



Chicago/Turabian BASICS Bibliography Style

Notes and bibliographic entries are based on *The Chicago Manual of Style: The Essential Guide for Writers, Editors and Publishers* by The University of Chicago Press, 16th edition (available in print and online). The paper format is based on *A Manual for Writers of Research Papers, Theses, and Dissertations* by Kate Turabian, 7th edition.

WHAT IS THE CHICAGO MANUAL OF STYLE?

- Some professors require “Chicago Style” for students working on a paper, thesis, or dissertation. CMS is also used by publishers, editors, and authors of journal articles.
- CMS is used in history, art history, and other liberal arts and social science courses, depending on the professor teaching the course.
- There are three different styles of CMS:
 - bibliography style with endnotes,
 - bibliography style with footnotes, and
 - reference style with in-text citations.

Be sure to ask your professor which one he or she prefers if you are asked to use CMS in one of your classes. This tip sheet covers only “bibliography style” with both end- and footnotes.

WHY SHOULD YOU USE CHICAGO STYLE?

Chicago Style allows you to use other people’s ideas to support your own. You must make sure to document the source you are paraphrasing or quoting, so that readers can distinguish between your ideas and someone else’s ideas.

**In other words, CMS/Turabian protects you against
plagiarism!**

IMPORTANT DEFINITIONS

Abbreviations used in CMS

If you refer to any printed or online reference for CMS, you'll need to understand the following abbreviations.

| Letter | Meaning |
|--------|---|
| B: | Stands for "Bibliography" and presents a model of what a bibliographic entry would look like in bibliography style— which this tip sheet covers. |
| N: | Stands for "Note" and presents a model of what an endnote or footnote would look like in bibliography style— which this tip sheet covers. |
| R: | Stands for "Reference" and presents a model of what a bibliographic entry in a reference list would look like in reference style— which this tip sheet does NOT cover. |
| T: | Stands for "Text Citation" and presents a model of what an in-text citation would look like in reference style— which this tip sheet does NOT cover. |

Bibliography

The bibliography of the paper is where the student includes the full citation for each reference she has quoted or paraphrased, arranged alphabetically by authors' last names. This makes your sources easier to see and track down if a reader wishes to consult them. The information contained in the bibliography is similar to that contained in full-citation notes, but it is arranged and punctuated differently.

Endnotes Vs. Footnotes & Superscript Numerals

Rather than having parenthetical notes like APA or MLA, CMS bibliography style uses superscript numerals and either endnotes or footnotes. The consecutive numerals refer the reader to the corresponding numeral in the end- or footnotes, where the reader can find the citation information, which is then listed in the bibliography in alphabetical order by authors' last names.

Here's an example of a superscript numeral that refers to a note found in an article from *The Art Bulletin*:

Moreover, sixteenth-century Venetian artists deployed Byzantinizing elements and even sculpture in their altarpieces as a reassertion of traditional iconic appearance and devotional ideals in the face of the radical transformation of the genre.²⁶

Both endnotes (at the back of the paper, but before the bibliography) and footnotes (at the bottom of each page where quotations or paraphrases appear) are used to cite a source used within the text; however, they can serve a larger purpose than just citation. The notes (whether at the end or at the foot) can help the writer to build her credibility and can include information that may not be relevant to the point the writer is trying to make in the paper, but that may help the reader to see how a writer's ideas have developed in the course of researching. For a more thorough explanation see our handout "Understanding Notes in Chicago Style." Here's an example of this kind of end- or footnote from an article in *The Art Bulletin*:

26. Nagel, review of Humfrey, *The Altarpiece in Renaissance Venice*, 141. The issue of media in devotional art is explored at length in idem, *Michelangelo*, 188-215.

Notice that this note directs the reader to a further source on the same subject. Also notice that this is a shortened note. You should include full-note citations only the first time you refer to a source. After the first full citation, the end- or footnote contains only the corresponding numeral from the text, the author's name, a short form of the title, and the page number. (NOTE: "in idem" is a short way of saying, "in the previously mentioned source.")

In making the decision between end- or footnotes, the first step is to ask your professor which he or she prefers. If he or she has no preference, your next step is to decide which will most appeal to the reader. If your notes are mostly for citation purposes, footnotes at the bottom of the page will make it easier for the reader to check your citation. If you have a lot of notes and a lot of commentary for credibility-building purposes, endnotes will be easier to format and will give a cleaner look to the paper. BEWARE: Professors recognize when students attempt to use footnotes to make their papers look longer. You will most likely be counted off for this. So if your footnotes take up more than a page, you may want to use endnotes.

