

#17) *Chicago Manual of Style* Documentation ~ Concise Guide

(designed and compiled for you by the Quality Writing Center at the University of Arkansas)

The Chicago Manual of Style is the preferred guide to formatting and documentation for many professional and academic publications. Many people find it more complex than other styles like MLA or APA, so you should pay careful attention to the basics by consulting this handout and/or a copy of the guide itself. The information in this handout is taken from *The Chicago Manual of Style*, 14th Edition. This book is a thick volume, and so this handout is designed to provide a quick reference resource to the basics of *Chicago Manual of Style* (CMS) format. For answers to more specific and detailed questions, you should consult a full copy of this manual when using CMS format. A copy of this book is available on the reference shelf in the Writing Center (Kimpel Hall 315) and in the Writing Center Lab (Kimpel Hall 319). Copies are also available in Mullins Library, and it is usually available in bookstores.

Nota bene: Using notes in CMS (Chapter 15)

- *The Chicago Manual of Style* uses either notes (in the form of endnotes or footnotes) or parenthetical author-date citations to document sources. Although the briefer author-date citations are usually clear enough for more common sources, the use of notes often works better for less common source types.
- As a general rule, fields in the humanities prefer notes while those in physical or natural sciences prefer the author-date system. Whichever you choose, be consistent. See section 15.2 of the *CMS* for a fuller explanation of the difference.
- The *CMS* advises that endnotes (placed at the end of a document) are usually more convenient if you choose to use notes, though many word processing programs have aids for formatting pages with footnotes (placed at the bottom of the text page). Again, choose either endnotes or footnotes and be consistent.
- Notes should be numbered consecutively throughout the document, even if this practice sometimes results in three-digit numbers in longer documents.
- When you make successive references to the same work, all but the first reference may be shortened by the use of the notation *ibid* (usually not italicized in use). However, the *CMS* warns against producing a long string of "ibids," which may irritate your reader. See *CMS* 15.21 for details.
- *CMS* style usually follows standard conventions for formatting quotations, but you might want to refer to Chapter 10 in the *CMS* for specific questions. In chapter 15 the *CMS* shows both note and bibliography forms for each type of source. What follows is a brief listing of the most common note and bibliography formats. Here both forms are shown with the note form listed first for each type of source.

A Basic Template:

These two templates show the general information and format included in the documentation forms. Notice that the note form begins with a number, whereas the bibliography form starts with the author's last name (in general). The work's title may be italicized or in quotation marks as needed. Page numbers may be included in note forms if they are needed for clarity.

(note form)

1. Author's first and last name, Complete title of work (City of publication:

Publisher, Year of most recent copyright), Page number.

(bibliography form)

Author's last name, first name. Complete title of work. City of publication: Publisher, Year of most recent publication.

Also notice that the first line of a note is indented five or so spaces from the left margin and subsequent lines begin on the left margin. In bibliography forms, the first line is on the left margin, and subsequent lines are indented. (Here extra space from the left margin is added to distinguish the examples from the explanatory text.) The following are examples of the most common variations on these basic templates.

Examples of note forms in CMS style:

1. Book with one author

In documentary notes, the author's name is presented in the normal order, given name first, but in the bibliography the name is inverted with a comma following the family name. (See CMS 15.83.)

(note form)

1. Emery Blackfoot, *Chance Encounters* (Boston: Serendipity Press, 1987).

(bibliography form)

Blackfoot, Emery. *Chance Encounters*. Boston: Serendipity Press, 1987.

2. Book with two authors

For all sources with more than one author, the authors are always listed in the order in which they appear on the title page. Again, in notes the names are in normal order, given name first. (See CMS 15.85.)

(note)

2. Liam P. Unwin and Joseph Galloway, *Peace in Ireland* (Boston: Stronghope Press, 1990).

(bibliography)

Unwin, Liam P., and Joseph Galloway. *Peace in Ireland*. Boston: Stronghope Press, 1990.

