



## Chicago Manual of Style Notes - Bibliography Documentation Style

### A recording:

- (N) 3. Beethoven, *Piano Sonata no. 29 "Hammerklavier,"*  
Peter Serkin, Proarte Digital CD D 270.
- (B) Bernstein, Leonard, dir. *Symphony no. 5*, by Dmitri  
Shostakovich. New York Philharmonic. CBS IM  
35854.

### A lecture, speech, or address:

- (N) 2. Stacy D'Erasmus, "The Craft and Career of Writing." (lecture, Northwestern University, Evanston, IL, April 26, 2000).
- (B) Nass, Clifford. "Why Researchers Treat On-line Journals Like Real People." Keynote address, annual meeting of the Council of Science editors, San Antonio, TX, May 6-9, 2000.

### Introduction

This guide is based on *The Chicago Manual of Style* 15th edition, 2003. Chicago is the style most commonly used in the publishing industry, and is preferred among some social science and history publications. This style employs two different documentation methods: the notes-bibliography system and the author-date system. This handout explains and provides examples for the notes-bibliography system. If none of these examples seems appropriate, feel free to consult a writing tutor and *The Chicago Manual of Style*, both available in the Writing Center, 113 CSF.

### Notes - Bibliography System

The notes-bibliography system is favored by writers in literature, history, and the arts. This system is characterized by the use of notes (footnotes or endnotes) supplemented by a bibliography. Notes are used to reference the specific source of a piece of information given in the text. Notes, when they appear at the bottom of a page, are called footnotes, and are arranged in numerical order at the bottom of the page and separated from the main text by a short line. Endnotes are notes that are collected, arranged numerically, and placed at the end of a document. In the text of a paper, notes should be indicated by consecutive superscript numbering starting with 1. Superscript numbers should be located after punctuation marks at the end of the sentence, or after the closing quotation marks of a direct quote.

Basic format:

This a paraphrased or quoted sentence.<sup>#</sup>

Examples:

Aristotle, who said love “is to wish good to someone,”<sup>1</sup> was a smart Greek.

Sigmund Freud suggests love is merely sexual impulses.<sup>2</sup>

The footnotes or endnotes to which the superscript numbers refer have a very specific format. They begin with a note number which is indented by a quarter inch or 5 spaces, is not superscript, and is followed by a period and two spaces. The second and subsequent lines of the note are typed flush with the left margin. If no bibliography is provided, notes should provide all available publishing information followed by the page number. Shortened forms are often permitted when a bibliography is included or when referring to a text whose publishing information was previously given in an earlier note. You should check with your professor or editor to determine if “short notes” are sufficient, or if complete notes are required. For repeated information found in the preceding note, an unitalicized “Ibid.” may be used. More specific examples will be given later in this guide.

Basic Format:

#. First MI. Last Name, *Title* (Publisher name: Location, Date), page number.

Examples:

2. Sigmund Freud, *Three Contributions to the Theory of Sex* (Nervous and Mental Diseases Publishing Co.: New York, 1920), 315.

3. John Cowburn. *Love* (Milwaukee: Marquette University Press, 2003), 56.

4. Ibid., 65.

5. Freud, 345.

**A magazine of general interest:** does not include volume number.

(N) 3. Debra Klein, “Focus on Travel,” *Newsweek*, April 17, 2000, 31.

(B) Wallraff, Barbara. “Word Court.” *Atlantic Monthly*, April 2000.

**An article in a newspaper:**

(N) 2. Mike Royko, “Next Time, Dan, Take Aim at Arnold,” *Chicago Tribune*, September 23, 1992.

(B) Goodstein, Laurie, and William Glaberson. “The Well-Marked Roads to Homicidal Rage.” *New York Times*, April 10, 2000, national edition, sec.1.

**An internet page:**

(N) 14. “Story Time,” St. Charles Public Library, [http://www.st-charles.lib.il.us/youth\\_services/preschoolstorytime.htm](http://www.st-charles.lib.il.us/youth_services/preschoolstorytime.htm) (accessed July 4, 2002).

(B) John Paul II. *The Second Account of Creation: The Subjective Definition of Man*. Eternal Word Television Network. <http://www.ewtn.com/library/papaldoc/jp2tb3.htm> (accessed May 1, 2001).

**A musical composition:**

(N) 3. Hector Berlioz, *Symphonie Fantastique*, op. 14.

(B) Mozart, Wolfgang Amadeus. *Sonatas and Fantasies for the Piano*. Prepared from the autographs and earliest printed sources by Nathan Broder. Rev. ed. Bryn Mawr, PA: Theodore Presser, 1960.

## Bibliography

**A reference work:** “s.v.” (*sub verbo*) meaning “under the word” is used if applicable.

- (N) 1. *Encyclopedia Britannica*, 15th ed., s.v. “Salvation.”
- (B) *Diccionario de historia de Venezuela*. 3 vols. Caracas: Fundacion Polar, 1988.

