

# CHICAGO STYLE GUIDE

## Documentation Guide

Based on The Chicago Manual of Style, 16th ed. REF Z253 .U69

### NOTES & BIBLIOGRAPHY

#### Guidelines:

Chicago has two systems of documentation, Notes and Bibliography and Author-Date. Notes and Bibliography is generally used in literature, history and the arts. The author-date system is more often used in the physical and natural and social sciences.

In Notes and Bibliography, each source cited must appear in the notes – either endnotes or footnotes. The bibliography may include all these sources along with other sources consulted but not cited. On the other hand, you might not have a bibliography at all if your notes are complete. Check with your professor for preferences.

In Author-Date, each source cited will be acknowledged with a parenthetical citation. The References at the end will give complete bibliographic information. All sources in the References must be cited in the paper.

#### Paper layout

- Double space throughout, with no extra space between paragraphs.
- Use 1" margins on all sides. Margin should be left justified.
- Single space after all punctuation.
- Chicago style does not have a recommended font; however, a serif style such as Times New Roman and a font size of 10-12 are advisable.
- References or Bibliography should be at the end of the paper.

#### NOTES:

- Number consecutively. Indent the first line.
- Use full note citation the first time the title appears. In subsequent entries, use a shortened note citation.
- If you are using Notes and Bibliography, a shortened note citation may be used in text.
- In shortened notes, use shortened titles if the title is more than four words. *The Civitas Anthology of African American Slave Narratives* could be shortened to *Civitas Anthology* or to *Slave Narratives*. 14.28
- Notes in text are superscript, numbered consecutively at the end of a sentence or phrase and after the punctuation.<sup>2</sup> In Word, use References/ Insert Footnote. 14.20-23.
- If the same source is noted twice or more, it gets a new number each time. If it immediately follows the other (with no different sources in between) use *ibid.* and the new page numbers. 14.29.
- Notes can also serve as an explanation. 2. Nat Turner believed God had chosen him to lead his people out of slavery.

#### BIBLIOGRAPHY:

- A bibliography is used with notes at the end of the paper.
- Bibliographies list sources alphabetically by the first author's last name, or, if there is no author, by the title. All authors (up to ten) are used. Over ten, use only the first seven. 14.76
- Use a hanging indent.
- Annotated Bibliographies use a bibliographic entry followed by a description of the work. Length can vary. 14.59
- A bibliography may not be needed. Consult your professor for preferences.

#### JOURNALS:

- Use a DOI when available. A DOI (digital object identifier) is a number assigned to an article at publication that will permanently identify that article. You can put a DOI into a DOI resolver to find the article. Try it at <http://dx.doi.org/>.
- Use a stable URL if there is no DOI. Many databases have a stable URL available, but it can be hard to find. In EBSCO databases, it is called permalink. In *JSTOR*, you find it on the results page under the item information tab. In *Project Muse*, just use the article URL.
- Use the database name if there is no DOI or stable URL.

## NOTES

Example with appropriate spacing.

#. Author First name Last name, "Title of Article," in *Book Title*, ed. Editor  
(Place of Publication: Publisher, date), page.

### BOOKS 14.68+

#### One Author 14.75 (Edition 14.118)

1. Greenberg, *Speed of Light*, 78-79. (Shortened Note)
2. Paul Greenberg, *CRM at the Speed of Light: Social CRM Strategies, Tools, and Techniques for Engaging Your Customers*, 4th ed. (New York: McGraw Hill, 2010), 78-79.

#### Two or Three Authors or Editors 14.76 (Two publishers 14.145)

3. Joshua M. Dunn and Martin R. West, eds., *From Schoolhouse to Courthouse: The Judiciary's Role in American Education* (Washington, DC: Thomas B. Fordham Institute / Brookings Institution, 2009), 251-52.

