



## Citing sources more than once (aka short notes & ibid):

- 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)
- **The 17<sup>th</sup> edition discourages use of ibid in favor of short notes**, but if your instructor allows them, here are how to use them:
  - 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

(see manual sections 14.100-14.163)

<p><b>Elements to include:</b></p> <ol style="list-style-type: none"> <li>1. Author</li> <li>2. Title</li> <li>3. Facts of publication: Place of publication: Publisher, year</li> <li>4. Page numbers</li> </ol>	<p><b>Other items to include if applicable:</b></p> <ul style="list-style-type: none"> <li>• Editor, compiler, translator</li> <li>• Edition</li> <li>• Volume</li> <li>• Chapter Title</li> <li>• URL (for eBooks)</li> </ul>
Examples	
Notes	Bibliography
<p>*Use full notes the first time and short notes each subsequent time, if you do not include a full bibliography</p> <p><i>Full Note:</i></p> <p>1. Roxanne Dunbar-Ortiz, <i>An Indigenous Peoples' History of the United States</i> (Boston: Beacon Press, 2014), 24-25.</p> <p><i>Short Note:</i></p> <p>7. Dubar-Ortiz, <i>Indigenous Peoples' History</i>, 24-25.</p>	<p>*Use the short note form if you include a full bibliography</p> <p>Dunbar-Ortiz, Roxanne. <i>An Indigenous Peoples' History of the United States</i>. Boston: Beacon Press, 2014.</p>
<p><b>Chapter in an edited book</b></p> <p><i>Full Note:</i></p> <p>2. Marla R. Miller, "Rebecca Dickinson: A Life Alone in the Early Republic," in <i>Ordinary Women: Extraordinary Lives: Women in American History</i>, ed. Kriste Lindenmeyer, (Wilmington, DE: SR Books, 2000), 8.</p> <p><i>Short Note:</i></p> <p>5. Miller, "Rebecca Dickinson," 8.</p>	<p><b>Chapter in an edited book</b></p> <p>Miller, Marla R. "Rebecca Dickinson: A Life Alone in the Early Republic." In <i>Ordinary Women: Extraordinary Lives: Women in American History</i>, edited by Kriste Lindenmeyer, 5-24. Wilmington, DE: SR Books, 2000.</p>
<p><b>eBook</b></p> <p><i>Full Note:</i></p> <p>3. Karsonya Wise Whitehead, <i>Notes from a Colored Girl: The Civil War Pocket Diaries of Emilie Davis</i> (Columbia, SC: University of South Carolina Press, 2014), <a href="https://www.sc.edu/uscpres/books/2014/7352.html">https://www.sc.edu/uscpres/books/2014/7352.html</a>.</p> <p><i>Short Note:</i></p> <p>12. Wise Whitehead, <i>Notes from a Colored Girl</i>, 55.</p>	<p><b>eBook</b></p> <p>Wise Whitehead, Karsonya. <i>Notes from a Colored Girl: The Civil War Pocket Diaries of Emilie Davis</i>. Columbia, SC: University of South Carolina Press, 2014, <a href="https://www.sc.edu/uscpres/books/2014/7352.html">https://www.sc.edu/uscpres/books/2014/7352.html</a>.</p>

# Citing Articles

(see manual sections 14.164-14.204)

