

## Chicago Manual of Style (17th Edition)

### OVERVIEW:

- Chicago Manual of Style (CMS) is primarily used in the Humanities and Social Sciences.
- CMS utilizes 2 citation styles: Author-Date and Notes-Bibliography. This handout will serve as a guide for the Notes-Bibliography citation style.
- Footnotes, endnotes and a bibliography are the main components of CMS.

### FORMATTING:

- Title Page
  - Center the title a third of the way down the page.
  - Enter your name, class information and date several lines below the title, double-spaced.
- Page Numbers
  - After the title page, begin numbering your pages consecutively (1, 2, 3...) in the top right-hand corner of the page.
- Main Body
  - Italicize books and periodical titles.
  - Article and chapter titles should be placed in double quotation marks.
  - Use block quotes if the source is five or more lines.

### TWO PARTS OF A CITATION:

1. In-Text Citation
  - a. Directly acknowledges the source of a quote, paraphrase or summary.
  - b. Includes the superscript number at the end of the cited sentence and the corresponding footnote/endnote entry.
2. Bibliography
  - a. Gives readers more information about your sources at the end of the paper.

### IN-TEXT CITATIONS:

- Should include a superscript that are consecutively numbered i.e. (1, 2, 3...)
- Always refer to a specific source in the footnotes/endnotes and bibliography.
- Example: “John Mayer is the foremost guitarist of his day.”<sup>1</sup>
- Example: “Included in Mayer’s collection of guitars is the Fender Stratocaster and Martin 00-45SC.”<sup>2</sup>

### FOOTNOTES/ENDNOTES:

- **Check with your professor about whether they prefer footnotes or endnotes.**
- **With footnotes, your sources will be listed at the bottom of the page. With endnotes, your sources will be listed at the end of the work/section.**
- Each note refers to a specific in-text citation superscript number.
- List the author’s first and last name, title of source, publication information, and pages used.
  - Example:
    - 1. John Mayer, *Guitar Essentials* (New York: Penguin Press, 2016), 210–16.

- 2. Mary Lam and Jessica Scarpulla, *Water Politics in Riverside, CA* (New York: Simon & Schuster, 2015), 40.
- If a source is repeated, you may use a shortened note that includes the author's last name, shortened title and page number.
  - Example:
    - 3. Mayer, *Guitar Essentials*, 240.
    - 4. Lam and Scarpulla, *Water Politics*, 50.
- If a source is the same as that used in the preceding note, you may use 'Ibid' along with a page number. If the pages are the same, you will not need a page number. NOTE: As of CMS 17th ed., the use of Ibid. is discouraged. Writers should use the shortened note format unless told otherwise by their instructor.
  - Example:
    - Ibid.
    - Ibid., 234.

### **BIBLIOGRAPHY:**

- Located at the very end of your paper.
- Indent each line following the first line of an entry.
- The section should be titled Bibliography, and centered at the top of the page.
- Entries are to be alphabetically ordered by last name.
- List the author's last name, first name, title of source, publication information and publication year. Separate each item with a period.
  - Example:
    - Lam, Mary, and Jessica Scarpulla. *Water Politics in Riverside, CA*. New York: Simon & Schuster, 2015.
    - Mayer, John. *Guitar Essentials*. New York: Penguin Press, 2016.
- Take special note of the differences in punctuation (periods vs commas in footnotes and bibliography entries).

### **BOOK:**

- Notes:
  - Author First name and last name, Book Title (City of Publication: Publisher, Year Published), page numbers.
  - 1. Cynthia Ming, *Dumplings Galore* (San Jose: Dolphin Press, 2014), 309–49.
  - 2. Stephanie Ray and Justine Song, *Vacationing in Southern California* (Los: Simon & Schuster, 2015), 12.
- Shortened Notes:
  - 3. Ming, *Dumplings Galore*, 326.
  - 4. Ray and Song, *Vacationing*, 37.
- Bibliography Entries:
  - Author Last Name, First name. Book Title. City of Publication: Publisher, Year Published.
  - Ming, Cynthia. *Dumplings Galore*. San Jose: Dolphin Press, 2014.
  - Ray, Stephanie and Justine Song. *Vacationing in Southern California*. New York: Simon & Schuster, 2015.

