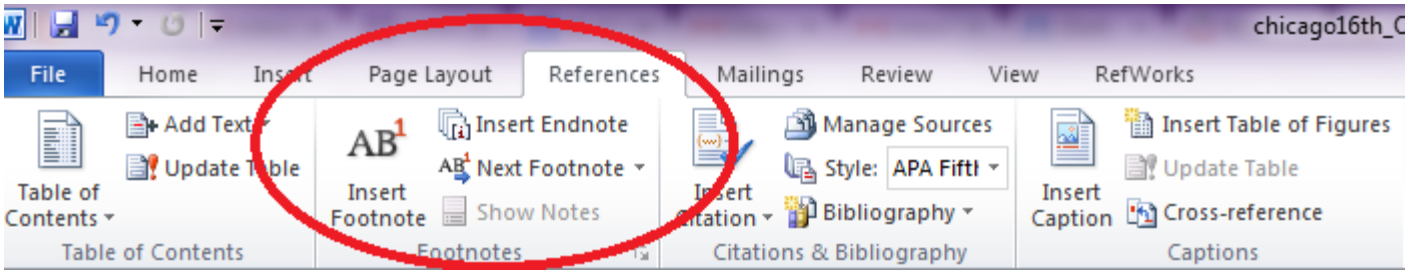
Chicago Manual of Style 16th Edition

This handout provides citing & formatting guidance for using the Chicago Manual of Style, the citation format used by the history department at St. Catherine University. More specifically, it outlines the notes-bibliography system. For all other aspects of Chicago Style, please refer to *The Chicago Manual of Style* (16th edition, 2010) available at the reference desk (Z253.U69 2010) and online through the library's website. Chapter 14 details documenting sources. Ask a librarian or your instructor if you have questions not answered here.

HOW TO CITE SOURCES

Chicago style uses foot & endnotes (as opposed to parenthetical citations).

- Note numbers are generally placed after a sentence or clause in superscript
- Sources in foot/end notes are numbered in the order they appear in the text.
- More than one note reference should never appear at a single location (example[7, 8]), but a single note can contain more than one citation or comment.
- Use your word processor to add end/footnotes:



Before proceeding, find out from your teacher if they want you to use:
1). Full notes OR
2). Shortened notes *AND* a complete bibliography at the end of the paper

Some differences between using full notes & using shortened notes/bibliography	
Full Notes	**Notes/Bibliography**
• Includes full footnotes or endnotes • Include all source details in first note and use shortened form for subsequent notes • Notes correspond to the order they are used • In a note, elements are separated by commas • In a note authors are listed first name, last name • In notes, only the page number pertaining to the passage are listed	• Includes shortened footnotes or endnotes AND a full bibliography at the end of the paper • Include all source details in the bibliography and shortened form for all notes • Notes correspond to the order they are used and the bibliography is alphabetical by author(s) last name • Bibliographies should be single spaced w/a hanging indent • In a bibliography, the elements are separated by periods • In a bibliography entry, the first author's name is inverted: last name, first name • In a bibliography entry, page numbers for articles & chapters include the beginning and ending page number

Citing sources more than once:

- If using full notes: cite full note the first time and use shortened form each subsequent time
- Shortened notes include author(s) last name, shortened title and page number(s)
- Use ibid if you are using the same source & same page in the note immediately following
- Use ibid and page number if you are using the same source but a different page in the note immediately following: Ex): Ibid., 46

Citing Books

(pp.693-728, sections 14.168-14.169)

Elements to include:	**Other items to include if applicable:**
1. Author 2. Title 3. Facts of publication: Place of publication: Publisher, year 4. Page numbers	• Editor, compiler, translator • Edition • Volume • Chapter Title • URL (for eBooks)