*See CMS 15.86-88 for books with three or more authors.

3. Book with author and editor, translator, or compiler

The edited, translated, or compiled work of one author is normally listed with that author's name first. The name of the editor, translator, or compiler is listed after the title. In note form, the title is followed with a comma and then the abbreviation *ed.*, *trans.*, or *comp.* In the bibliography, the title is followed by a period and then the expression *Edited by*, *Translated by*, or *Compiled by*. The abbreviations *Ed.*, *Trans.*, or *Comp.* may also be used. Notice note #3 has a page number added. (CMS 15.97-98)

(note)

3. John Stuart Mill, *Autobiography and Literary Essays*, ed. John M. Robson and Jack Stillinger (Toronto: University of Toronto Press, 1980), 15.
4. Julio Cortazar, *Cronopios and Famas*, trans. Paul Blackburn (New York: Random House, Pantheon Books, 1969).

(bibliography)

Mill, John Stuart. *Autobiography and Literary Essays*. Edited by John M. Robson and Jack Stillinger. Toronto: University of Toronto Press, 1980.

Cortazar, Julio. *Cronopios and Famas*. Trans. Paul Blackburn. New York: Random House, Pantheon Books, 1969.

4. Book with editor, compiler, or translator as author

The name of editor, compiler, or translator takes the place of the author when no author is listed on the title page. The appropriate abbreviation *ed.* (or *eds.*), *comp.* (or *comps.*), or *trans.* follows the name and is preceded by a comma. (See CMS 15.96.)

(note)

5. Anthony B. Tortelli, ed., *Sociology Approaching the Twenty-first Century* (Los Angeles: Peter and Sons, 1991).

6. Peter Gianakakao and William Poweska, trans., *Studies of Transformation in Eastern Europe* (Buffalo, N.Y.: Touser and Blinken, 1991).

7. Manuel Santos, comp., *The Collected Works of Henrietta Kahn* (Boston: I.J. Filbert, 1989).

(bibliography)

Tortelli, Anthony B., ed. *Sociology Approaching the Twenty-first Century*. Los Angeles: Peter and Sons, 1991.

Gianakakos, Peter, and William Poweska, trans. *Studies of Transformation in Eastern Europe*. Buffalo, N.Y.: Touser and Blinken, 1991.

Santos, Manuel, comp. *The Collected Works of Henrietta Kahn*. Boston: I.J. Filbert, 1989.

5. Play or long poem as a titled part of a book

If the cited part of a book is a large work in itself, such as a play or a long poem, its title is italicized. This entry is used to cite long works published in anthologies or collections. (See CMS 15.125.)

(note)

8. Thomas Bernhard, *A Party for Boris*, in *Histrionics: Three Plays*, trans. Peter K. Jansen and Kenneth Northcott (Chicago: University of Chicago Press, 1990).

9. John Milton, *Paradise Lost*, in *Complete Poetical Works*, ed. Douglas Bush, Cambridge Edition (Boston: Houghton Mifflin, 1965).

(bibliography)

Bernhard, Thomas. *A Party for Boris*. In *Histrionics: Three Plays*, translated by Peter K. Jansen and Kenneth Northcott. Chicago: University of Chicago Press, 1990.

Milton, John. *Paradise Lost*. In *Complete Poetical Works*, edited by Douglas Bush. Cambridge Edition. Boston: Houghton Mifflin, 1965.

6. Letters, Memoranda, and Similar Communications in Published Collections

A reference to a letter, memorandum, or similar communication in a published collection begins with the names of the sender and the recipient, in that order. In a note, last names or initials only may be given if the identity is clear from the text. The names are followed by the date and sometimes the place where the communication was prepared. Finally, the citation of the published collection itself is given in the usual form. The word *letter* is unnecessary, but other forms of communication (telegram, memorandum) are specified by the appropriate label. The letter may be located by page or, if the letters are numbered, by letter number. (See CMS 15.126.)