Indentations

For end- or footnotes, CMS uses a first-line indentation—the regular indentation used with normal paragraphing. You create a first-line indentation in the same way you do a paragraph, by hitting the tab key. Note that both the notes and the bibliography are single spaced.

For the bibliography, CMS uses a hanging indent. Create a hanging indent by first entering in all the bibliographic information for your sources. Highlight the text of the bibliography. Then, in MS Word 2010, go to the “Paragraph” tab on the ribbon, click on the small arrow to bring up the paragraph-dialog box. Under “Indentation” look for the “Special” pull down menu. Click on the arrow of the menu and choose “Hanging.” Or, more simply, you can use our template

Journal

A “journal” is a periodical written for a highly specialized audience. People who read journal articles are researchers, educators, or practitioners in a particular discipline. For example, medical doctors read the *Journal of the American Medical Association*. Technical communicators read journals like *Technical Communication* and the *Journal of Business and Technical Writing*. English professors read a journal titled *College English*. Check with your professors to see if they want you to use only peer-reviewed journals. That means that a group of experts in that field reviews the research conducted by the author before accepting an article for publication.

Journal articles are documented differently than other periodical publications like magazines. A magazine is written so that anyone can understand it. Example magazine titles include *Parent Magazine*, *U.S. News and World Report*, and *Reader's Digest*. You can find magazines on newsstands in grocery stores, whereas you would find journals only in libraries or very large bookstores.

There are several clues to look for to establish that a periodical is a journal:

- If the title of the publication has the word “journal” in it, it’s probably a journal.
- If the text of the article uses a lot of words that only a specialist would know, chances are it is from a journal.
- Magazines are generally glossy and contain a lot of graphics for entertainment value, font changes, and advertising interspersed between the articles. Journals are usually plain paper, contain very few graphics (except for tables or illustrations that provide evidence), and limit advertising—which, if it exists, will usually be aimed at a very specialized audience.
- Search the title of the publication in a search engine such as Google. Most magazines and journals have websites that will indicate the type of publication.

Online Vs. Print

Just using Google to find links to key words is probably not going to net you many sources that are considered credible, so it may be best to use search engines only in the preliminary stages of research to get a handle on terms and vocabulary related to your subject. However, there are many sources that are available “online” that are considered credible. Anything you can find in Torreyson library, whether it’s from an online database, the archives, the government documents collections, etc. can be considered credible.

So here's a rule of thumb: if you found your source through the library, you can most likely consider it credible. If you're not sure, check with your professor.

Periodical

"Periodical" is a generic term that refers to publications that are published periodically (daily, weekly, monthly, quarterly, bi-annually, or even yearly) such as newspapers, magazines, and journals. Each periodical type uses a different CMS model. So, for example, look up the model for newspaper articles when documenting a newspaper. Look up the model for a magazine article when documenting a magazine article, and so on. Remember, too, that the number of times a year a periodical is published will make a difference in how it appears in the end- or footnotes and the bibliography.

Lead-in Phrase

Whether you are quoting or paraphrasing you will use lead-in phrases to distinguish your quotations and paraphrases from your own ideas. A "lead-in phrase" is a group of words that indicates when you are quoting or summarizing someone else's words and ideas. The lead-in phrase is an important element to include when integrating sources into your own writing because, when they are left out, it is not clear where a paraphrase has begun. For example, let's say that you inserted a quotation into an essay, and then spent two paragraphs and part of a third explaining the quotation in terms of your main argument and showing why it supports that point of view. Next, you insert a paraphrase. **If you don't include a lead-in phrase, how will the reader know where the paraphrase begins?**

The first time you refer to a new source, your lead-in phrase will include the author's full name and credentials. Once you've done this, your lead-in phrases for quotations and paraphrases only have to include the author's last name. Often, a reference to "her" or "he also believes," and so on, will suffice. Here's an example of lead-in phrases woven throughout a passage of quoting and paraphrasing:

According to Robert O'Sullivan, medical doctor and expert in the history of medicine, writes that Jean-Paul Marat, the man who would later become one of the three leaders of the Reign of Terror, was born to an immigrant father in Geneva in 1743.³ **O'Sullivan also writes** that because Marat's father was originally from Sardinia, it was equally difficult for the two to find work, which left Jean-Paul feeling much like the "outsider" his father was considered.⁴ Finally, **O'Sullivan states** that "influenced by his father's experiences, [Marat] left Geneva aged sixteen and traveled across Europe."⁵

When paraphrasing, be sure to completely rework the original words into your own style, your own linguistic thumbprint, if you will, to avoid accusations of plagiarism.