<p><b>Elements to include:</b></p> <ol style="list-style-type: none"> <li>1. Author</li> <li>2. Article title</li> <li>3. Journal/Magazine/Newspaper title</li> <li>4. Date of publication</li> <li>5. Page numbers</li> <li>6. doi, URL or database name (if online version is used)*</li> </ol>	<p>Other items to include if applicable:</p> <ul style="list-style-type: none"> <li>• Volume/Issue (Journal): volume, no. issue</li> </ul> <p>*DOIs are preferable to URLs when available. For articles from a library database, include a URL only if a “stable” or “persistent” link is available. Otherwise include the name of the database. (section 14.9)</p>
<h2>Examples</h2>	
<p><b>Notes</b></p> <p>*Use full notes the first time and short notes each subsequent time, if you do not include a full bibliography</p> <p><b>Journal Article (with a doi):</b>  <i>Full Note:</i>            4. Kevin Dunn and May Summer Farnsworth, “We are the Revolution’: Riot Grrrl Press, Girl Empowerment, and DIY Self-Publishing,” <i>Women’s Studies</i> 41, no. 2 (2012): 149. doi:10.1080/00497878.2012.636334.  <i>Short Note:</i>            9. Dunn and Farnsworth, “We are the Revolution,” 149.</p>	<p><b>Bibliography</b></p> <p>*Use the short note form if you include a full bibliography</p> <p><b>Journal Article (with a doi):</b>            Dunn, Kevin and Mary Summer Farnsworth. “We are the Revolution’: Riot Grrrl Press, Girl Empowerment, and DIY Self-Publishing.” <i>Women’s Studies</i> 41, no. 2 (2012): 136-157. doi:10.1080/00497878.2012.636334.</p>
<p><b>Journal Article (from a database w/no doi):</b>  <i>Full Note:</i>            5. Andrea Tone, “Contraceptive Consumers: Gender and the Political Economy of Birth Control in the 1930s,” <i>Journal of Social History</i> 29, no. 3 (1996): 487-488, <a href="http://www.jstor.org/stable/3788942">http://www.jstor.org/stable/3788942</a>.  <i>Short Note:</i>            11. Tone, “Contraceptive Consumers,” 487-488.</p>	<p><b>Journal Article (from a database w/no doi):</b>            Tone, Andrea. “Contraceptive Consumers: Gender and the Political Economy of Birth Control in the 1930s.” <i>Journal of Social History</i> 29, no. 3 (1996): 485-506. <a href="http://www.jstor.org/stable/3788942">http://www.jstor.org/stable/3788942</a>.</p>
<p><b>Magazine Article:</b>  <i>Full Note:</i>            6. Clive Thompson, “When Pedestrians Ruled the Streets,” <i>Smithsonian Magazine</i>, December 2014, <a href="http://www.smithsonianmag.com/innovation/when-pedestrians-ruled-streets-180953396/?no-ist">http://www.smithsonianmag.com/innovation/when-pedestrians-ruled-streets-180953396/?no-ist</a>.  <i>Short Note:</i>            6. Thompson, “When Pedestrians Ruled the Streets.”</p>	<p><b>Magazine Article:</b>            Thompson, Clive. “When Pedestrians Ruled the Streets,” <i>Smithsonian Magazine</i>, December 2014, <a href="http://www.smithsonianmag.com/innovation/when-pedestrians-ruled-streets-180953396/?no-ist">http://www.smithsonianmag.com/innovation/when-pedestrians-ruled-streets-180953396/?no-ist</a>.</p>

## Citing Websites

(see manual sections 14.205-14.210)

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:

<ol style="list-style-type: none"> <li>1. Author (if available)*</li> <li>2. Title of page/document</li> <li>3. Owner/sponsor of the site</li> <li>4. Date of publication</li> <li>5. URL</li> </ol>	<p>Other items to include if applicable:</p> <ul style="list-style-type: none"> <li>• Date of access (if content is subject to change)</li> </ul> <p>*If there is no author, start the citation with the title</p>
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### Examples

<p><b>*Use full notes the first time and short notes each subsequent time, if you do not include a full bibliography</b></p> <p><b>Webpage</b>  <i>Full Note:</i>          4. Reference and User Services Association (RUSA), “Using Primary Sources on the Web,” last modified January 10, 2008,  <a href="http://www.ala.org/rusa/sections/history/resources/pubs/usingprimarysources">http://www.ala.org/rusa/sections/history/resources/pubs/usingprimarysources</a>.  <i>Short Note:</i>          23. RUSA, “Using Primary Sources.”</p>	<p><b>*Use the short note form if you include a full bibliography</b></p> <p>Reference and User Services Association (RUSA). “Using Primary Sources on the Web.” Last modified January 10 2008.  <a href="http://www.ala.org/rusa/sections/history/resources/pubs/usingprimarysources">http://www.ala.org/rusa/sections/history/resources/pubs/usingprimarysources</a>.</p>
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## Citing Scripture

(see manual sections 14.238-14.241)

Cite sacred scriptures in the text or a note, not on the bibliography.

Indicate the version or translation you used in your first scriptural reference:

1. 2 Kings 11:8 (New Revised Standard Version).
2. 1 Cor. 6:1–10 (NRSV).

For Biblical book abbreviations see manual sections 10.45, 10.46, 10.47.

