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Contributors: Karen Schiller, Steve Gooch, Allen Brizee.
Summary:

This section contains information on the Chicago Manual of Style method of document formatting and citation. We are still working on this section, so in the meantime, we offer you these resources. Thanks for your patience.

Chicago Manual of Style

Introduction

The Chicago Manual of Style (CMS) covers a variety of topics from manuscript preparation and publication to grammar, usage, and documentation. The material in this resource focuses primarily on the two CMS documentation styles: the Notes-Bibliography System (NB), which is used by those in literature, history, and the arts, and the Author-Date System, which is preferred in the sciences. **Please note that the science citation style will be completed summer 2009.**

In addition to consulting the *The Chicago Manual of Style, 15th edition*, for more information, students may also find it useful to consult Kate L. Turabian's *Manual for Writers of Research Papers, Theses, and Dissertations, 7th edition*. This manual, which presents what is commonly known as the "Turabian" citation style, follows the two CMS patterns of documentation but offers slight modifications suited to student texts.

Notes and Bibliography in Chicago Style

The Chicago NB system is often used in the humanities and provides writers with a system for referencing their sources through footnote or endnote citation in their writing and through bibliography pages. NB system is most commonly used in the discipline of History.

The proper use of the NB system can protect writers from accusations of plagiarism, which is the intentional or accidental un-credited use of source material created by

others. Most importantly, properly using the NB system builds credibility by demonstrating accountability to source material.

If you are asked to use Chicago NB format, be sure to consult *The Chicago Manual of Style, 15th edition*, and/or *A Manual for Writers of Research Papers, Theses, and Dissertations, 7th edition*. Both are available in most writing centers and reference libraries and widely available in bookstores. See the Additional Resources section for a list of helpful books and sites about using Chicago Style.

Introduction to Notes

In the Chicago Notes-Bibliography (NB) system, you should include a note (endnote or footnote) each time you use a source, whether through a direct quote or through a paraphrase. Footnotes will be added at the end of the page on which the source is referenced, and endnotes will be compiled at the end of each chapter or at the end of the entire document.

In either case, a superscript number corresponding to a note with the bibliographic information for that source should be placed in the text, following the end of the sentence in which the source is referenced.

The first note for each source should include *all* relevant information about the source. If you cite the same source again, the note need only include the surname of the author, the title (or a shortened form of the title) and page number(s) cited.

If you cite the same source and page number(s) from a single source two or more times consecutively, the corresponding note should use the word 'Ibid.,' an abbreviated form of the Latin 'ibidem,' which means 'in the same place.' If you use the same source but a different page number, the corresponding note should use 'Ibid.' followed by a comma and the new page number(s).

In the Chicago NB system, the footnote or endnote begins with the appropriate number followed by a period and then a space. In Turabian style, the footnote or endnote begins with a superscript number.

Introduction to Bibliographies

In the Notes-Bibliography System, the bibliography provides an alphabetical list of all sources used in a given work. This page, most often titled Bibliography, is usually placed at the end of the work, preceding the index. It should include all sources cited within the work and may sometimes include other relevant sources that were not cited but provide further reading.

Although bibliographic entries for various sources may be formatted differently, all included sources (books, articles, websites, etc.) are arranged alphabetically by author's last name. If no author or editor is listed, the title or keyword may be used instead.

Common Elements:

All entries in the bibliography will include the author (or editor, compiler, translator), title, and date of publication.

Author's Names:

The author's name is inverted in the bibliography, placing the last name first and separating the last name and first name with a comma, for example, John Smith becomes Smith, John. (If an author is not listed first, this applies to compilers, translators, etc.)

Titles:

Titles of books and journals are italicized. Titles of articles, chapters, poems, etc. are placed in quotation marks.

Publication Information:

The year of publication is listed after the publisher or journal name.

Punctuation:

In a bibliography, all major elements are separated by periods.

For more information and specific examples see the sections on Books and Periodicals.

Please note that this OWL resource provides information regarding the formatting of entries used in the bibliography. For more information about Selected Bibliographies, Annotated Bibliographies, and Bibliographic Essays, please consult Chapter 16 of *The Chicago Manual of Style*.

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Books

General Model for Citing Books in the Chicago NB System

Footnote or Endnote (N):

1. Firstname Lastname, *Title of book* (Place of publication: Publisher, Year of publication), page number.

Corresponding Bibliographical Entry (B):

Lastname, Firstname. *Title of book*. Place of publication: Publisher, Year of publication.