#### Four or More Authors 14.76

4. Chad Boulton et al., *Guided Care: A New Nurse-Physician Partnership in Chronic Care* (New York: Springer, 2009), 16.

#### No Author 14.79

Note: You can use an organization name as author even if it is not listed on the title page. 14.80

5. *The House Book*. (London: Phaidon, 2001).

#### Contribution to a Multiauthor Book 14.112 With editor and translator 14.88.

6. David Barnouw. "Attacks on the Authenticity of the Diary," in *The Diary of Anne Frank: The Critical Edition*, ed. David Barnouw and Gerrold Van Der Stroom, trans. Arnold J. Pomerans and B. M. Mooyart-Doubleday, (Chicago: Encyclopædia Britannica, 1968), 84-105.

#### Article in a Multivolume Work 14.125+

7. Edward Countryman. "Jeffersonian Era," in *Encyclopedia of the United States in the Nineteenth Century*, ed. Paul Finkelman (New York: Scribners, 2001), 2:139-41.

#### Encyclopedia or Other Well-Known Work 14.247-248 Cite in notes

8. *Oxford English Dictionary*, s.v. "preparation."
9. *Stedman's Medical Dictionary*, 27th ed., s.v. "measles."
10. *Oxford Online*, s.v. "Garcia, Jerry," accessed July 13, 2010, <http://www.oxfordmusiconline.com>.

#### Electronic Book

Note: If page numbers are not available, use chapter or section information.

#### Online 14.167

11. Mary Shelley, *Frankenstein, or The Modern Prometheus* (1817; Project Gutenberg, 1993), letter 2, <http://www.gutenberg.org/etext/84>.

#### Downloaded 14.166

12. Kevin R. Johnson, *How Did You Get To Be Mexican? A White/Brown Man's Search for Identity* (Philadelphia: Temple University Press, 2000), Kindle ed., chap. 5.

### MAGAZINES AND JOURNALS

Note: See "Guidelines" for help with DOIs and URLs.

#### Magazines 14.199

13. Sharon Begley, "The Depressing News about Antidepressants," *Newsweek*, February 8, 2010, 34.

#### Journal, paper copy 14.175

14. Rachel A. Sheldon, "Measures for a 'Speedy Conclusion': A Reexamination of Conscription and Civil War Federalism," *Civil War History* 55, no. 4 (December 2009): 469.

## NOTES (CONTINUED)

### Journal with a DOI 14.184

15. Wendy D. Manning et al., "Marriageable Women: A Focus on Participants in a Community Health Marriage Program," *Family Relations* 59, no. 1 (2010): 91, doi: 10.1111/j.1741-3729.2009.00588.x.

### Journal Using a Stable URL: 14.184

16. Barbara Erlich White, "Renoir's Trip to Italy," *Art Bulletin* 51, no. 4(1969): 333-51, <http://www.jstor.org/stable/3048651>.

### Journal from a Database, No DOI or Stable URL 14.271

17. Helen Marshall et al., "Pandemic Influenza and Community Preparedness," *American Journal of Public Health* 99, no. S2(2009): S370, Psychology and Behavioral Sciences Collection.

### Newspapers 14.203-210

Note: Newspaper articles are generally cited only in text or in notes.

18. "HAR: Houston Home Sales Cool in Midsummer Heat," *Houston Business Journal*, August 20-26, 2010.

19. Mike Tolson, "Giraffe, Calf Die during Birth at Houston Zoo," *Houston Chronicle Online*, July 12, 2010, <http://www.chron.com/dispatch/story.mpl/metropolitan/7105390.html>.

### Blogs 14.243-246

Note: Because of the way blogs are named and dated, they are treated like magazine articles. Unless frequently cited, they are generally included only in notes.

20. Justin Rowlett, "Are We Doomed by Democracy?," *Ethical Man* (blog), BBC, August 17, 2010, <http://www.bbc.co.uk/blogs/ethicalman/>.

### WEB PAGES 14.243-245

Note: If you can't locate a revision date or a publication date, use date of access.

