cited is alphabetical by the author’s last name. However, you can assemble the list according to the source type (primary, secondary, etc.), then alphabetical by author within each category. If no author is provided, start with the title.
- In titles, capitalize the first, last, and all principle words
- Italicize titles, but not the period following the title.

Books

	First Note	Subsequent Note	Bibliography
Single author	1. Roy Jenkins, <i>Gladstone: A Biography</i> (New York: Random Hours, 1997), 54.	1: Jenkins, <i>Gladstone</i> , 54. Note: The 17th edition no longer encourages the use of "ibid" for citing the samework in consecutive notes	Jenkins, Roy. <i>Gladstone: A Biography</i> . New York: Random House, 1997.
Two Authors	3. Robert Lynd and Helen Lynd, <i>Middletown: A Study in American Culture</i> (New York: Harcourt, Brace and World, 1929), 67.	3. Lynd and Lynd, <i>Middletown</i> , 67.	Lynd, Robert, and Helen Lynd. <i>Middletown: A Study in American Culture</i> . New York: Harcourt, Brace and World, 1929.
Three Authors	6. Rowland Abiodun, Henry John Drewal, and John Pemberton. <i>The Yoruba Artist: New Theoretical Perspectives on African Arts</i> (Washington: Smithsonian Institution Press, 1994), 65-66.	6. Abiodun, Drewal, and Pemberton, <i>Yoruba</i> , 65-66.	Abiodun, Rowland, Henry John Drewal, and John Pemberton. <i>The Yoruba Artist: New Theoretical Perspectives on African Arts</i> . Washington: Smithsonian Institution Press, 1994.
Four or More Authors	9. Edward O. Laumann et al., <i>The Social Organization of Sexuality: Sexual Practices in the United States</i> (Chicago: University of Chicago Press, 1994), 262.	9. Laumann et al., <i>Social Organization</i> , 262.	Laumann, Edward O., John H. Gagnon, Robert T. Michael, and Stewart Michaels. <i>The Social Organization of Sexuality: Sexual Practices in the United States</i> . Chicago: University of Chicago Press, 1994.
Corporate Author	5. National Early Music Association Conference, <i>From Renaissance to Baroque: Change in Instruments and Instrumental Music</i> . (Aldershot, England: Ashgate, 2005), 175-180.	5. National Early Music Association Conference, <i>Renaissance</i> , 175-180.	National Early Music Association Conference. <i>From Renaissance to Baroque: change in Instruments and Instrumental</i> . Aldershot, England: Ashgate. 2005.
Book: Editor, Translator, or Compiler (instead of author)	4. Bernard O'Donoghue, trans., <i>Sir Gawain and the Green Knight</i> (New York: Penguin, 2006), 36-7.	4. O'Donoghue, trans., <i>Sir Gawain</i> , 36-7.	O'Donoghue, Bernard, trans. <i>Sir Gawain and the Green Knight</i> . New York: Penguin, 2006.
Book: Chapter Contributor	2. Noah Baumbach, "the Zagat History of My Last Relationship," in <i>Secret Ingredients: The New Yorker Book of Food and Drink</i> , ed. David Remnick (New York: Random House, 2007), 409.	2. Baumbach, "Zagat History," 409.	Baumbach, Noah. "The Zagat History of My Last Relationship." In <i>Secret Ingredients: The New Yorker Book of food and Drink</i> , edited by David Remnick, 409-411. New York: Random House, 2007.