Book by One Author

N:

1. William Faulkner, *Absalom, Absalom!* (New York: Vintage Books, 1990), 271.

B:

Faulkner, William. *Absalom, Absalom!*. New York: Vintage Books, 1990.

Book by Two or Three Authors

N:

2. Scott Lash and John Urry, *Economies of Signs & Space* (London: SAGE Publications, 1994), 241-251.

B:

Lash, Scott and John Urry. *Economies of Signs & Space*. London: SAGE Publications, 1994.

Translated Work with One Author

N:

3. Julio Cortázar, *Hopscotch*, translated by Gregory Rabassa (New York: Pantheon Books, 1966), 165.

B:

Cortázar, Julio. *Hopscotch*. Translated by Gregory Rabassa. New York: Pantheon Books, 1966.

Book with Author and Editor**N:**

4. Edward B. Tylor, *Researches into the Early Development of Mankind and the Development of Civilization*, edited by Paul Bohannan (Chicago: The University of Chicago Press, 1964), 194.

B:

Tylor, Edward B. *Researches into the Early Development of Mankind and the Development of Civilization*, edited by Paul Bohannan. Chicago: The University of Chicago Press, 1964

Article, Chapter, Essay, Short Story, etc., in an Edited Collection**N:**

5. Peter Chilson, "The Border," in *The Best American Travel Writing 2008*, edited by Anthony Bourdain (Boston: Houghton Mifflin Company, 2008), 46.

B:

Chilson, Peter. "The Border." *In The Best American Travel Writing 2008*, edited by Anthony Bourdain, 44-51. Boston: Houghton Mifflin Company, 2008.

Introduction in a Book**N:**

6. Steven Pinker, introduction to *What is Your Dangerous Idea?*, edited by John Brockman (New York: Harper Perennial, 2007), xxv.

B:

Pinker, Steven. Introduction to *What is Your Dangerous Idea?*, edited by John Brockman. New York: Harper Perennial, 2007.

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Periodicals

Periodicals include printed journals, electronic journals, magazines, and newspapers. Citations for these sources should include enough information for the reader to find the resource in a library or a database. Thus, dates are essential (month, day, and year for magazines and newspapers or month and issue number for journals). In Notes, the major elements are separated by commas; in the Bibliography, these elements are separated by periods.

Journals

Notes and Bibliographic entries for a journal include the following: Author's name, article title, journal title and issue information. Issue information refers to volume, issue number or month, year, and page numbers. For online works, retrieval information and the date of access are also included.

N:

1. Susan Peck MacDonald, "The Erasure of Language," *College Composition and Communication* 58, no. 4 (2007): 619.

B:

MacDonald, Susan Peck. "The Erasure of Language." *College Composition and Communication* 58, no 4 (2007): 585 - 625.

Author's Name:

Notes include the author's name as listed in the article. **Bibliographic** entries, however, invert the author's name and include the first and last pages of the article.

Article Title:

Both Notes and Bibliographies use quotation marks to set off the titles of articles within the journal.

Journal Title:

Journal titles may omit an initial The but should otherwise be given in full, capitalized, and italicized.

Issue Information:

The volume number follows the journal title with no punctuation and is not italicized. The issue number (if it is given) is separated from the volume number with a comma and is preceded by “no.” The year appears in parenthesis after the volume number (or issue number if given). The year may be preceded by a specific date, month, or season if given. Page information follows the year. For **Notes**, page number(s) refer only to the cited material; the **Bibliography** includes the first and last pages of the article.

Electronic Journals

Citing electronic journals generally follows the same format that explained in the Journals section. Additionally, entries include the URL and the date accessed, especially if the material is time sensitive. The access date is included in parenthesis after the URL and is preceded by “accessed.”

N:

1. Henry E. Bent, “Professionalization of the Ph.D. Degree,” *College Composition and Communication* 58, no. 4 (2007): 141, <http://www.jstor.org/stable/1978286> (accessed December 5, 2008).

B:

Bent, Henry E. Bent. "Professionalization of the Ph.D. Degree." *College Composition and Communication* 58, no. 4 (2007): 0-145. <http://www.jstor.org/stable/1978286> (accessed December 5, 2008).

Magazines

Notes and Bibliographic entries for magazines include the following information: author’s name, article title, magazine title, date.

N:

1. Emily Macel, “Beijing’s Modern Movement,” *Dance Magazine*, February 2009, 35.

B:

Macel, Emily. "Beijing's Modern Movement." *Dance Magazine*, February 2009.

Dates:

Even if weekly or monthly magazines are numbered by volume or issue, they are cited by date only.

Departments:

Regular department titles are capitalized but not put in quotation marks.

