

*The Chicago Manual of Style* presents two basic documentation systems, the notes-bibliography style and the author-date style. **With all citation systems, please check with your professor about the particular format they would like you to use. Because Chicago style is so complex, there are numerous ways of adapting it to specific uses.**

***The Two Styles:*** The notes-bibliography style is preferred by many in **literature, history, and the arts**. This style presents bibliographic information in notes and, often, a bibliography. **Please consult your professor to inquire if the notes should be formatted as end-notes or foot-notes.**

The more concise author-date style has long been used by those in the **physical, natural, and social sciences**. In this style, sources are briefly cited in the text, usually in parentheses, by author's last name and date of publication. The short citations are amplified in a list of references, where full bibliographic information is provided.

Below are some common examples of materials cited in both styles. Each example is given first in notes-bibliography style and then in author-date style. **For numerous specific examples, see chapters 16 and 17 of *The Chicago Manual of Style*, 15th edition (pages 594-754.)**

## Journal article (Print)

### Notes-Bibliography style:

**Note:** footnote number. First name Last name, "Article Title," *Journal* Volume (Year of Publication): Page

**Ex:** 8. John Maynard Smith, "The Origin of Altruism," *Nature* 393 (1998): 639.

**Bibliography:** Last name, First name. "Article Title."

**Ex:** Smith, John Maynard. "The Origin of Altruism." *Nature* 393 (1998): 639–40.

### Author-Date Style

**In-Text Citation:** (Last name Year of Publication, Page)

**Ex:** (Smith 1998, 639)

**Reference List:** Last name, First name. Year of Publication. Title of article. *Journal* Volume: Pages.

**Ex:** Smith, John Maynard. 1998. The origin of altruism. *Nature* 393: 639–40.

## Book (One author)

### Notes-Bibliography Style:

**Note:** footnote number. First name Last name, *Title of book* (Place of publication: Publisher, Year of publication), page number.

**Ex:** 1. Wendy Doniger, *Splitting the Difference* (Chicago: University of Chicago Press, 1999), 65.

**Bibliography:** Last name, First name. Title of book. Place of publication: Publisher, Year of publication.

**Ex:** Doniger, Wendy. *Splitting the Difference*. Chicago: University of Chicago Press, 1999.

### Author-Date Style:

**In-Text Citation:** (Last name year of publication, page)

**Ex:** (Doniger 1999, 65)

**Reference List:** Last name, First name. Year of Publication. *Title*. Place of Publication: Publisher.

**Ex:** Doniger, Wendy. 1999. *Splitting the difference*. Chicago: University of Chicago Press.



## Journal article (Online)

\*\* If an access date is required by your professor, include it parenthetically at the end of the citation, as in the fourth example below.

### Notes-Bibliography style:

**Note:** footnote number. First name Last name, "Title," *Journal* Volume, Number (Year), URL.

**Ex:** 33. Mark A. Hlatky et al., "Quality-of-Life and Depressive Symptoms in Postmenopausal Women after Receiving Hormone Therapy," *Journal of the American Medical Association* 287, no. 5 (2002), <http://jama.ama-assn.org>.

**Bibliography:** Last name, First name, First name Last name. "Title of Article." *Journal*, page, number (date of publication), URL.

**Ex:** Hlatky, Mark A., Derek Boothroyd, Eric Vittinghoff, Penny Sharp, and Mary A. Whooley. "Quality-of-Life and Depressive Symptoms in Postmenopausal Women after Receiving Hormone Therapy." *Journal of the American Medical Association* 287, no. 5 (February 6, 2002), <http://jama.ama-assn.org>.

### Author-Date Style:

**In-Text Citation:** (Last name Year)

**Ex:** (Hlatky et al. 2002)

**Reference List:** (Last name, First name, First name Last name year. Title of Article. *Journal*, page, number (date) URL (date accessed).

**Ex:** Hlatky, Mark A., Derek Boothroyd, Eric Vittinghoff, Penny Sharp, and Mary A. Whooley. 2002. Quality-of-life and depressive symptoms in postmenopausal women after receiving hormone therapy. *Journal of the American Medical Association* 287, no. 5 (February 6), <http://jama.ama-assn.org> (accessed January 7, 2004).

## Web site

### Notes-Bibliography style:

**Note:** footnote number. Title of Website, "Title of Web Page," Author, URL.

**Ex:** 11. Evanston Public Library Board of Trustees, "Evanston Public Library Strategic Plan, 2000–2010: A Decade of Outreach," Evanston Public Library, <http://www.epl.org/library.html>.

**Bibliography:** Title of Website. "Title of Web Page." Author. URL. (date accessed).

**Ex:** Evanston Public Library Board of Trustees. "Evanston Public Library Strategic Plan, 2000–2010: A Decade of Outreach." Evanston Public Library. <http://www.epl.org/library/strategic-plan-00.html> (accessed June 1, 2005).