Books

	First Note	Subsequent Note	Bibliography
Book: Preface, Forward, Introduction, or Similar Part	17. Adrienne Rich, introduction to <i>The Work of a Common Woman: The Collected Poetry of Judy Grahn, 1964-1977</i> , by Judy Grahn (New York: St. Martin's Press, 1980), xx-xxi.	17. Rich, <i>Work</i> , xx-xxi.	Rich, Adrienne. Introduction to <i>The Work of a Common Woman: the Collected Poetry of Judy Grahn, 1964-1977</i> , by Judy Grahn, v-xxxii. New York: St. Martin's Press, 1980.
Multivolume Work	8. Sir Winston Churchill, <i>Winston S. Churchill: His Complete Speeches, 1967-1963</i> , ed. Robert Rhodes James, vol. 2. (New York: Chelsea House Publishers, 1974), 225.	8. Churchill, <i>Winston S. Churchill</i> , 225.	Churchill, Winston, Sir. <i>Winston S. Churchill: His Complete Speeches, 1867-1963</i> , ed. Robert Rhodes James. 8 vols. New York: Chelsea House Publishers, 1974.
Subsequent editions of a book	8. Andrew R. Rolle, <i>California: A History</i> , 5th ed. (Wheeling, IL: Harlan Davidson, 1998), 243.	8. Rolle, <i>California</i> , 243.	Rolle, Andrew F. <i>California: A History</i> . 5 th ed. Wheeling, IL: Harlan Davidson, 1998.
Entry in a reference book	3. <i>Encyclopedia Britannica</i> , 15th ed., s.v. "Monroe Doctrine." s.v. is for the Latin <i>sub verbo</i> (under the word)		Reference works are usually not cited in the bibliography. See chapter 14 section 232.

Electronic Books

Considerations for electronic sources

- Add the access date (if required see 14.12) and the URL or Doi (Digital Object Identifier) at the end of the citation.
- Access date is optional. Check with your instructor.
- If you are citing from a library database use the DOI, if there is no DOI, use the name of the database.
- If there are no page numbers add a descriptive locator such as a chapter number or section title.
- If you downloaded the book in a dedicated eBook format, specify the format and do not include an access date.

Electronic Books

	First Note	Subsequent Note	Bibliography
eBook	22. Jesse Macy, <i>An Anti-Slavery Crusade: A Chronicle of the Gathering Storm</i> (Project Gutenberg, 2002), 16, accessed June 1, 2016, http://www.gutenberg.org/etext/3034 .	22. Macy, <i>Anti-Slavery</i> , 16. Note: For eBooks found online, list a URL. Include an access date only if one is required by your instructor. If no fixed page numbers are available, you can include a descriptive locator such as a chapter or section.	Macy, Jesse. <i>An Anti-Slavery Crusade: A Chronicle of the Gathering Storm</i> . Project Gutenberg, 2002. Accessed June 1, 2016. http://www.gutenberg.org/etext/3034 .
eBook from Library Database with no permalink or Doi	3. Michael Zadoorian, <i>Lost Tiki Palaces of Detroit</i> (Detroit: Wayne State University Press 2014), 175-180, accessed June 1, 2016, ProQuest Ebrary.	3. Zadoorian, <i>Lost</i> , chap. 14. Note: If you are citing a book from a library database and there is no DOI, use the name of the database.	Zadoorian, Michael. <i>Lost Tiki Palaces of Detroit</i> . Detroit: Wayne State University Press, 2014. Accessed June 1, 2016. ProQuest Ebrary.
Downloaded eBook	8. Malcolm Gladwell, <i>Outliers: The Story of Success</i> (Boston: Little, Brown, 2008), 193, Kindle.	8. Gladwell, <i>Outliers</i> , 193.	Gladwell, Malcolm. <i>Outliers: The Story of Success</i> . Boston: Little, Brown, 2008. Kindle.

Periodicals

- Journals are scholarly publications, while magazines are intended for general readership. This distinction is important because journal articles and magazine articles are cited differently. If you are unsure if a periodical is a journal or a magazine, treat it like a journal.
- For English language newspapers, omit the initial ***The*** in the title. Example: *The New York Times*. For foreign newspapers, retain initial article and add city names after the titles for clarity. Example: *Le Monde*; *Gazette* (Montreal).
- Access date is not required in citations of formally published electronic sources (14.12). Check with your instructor. If required, include access date immediately prior to the DOI or URL.
- If you are citing from a library database, include the recommended URL or Doi if one exists instead of the URL in the address bar.
- If there is no suitably short URL, you may substitute name of the database.