The point is to clarify, at every opportunity, when you are integrating someone else's words and ideas into your own versus when you are using your own words and ideas.

Quote

When you insert words from another author word-for-word, surround them with quotation marks to show that the author's words appear in your work exactly as he/she wrote them and introduce them with a lead-in phrase to distinguish your words and ideas even more clearly from the author's.

Paraphrase

Writers should not pack their essays with quotations. Doing so can raise questions about whether or not the writer was just lazy and did not want to do the hard work of integrating the research into her/his own project or perhaps that the writer did not really understand what the research meant and over-quoted to cover a lack of understanding.

Rather than quoting source material every time you want to use another's ideas, reserve quotations for those authors and snippets of texts that articulate an idea in such a special or unique way that you want to preserve those words exactly as they are.

Otherwise, paraphrase. "Paraphrasing" refers to the process of putting an author's words entirely into your own voice and style and integrating them into your work with a lead-in phrase and note (either end- or footnote).

Examples of Quoting and Paraphrasing

Here are original words written by James M. Markham, the Paris bureau chief of the *New York Times*, on March 19, 1989 in *The New York Times*, section 5, page 15: "When Charlotte Corday, staying at the Hotel de la Providence off the Place des Victoires, dispatched her first letter to Jean-Paul Marat at 30 Rue des Cordeliers on the other side of the Seine she was told that the missive would be delivered in less than an hour; after the letter failed to produce an interview with the revolutionary, it took her half an hour by horse-drawn cab to travel to Marat's Left Bank lodgings, where she plunged a knife into his chest as he sat in his bath."

Here is a **quotation** in CMS style from the original above:

James M. Markham, the Paris bureau chief of the *New York Times*, **explains**, "When Charlotte Corday, staying at the Hotel de la Providence off the Place des Victoires, dispatched her first letter to Jean-Paul Marat at 30 Rue des Cordeliers on the other side of the Seine she was told that the missive would be delivered in less than an hour; after the letter failed to produce an interview with the revolutionary, it took her half an hour by horse-drawn cab to travel to Marat's Left Bank lodgings, where she plunged a knife into his chest as he sat in his bath."¹

Remember, the superscript numeral will refer the reader to the endnote or footnote where they can locate the page where the quotation appeared in the original text, along with other bibliographic information as required by CMS.

Here is a **paraphrase** in CMS style from the original above:

James M. Markham, Paris bureau chief of *The New York Times* **describes** how Charlotte Corday had gone to Paris and written an urgent letter to Marat from her hotel, expecting that he would reply within 24 hours. **Markham also states** that when she received no word, she went to his apartment and stabbed him to death.¹

Again, the superscript numeral will refer the reader to the footnote or endnote where they can locate the page the quote appeared on in the original text.

This kind of confusion opens you up to accusations of plagiarism. It is important to clarify source usage as carefully as possible to protect yourself.

For questions not covered in this packet, refer to these helpful sources:

The Chicago Manual of Style, 16th edition, by University of Chicago Press

UCA Art History Style Guidelines: http://www.uca.edu/art/programs/Documents/ART_HISTORY_STYLE_GUIDELINES.pdf

UCA History Department Style Guide: http://www.uca.edu/history/programs/documents/Style_sheet.pdf

UCA Writing Hotline (450-5123),

UCA Writing Center's Web site: www.uca.edu/writingcenter

Additionally, you can access the official online version of CMS by visiting us in Thompson 109.

Sample Cover Page: Bibliography Style with End- or Footnotes

THREE LIVES CONVERGE AND A PAINTING IS BORN:
THE STORY OF JACQUES-LOUIS DAVID, CHARLOTTE CORDAY, AND
JEAN-PAUL MARAT

Jennifer Deering
Art History, Renaissance to Modern 2336
November 11, 2009

This is a suggested model for the title page. In this model the **title** of the paper is centered 1/3 down the page and is typed in all caps on the cover page only. If the title contains both a main title and a subtitle, they will be on separate lines and a colon will separate the main title from the subtitle. Check with your professor for her/his preferred format.

Several lines down from the title, include **your name, the course and number**, and the **date**, each on a separate line.

NOTE: The title page is generally not numbered. It is also not included in the total page count.