Examples

Notes	**Bibliography**
***Use full notes the first time and short notes each subsequent time, if you do not include a full bibliography** *Full Note:* 1. Roxanne Dunbar-Ortiz, *An Indigenous Peoples' History of the United States* (Boston: Beacon Press, 2014), 24-25. *Short Note:* 7. Dubar-Ortiz, *Indigenous Peoples' History*, 24-25.	***Use the short note form if you include a full bibliography** Dunbar-Ortiz, Roxanne. *An Indigenous Peoples' History of the United States*. Boston: Beacon Press, 2014.
Chapter in an edited book *Full Note:* 2. Marla R. Miller, "Rebecca Dickinson: A Life Alone in the Early Republic," in *Ordinary Women: Extraordinary Lives: Women in American History*, ed. Kriste Lindenmeyer, (Wilmington, DE: SR Books, 2000), 8. *Short Note:* 5. Miller, "Rebecca Dickinson," 8.	**Chapter in an edited book** Miller, Marla R. "Rebecca Dickinson: A Life Alone in the Early Republic." In *Ordinary Women: Extraordinary Lives: Women in American History*, edited by Kriste Lindenmeyer, 5-24. Wilmington, DE: SR Books, 2000.
eBook *Full Note:* 3. Karsonya Wise Whitehead, *Notes from a Colored Girl: The Civil War Pocket Diaries of Emilie Davis* (Columbia, SC: University of South Carolina Press, 2014), https://www.sc.edu/uscpress/books/2014/7352.html. *Short Note:* 12. Wise Whitehead, *Notes from a Colored Girl*, 55.	**eBook** Wise Whitehead, Karsonya. *Notes from a Colored Girl: The Civil War Pocket Diaries of Emilie Davis.* Columbia, SC: University of South Carolina Press, 2014, https://www.sc.edu/uscpress/books/2014/7352.html.

Citing Websites

(pp.752-754, sections 14.243-14.246)

A citation to website content can often be limited to a mention in the text or in a note ("As of July 19, 2008, the McDonald's Corporation listed on its website . . ."). If a more formal citation is desired, include as much of the following as is available:

1. Author (if available)* 2. Title of page/document 3. Owner/sponsor of the site 4. Date of publication 5. URL	Other items to include I applicable: • Date of access (if content is subject to change) *If there is no author, start the citation with the title
***Use full notes the first time and short notes each subsequent time, if you do not include a full bibliography** **Webpage** *Full Note:* 4. Reference and User Services Association (RUSA), "Using Primary Sources on the Web," last modified January 10, 2008, http://www.ala.org/rusa/sections/history/resources/pubs/usingprimarysources. *Short Note:* 23. RUSA, "Using Primary Sources."	***Use the short note form if you include a full bibliography** Reference and User Services Association (RUSA). "Using Primary Sources on the Web." Last modified January 10 2008. http://www.ala.org/rusa/sections/history/resources/pubs/usingprimarysources.

Citing Articles

(pp.728-742, sections 14.170-14.213)

Elements to include:	Other items to include I applicable:
1. Author 2. Article title 3. Journal/Magazine/Newspaper title 4. Date of publication 5. Page numbers 6. doi, URL or database name (if online version Is used)*	• Volume/Issue (Journal): volume, no. issue *DOIs are preferable to URLs when available. For articles from the a library database, include a URL only if a "stable" or "persistent" link is available. Otherwise include the name of the database. (p. 733, section 14.184)