21. "American Cultural History: 19th Century; 1860-1869," Lone Star College—Kingwood Library, last modified June 2008, <http://kclibrary.lonestar.edu/19thcentury1860.htm>.

22. "West Nile Virus: What You Need to Know," CDC Factsheet, last modified September 12, 2006, [http://www.cdc.gov/ncidod/dvbid/westnile/wnv\\_factSheet.htm](http://www.cdc.gov/ncidod/dvbid/westnile/wnv_factSheet.htm).

### Online Video 14.280

23. Kenneth Young, "Environmental Change in the Western Amazon," filmed January 19, 2010, YouTube video, 10.01, posted by UTGRC, February 2, 2010, <http://www.youtube.com/user/UTGRC#p/a/EA92E737E65029D0/0/iWbtHGz2Mn0>.

## BIBLIOGRAPHY

Example with appropriate spacing.

Author Last name, First name. "Title of Article." In Book Title. Edited by  
Editor. Edition. Volume. Place of Publication: Publisher, Date. Pages.

### BOOKS 14.68+

#### One Author 14.75 (Edition 14.118)

Greenberg, Paul. *CRM at the Speed of Light: Social CRM Strategies, Tools, and Techniques for Engaging Your Customers*. 4th ed. New York: McGraw Hill, 2010.

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Dunn, Joshua and Martin R. West, eds. *From Schoolhouse to Courthouse: The Judiciary's Role in American Education*. Washington, DC: Thomas B. Fordham / Brookings Institution, 2009.

#### Four or More Authors 14.76

Boult, Chad, Jean Giddens, Katherine Frey, Lisa Reider and Tracy Novak. *Guided Care: A New Nurse-Physician Partnership in Chronic Care*. New York: Springer, 2009.

## BIBLIOGRAPHY (CONTINUED)

### BOOKS (Continued) 14.68+

#### No Author 14.79

Note: You can use an organization name as author even if it is not listed on the title page. 14.80

*The House Book*. London: Phaidon, 2001.

#### Contribution to a Multiauthor Book 14.112. With editor and translator 14.88

Barnouw, David. "Attacks on the Authenticity of the Diary." In *The Diary of Anne Frank: The Critical Edition*, edited by David Barnouw and Gerrold Van Der Stroom. Translated by Arnold J. Pomerans and B. M. Mooyaart-Doubleday, 84-105. Chicago: Encyclopædia Britannica, 1968.

#### Article in a Multivolume Work 14.125+

Countryman, Edward. "Jeffersonian Era." In *Encyclopedia of the United States in the Nineteenth Century*, edited by Paul Finkelman. Vol. 2. New York: Scribner, 2001.

#### Electronic Book Online 14.167

Shelley, Mary. *Frankenstein, or The Modern Prometheus*. 1817; Project Gutenberg, 1993. <http://www.gutenberg.org/etext/84>.

#### Electronic Book Downloaded 14.166

Johnson, Kevin R. *How Did You Get To Be Mexican? A White/Brown Man's Search for Identity*. Philadelphia: Temple University Press, 2000. Kindle edition.

### MAGAZINES and JOURNALS 14.170-175

#### Magazines and Newspapers 14.170-174

Note: Magazines and newspapers are generally cited only in notes.

#### Journals 14.175

Shelden, Rachel A. "Measures for a 'Speedy Conclusion': A Reexamination of Conscription and Civil War Federalism." *Civil War History* 55, no. 4 (2009): 469-98.

### ELECTRONIC JOURNALS

Note: See "Guidelines" for help with DOIs and URLs.

#### Journal with a DOI 14.184

Manning, Wendy D., Deanna Trella, Heidi Lyons, and Nola Cora Du Toit. "Marriageable Women: A Focus on Participants in a Community Health Marriage Program." *Family Relations* 59, no. 1 (February 2010): 87-102. doi:10.1111/j.1741-3729.2009.00588.x.