(note)

1. Adams to Charles Milnes Gaskell, London, 30 March 1868, *Letters of Henry Adams, 1858-1891*, ed. Worthington Chauncey Ford (Boston: Houghton Mifflin, 1930), 141.
2. EBW to Harold Ross, memorandum, 2 May 1946, *Letters of E. B. White*, ed. Dorothy Lobrano Guth (New York: Harper and Row, 1976), 273.
3. Paulina Jackson to John Pepys Junior, 3 October 1676, *The Letters of Samuel Pepys and His Family Circle*, ed. Helen Truesdell Heath (Oxford: Clarendon Press, 1955), no. 42.
4. Secretary of State to the Special Commissioners, 27 May 1914, *Papers Relating to the Foreign Relations of the United States, 1914* (Washington, D.C., 1928), 509-10.
5. Minister of Foreign Relations of Mexico to the American Ambassador, memorandum, 27 November 1925, Ministerio de Relaciones Exteriores, *Correspondencia oficial cambiada entre los gobiernos de Mexico y los Estados Unidos con motivo de las dos leyes reglamentarias de la fraccion primera del Artículo 27 de las Constitucion Mexicana* (Mexico City, 1926).

7. Preface, foreword, introduction, and similar parts of a book

If the reference is to some such part of a book as the preface, foreword, or introduction, that term (lowercased unless following a period) is added before the title of the book (see note 1 following). (CMS 15.129) If the author of the cited preface, foreword, or introduction is someone other than the author of the book, that name should begin the entry, and the name of the author of the book itself should follow the book title. The author's name is introduced by a comma and the word *by* (See note example 2). (See CMS 15.130.)

(note)

1. James B. Jacobs, introduction to *Drunk Driving: An American Dilemma*, by James B. Jacobs (Chicago: University of Chicago Press, 1989).
2. Franklin E. Zimring, foreword to *Drunk Driving: An American Dilemma*, by James B. Jacobs. Chicago: University of Chicago Press, 1989.

(bibliography)

Jacobs, James B. Introduction to *Drunk Driving: An American Dilemma*. Chicago: University of Chicago Press, 1989.

Zimring, Franklin E. Foreword to *Drunk Driving: An American Dilemma*, by James B. Jacobs. Chicago: University of Chicago Press, 1989.

8. Typical Journal Citations and Acceptable Variations

The following examples illustrate typical citations for journal articles. The note form gives specific page references, and the bibliographic form gives inclusive pages. If a journal paginates consecutively throughout each volume, no issue number is needed in the entry. The issue number may be included, however, if desired; or one may also include the month of the issue, in which case the issue number would not be required. (CMS 15.217-218)

(note)

1. Manuel Fernandez, "Arbitrating Labor-Management Disputes," *North American Labor Relations* 12, no. 3 (1989): 28-31.
2. Noel Robertson, "The Dorian Migration and Corinthian Ritual," *Classical Philology* 75 (1980): 17, 19-20.

(bibliography)

- Fernandez, Manuel. "Arbitrating Labor-Management Disputes." *North American Labor Relations* 12, no. 3 (1989): 14-39.
- Robertson, Noel. "The Dorian Migration and Corinthian Ritual." *Classical Philology* 75 (1980): 1-22.

Note that the following forms of journal title and issue information are also acceptable. Choose one form and use it consistently throughout your paper.

- Classical Philology* 75 (January 1980): 1-22.
- Classical Philology* 75, no. 1 (1980): 1-22.
- Classical Philology* 75: 1-22 (January 1980).

9. Popular magazines

Popular weekly or monthly magazines are usually (but not always) cited by date only. Alternatively, the volume number and issue number may be used. Page numbers may be omitted, but when they are used with the date only, a comma—not a colon—separates them from the date of the issue. (See CMS 15.231.)

(note)

1. Robert Karen, "Becoming Attached," *Atlantic*, February 1990, 54-55.
- or
1. Robert Karen, "Becoming Attached," *Atlantic* 265, no. 2 (February 1990): 54-55.