Examples

Notes	**Bibliography**
***Use full notes the first time and short notes each subsequent time, if you do not include a full bibliography** **Journal Article (with a doi):** *Full Note:* 4. Kevin Dunn and May Summer Farnsworth, "'We are the Revolution': Riot Grrrl Press, Girl Empowerment, and DIY Self-Publishing," *Women's Studies* 41, no. 2 (2012): 149. doi:10.1080/00497878.2012.636334. *Short Note:* 9. Dunn and Farnsworth, "We are the Revolution," 149.	***Use the short note form if you include a full bibliography** **Journal Article (with a doi):** Dunn, Kevin and Mary Summer Farnsworth. "'We are the Revolution': Riot Grrrl Press, Girl Empowerment, and DIY Self-Publishing." *Women's Studies* 41, no. 2 (2012): 136-157. doi:10.1080/00497878.2012.636334.
Journal Article (from a database w/no doi): *Full Note:* 5. Andrea Tone, "Contraceptive Consumers: Gender and the Political Economy of Birth Control in the 1930s," *Journal of Social History* 29, no. 3 (1996): 487-488, http://www.jstor.org/stable/3788942. *Short Note:* 11. Tone, "Contraceptive Consumers," 487-488.	**Journal Article (from a database w/no doi):** Tone, Andrea. "Contraceptive Consumers: Gender and the Political Economy of Birth Control in the 1930s." *Journal of Social History* 29, no. 3 (1996): 485-506. http://www.jstor.org/stable/3788942.
Magazine Article: *Full Note:* 6. Clive Thompson, "When Pedestrians Ruled the Streets," *Smithsonian Magazine*, December 2014, http://www.smithsonianmag.com/innovation/when-pedestrians-ruled-streets-180953396/?no-ist. *Short Note:* 6. Thompson, "When Pedestrians Ruled the Streets."	**Magazine Article:** Thompson, Clive. "When Pedestrians Ruled the Streets," *Smithsonian Magazine*, December 2014, http://www.smithsonianmag.com/innovation/when-pedestrians-ruled-streets-180953396/?no-ist.

Citing Manuscript Collections, Letters & Archives

(pp.749-752, sections 14.232-14-242)

Generally speaking, use the citation that is used by the archive, collections, etc. (page 749). If no citation is provided, include as much information as possible such as:

1. Author (if known) 2. Title of item 3. Date of item 4. Collection name 5. Collection location (institution where it is housed, city/state) 6. Finding aid information (if applicable) 7. URL (if item is digitized)	*Notes/bibliography: In a note, the actual item is cited, in a bibliography, the collections and where the collection can be found are cited **The shortened notes should include at least title of item, date (if known), and collection name.

Examples

Notes*	**Bibliography***
Use full notes the first time and short notes each subsequent time, if you do not include a full bibliography** *Full Note* 1. George Creel to Colonel House, 25 September 1918. Edward M. House Papers, Yale University Library. *Short Note 11. George Creel, 25 September 1918, House Papers.	***Use the short note form if you include a full bibliography** House, Edward M., Papers. Yale University Library .
Full Note 3. Booth Tarkington to George Ade, 8 May 1924, Box 10, Folder 5, George Ade Papers 1878-2007, The Virginia Kelly Karnes Archives and Special Collections Research Center, Purdue University Libraries. *Short Note*** 9. Booth Tarkington, 8 May 1924, George Ade Papers.	Ade, George Papers. The Virginia Kelly Karnes Archives and Special Collections Research Center, Purdue University Libraries.
Full note *47.* WTMJ-TV, news film clip of Martin Luther King speaking at UW-Milwaukee, Nov. 23, 1965, March On Milwaukee Civil Rights History Project, University of Wisconsin, Milwaukee, http://collections.lib.uwm.edu/u?/march,941. *Short Note*** *55.* Martin Luther King speaking at UW-Milwaukee, Nov. 23, 1965, March On Milwaukee Civil Rights History Project.	March On Milwaukee Civil Rights History Project. University of Wisconsin, Milwaukee, http://collections.lib.uwm.edu/u?/march,941.