Periodicals

	First Note	Subsequent Note	Bibliography
Journal Article - Print	<p>2. J. S. A. Adamson, "Eminent Victorians: S.R. Gardiner and the Liberal as Hero," <i>The Historical Journal</i> 33, no. 3 (September 1990): 645.</p> <p>Note: If there are 4 or more authors, list one the 1st in the note followed by et al.</p>	2. Adamson, "Eminent Victorians," 645.	<p>Adamson, J.S.A. "Eminent Victorians: S.R. Gardiner and the Liberal as Hero." <i>The Historical Journal</i> 33, no. 3 (September 1990): 641-657.</p> <p>Note: List the first 10 authors in the bibliography. If there are more than 10 list the 1st followed by et al.</p>
Journal Article – Online with DOI	<p>4. Aimee Walshaw, "Accommodating Poverty: The Housing and Living Arrangements of the English Poor, C. 1600-1850," <i>Housing Studies</i> 27, no. 5 (2012): 725. doi: http://dx.doi.org/10.1080/02673037.2012.617922</p>	4. Walshaw, "Accommodating Poverty," 725.	<p>Walshaw, Aimee. "Accommodating Poverty: The Housing and Living Arrangements of the English Poor, C. 1600-1850." <i>Housing Studies</i> 27, no. 5 (2012): 726-27. doi: http://dx.doi.org/10.1080/02673037.2012.617922.</p>
Journal Article With a URL and Access Date	<p>2. J. S. A. Adamson, "Eminent Victorians: S.R. Gardiner and the Liberal as Hero," <i>The Historical Journal</i> 33, no. 3 (September 1990): 645, http://www.jstor.org/stable/2639735.</p>	2. Adamson, "Eminent Victorians," 645.	<p>Adamson, J.S.A. "Eminent Victorians: S.R. Gardiner and the Liberal as Hero." <i>The Historical Journal</i> 33, no. 3 (September 1990): 641-657. http://www.jstor.org/stable/2639735.</p>
Magazine Article - Print	<p>6. Joy Williams, "One Acre," <i>Harper's Magazine</i>, February 2001, 62.</p>	6. Williams, "One Acre," 62.	Williams, Joy. "One Acre." <i>Harper's Magazine</i> , February 2001, 59-66.
Magazine Article Online	<p>1. Robin Black, "President Obama: Why Don't You Read More Women?," <i>Salon</i>, August 24, 2011, http://www.salon.com/books/writing/index.html?story=/books/feature/2011/08/24/obama_summer_reading.</p>	1. Black, "President Obama."	<p>Black, Robin. "President Obama: Why Don't You Read More Women?," <i>Salon</i>, August 24, 2011, http://www.salon.com/books/writing/index.html?story=/books/feature/2011/08/24/obama_summer_reading.</p>

Government Documents

- Citations for government documents are similar to citations for books. Documents are written by an agency and printed, not published, by the Government Printing Office (GPO). They do not follow the standard publishing arrangement of books.
- Publisher, place and date of publication are often omitted when other identifying data are given, such as the data for congressional documents.
- Below are examples for U.S. Federal Documents. For a full list of examples, including examples for state and international documents, see Chapter 14.281 of the Chicago Manual of Style.
- For electronic documents, include an access date and either the URL or the name of the database.