Sample Body Page: Bibliography Style with Endnotes

1

Three Lives Converge and a Painting Is Born:

The Story of Jacques-Louis David, Charlotte Corday, and Jean-Paul Marat

On July 13, 1793, at the height of the French Revolution, the lives of three very different people would converge in a Paris apartment and the result would be a painted masterpiece that has mystified art lovers and scholars alike ever since. The main players included a young spinster, Charlotte Corday, from the farming town of Caen, over 200 miles away; Jean-Paul Marat, one of the three members of the Reign of Terror, who referred to himself as “The Friend of the People”; and Jacques-Louis David, the handsome painter known for his realistic depictions of ancient figures (Socrates, the Sabine women) as well as portraits of his contemporaries.

In a series of invective editorials, Marat had claimed that the prisons were full of traitors to the Revolution. These accusations eventually led to the September Massacres, a month when mobs stormed the prisons and killed over a thousand men, women, and children—most of whom had been imprisoned for debt. Corday, at the age of 25 and impassioned by the murders of innocents set off for Paris with a kitchen knife and the aim to kill the man responsible.

According to James M. Markham, Paris bureau chief of *The New York Times*, who has traced the buildings, most of which have been demolished, where these events took place, states that Corday’s mission was somewhat thwarted: “When Charlotte Corday, staying at the Hotel de la Providence off the Place des Victoires, dispatched her first letter to Jean-Paul Marat at 30 Rue des Cordeliers on the other side of the Seine she was told that the missive would be delivered in less than an hour; after the letter failed to produce an interview with the revolutionary, it took her half an hour by horse-drawn cab to travel to Marat’s Left Bank lodgings, where she plunged a knife into his chest as he sat in his bath.”¹

Some professors have you repeat the title of your paper at the top of the first page. Some do not. Check with your professor to see which he or she prefers. Page numbers go in the upper-right hand corner unless your professor specifies differently. Your professor may want your name or a shortened form of the title next to each page number. The first page that contains the body of your paper is page 1.

Notice the **quotation** and **numerical superscript note** here.

Each quotation, paraphrase, and statistic will have a new number. So if you quote and paraphrase 22 times in your paper, your references will be numbered 1-22. These numbers will refer to the endnotes at the back of the paper.

Sample Endnote Page for Bibliography Style with Endnotes

| |
|---|
| 15 |
| Notes |
| <ol style="list-style-type: none"> 1. James M. Markham, "In the Revolution's Footsteps," <i>The New York Times</i>, March 18, 1989, New York edition. 2. Markham, "Revolution's Footsteps." 3. Robert O'Sullivan, "The Doctor Responsible for Mass Executions," <i>Irish Medical Times</i> 43, no. 7 (2009): 32. 4. O'Sullivan, "Mass Executions," 32. 5. O'Sullivan, "Mass Executions," 32. 6. Phillippe Bordes, <i>Jacques-Louis David: Empire to Exile</i> (New Haven, CT: Yale University Press, 2007), 22-3. 7. Bordes, <i>Empire to Exile</i>, 44-7. |

You only have a notes page with endnotes, not with footnotes. The endnotes page is simply titled "Notes." It is single-spaced with double spaces between each entry and is indented in the same way as normal paragraphs.

Entry one is a full note for a newspaper article. Use the full citation only when first quoting or paraphrasing the source.

Entry two is a short note that refers to a source already cited fully. Shortened references contain the author's last name, shortened title, and page number (if available).

Entry three is the full note for a journal article. The numeral 43 refers to the volume number, 7 refers to the issue number, and 32 refers to the page.

Entry six is the full note for a book with one author.

Sample Bibliography for Bibliography Style with Endnotes or Footnotes

| | |
|----|--|
| 16 | <p>Bibliography</p> <p>Bordes, Phillipe. <i>Jacques-Louis David: From Empire to Exile</i>. New Haven, CT: Yale University Press, 2009.</p> <p>O'Sullivan, Robert. "The Doctor Responsible for Mass Executions." <i>Irish Medical Times</i> 43 (February 13, 2009): 32.</p> |
|----|--|

The bibliography page is titled "Bibliography." As with the notes page, it is single-spaced, double-spaced between entries. Unlike the notes page, it is alphabetized by the authors' last names and uses a hanging indent instead of a regular indent.

While most of the information in the bibliography is the same as in first full citation in the notes, it is always arranged and punctuated slightly differently.

Alphabetizing the authors' names gives your readers a different and sometimes easier way to find source material.

NOTE: You may notice some journals that use CMS style do not include a bibliography page. Most professors want student writers to include a bibliography.

Both the endnotes and the bibliography should include a page number.

