The Chicago Manual of Style

Overview: This handout will show you how to create endnotes or footnotes and a bibliography for both print and electronic formats using *The Chicago Manual of Style*. Endnotes or footnotes provide correct bibliographical citation for the sources noted by number in the text. Footnotes appear at the bottom of each page. Endnotes appear at the end of each chapter or at the end of the entire paper. Consult *The Chicago Manual of Style* for additional or more detailed information ([ref desk Z 253 U69 1993](#)) or go to [ONLINE! A Reference Guide to Using Internet Resources](#) by Andrew Harnack and Eugene Kleppinger.

PRINT SOURCES
(N= footnote/endnote  B=bibliography)

BOOKS
Use a shortened format for subsequent references to the same work.

One author:
N 2. Blackfoot, 97.

Two authors:
N 4. Unwin and Galloway, 102.

More than three authors: For works having more than three authors, a note citation should give the name of the first-listed author followed by "et al." or "and others" without inverting punctuation. In the bibliography entry, the usual practice is to list all of the authors. The name of the first author is inverted.
N 7. Marcus et al., 175.

Corporate author:
N 9. International Monetary Fund, 46.

**Edition other than the first:**


**Edited work, compilation, or translation:** The name of the editor, translator, or compiler takes the place of the author when no author appears on the title page. In notes and bibliography, the abbreviation *ed./eds.*, *comp./comp.*, or *trans.* follows the name and is preceded by a comma.


N 12. Tortelli, 93.


**ARTICLES IN JOURNALS, MAGAZINES, AND NEWSPAPERS**

**Basic form:**


**With season or month:** The name of months are capitalized but lower case is recommended for the names of seasons.


**Issues with numbers only:**


**Popular magazines:**


**Newspapers:**


**OTHER SOURCES**

**Movie reviews:**


**Book reviews:**


**Interviews:**


**Encyclopedias:** Well-known reference books are usually not listed in bibliographies. When they are cited in notes they appear as follows. s.v. (sub verbo) means "under the word".


**CITATIONS IN THE TEXT**

**Basic form:** Consists of the author's last name and the year of publication of the work. No punctuation is used between the author's name and the date. When the reference list or bibliography includes two or more works by different authors with the same last name and the same date, it is necessary to include the author's initials. When there are more than three authors use "et al".

(Blinksworth 1987) (Collins and Wortmaster 1953)
(Smith, Wessen, and Gunless 1988) (Zipursky et al. 1959)

**Placement of text citations:** An author-date citation in the text should be placed where it will offer the least resistance to the flow of thought. The best location is just before a mark of punctuation:

Before proceeding . . . we will describe the system of scaling quantitative scores (Guilford 1950).

What conclusions . . . had they been aware of the narrow-aperture principle recently reported (Klein, Cane, and Abbelli 1991)?
ARTICLES RETRIEVED IN ELECTRONIC FORMAT

These guidelines were retrieved from the WWW and are based on the principles presented in the 14th edition of *The Chicago Manual of Style*.

FOR FOOTNOTES AND ENDNOTES:
Author's name is in normal order followed by the document title, date of Internet publication, `<URL>` or other retrieval information, date of access, and text division, if applicable.

**Book:**

**Article in electronic journal (ejournal) or magazine (ezine):**


**Newspaper article:**

**Government publication:**

**Professional and personal sites:**


FOR A BIBLIOGRAPHY:
Authors' names are inverted. The elements of entries are separated by periods. The first line of each entry is flush with the left margin, and subsequent lines are indented three or four spaces.

**Article in an electronic journal (ejournal):**

For more information consult *The Chicago Manual of Style* (ref desk Z 253 U69 1993) or go to ONLINE! A Reference Guide to Using Internet Resources by Andrew Harnack and Eugene Kleppinger.