(bibliography)

Karen, Robert. "Becoming Attached." *Atlantic*, February 1990, 35-70.

or

Karen, Robert. "Becoming Attached." *Atlantic* 265, no. 2 (1990): 35-70.

If the article begins in the front of the magazine and is continued in the back, inclusive page numbers don't work very well in the bibliographic entry and should be omitted. In the note form, however, the specific pages from which material is borrowed may be cited. (See CMS 15. 232.)

(note)

2. Richard Schickel, "Far beyond Reality: The New Technology of Hollywood's Special Effects," *New York Times Magazine*, 18 May 1980, 8, 45.

(bibliography)

Schickel, Richard. "Far beyond Reality: The New Technology of Hollywood's Special Effects." *New York Times Magazine*, 18 May 1980.

Titles of regular departments or features of a magazine are given title capitalization but are not set in italics or enclosed in quotation marks. Usually no author is given. In the bibliography, such an entry would be alphabetized by its title in the same manner as an anonymous book. (See CMS 15.233.)

(note)

3. Currents in the News, *U. S. News and World Report*, 11 February 1980, 5.

(bibliography)

Currents in the News. *U. S. News and World Report*, 11 February 1980, 5.

10. Newspapers

Citations of items in daily newspapers should always include the day, month, and year. Because items may move or be eliminated in various editions, page numbers are usually omitted. Large city newspapers often print several editions a day, and so the edition name (first edition, morning edition, late edition, etc.) is very helpful. However, one should not confuse *edition* with *issue*. *Issue* refers to any edition printed on a specific day. Citations of features or editorials that appear in all editions do not need to include the edition name. If page and column numbers are included, use *p.* and *col.* for abbreviations—for example, p.3, col. 4 (not italicized). The citation should also include the author's name and the title of the article, if these are given. Citations of papers published in sections should include the designation of the section. (See CMS 15.234, 236.)

(note)

1. Editorial, *Philadelphia Inquirer*, 30 July 1990.
2. "Robert Moses, Master Builder, Is Dead at 92," *New York Times*, 30 July 1981, Midwest edition.
3. Albert Finnonian, "The Iron Curtain Rises," *Wilburton (Ohio) Journal*, 7 February 1990, final edition.

Items from daily newspapers are rarely listed separately in a bibliography. Rather, the name of the paper and the relevant run of dates is given either in the alphabetical list or in a separate section devoted to newspapers. (See CMS 15.235.)

(bibliography)

Milwaukee Journal, 8 February—12 March 1990.

Articles from Sunday supplements or other special sections are treated like listings from popular magazines. (See item 9 above or see CMS 15.231-33.)

11. Book Reviews

In citations of book reviews appearing in periodicals, information is given in the following order: the name of the reviewer, if given; the title, if any, of the review; the words *review of* followed by the identification of the work reviewed, including the author; and finally, the listing of the periodical, with relevant information, in which the review appeared. If no author is given, the entry begins with the title of the review or, if no title is given, the words *Review of* and the identification of the book reviewed. (See CMS 15.243-44.)

(note)

1. Steven Spitzer, review of *The Limits of Law Enforcement*, by Hans Zeisel, *American Journal of Sociology* 91 (November 1985): 726-29.
2. David Scott Kastan, review of *Jonson's Gypsies Unmasked: Background and Theme of "The Gypsies Metamorphos'd,"* by Dale B. J. Randall, *Modern Philology* 76 (May 1979): 391-94.
3. Susan Lardner "Third Eye Open," review of *The Salt Eaters*, by Toni Cade Bambara, *New Yorker*, 5 May 1980, 169.

(bibliography)

- Spitzer, Steven. Review of *The Limits of Law Enforcement*, by Hans Zeisel. *American Journal of Sociology* 91 (November 1985): 726-29.
- Kastan, David Scott. Review of *Jonson's Gypsies Unmasked: Background and Theme of "The Gypsies Metamorphos'd,"* by Dale B. J. Randall. *Modern Philology* 76 (May 1979): 391-94.
- Lardner, Susan. "Third Eye Open." Review of *The Salt Eaters*, by Toni Cade Bambara. *New Yorker*, 5 May 1980, 169.