Sample Body Page: Bibliography Style with Footnotes

1

Three Lives Converge and a Painting Is Born:

The Story of Jacques-Louis David, Charlotte Corday, and Jean-Paul Marat

On July 13, 1793, at the height of the French Revolution, the lives of three very different people would converge in a Paris apartment and the result would be a painted masterpiece that has mystified art lovers and scholars alike ever since. The main players included a young spinster, Charlotte Corday, from the farming town of Caen, over 200 miles away; Jean-Paul Marat, one of the three members of the Reign of Terror, who referred to himself as “The Friend of the People”; and Jacques-Louis David, the handsome painter known for his realistic depictions of ancient figures (Socrates, the Sabine women) as well as portraits of his contemporaries.

In a series of invective editorials, Marat had claimed that the prisons were full of traitors to the Revolution. These accusations eventually led to the September Massacres, a month when mobs stormed the prisons and killed over a thousand men, women, and children—most of whom had been imprisoned for debt. Corday, at the age of 25 and impassioned by the murders of innocents set off for Paris with a kitchen knife and the aim to kill the man responsible.

According to James M. Markham, Paris bureau chief of *The New York Times*, “When Charlotte Corday, staying at the Hotel de la Providence off the Place des Victoires, dispatched her first letter to Jean-Paul Marat at 30 Rue des Cordeliers on the other side of the Seine she was told that the missive would be delivered in less than an hour; after the letter failed to produce an interview with the revolutionary, it took her half an hour by horse-drawn cab to travel to Marat's Left Bank lodgings, where she plunged a knife into his chest as he sat in his bath.”¹

1. James M. Markham, “In the Revolution’s Footsteps,” *The New York Times*, March 18, 1989, Travel section, Late edition.

Notice the **quotation** and **numerical superscript note** here.

This time, the numeral refers to a footnote at the bottom of the page. Footnotes are set off from the text by a short line and are single spaced. The numeral in the footnotes that refers to the note should be in regular text, not superscript. The bibliographic information included in the footnote depends on the type of source. This is how a printed newspaper article would appear.

Models of Full Notes and Bibliographic Entries: Print-Based Sources

Book with One Author

| | |
|-----------|--|
| N: | Note Number. Author's First and Last Names, <i>Title of the Book: Subtitle of the Book</i> (Place of Publication: Publisher, Year of Publication), 000. ← page number |
| | 1. Phillipe Bordes, <i>Jacques-Louis David: Empire to Exile</i> (New Haven, CT: Yale University Press, 2007), 22-3. ← page numbers |
| B: | Author's Last Name, Author's First Name. <i>Title of Book: Subtitle of Book</i> . Place of Publication: Publisher, Year of Publication. |
| | Bordes, Phillipe. <i>Jacques-Louis David: Empire to Exile</i> . New Haven, CT: Yale University Press, 2007. |

Book with Two Authors

Always list multiple authors in the order they appear on the cover or copyright page.

| | |
|-----------|---|
| N: | Note Number. Author 1 First and Last Name and Author 2 First and Last Name, Title of Book: Subtitle of Book (Place of Publication: Publisher, Date of Publication), 000. ← page number |
| | 2. Leon Chertok and Raymond de Saussure, <i>The Therapeutic Revolution: From Mesmer to Freud</i> (New York: Brunner/Mazel, 1979), 187. ← page number |
| B: | Author 1 Last Name, Author 1 First Name, and Author 2 First and Last Names. <i>Title of Book: Subtitle of Book</i> . Place of Publication: Publisher's Name, Date of Publication. |
| | Chertok, Leon, and Raymond de Saussure. <i>The Therapeutic Revolution: From Mesmer to Freud</i> . New York: Brunner/Mazel, 1979. |

Chapter in a Multi-Authored Book

| | |
|-----------|--|
| N: | Note Number. Author's First and Last Name, "Title of Chapter," in <i>Title of the Book: Subtitle of the Book</i> , ed. Editor's First and Last Name (Place of Publication: Publisher's Name, Date of Publication), 000. ← page number |
| | 3. Steve Bruce, "Terminal Faith," in <i>Religion, Modernity, and Postmodernity: Religion and Spirituality in the Modern World</i> ed. Paul Heelas (Malden, MA: Wiley-Blackwell, 1998), 57. ← page number |
| B: | Author's Last Name, First Name. "Title of Chapter." In <i>Title of the Book: Subtitle of the Book</i> edited by Editor's First and Last Name, 000-000. City of Publication: Publisher, Year Published. ↳ page numbers the chapter appears on |
| | Bruce, Steve. "Terminal Faith." In <i>Religion, Modernity, and Postmodernity: Religion and Spirituality in the Modern World</i> edited by Paul Heelas, 56-68. Malden, MA: Wiley-Blackwell, 1998. |