Page Numbers:

Citations for magazine articles may include a specific page number. Inclusive page numbers for the entire article are often omitted because the pages of the article are often separated by many pages of unrelated material. If page numbers are included, they should follow the date and be preceded by a comma.

Online Magazines

Notes and Bibliographic entries for online magazines should follow the relevant examples for printed magazines. Additionally, online magazine entries should also contain the URL.

N:

1. Barron YoungSmith, Green Room, *Slate*, February 4, 2009,
<http://www.slate.com/id/2202431/>.

B:

YoungSmith, Barron. Green Room. *Slate*, February 4, 2009,
<http://www.slate.com/id/2202431/>.

Note: In the examples above, Green Room is not placed in quotation marks because it is the department title rather than the article title.

Access Date:

If an access date is necessary, the access date should be included in parenthesis at the

end of the citation. Access dates are used for time sensitive details and may be required by certain publishers or disciplines.

Newspapers

Notes and bibliographic entries for newspapers should include the following: name of the author (if listed), headline or column heading, newspaper name, month (often abbreviated), day and year. Since issues may include several editions, page numbers are best omitted. If an online edition of a newspaper is consulted, the URL should be added at the end of the citation.

N:

1. Nisha Deo, "Visiting Professor Lectures on Photographer," *Exponent* (West Lafayette, IN), Feb. 13, 2009.

B:

Deo, Nisha. "Visiting Professor Lectures on Photographer." *Exponent*, (West Lafayette, IN) Feb. 13, 2009.

Names of Newspapers:

If the name of a newspaper begins with The, this word is omitted. For American newspapers that are not well-known, a city name should be added along with the newspaper title (see above). Additionally, a state abbreviation may be added in parenthesis after the city name.

News Services:

News services such as the Associated Press or the United Press International are capitalized but not italicized.

Headlines:

Headlines may be capitalized using a "headline style" in which all major words are capitalized or "sentence style" in which only the first word and other proper nouns are capitalized.

Regular Columns:

If a regular column is cited, the column name may be included with the article title or,

to save space, the column name may replace the article title.

Citing in Text:

Newspapers are more often cited in text or in notes than in bibliographies.

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Web Sources

General Model for Citing Web Sources in Chicago Style

Footnote or Endnote (N):

1. Firstname lastname, "Title of web page," *Publishing organization or name of web site in italics*, Publication date if available, URL.

Corresponding Bibliographical Entry (B):

Lastname, Firstname. "Title of web page." *Publishing organization or name of web site in italics*. Publication date if available. URL.

Access Date:

If an access date is necessary, the access date should be included in parenthesis at the end of the citation. Access dates are used for time sensitive details and may be required by certain publishers or disciplines.

Web Page with Known Author and Date

N:

7. Mister Jalopy, "Effulgence of the North: Storefront Arctic Panorama in Los Angeles," *Dinosaurs and Robots*, 30 January 2009, <http://www.dinosaursandrobots.com/2009/01/effulgence-of-north-storefront-arctic.html>.

B:

Mister Jalopy. "Effulgence of the North: Storefront Arctic Panorama in Los Angeles." *Dinosaurs and Robots*. 30 January 2009.

<http://www.dinosaursandrobots.com/2009/01/effulgence-of-north-storefront-arctic.html>.

Web Page with Known Date but without Known Author**N:**

8. "Illinois governor wants to 'fumigate' state's government," *CNN.com*, 30 January 2009, <http://edition.cnn.com/2009/POLITICS/01/30/illinois.governor.quinn/>.

B:

"Illinois governor wants to 'fumigate' state's government." *CNN.com*. 30 January 2009. <http://edition.cnn.com/2009/POLITICS/01/30/illinois.governor.quinn/>.

Web Page with Unknown Date and Author**N:**

9. "Band," *Casa de Calexico*, <http://www.casadecalexico.com/band>.

B:

"Band." *Casa de Calexico*. <http://www.casadecalexico.com/band>.

Blank Form for Online Multimedia**N:**

1. Performer, Writer or Creator. *Title of Podcast*, Running Time; Title of Source, Format, url (access Date).

B:

Performer, Writer or Creator. *Title of Podcast*; Running Time. Title of Source. Format. url (access Date).

Podcast

N:

1. Ben Curtis and Marina Diez. *Heading to the Costa de la Luz - Notes from Spain Podcast 71*, 27 min., 8 sec.; *Notes from Spain: Travel-Life- Culture*, MP3, <http://www.notesfromspain.com/2008/05/22/heading-to-the- costa-de-la-luz-notes-from-spain-podcast-71/> (accessed March 30, 2009).