### Author-Date Style:

**In-Text Citation:** (Title of Web Page)

**Ex:** (Evanston Public Library Board of Trustees)

**Reference List:** (Title of Web site. Title of Article. Author. URL)

**Ex:** Evanston Public Library Board of Trustees. Evanston Public Library strategic plan, 2000–2010: A decade of outreach. Evanston Public Library. <http://www.epl.org/library/strategic-plan-00.html>.



## Chicago Rules Governing the Examples:

**General.** List the elements that clearly identify the work's author and title, its publisher, and date of publication. For online publications, add elements stating where you retrieved the document and the date accessed, if required.

**Punctuation.** Periods are generally used between elements in references in bibliographies and reference lists. A colon separates titles from subtitles, the place of publication from the publisher name, and volume information from page numbers for journal articles. Quotation marks are used around article and chapter titles.

**Capitalization.** In bibliographies and notes, capitalize the first letter of all significant words in titles and subtitles of works and parts of works such as articles or chapters. In reference lists, capitalize the first letter of all significant words only in titles of periodicals, and capitalize only the first letter of the first word (and any proper nouns) of titles and subtitles of articles, books, and chapters, and corporate authors.

**Font.** Italicize titles of periodicals and books.

**Abbreviations.** Use ed. or trans. for "editor" or "edited by" or "translator" or "translated by." "University" may be abbreviated to Univ. Months may be abbreviated. Be consistent throughout your paper with whatever conventions you adopt.

**Footnotes and endnotes.** Number notes consecutively throughout your paper, beginning with one. Format is the same for endnotes and footnotes. Endnotes should follow the body of the paper and recede any appendices and the bibliography.

**Authors' names.** In bibliographies and reference lists, only the first author's last name is inverted (last name first), First names should usually be provided when available. List all authors' names in a bibliography or reference list. In in-text parenthetical references, list the last names of one to three authors; if more than three, list the first followed by "et al". Corporate names as authors are written out.

**Publication place.** If more than one place is given, the first is generally sufficient. Do not abbreviate place names. Give the city and state or country if the city is not well known for publishing or is ambiguous.

**Publisher.** Provide the exact publisher name. Common names may be shortened (e.g., Scribner, Macmillan).

**Publication date.** In notes and bibliographies, the date of publication for books and most published works follows the publisher name. For articles, it is part of the volume and issue number statement. In reference lists, the year of publication immediately follows the name(s) of the author(s). For works with no author or editor, put the title first and follow it by the year of publication. If there is no date available, state "n.d."

**Volume and Issue Numbers.** For periodicals with continuous pagination throughout a volume, provide only the volume number and year. If issue begins with page 1, follow the volume number with the issue number identified by "no." or its name.

# Manuscript Format

Below are formatted examples of the "Notes," "Reference List," and "Bibliography" pages in Chicago Style. Use the page that corresponds with your citation selection, not all three.

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Notes

1. The Chicago Manual of Style Online, "Chicago-Style Citation Quick Guide," The University of Chicago, [http://www.chicagomanualofstyle.org/tools\\_citationguide.html](http://www.chicagomanualofstyle.org/tools_citationguide.html).
2. University of Chicago
3. University of Chicago
4. University of Chicago
5. University of Chicago
6. University of California Berkeley Library. "Turabian and Chicago Styles Citations," Instructional Services, <http://www.lib.berkeley.edu/instruct/guides/chicago-turabianstyle.pdf>
7. Diana Hacker et al., *A Writer's Reference* (Boston: Bedford, 2009) 529-530.

Note Number is not raised and is followed by a period.

Last name and title refer to an earlier note by the same author.

First line of each note is indented ½" (or five spaces).

Authors names are not inverted.

Notes are single-spaced, with double spacing between notes. (some instructors may prefer double spacing throughout.)

*Above is an example of the notes in the notes-bibliography style represented as end-notes. This is a stylistic choice (usually dictated by the professor) that would be a replacement for the bibliography.*

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Bibliography

Hacker, Diana. *A Writer's Reference*. Boston: Bedford, 2009.

The University of Chicago "Chicago- Style Citation Quick Guide." The Chicago Manual of Style Online. [http://www.chicagomanualofstyle.org/tools\\_citationguide.html](http://www.chicagomanualofstyle.org/tools_citationguide.html).

The University of Chicago. "Turabian and Chicago Styles Citations." Instructional Services. <http://www.lib.berkeley.edu/instruct/guides/chicago-turabianstyle.pdf>

Entries are alphabetized by authors' last names.

First line of entry is at left margin; additional lines are indented ½" (or give spaces)

Entries are single-spaced, with double-spacing between entries. (Some instructors may prefer double-spacing throughout.)

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References

The Chicago Manual of Style Online. Chicago-Style Citation Quick Guide. The University of Chicago [http://www.chicagomanualofstyle.org/tools\\_citationguide.html](http://www.chicagomanualofstyle.org/tools_citationguide.html).

Hacker, Diana. 2009 *A Writer's Reference*. Boston: Bedford.

Turabian and Chicago Styles Citations. Univ..of Chicago, Instructional Services. <http://www.lib.berkeley.edu/instruct/guides/chicago-turabianstyle.pdf>

Sentence-style capitalization

Abbreviated journal titles

For a scientific work.