Article from a Print Journal

| | |
|-----------|--|
| N: | Note Number. Author's First and Last Name, "Title of the Article," <i>Title of the Journal</i> 0, no. 00 (Date of Publication): 000. Zero is the volume number, 00 is the edition number, and 000 is the page number. All numerals should be Arabic, even if the publication uses Roman numerals. |
| | 4. Christian K. Kleinbub, "Raphael's <i>Transfiguration</i> as Visio-Devotional Program," <i>The Art Bulletin</i> 90, no. 3 (September 2008): 370. |
| B: | Author's Last Name, First Name. "Title of the Article." <i>Title of the Journal</i> 0, no. 00 (Date of Publication): 000-000. Zero is the volume number, 00 is the edition number, and 000-000 are the page numbers the article appears on. All numerals should be Arabic, even if the publication uses Roman numerals. |
| | Kleinbub, Christian K. "Raphael's <i>Transfiguration</i> as Visio-Devotional Program." <i>The Art Bulletin</i> 90, no. 3 (September 2008): 367-93. |

Newspaper

Newspaper articles do not have to be documented in the bibliography if they are cited within the text.

| | |
|-----------|--|
| N: | Note Number. Author's First and Last Name, "Headline," <i>Title of the Newspaper</i> , Date of Publication, edition. ←Edition and section numbers are optional. Use if helpful. |
| | 5. James M. Markham, "In the Revolution's Footsteps," <i>The New York Times</i> , March 18, 1989, New York edition. |

Magazine Article

As with newspaper articles, you do not have to document magazines in the bibliography if they are cited within the text.

| | |
|-----------|--|
| N: | Note Number. Author's First and Last Name, "Title of the Article," <i>Title of the Magazine</i> , Date of Publication: 000. ← page number |
| | 6. Anthony Hiss, "The Talk of the Town: Memoir," <i>New Yorker</i> , December 13, 1976, 33. ← page number |

Thesis or Dissertation

| | |
|-----------|--|
| N: | Note Number. Author's First and Last Name, "Title of Thesis or Dissertation" (_____, University, Year of Completion) 000, URL. ←If accessed online. Fill in the blank with one of the following: 1) master's thesis 2) PhD diss. The zeroes refer to the page number. |
| | 7. Priscilla Coit Murphy, "What a Book Can Do: <i>Silent Spring</i> and Media-Borne Public Debate" (PhD diss., University of North Carolina, 2000) 165. |
| B: | Author's Last Name, First Name. "Title of Thesis or Dissertation." _____, University, Year of Completion. In Name of Database (ID number) Fill in the blank with one of the following: 1) master's thesis 2) PhD diss. If the document was accessed online, give the URL in place of the database and ID number. |
| | Murphy, Priscilla Coit. "What a Book Can Do: <i>Silent Spring</i> and Media-Borne Public Debate." PhD diss., University of North Carolina, 2000. In ProQuest (9979475). |

Reference Works

Reference works are cited in the notes rather than the bibliography, unless they are not widely known. Most publication information is omitted, but any edition besides the first should be noted. If the work is arranged alphabetically cite the subject preceded by *s.v.* (*sub verbo*, "under the word"; or plural *s.v.v.*). You would only use the plural when citing one or more subjects in a single sentence.

| | |
|-----------|--|
| N: | Note Number. <i>Title of Reference Work</i> , 0th ed., s.v. "subject." (singular) Note Number. <i>Title of Reference Work</i> , 0th ed., s.vv. "subject," "subject." (plural) |
| | 8. Black's Law Dictionary, 9th ed. s. v "injunction." 9. Black's Law Dictionary, 9th e.d. s.vv. "injunction," "stay of judgment." |

Digital and Web-Based Sources

Journal Article from a Database with and without a DOI

If you copy and paste the URL of an article found in a library database, it will generally be unstable. That means you can't go back to the article by re-copying and re-pasting the URL into your browser. Therefore, if a journal article has a stable URL or a DOI (Digital Object Identifier) listed in the bibliographic information, the preference should be given to the DOI. In the absence of a DOI, use the stable URL. In the absence of a stable URL, use the unstable URL. Everything in the note and bibliographic entry will remain the same, except that the URL will be replaced by "doi:" and then the DOI number assigned to the article. Here's an example:

Hammersly, Rachel. "Jean-Paul Marat's 'The Chains of Slavery in Britain and France,' 1774-1833." *Historical Journal* 48, no. 3 (Sept. 2005): 641-60. doi:10.1017/S0018246X05004607.