#### Journal Using a Stable URL: 14.184

White, Barbara Erhlich. "Renoir's Trip to Italy." *Art Bulletin* 51, no. 4(1969): 333-51. <http://www.jstor.org/stable/3048651>.

#### Journal from a Database, No DOI or Stable URL 14.271

Marshall, Helen, Philip Ryan, Don Robertson, Jackie Street, and Maureen Watson. "Pandemic Influenza and Community Preparedness." *American Journal of Public Health* 99, no. S2(2009): S370. Psychology and Behavioral Sciences Collection.

### WEB PAGES 14.245

Note: If you can't locate a revision date or a publication date, use date of access.

Lone Star College--Kingwood Library. "American Cultural History: 19th Century; 1860-1869." Last modified June 2008. <http://kclibrary.lonestar.edu/19thcentury.htm>.

#### Online Video 14.280

Young, Kenneth. "Environmental Change in the Western Amazon." Filmed January 19, 2010. YouTube video, 10.00. Posted by UTGRC, February 2, 2010. <http://www.youtube.com/user/UTGRG#p/a/EA92E737E65029D0/0/iWbtHGz2Mn0>.

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### AUTHOR-DATE REFERENCES

In Author-Date, each source cited will be acknowledged with a parenthetical citation. The References at the end will give complete bibliographic information. All sources in the References must be cited in the paper.

#### IN-TEXT CITATIONS: (Used with Reference Citations)

- The in-text citations follow the quotation or information cited.
- Citations should follow the reference and precede the punctuation (Sheldon 2009, 99).
- One, two or three authors will all be cited; for four or more, use et al (Manning et al. 2010, 91).
- Two or more references within a single parenthetical citation will be separated by semicolons (Sheldon 2009, 99; Manning et al. 2010, 91)
- At the end of a block quote, the citation will follow the final punctuation. (Manning et al. 2010, 91)
- Several references to the same publication within the same paragraph can be cited at the end of the paragraph. If the page numbers differ, the first citation (Chicago, 798), will be complete. Subsequent citations need only the page number (799).
- If there are no page numbers (i.e., an online source) use section information (Young 2010, introduction).

#### JOURNALS:

- Use a DOI when available. A DOI (digital object identifier) is a number assigned to an article at publication that will permanently identify that article. You can put a DOI into a DOI resolver to find the article. Try it at <http://dx.doi.org/>.
- Use a stable URL if there is no DOI. Many databases have a stable URL available, but it can be hard to find. In EBSCO databases, it is called permalink. In JSTOR, you find it on the results page under the item information tab. In Project Muse, just use the article URL.
- Use the database name if there is no DOI or stable URL.

### REFERENCE CITATIONS

Example with appropriate spacing.

Author Last name, First name. Year. "Title of Article." In *Book Title*, edited by  
Editor, pages. Edition. Volume. Place of Publication: Publisher.

The Reference list should be placed at the end of the document. It differs from the Bibliography citations mainly in the placement of the publication date and the page numbers. Entries should be in alphabetical order.

#### BOOKS 15.9

##### One Author

Greenberg, Paul. 2010. *CRM at the Speed of Light: Social CRM Strategies, Tools, and Techniques for Engaging Your Customers*. 4th ed. New York: McGraw Hill.

##### Two or Three Authors or editors

Dunn, Joshua M. and Martin R. West, eds. 2009. *From Schoolhouse to Courthouse: The Judiciary's Role in American Education*. Washington, DC: Fordham / Brookings.

##### Four or More Authors

Boult, Chad, Jean Giddens, Katherine Frey, Lisa Reider and Tracy Novak. 2009. *Guided Care: A New Nurse-Physician Partnership in Chronic Care*. New York: Springer.

##### No Author 15.32-15.33

Note: You can use an organization name as author even if it is not listed on the title page.

*The House Book*. 2001. London: Phaidon.