Citing Videos

(pp.767-769, sections 14.278-14.280)

Elements to include:	**Other items to include if applicable:**
1. Writer(s)/Author(s)/Director 2. Title (of show/movie/video) 3. Date 4. Facts of publication: publisher/recording studio/hosting website	• Title of episode/segment • Season, episode • URL (for online videos) • Format • Duration/timestamp

Examples

Notes	**Bibliography**
***Use full notes the first time and short notes each subsequent time, if you do not include a full bibliography** **Motion Picture/Documentary** *Full Note:* 1. Callie Khouri, *Thelma & Louise,* directed by Ridley Scott (Santa Monica, CA : MGM Home Entertainment, 2003), DVD. *Short Note:* 7. Khouri, *Thelma & Louise.*	***Use the short note form if you include a full bibliography** **Motion Picture/Documentary** Khouri, Callie. *Thelma & Louise.* Directed by Ridley Scott. Santa Monica, CA : MGM Home Entertainment, 2003, DVD.
TV Show *Full Note:* 2. Bruce Eric Kaplan, "Flo," *Girls*, season 3, episode 9, directed by Richard Shepard, aired March 2, 2014 (New York, NY: HBO Home Entertainment, 2015), DVD. *Short Note:* 5. Kaplan, "Flo."	**TV Show** Kaplan, Bruce Eric. "Flo." *Girls*. Season 3, episode 9. Directed by Richard Shepard. Aired March 2, 2014. New York, NY: HBO Home Entertainment, 2015, DVD.
Online Video *Full Note:* 7. Jean-Baptist Michel and Erez Lieberman Aiden, "What We Learned From 5 Million Book," Filmed March 2007, TED video, http://www.ted.com/talks/what_we_learned_from_5_million_books?language=en. *Short Note:* 33. Michel and Lieberman Aiden, "5 Million Books," 5:33.	**Online Video** Michel, Jean-Baptist and Erez Lieberman Aiden. "What We Learned From 5 Million Books." Filmed March 2007. TED video, 17:31. http://www.ted.com/talks/what_we_learned_from_5_million_books?language=en.

Music

(pp.765-767, sections 14.276)

Elements to include:	**Other items to include if applicable:**
1. Composer/Performer/Writer* 2. Title of item/song 3. Title of collection/album 4. Date 5. Facts of publication: publisher/recording studio 6. Format	• Number of discs • Duration/timestamp • URL (for online music/recordings) *For music: depending on the focus of analysis, list either the composer, writer or performer first

Examples

Notes	**Bibliography**
***Use full notes the first time and short notes each subsequent time, if you do not include a full bibliography**	***Use the short note form if you include a full bibliography**
Song *Full Note:* 1. Billie Holiday, vocal performance of "Strange Fruit," by Lewis Allen, recorded 1956 on *Lady Sings the Blues*, Verve, compact disc. *Short Note:* 7. Holiday, "Strange Fruit."	Holiday, Billie. Vocal performance of "Strange Fruit" by Lewis Allen. Recorded 1956 on *Lady Sings the Blues*. Verve, compact disc.

Other Rules

Multiple authors

- For sources w/multiple authors, only the first author's name is inverted (last, first) in the bibliography
- For works with four or more authors, list all the authors in the bibliography entry, but only the first author et al., in the notes

Citing more than one source in a note

- When including more than one citation in a note, separate each citation with a semicolon and order them in the same order as they appear in your text.

Shortening titles in a note

- For shortened note, shorten the title if it is more than four words. The shortened form of a title contains the keywords, not necessarily the first four words. Omit *The*, *An*, and *A*. Do not change the order of the words.

Notes w/comments

- When a note includes not only the source but comments as well, the source comes first.
- Notes can invite readers to consult further references. Use "see" for see more and "cf" for compare.

Informal (unpublished) interviews

- Cite unpublished interviews in the notes. Citation should include the names of both the person interviewed and the interviewer; brief identifying information (if appropriate), the place and date of the interview (if known):
  Roxanne Gay, interview by Amy Mars, March 25, 2015, Minneapolis, MN.

Ordering bibliography entries

- Bibliographies: one author comes before multiple authors, two works by the same author w/different co-authors should be alphabetically arranged by the next co-author, titles by the same author are listed alphabetically by title

No page number

- For electronic sources which are not easily searched, include paragraph, chapter or heading info

No date

- If date of publication cannot be determined, use n.d. in place of the publication date. Include an access date for online sources (p. 722, section 14.152)