

# Chicago Manual of Style Citation Style

## Chicago style for in-text citations and notes

In the text, place the superscript number for each note near the cited material—at the end of the relevant quotation, sentence, clause, or phrase. Type the number after any punctuation mark except the dash; do not leave space between the superscript and the preceding letter or punctuation mark.

The notes themselves can be footnotes (each typed at the bottom of the page on which the citation for it appears in the text) or endnotes (all typed on a separate page at the end of the text under the heading "Notes"). Be sure to check your instructor's preference. The first line of each note is indented like a paragraph (five spaces or one-half inch) and begins with a number followed by a period and one space before the first word of the entry. All remaining lines of the entry are typed flush with the left margin. Type footnotes single-spaced with a double space, between each note. Type all endnotes double-spaced.

### IN THE TEXT

As Luftig notes, true friendship between the sexes may simply not be possible.<sup>1</sup>

### IN THE NOTE

1. Victor Luftig, Seeing Together: Friendship between the Sexes in English Writing (Palo Alto, Calif.: Stanford University Press, 1993). 1.

The first note for any source gives full information about the source, whereas subsequent notes are shortened. Here are some guidelines for the format of notes in Chicago style.

## **Books**

A note for a book typically includes four elements, separated by commas: the author's name, in normal order; the title and subtitle, underlined; the publication information, including the city of publication, the publisher's name, and the date, all enclosed in parentheses; and the page number(s) to which the note refers, followed by a period.

### 1. ONE AUTHOR

1. Hayden Herrera, Frida: A Biography of Frida Kahlo (New York: Harper and Row, 1983), 356.

### 2. TWO OR THREE AUTHORS

2. John T. McNeill and Helena M. Gamer, Medieval Handbooks of Penance (New York: Octagon Books, 1965). 139.

It is acceptable in Chicago style when there are more than three authors to give the first-listed author followed by et al. or and *others*. *But* since this practice doesn't acknowledge the contributions of all authors, we recommend listing all contributors' names.

### 3. UNKNOWN AUTHOR

3. The New York Times Atlas of the World (New York: New York Times Books, 1980), 67.

### 4. EDITOR

4. C. Vann Woodward, ad., Mary Chesnut's Civil War (New Haven, Conn.: Yale University Press, 1981), 214.

## 5. SELECTION IN AN ANTHOLOGY, OR CHAPTER IN A BOOK, WITH AN EDITOR

5. Mary Gordon, "The Parable of the Cave," in The Writer on Her Work, ed. Janet Sternburg (New York: W. W. Norton, 1980), 30.

## 6. EDITION OTHER THAN THE FIRST

6. Alfred H. Kelly, Winfred A. Harbison, and Herman Belz, The American Constitution: Its Origins and Development, 6th ed. (New York: W. W. Norton, 1983), 187.

## 7. MULTIVOLUME WORK

7. Philip S. Foner and Ronald L. Lewis, eds., The Black Worker, vol. 3 (Philadelphia: W. P. Lippincott, 1980), 134.

### ***Periodicals***

A note for a periodical typically includes the following elements, separated by commas: the author's name, in normal order-, the article title, in quotation marks; and the periodical title, underlined. The format for the rest of the publication information, including the volume and issue numbers (if any), the date of publication, and the page number(s) to which the note refers, varies according to the type of periodical.

## 8. ARTICLE IN A JOURNAL PAGINATED BY VOLUME

8. Margot Norris, "Narration under a Blindfold: Reading Joyce's 'Clay,'" PMLA 102 (1987): 206.

## 9. ARTICLE IN A JOURNAL PAGINATED BY ISSUE

9. John Lofty, "The Politics at Modernism's Funeral," Canadian Journal of Political and Social Theory 6, no. 3 (1987): 89.

## 10. ARTICLE IN A MAGAZINE

10. Sarah Ferguson, "The Comfort of Being Sad: Kurt Cobain and the Politics of Suicide," Utne Reader, July-August 1994, 60.

## 11. ARTICLE IN A NEWSPAPER

11. Dennis Kelly, "A Financial Report Card for Colleges," USA Today, 5 July 1994, sec. D, p. 1.

### ***Internet sources***

*The Chicago Manual* does not include guidelines for citing Internet sources. The following formats, adapted from Chicago style, are from *Online! A Reference Guide to Using Internet Sources*, by Andrew Harnack and Eugene Kleppinger.