##### Contribution to a Multiauthor Book 15.9

Barnouw, David. 1968. "Attacks on the Authenticity of the Diary." In *The Diary of Anne Frank: The Critical Edition*, edited by David Barnouw and Gerrold Van Der Stroom, translated by A. J. Pomerans and B. M. Mooyart-Doubleday, 84-105. Chicago: Encyclopædia Britannica.

## REFERENCE CITATIONS (CONTINUED)

### BOOKS (Continued) 15.9

#### Article in a Multivolume Work 15.39

"Liberia." 2001. *Worldmark Encyclopedia of the Nations*. Vol. 2, Africa. Detroit: Gale.

#### Electronic Book

Note: If page numbers are not available, use chapter or section information.

#### Online 15.38

Shelley, Mary. (1817) 1993. *Frankenstein, or The Modern Prometheus*. Project Gutenberg.  
<http://www.gutenberg.org/etext/84>.

#### Downloaded 14.166

Johnson, K. R. 2000. *How Did You Get To Be Mexican? A White/Brown Man's Search for Identity*. Philadelphia: Temple University Press. Kindle edition.

### MAGAZINES AND JOURNALS 15.9

Note: See "Guidelines" for details about DOIs and URLs.

#### Magazine

Begley, S. 2009. "The Depressing News about Antidepressants." *Newsweek*, February 8.

#### Newspapers 15.47

Note: Newspaper articles are generally cited only in text. If there is no author, use the name of the newspaper instead. "Mike Tolson of the Houston Chronicle (July 13, 2010) reported that..." A Reference example is provided if you choose to use it.

Tolson, Mike. 2010. "Zoo Mourns Loss of Giraffes." *Houston Chronicle*, July 13. <http://www.chron.com/dispatch/story.mpl/metropolitan/7015390.html>.

#### Paper Journal

Shelden, Rachel A. 2009. "Measures for a 'Speedy Conclusion': A Reexamination of Conscription and Civil War Federalism." *Civil War History* 55(4):469-98.

#### Journal with a DOI

Manning, Wendy D., Deanna Trella, Heidi Lyons, and Nola Cora Du Toit. 2010. "Marriageable Women: A Focus on Participants in a Community Health Marriage Program." *Family Relations* 59(1):87-102. doi:10.1111/j.1741-3729.2009.00588.x.

#### Journal using a stable URL:

White, Barbara Erhlich. 1969. "Renoir's Trip to Italy." *Art Bulletin* 51 (December):333-51. <http://www.jstor.org/stable/3048651>.

#### Journal From a Database, No DOI or Stable URL 14.271

Marshall, Helen, Philip Ryan, Don Robertson, Jackie Street, and Maureen Watson. 2009. "Pandemic Influenza and Community Preparedness." *American Journal of Public Health* 99, no. S2: S370. Psychology and Behavioral Sciences Collection, EBSCOhost.

#### Blogs 14.243-246

Note: Because of the way blogs are named and dated, they are treated like magazine articles.

Rowlatt, Justin. 2010. "Are We Doomed by Democracy?" *Ethical Man* (blog). BBC. August 17. <http://www.bbc.co.uk/blogs/ethicalman/>.

### WEB PAGES 15.51

Note: If you can't locate a revision date or a publication date, use date of access.

Lone Star College--Kingwood Library. 2008. "American Cultural History: 19th Century; 1860-1869." Last modified June 17. <http://kclibrary.lonestar.edu/19thcentury.1860.htm>.

#### Online Video 14.280

Young, Kenneth. 2010. "Environmental Change in the Western Amazon." Filmed January 19. YouTube video, 10:00. Posted by UTGRC, February 2, 2010. <http://www.youtube.com/user/UTGRG#p/a/EA92E737E65029D0/0/iWbtHGz2Mn0>.

#### Personal Communications 15.48

These generally are cited in text. (Katherine Perrson, pers. comm.)