For scriptural version abbreviations see manual section 10.48

“Such collective terms as the Vedas or the Upanishads are normally capitalized and set in roman, but particular parts are italicized (e.g., the *Rig-Veda* or the *Brihad-Aranyaka Upanishad*.” (CMS, 14.241)

<p><b>Elements to include:</b></p> <ol style="list-style-type: none"> <li>1. Book (abbreviated if Bible)</li> <li>2. Chapter</li> <li>3. Verse(s)</li> </ol>	<p><b>Examples:</b></p> <ol style="list-style-type: none"> <li>1. 1 Thess. 4:11, 5:2–5, 5:14.</li> <li>2. Qur’an 19:17-21</li> <li>3. Heb. 13:8, 13:12.</li> <li>4. Gen. 25:19–36:43.</li> </ol>
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# Citing Manuscript Collections, Letters & Archives

(see manual sections 14.221-14.231)

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

<ol style="list-style-type: none"> <li>1. Author (if known)</li> <li>2. Title of item</li> <li>3. Date of item</li> <li>4. Collection name</li> <li>5. Collection location (institution where it is housed, city/state)</li> <li>6. Finding aid information (if applicable)</li> <li>7. URL (if item is digitized)</li> </ol>	<p>*Notes/bibliography: In a note, the actual item is cited, in a bibliography, the collections and where the collection can be found are cited</p> <p>**The shortened notes should include at least title of item, date (if known), and collection name.</p>
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## Examples

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

# Citing Videos

(see manual section 14.267)

<p><b>Elements to include:</b></p> <ol style="list-style-type: none"> <li>1. <b>Writer(s)/Author(s)/Director</b></li> <li>2. <b>Title (of show/movie/video)</b></li> <li>3. <b>Date</b></li> <li>4. <b>Facts of publication: publisher/recording studio/hosting website</b></li> </ol>	<p><b>Other items to include if applicable:</b></p> <ul style="list-style-type: none"> <li>• <b>Title of episode/segment</b></li> <li>• <b>Season, episode</b></li> <li>• <b>URL (for online videos)</b></li> <li>• <b>Format</b></li> <li>• <b>Duration/timestamp</b></li> </ul>
Examples	
Notes	Bibliography
<p>*Use full notes the first time and short notes each subsequent time, if you do not include a full bibliography</p> <p><b>Motion Picture/Documentary</b>  <i>Full Note:</i>            1. <b>Callie Khouri, <i>Thelma &amp; Louise</i>, directed by Ridley Scott</b> (Santa Monica, CA : MGM Home Entertainment, 2003), DVD.  <i>Short Note:</i>            7. <b>Khouri, <i>Thelma &amp; Louise</i>.</b></p>	<p>*Use the short note form if you include a full bibliography</p> <p><b>Motion Picture/Documentary</b>  <b>Khouri, Callie. <i>Thelma &amp; Louise</i>. Directed by Ridley Scott.</b>            Santa Monica, CA : MGM Home Entertainment, 2003, DVD.</p>
<p><b>TV Show</b>  <i>Full Note:</i>            2. <b>Bruce Eric Kaplan, “Flo,” <i>Girls</i>, season 3, episode 9, directed by Richard Shepard, aired March 2, 2014</b> (New York, NY: HBO Home Entertainment, 2015), DVD.  <i>Short Note:</i>            5. <b>Kaplan, “Flo.”</b></p>	<p><b>TV Show</b>  <b>Kaplan, Bruce Eric. “Flo.” <i>Girls</i>. Season 3, episode 9. Directed by Richard Shepard. Aired March 2, 2014.</b> New York, NY: HBO Home Entertainment, 2015, DVD.</p>
<p><b>Online Video</b>  <i>Full Note:</i>            7. <b>Jean-Baptist Michel and Erez Lieberman Aiden, “What We Learned From 5 Million Book,” Filmed March 2007, TED video,</b> <a href="http://www.ted.com/talks/what_we_learned_from_5_million_books?language=en">http://www.ted.com/talks/what_we_learned_from_5_million_books?language=en</a>.  <i>Short Note:</i>            33. <b>Michel and Lieberman Aiden, “5 Million Books,”</b> 5:33.</p>	<p><b>Online Video</b>  <b>Michel, Jean-Baptist and Erez Lieberman Aiden. “What We Learned From 5 Million Books.” Filmed March 2007.</b> TED video, 17:31.  <a href="http://www.ted.com/talks/what_we_learned_from_5_million_books?language=en">http://www.ted.com/talks/what_we_learned_from_5_million_books?language=en</a>.</p>

## 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 and/or the text, NOT the bibliography. 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):  
Note: Roxanne Gay, interview by Amy Mars, March 25, 2015, Minneapolis, MN. Text: "In an interview with Roxanne Gay on March 25, 2015..."

### *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 (see manual section 14.145)