## 12. WORLD WIDE WEB SITE

After the document title, include the title of the complete work, if applicable, underlined.

12. Stephanie Brail, "Newsflash!" Spider Woman: An Online Community and Resource for Women Web Designers, n.d., <<http://www.amazoncity.com/spiderwoman/web.html>> (22 May 1997).

### 13. EMAIL MESSAGE

Include the author's email address, in angle brackets, after the author's name; include the type of communication (*Personal email, Distribution list*) after the subject line and the date composed.

13. Danielle Mitchell, <[mitcheld@ucs.orst.edu](mailto:mitcheld@ucs.orst.edu)> "PhD Decisions," 28 May 1997, Personal email (28 May 1997).

### 14. LISTSERV MESSAGE

Include the author's email address, in angle brackets, after the author's name, and the address of the listserv, in angle brackets, after the publication date.

14. Ann Welpton Fisher-Wirth, <[afwirth@sunset.backbone.olemiss.edu](mailto:afwirth@sunset.backbone.olemiss.edu)> "Deserts," 27 May 1997, <[asle@unr.edu](mailto:asle@unr.edu)> (28 May 1997).

### 15. NEWSGROUP MESSAGE

Include the author's email address, in angle brackets, after (or instead of) the author's name, and the name of the newsgroup, in angle brackets, after the publication date.

15. <[kunk@astro.phys.unm.edu](mailto:kunk@astro.phys.unm.edu)> "What Did the Vandals Learn?" 30 May 1997, <[soc.history.ancient](mailto:soc.history.ancient)> (2 June 1997).

### 16. SYNCHRONOUS COMMUNICATION (MUDs, MOOs)

Cite the name of the speaker(s), if known, or the name of the site, followed by a comma; the title of the event, if appropriate, enclosed in quotation marks and followed by a comma; the date of the event, followed by a comma; the type of communication (*Group discussion, Personal interview*), if not indicated elsewhere in the entry, followed by a comma; the address, using either a URL or command-line directions; and the date of access, in parentheses, followed by a period.

16. MediaMoo, "Netoric's Tuesday Cafe on Megabyte University: A Look Back; a Look Ahead," 13 May 1997, <telnet://purple-crayon.media.mit.edu:8888> (5 June 1997).

17. Marcy Bauman, "Collaborative Software Environments: What's on Your Wish List?" 15 April 1997, Group discussion, <[telnet purple-crayon.media .mit.edu/port-8888](telnet://purple-crayon.media.mit.edu/port-8888)> (5 June 1997).

### 17. FTP (FILE TRANSFER PROTOCOL), TELNET, OR GOPHER SITE

After the document title, include the full title of the work, if applicable, underlined and followed by a comma. For a document obtained using gopher, include print publication information after the title of the document, if appropriate. Include the date of online publication, if available. For an FTP document, follow the online publication date with print publication information, if appropriate. Next, include *ftp*, *telnet*, or *gopher* followed by the address of the site, with no closing punctuation, and the full path to find the document, with no closing punctuation. Or you can use a URL in angle brackets instead.

18. Zheng Wang, "EIP: The Extended Internet Protocol: A Long-Term Solution to Internet Address Exhaustion," June 1992, <[ftp://munnari.OZ.AU /big-internet/eip.txt](ftp://munnari.OZ.AU/big-internet/eip.txt)> (5 June 1997).

*Subsequent notes for previously cited sources*

After giving a full citation the first time you refer to a work, for any additional reference to that work you need list only the author's name followed by a comma, a shortened version of the title, a comma, and the page number. If the reference is to the same source cited in the previous note, you can use the Latin abbreviation *Ibid.* instead of the name and title.

19. Herrera, Frida, 32.

20. *Ibid.*, 33.

21. Foner and Lewis, *Black Worker*, 138-39.

22. Ferguson, "Comfort of Being Sad." 63.

23. Martinots. "Spectors of Sartre."

### **Chicago style for bibliographic entries**

An alphabetical list of sources in Chicago style is usually titled Bibliography. If *Sources Consulted*, *Works Cited*, or *Selected Bibliography better* describes your list, however, any of these titles is acceptable. Begin the list on a separate page following the main text and any endnotes. Continue the consecutive numbering of pages. Type the title (without underlining or quotation marks), and center it two inches below the top of the page. Begin each entry at the left margin. Indent the second and subsequent lines of each entry five spaces. Double-space the entire list.