12. Reference Books

Well-known reference books are usually not listed in bibliographies. When such reference books are cited in notes, the facts of publication (place of publication, publisher, and date) are usually omitted, but the edition, if not the first, must be specified. For references to an encyclopedia, dictionary, or other alphabetically arranged works, cite the item (not the volume or page number) preceded by *s.v.* (*sub verso*, "under the word"). (See CMS 15.293.)

(note)

1. *Encyclopaedia Britannica*, 11th ed., *s.v.* "original package."
2. *Webster's New International Dictionary*, 3d ed., *s.v.* "epistrophe."
3. *Columbia Encyclopedia*, 4th ed., *s.v.* "cold war."
4. *Dictionary of American Biography*, *s.v.* "Wadsworth, Jeremiah."

13. Judeo-Christian Scriptures and Other Sacred Works

References to the Judeo-Christian scriptures are usually confined to the text or notes. Note or parenthetical text references to the Bible and Apocrypha should include the name of the book (abbreviated and **not** italicized or underlined; see CMS 14.34), chapter, and verse—never a page number. Usually, a colon is used between chapter and verse, but a period is also acceptable and is seen frequently in recent works. Since there are several versions of the Bible, it is

essential to identify the version by abbreviation for an audience of specialists; for a general audience, spell out the version in the first citation and abbreviate subsequent citations. (See *CMS* 14.34-35 for the abbreviations.) Recent scholarly work most frequently refers to the New Revised Standard Version. (See *CMS* 15.294.)

(note)

1. 2 Kings 11:8 RSV.
2. 1 Cor. 13.1-13 New English Bible.
3. John 3.5-6 NEB.

14. Audiovisual material (videocassettes)

There's no universal rule for citing audiovisual materials. The *CMS* recommends listing it in any note or bibliographic citation the nature of the material, its use to the researcher, and the facts necessary to retrieve. (See *CMS* 15.418-420.)

(note)

1. Louis J. Mihalyi, *Landscapes of Zambia, Central Africa* (Santa Barbara, Calif.: Visual Education, 1975), slides.
2. *Itzak Perlman: In My Case Music*, prod. and dir. Tony DeNonno, 10 min., DeNonno Pix, 1985, videocassette.

(bibliography)

- Mihalyi, Louis J. *Landscapes of Zambia, Central Africa*. Santa Barbara, Calif.: Visual Education, 1975. Slides.
- Perlman, Itzak. *Itzak Perlman: In My Case Music*. Produced and directed by Tony DeNonno. 10 min. DeNonno Pix, 1985. Videocassette.

15. Electronic sources

There are only two sections, 15.424 and 16.209, in the 14th edition of the *CMS* that address electronic sources. By their own admission, the editors of *CMS* hope to cover electronic sources in greater depth in the next edition of the *Manual of Style*. (What a convenient excuse for a new edition!) Until then, they recommend following MLA guidelines or the guidelines offered on other Web sites.

- MLA guideline for WWW sources can be found at <http://www.mla.org>. Click on the bar labeled "MLA Style." Then click on the link "Frequently Asked Questions about MLA Style."
- The American Psychological Association offers tips at <http://www.apa.org/journals/webref.html>.
- The International Federation of Library Associations and Institutions also gives a guide for electronic documents at <http://www.ifla.org/l/training/citation/citing.htm>.
- Yet another resource offered by the International Organization for Standardization can be found at <http://www.nlc-bnc.ca/iso/tc46sc9/index.htm>.

There are also a number of reference books on the subject. Currently, most documentation styles are rushing to establish some standard for citing electronic sources.

The Chicago Manual of Style also has a site for FAQs that can be found at www.press.uchicago.edu/Misc/Chicago/cmosfaq.html.