For more information on the DOI system, visit <http://www.doi.org/> or CrossRef.org.

| | |
|-----------|--|
| N: | Note Number. Author's First and Last Name, "Title of the Article," <i>Title of the Journal</i> 0, no. 00 (Date of Publication): 000, URL (accessed _____). 0 is the volume number, 00 is the edition number, and 000 is the page number. All numerals should be Arabic. Fill in the blank with the date of access. |
| | 10. Robert O'Sullivan, "The Doctor Responsible for Mass Executions," <i>Irish Medical Times</i> 43, no. 7 (February 2009): 32, http://0-proquest.umi.com.ucark.uca.edu/pqdweb?index=0&did=1651083271&SrchMode=2&sid=1&Fmt=4&VInst=PROD&VType=PQD&RQT=309&VName=PQD&TS=1252418116&clientId=8427 (accessed September 1, 2009). |
| B: | Author's Last Name, First Name. "Title of the Article." <i>Title of the Journal</i> 0, no. 00 (Date of Publication): 000-000. URL (accessed _____). |
| | O'Sullivan, Robert. "The Doctor Responsible for Mass Executions." <i>Irish Medical Times</i> 43, no. 7 (February 2009): 32-40. http://0-proquest.umi.com.ucark.uca.edu/pqdweb?index=0&did=1651083271&SrchMode=2&sid=1&Fmt=4&VInst=PROD&VType=PQD&RQT=309&VName=PQD&TS=1252418116&clientId=8427 (accessed September 1, 2009). |

E-books—Not Books Accessed from Websites or Other Fixed Media (Such as a DVD)

Note that pagination varies from platform to platform. Rather than using page numbers, indicate the chapter or section title. Indicate the platform as the last part of the bibliographic entry. The note will give the information related to the original print publication. The bibliographic entry omits this information.

| | |
|-----------|--|
| N: | Note Number. Author's First and Last Name, <i>Title of Book</i> . (City: Publisher, Year of Original Publication), platform, date of digital release), platform e-book, chap. 0. ← chapter number |
| | 11. Elaine Scarry, <i>The Body in Pain: The Making and Unmaking of the World</i> . (New York: Oxford University Press, 1987), Kindle e-book, chap. 5 ← lowercase c . |
| B: | Author's Last Name, First Name. <i>Title of Book</i> . City: Publisher, Year of Digital Release. Platform. |
| | Scarry, Elaine. <i>The Body in Pain: The Making and Unmaking of the Word</i> . New York: Oxford University Press, 2010. Kindle edition. |

Blog

If you cite a blog post frequently in your text, include it in the bibliography. If you cite it only once or twice, include it only in the notes. The word “blog” would appear immediately after the title unless the word is part of it:

Studying Abraham Lincoln (blog), September 28, 2011, <http://lincolnblog.blogspot.com/bookreview>.

| | |
|-----------|---|
| N: | Note Number. Author’s First and Last Name, “Title of Blog Post,” <i>Title of Blog</i> (blog), Date of Post, Direct URL to Post. |
| | 12. Geoffrey M. Elliott, “Book Review: <i>A First Rate Madness</i> ,” <i>The Abraham Lincoln Blog</i> , September 28, 2011, http://abrahamlincolnblog.blogspot.com/2011/09/book-review-first-rate-madness.html . |
| B: | Author’s Last Name, First Name. “Title of Blog Post.” <i>Title of Blog</i> (blog). Domain Name. |
| | Elliott, Geoffrey M. “Book Review: <i>A First Rate Madness</i> .” <i>The Abraham Lincoln Blog</i> . http://abrahamlincolnblog.blogspot.com/ . |

Website

When referring to a page in a website, include as much information as you can: titles or descriptions of pages, authors (if known), sponsoring organizations, URL, and dates of publication and access.

| | |
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| N: | Note Number. “Title or Description of Webpage,” last modified ____, accessed ____, URL. ← insert appropriate dates in blanks. |
| | 13. “Facebook Data Policy,” last modified 2011, accessed September 20, 2011, http://www.facebook.com/about/privacy/ |
| B: | Sponsor. “Title or Description of Webpage.” Last modified ____. URL. ← insert appropriate date in blank. |
| | Facebook. “Facebook Data Policy.” Last modified 2011. http://www.facebook.com/about/privacy/ |

Online Reference Works

See the model for subjects from printed reference works for a full explanation. Authored references should include the author’s name in both the note and the bibliography. If no publication date is available, include an access. Authored entries that are relatively long should be included in the bibliography.