	Notes – Footnotes & Endnotes	Bibliography
Single Agency	⁸ U.S. Department of State, <i>Foreign Relations of the United States: Diplomatic Papers, 1944</i> , vol. 3, (Washington D.C.: Government Printing Office, 1965), 12.	U.S. Department of State. <i>Foreign Relations of the United States: Diplomatic Papers, 1944</i> . Washington D.C.: Government Printing Office, 1965.
Single Agency with an Identified Author	⁹ U.S. Army, Center of Military History, <i>Staff Guide Ride: Battle of Antietam</i> , by Ted Ballard (Washington D.C.: Government Printing Office, 2007), 53.	U.S. Army, Center of Military History. <i>Staff Guide Ride: Battle of Antietam</i> , by Ted Ballard. Washington D.C.: Government Printing Office, 2007.
Reports and Documents of the Senate/House	¹² Select Committee on Environment and Public Works, <i>Global Climate Change: Hearings before the Committee on Environment and Public Works</i> , 105 th Cong., 1 st sess., 1997, 202-205.	U.S. Congress, Senate, Committee on Environment and Public Works. <i>Global Climate Change: Hearings before the Committee on Environment and Public Works</i> . 105 th Cong., 1 st sess., July 10 and July 17, 1997.
Online Document Follow examples above and include access date and URL	¹⁵ Select Committee on Homeland Security, Homeland Security Act of 2002, 107 th Cong., 2d sess., 2002, HR Rep. 107-109, pt. 1, 11-12, accessed June 2, 2016, http://www.gpo.gov/fdsys/pkg/CRPT-107hrpt609/pdf/CRPT-107hrpt609-pt1.pdf .	U.S. Congress. House of Representatives. Select Committee on Homeland Security, Homeland Security Act of 2002, 107 th Cong., 2d sess., 2002, HR Rep. 107-109, pt. 1, 11-12, accessed June 2, 2016, http://www.gpo.gov/fdsys/pkg/CRPT-107hrpt609/pdf/CRPT-107hrpt609-pt1.pdf .
Document Retrieved From a Library Database	⁹ U.S. Army, Center of Military History, <i>Staff Guide Ride: Battle of Antietam</i> , by Ted Ballard (Washington D.C.: Government Printing Office, 2007), 53, accessed June 2, 2016, ProQuest Congressional Publications.	U.S. Army, Center of Military History. <i>Staff Guide Ride: Battle of Antietam</i> , by Ted Ballard. Washington D.C.: Government Printing Office, 2007. Accessed June 2, 2016, ProQuest Congressional Publications.
U.S. Constitution	³² US constitution, art. 2, sec. 1, cl.3.	The Constitution is cited only in notes. You do not need to include it in your bibliography.

Other Sources

- For sources other than books and periodicals, include as much information as possible. If there is no author, provide the owner of the site.
- For electronic sources, add the access date (if required) and the URL or Doi (Digital Object Identifier) at the end of the citation.
- Access dates are not required for formally published sources. They are useful for informally published electronic sources such as websites.
- To cite a video or podcast, include a description of the item – music video, video of lecture, etc. along with the URL and access date.
- When you cite a film, you may include information about writers, actors, producers, etc. if it is relevant to your discussion.

	First Note	Subsequent Note	Bibliography
Website	7. Cornell University, ILR School, "The Story of the Fire: Sweatshops and Strikes," The Triangle Factory Fire, accessed June 2, 2016, http://www.ilr.conell.edu/trianglefire/story/introduction.html .	7. Cornell, "Story."	Cornell University, ILR School, "The Story of the Fire: Sweatshops and Strikes." The Triangle Factory Fire. Accessed June 2, 2016, http://www.ilr.conell.edu/trianglefire/story/introduction.html .
Blog Entry	10. Tankboy. "Rockin' Our Turntable: Sonic Youth," <i>Chicagoist</i> , June 23, 2009, accessed June 2, 2016, http://chicagoist.com/2009/06/23/rockin_our_turntable_sonic_youth.php .	10. Tankboy, "Rockin."	Tankboy. "Rockin' Our Turntable: Sonic Youth." <i>Chicagoist</i> . June 23, 2009. Accessed June 2, 2016, http://chicagoist.com/2009/06/23/rockin_our_turntable_sonic_youth.php .
Artwork found online	4. Erich Buchholz, <i>Untitled</i> , 1920, gouache on paper, New York: Museum of Modern Art, accessed June 2, 2016, http://www.moma.org/collection/browse_results.php?object_id_38187 .		Paintings, sculpture, photographs, live performances, etc. are cited only in the notes. You do not need to include it in your bibliography.
Film	4. <i>Fast Times at Ridgemont High</i> , directed by Amy Heckerling (1982; Studio City: Universal Pictures, 1982), accessed May 30, 2016, http://movies.netflix.com/ .		<i>Fast Times at Ridgemont High</i> . Directed by Amy Heckerling (1982; Studio City, CA: Universal Pictures, 1982). Accessed May 30, 2016, http://movies.netflix.com/ .
YouTube Video	9. Fred Donner, "How Islam Began," (video of lecture, University of Chicago, June 3, 2011), accessed June 3, 2016, http://www.youtube.com/watch?v=5RFK5u5IkHA .		Donner, Fred. "How Islam Began." (Video of lecture, University of Chicago, June 3, 2011). Accessed June 3, 2016. http://www.youtube.com/watch?v=5RFK5u5IkHA .