B:

Curtis, Ben and Marina Diez. *Heading to the Costa de la Luz - Notes from Spain Podcast 71*; 27 min., 8 sec. *Notes from Spain: Travel-Life- Culture*. MP3. <http://www.notesfromspain.com/2008/05/22/heading-to-the- costa-de-la-luz-notes-from-spain-podcast-71/> (accessed March 30, 2009).

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Film and Television

Introduction

This resource explains how to cite film, television, and other recorded mediums.

General Model for Citing Film, Television, and Other Recorded Mediums in Chicago Style

Footnote or Endnote (N):

1. *Title of work*, Format, Director (Original Release Year; City: Studio/distributor, Video Release Year.)

Corresponding Bibliographical Entry (B):

Title of work. Format. Director. Original Release Year. City: Studio/distributor, Video Release Year.

DVD

N:

1. *Joe Versus the Volcano*, DVD, directed by John Patrick Shanley (1990; Burbank, CA: Warner Home Video, 2002).

B:

Joe Versus the Volcano. DVD. Directed by John Patrick Shanley. 1990. Burbank, CA: Warner Home Video, 2002.

Blank Form

N:

1. Group, Composer or Performer, *Title*, Medium, Recording Company or Publisher, Catalog Number, Year of Release.

B:

Group, Composer or Performer. *Title*. Medium. Recording Company

Or

Publisher, Catalog Number. Year of Release.

N:

1. The National (Musical Group). *Boxer*. Compact Disc. Beggars Banquet Records, BBQ-252-1. 2007.

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Interviews and Personal Communication

Introduction

In citations for interviews and personal communications, the name of the person

interviewed or the person from whom the communication is received should be listed first. This is followed by the name of the interviewer or recipient, if given, and supplemented by details regarding the place and date of the interview/communication. Unpublished interviews and personal conversations are best cited in text or in notes rather than in the bibliography.

Unpublished Interviews:**N:**

1. Alex Smith (retired plumber) in discussion with the author, January 2009.
2. Harvey Kail, interviewed by Laurie A. Pinkert, March 15, 2009, interview 45B, transcript.

Published or Broadcast Interviews:**N:**

1. Carrie Rodriguez, interviewed by Cuz Frost, *Acoustic Café*, 88.3 WGWG FM, November 20, 2008.

B:

Rodriguez, Carrie. *Acoustic Café*. By Cuz Frost. 88.3WGWG FM, November 20, 2008.

Conversation:**N:**

1. Patricia Burns, e-mail message to the author, December 15, 2008.

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Lectures and Papers Presented at Meetings

Introduction

This resource covers Chicago Manual Style guides for citing lectures, papers presented at meetings or poster sessions, and other similar presentations.

N:

1. Paul Hanstedt, “This is Your Brain on Writing: The Implications of James Zull’s *The Art of Changing the Brain for the Writing Classroom*” (presentation, annual convention of the Conference on College Composition and Communication, San Francisco, CA, March 11-14 2009).

B:

Hanstedt, Paul. “This is Your Brain on Writing: The Implications of James Zull’s *The Art of Changing the Brain for the Writing Classroom*.” Presentation, annual convention of the Conference on College Composition and Communication, San Francisco, CA, March 11-14 2009.

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Public Documents and Unpublished Materials

Introduction

Notes and bibliographic entries for public documents, like other documents, should include the elements needed to locate the items. These essential elements often include the following:

- Country, city, state, county
- Legislative body, executive department, court, bureau, board commission or committee
- Subsidiary divisions
- Title, if any, of the document or collection
- Individual author (editor or compiler) if given

- Report number or any other identification necessary or useful in finding the specific document
- Publisher, if different from issuing body

N: Example coming soon!

B: Example coming soon!

Unpublished Materials: Theses, Dissertations, Presentations, Etc.

Titles of unpublished works should be treated like those of published works; they should be capitalized and enclosed in quotation marks.

N:

1. Tara Hostetler, “Bodies at War: Bacteriology and the Carrier Narratives of ‘Typhoid Mary’” (master’s thesis, Florida State University, 2007), 15-16.

B:

Hostetler, Tara. “Bodies at War: Bacteriology and the Carrier Narratives of ‘Typhoid Mary.’” master’s thesis, Florida State University.

In a Note, the identification of a thesis or dissertation, the academic institution, and the date are enclosed in parenthesis. In a bibliographic entry, they are not.

*Citations for a PhD dissertation would resemble the above but replace the words “master’s thesis” with “PhD diss.”

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