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| N: | Note Number. <i>Title of Website</i> , s.v. “subject,” accessed ____, URL. ← fill in blank with appropriate date. |
| | 14. <i>Merriam-Webster Dictionary of Law</i> , s.v. “injunction,” accessed September 20, 2011, http://www.merriam-webster.com/dictionary/injunction . |
| B: | Author’s Last Name, First Name. “Subject.” In <i>Title of Reference Work</i> , edited by ____. Sponsoring Organization, Year of Copyright. URL. ← fill in the blank with the editor’s name if known. |
| | Bennett, Larry. “Community Organizing.” In <i>Encyclopedia of Chicago</i> , edited by Janice L. Reiff, Ann Durkin Keating, and James R. Grossman. Chicago Historical Society, 2005. http://encyclopedia.chicagohistory.org/pages/320.html . |

Congressional Reports & Documents

Congressional reports and documents do not need to be listed in the bibliography if they are cited within the text.

| | |
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| N: | Note Number. House of Representatives Report No. 000-00, at 0 (Year). ← Note that “house,” “representatives,” and “report” are abbreviated. The first number in the report number is the session of Congress, the second refers to the agenda number. The number after “at” indicates the page. |
| | 15. H.R. Rep. No. 111-16, at 9 (2009). |

Presidential Documents

Presidential documents include addresses, proclamations, orders, and vetoes among other type of texts. They are published in *Weekly Compilation of Presidential Documents*, *Public Papers of the Presidents of the United States*, *Federal Register*, and *Code of Federal Regulations*. Abbreviations for these publications are listed below (note: they are not italicized when abbreviated). For presidential addresses, use the complete title as given in the publication. If they are cited in text, they do not need to be included in the bibliography.

| Abbreviations of Some Presidential Publications |
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| Weekly Comp. Pres. Doc |
| Pub. Papers |
| Fed. Reg. |
| C.F.R. |

| | |
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| N: | Author Note. Type of Publication No. 000, 00 Publication 0000 (Date of Publication). ← “000” is the document number, “00” is the volume number (depending on the publication), and “0000” is the page number. |
| | 16. Proclamation No. 8335, 9 Fed. Reg. 1439 (Jan. 6, 2009). |

Pamphlets, Reports, etc.

Pamphlets, brochures, published reports (non-governmental) and other types of independent documents are treated similarly to the model for books. Omit any information that is not available (such as author or publisher) only after making a good-faith effort to locate it. If cited within the text, they do not need to be included in the bibliography.

| | |
|-----------|--|
| N: | Note Number. Title of Publication (City of Publication: Publisher, Year). |
| | 17. <i>The BellSouth Telephone Museum</i> (Atlanta, GA: The BellSouth Center, 1996). |

Other Common Sources

Interviews and Personal Communications

When you conduct an interview or engage in personal correspondence with an expert, you will cite the information in text. It's not necessary to include a bibliographic entry.

| | |
|-----------|--|
| N: | Note Number. Interviewee's First and Last Names, (Credentials If Relevant), in discussion with the author, date. ("In discussion" may be substituted with "in an e-mail message to.") |
| | 18. Niall Ferguson, (professor of history, Harvard University) in discussion with the author, September 2011. |

DVDs and Other Multimedia

Citation information will vary depending on the type of source, who was quoted and/or paraphrased, and the medium (TV show, movie, musical score; videocassette, DVD). For a TV show, you will probably want to include the episode title, season, and episode number. For a movie, you may want to include the scene number from the DVD.

| | |
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| N: | Note Number. Name of Person Narrating, "Episode or Scene Title," <i>Film or TV Series Title</i> , directed by Director's First and Last Name (Year Film Was Shown in Theaters; City of Publication: Distribution Company, Year of DVD Release), Medium. |
| | 19. Jonathan Ressler, "Triumph of the Shill," <i>The Corporation</i> , directed by Jennifer Abbott and Mark Achbar (2003; New York, NY: Zeitgeist Films, 2005), DVD. |
| B: | Name of Narrator. <i>Title of Film</i> . Medium. Directed by Director's First and Last Name. City of Publication: Distributor, Year of Distribution. |
| | Ressler, Jonathan. <i>The Corporation</i> . DVD. Directed by Jennifer Abbott and Mark Achbar. New York, NY: Zeitgeist Films, 2005. |