List sources alphabetically by authors' last names (or by the first major word in the title if the author is unknown).

In the bibliographic entry for a source, include the same information as the first note for that source, except for the specific page reference. However, give the author's last name first; separate the main elements of the entry with periods rather than commas; and do not enclose the publication information for books and periodical articles in parentheses. The following examples demonstrate how to arrange the elements of bibliographic entries according to Chicago style.

### ***Books***

#### **1. ONE AUTHOR**

Herrera, Hayden. Frida: A Biography of Frida Kahlo. New York: Harper and Row, 1983.

#### **2. TWO OR THREE AUTHORS**

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It is acceptable in Chicago style when there are more than three authors to list all the authors or to give only the first followed by *et al.* or *and others*. Since this practice doesn't acknowledge the contributions of all authors, we recommend listing all authors' names.

#### **3. UNKNOWN AUTHOR**

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#### **4. EDITOR**

Woodward, C. Vann, ed. Mary Chesnut's Civil War. New Haven, Conn.: Yale University Press, 1981.

#### **5. SELECTION IN AN ANTHOLOGY, OR CHAPTER IN A BOOK, WITH AN EDITOR**

Gordon, Mary. "The Parable of the Cave." In The Writer on Her Work, edited by Janet Sternburg, 30-45. New York: W. W. Norton, 1980.

## 6. EDITION OTHER THAN THE FIRST

Kelly, Alfred H., Winfred A. Harbison, and Herman Belz. The American Constitution: Its Origins and Development. 6<sup>th</sup> ed. New York: W. W. Norton, 1983.

## 7. MULTIVOLUME WORK

Foner, Philip., and Ronald L. Lewis, eds. The Black Worker. Vol. 3. Philadelphia: W. P. Lippincott, 1980.

### *Periodicals*

## 8. ARTICLE IN A JOURNAL PAGINATED BY VOLUME

Norris, Margot. "Narration under a Blindfold: Reading Joyce's 'Clay.'" PMLA 102 (1987): 206-15.

## 9. ARTICLE IN A JOURNAL PAGINATED BY ISSUE

Lofty, John. "The Policits at Modernism's Funeral." Canadian Journal of Political and Social Theory 6, no. 3 (1987): 89-96.

## 10. ARTICLE IN A MAGAZINE

Ferguson, Sarah. "The Comfort of Being Sad: Kurt Cobain and the Politics of Suicide." Utne Reader, July-August 1994. 60-62.

## 11. ARTICLE IN A NEWSPAPER

Kelly, Dennis. "A Financial Report Card for Colleges." USA Today, 5 July 1994, sec. D, p. 1.

### *Internet Sources*

## 12. WORLD WIDE WEB SITE

Brail, Stephanie. "Newsflash!" Spider Woman: An Online Community & Resource for Women Web Designers. n.d. <<http://www.amazoncity.com/spiderwoman/web.html>> (22 May 1997).

## 13. EMAIL MESSAGE

Mitchell, Danielle. <[mitcheld@ucs.orst.edu](mailto:mitcheld@ucs.orst.edu)> "PhD Decisions." 28 May 1997. Personal email (28 May 1997).

## 14. LISTSERV MESSAGE

Fisher-Wirth, Ann Welpton. <[afwirth@sunset.backbone.olemiss.edu](mailto:afwirth@sunset.backbone.olemiss.edu)> "Desserts." 27 May 1997. <[asle@unr.edu](mailto:asle@unr.edu)> (28 May 1997).

## 15. NEWSGROUP MESSAGE

<[kunk@astro.phys.unm.edu](mailto:kunk@astro.phys.unm.edu)> "What Did the Vandals Learn?" 30 May 1997. <soc.history.ancient> (2 June 1997).

## 16. SYNCHRONOUS COMMUNICATION (MUDs, MOOs)

MediaMoo. "Netoric's Tuesday Café on Megabyte University: A Look Back; a Look Ahead." 13 May 1997. <<telnet://purple-crayon.media.mit.edu/port=8888>> (5 June 1997).

Bauman, Marcy. "Collaborative Software Environments: What's on Your Wish List?" 15 April 1997. Goup discussion. telnet purple-crayon.media.mit.edu/port=8888 (5 June 1997).

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