### An electronic journal:

- (N) 5. Mark Warr and Christopher G. Ellison, “Rethinking Social Reactions to Crime: Personal and Altruistic Fear in Family Households,” *American Journal of Sociology* 106, no. 3 (2000), under “The Consequences of Fear,” <http://www.journals.uchicago.edu/AJS/journal/issues/v106n3/050123/050125.html>.
- (B) Warr, Mark, and Christopher G. Ellison. “Rethinking Social Reactions to Crime: Personal and Altruistic Fear in Family Households,” *American Journal of Sociology* 106, no. 3 (November 2000): 551-78. <http://www.journals.uchicago.edu/AJS/journal/issues/v106n3/050123/050125.html>.

### An article in a monthly or bimonthly journal:

- (N) 5. Romma Heillig Morris. “Woman as Shaman; Reclaiming the Power to Heal.” *Women’s Studies: An Interdisciplinary Journal* 24 (September 1995): 576.
- (B) Morris, Romma Heillig. “Woman as Shaman: Reclaiming the Power to Heal.” *Women’s Studies: An Interdisciplinary Journal* 24 (September 1995): 573-84.

A bibliography may be used to supplement footnotes or endnotes. This may reduce the amount of publishing information that needs to be placed in a note, simply because much of the same information is contained in notes and the bibliography, although the arrangement is somewhat different. Check with your instructor on the need for a separate list of sources. Bibliographic entries are arranged in a single alphabetical list by the author’s last name. Lines should be single-spaced within entries, and double-spaced between entries. All lines after the first line should be indented by a quarter inch (5 spaces). Do not number the entries of the bibliography.

Basic format:

Last name, First MI. *Title*. Location: Publisher, Date.

Examples:

#### Bibliography

- Augustine. *Confessions*. Edited and translated by Philip Burton with an introduction by Robin Lane Fox. New York: Alfred A. Knopf, 2001.
- Churchill, Winston S. *The Second World War*. 6 vols. Boston: Houghton Mifflin, 1948-1953.
- Milton, John. *Paradise Lost*. Edited by Scott Elledge. New York: W. W. Norton, 1975.
- Tillich, Paul. *Systematic Theology*. 3 vols. Chicago: University of Chicago Press, 1951-1963.
- Toner, Jules. *Love and Friendship*. Milwaukee: Marquette University Press, 2001.

## Citation Examples

Given below are examples of different types of document citations. Formats for notes are designated as (N); bibliographic formats are designated as (B).

### Book by one author:

- (N) 27. Horace, *Odes and Epodes*, (Loeb Classical Library, 1978).
- (B) Gillingham, John. *European Integration 1950-2003*. New York: Cambridge University Press, 2003.

### Book by two or three authors:

- (N) 2. Kurt Johson and Steve Coates, *Navokov's Blues: The Scientific Odyssey of a Literary Genius* (Cambridge, MA: Zoland Books, 1999).
- (B) Harnack, Andrew, and Eugene Kleppigner. *Online! A Reference Guide to Using Internet Sources*. 3rd ed. New York: St. Martin's Press, 2000.

**Book by four to ten authors:** (refer to the manual for 11+ authors, and citation in natural sciences.)

- (N) 4. Jeri A. Sechzer and others, *Women and Mental Health* (Baltimore: Johns Hopkins University Press, 1996).
- (B) Sechzer, J. A., S. M. Pfaffilin, F. L. Denmark, A. Griffin, and S. J. Blumenthal. *Women and Mental Health*. Baltimore: Johns Hopkins University Press, 1996.

**Book with no author:** begin with work's title.

- (N) 9. *Stanze in lode della donna brutta* (Florence, 1547).
- (B) *Stanze in lode della donna brutta*. Florence, 1547.

**Book with an author and an editor or translator:**

- (N) 6. Yves Bonnefoy, *New and Selected Poems*, ed. John Naughton and Anthony Rudolf (Chicago: University of Chicago Press, 1995).
- (B) Augustine. *Confessions*. Edited and translated by Philip Burton. New York: Alfred A. Knopf, 2001.

**A book in a series:** series title not italicized.

- (N) 1. Gershon David Hundert, *The Jews in a Polish Private Town: The Case of Opatow in the Eighteenth Century*, Johns Hopkins Jewish Studies (Baltimore: Johns Hopkins University Press, 1992).
- (B) Grenier, Roger. *Les larmes d'Ulysse*. Collection l'un et l'autre. Paris: Gallimard, 1998.

**A government publication:**

- (N) 10. Senate Committee on Foreign Relations, *The Mutual Security Act of 1956*, 84th Cong., 2nd sess., 1956, S. Rep. 2273, 9-10.
- (B) U.S. Congress. *Senate Journal*. 16th Cong. 1st sess., December 7, 1819.