## BOOK WITH MULTIPLE AUTHORS:

- List authors in the order they appear.
- Notes:
  - First name, last name, separated by commas. Before the last author, place, “and.”
  - Example:
    - 1. Cynthia Tom, Justine Villanueva, and Ruvel Wu, *Dining in San Francisco on a Budget* (San Francisco: Golden Publications, 2018), 231-81.
- Shortened Notes:
  - Last names, separated by commas. Before the last author, place, “and.”
  - Example:
    - 2. Tom, Villanueva, and Wu, “Dining in San Francisco,” 245.
- Bibliography:
  - Last name of the first author, first name of the first author; followed by the first and last names of the next authors. Before the last author, place, “and.”
  - Example:
    - Tom, Cynthia, Justine Villanueva, and Ruvel Wu. *Dining in San Francisco on a Budget*. San Francisco: Golden Publications, 2018.

## EDITED ANTHOLOGY

- Notes:
  - Article or Chapter author’s first name and last name, “article or chapter title,” in Book’s Title, ed. Editor’s name (City of Publication: Publisher, Publication Year), page numbers.
- Shortened Notes
- Bibliography
  - Article author’s last name, first name. “Article title.” In Book title, edited by Editor Name, Page numbers of entire article text. City of publication: Publisher, Publication year.

When citing work by a single author that appears in a book with multiple authors, the contributing author’s name is cited first, followed by the title of their contribution, the word 'in' and the title of the book, along with the name(s) of the editors, and other standard information.

## JOURNAL:

- Notes:
  - Author names, “Article title,” Journal Title volume number, no. # (Year/month/season): page numbers, accessed date, doi or url.
  - 1. Samantha Farrell, James Li, and Thomas Lin, “Applying Intersectionality to Economics Courses,” *Journal of Economic Efficiency* 45, no. 1 (Fall 2017): 4–19, accessed December 20, 2018, <https://doi.org/10.1086/690235>.
  - 2. Peter Jaimey, “Water in Southern California: the Need for Sustainable Utilities,” *Los Angeles Review* 48, no. 4 (2015): 40-98.
- Shortened Notes:
  - 3. Farrell, Li, and Lin, “Applying Intersectionality,” 1934–83.
  - 4. Jaimey Peter, “Water in Southern California,” 23.
- Bibliography Entries:
  - Author Last names. “Article title,” Journal Title volume #, no # (Year/month/season): page numbers for full article text. Accessed Date. doi or url.

- Farrell, Samantha, James Li, and Thomas Lin. “Applying Intersectionality to the Economics Courses,” *Journal of Economic Efficiency* 45, no. 1 (Spring 2017) 4-19. Accessed December 20, 2018. <https://doi.org/10.1086/690235>.
- Jaimey, Peter. “Water in Southern California: the Need for Sustainable Utilities,” *Los Angeles Review* 48, no. 4 (2015): 40-98.

#### **NEWSPAPER ARTICLE:**

- Notes:
  - Author first name last name, “Article title,” Newspaper name, Date published, page number, URL.
  - 1. Stephanie Tang, “The Eye of the Camera,” *New Yorker*, April 17, 2017, 43.
  - 2. Jules Whitcover, “Donald Trump: Our Naked Emperor,” *Baltimore Sun*, January 29, 2018, <http://www.baltimoresun.com/news/opinion/oped/bs-ed-op-0130-witcover-naked-20180126-story.html>.
- Shortened Notes:
  - 3. Tang, “The Eye,” 47.
  - 4. Whitcover, “Donald.”
- Bibliography Entries:
  - Author last name, first name. “Article title.” Newspaper name, publication date.
  - Tang, Stephanie. “The Eye of the Camera.” *New Yorker*, April 17, 2017.
  - Whitcover, Jules. “Donald Trump: Our Naked Emperor.” *Baltimore Sun*, January 29, 2018. <http://www.baltimoresun.com/news/opinion/oped/bs-ed-op-0130-witcover-naked-20180126-story.html>.

#### **WEBSITE:**

- Notes:
  - 1. “About UCR,” University of California, Riverside, last modified August 17, 2017, <https://www.ucr.edu/about/>
  - 2. “Lands End History,” National Park Service, last modified April 26, 2016, <https://www.nps.gov/goga/learn/historyculture/lands-end.htm>
- Shortened Notes:
  - 3. “About UCR.”
  - 4. “Lands End”
- Bibliography Entries:
  - University of California, Riverside. “About UCR.” Last modified August 17, 2017. <https://www.ucr.edu/about/>
  - National Park Service. “Lands End History.” Last modified April 26, 2016. <https://www.nps.gov/goga/learn/historyculture/lands-end.htm>

#### **Additional Resources and References:**

*Chicago Manual of Style (17<sup>th</sup> ed.)*

CMS Quick Guide: [http://www.chicagomanualofstyle.org/tools\\_citationguide/citation-guide-1.html](http://www.chicagomanualofstyle.org/tools_citationguide/citation-guide-1.html)

Purdue OWL: <https://owl.english.purdue.edu/owl/resource/717/2/>