The Chicago Manual of Style

Two styles: The Chicago Manual of Style allows for two different types of reference systems: the Notes-Bibliography System used in literature, history, and the arts, and the Author-Date System used in physical, natural, and social sciences. The following guide is based on The Chicago Manual of Style, 16th ed. (CMS) and provides the most commonly used examples by CSULA students. This guide deals exclusively with the Notes-Bibliography System. The Author-Date System is covered in a separate guide.

Notes-Bibliography System

Used in Literature, History, and the Arts

OVERVIEW

The CMS offers two options for the Notes-Bibliography System.

- **Option 1** - concise footnotes or endnotes with a full bibliography including all works cited in the notes.
- **Option 2** - full citations in the footnotes or endnotes the first time a work is cited, and concise notes thereafter; there is no bibliography at the end.

**SPECIAL NOTE**—To save space, this guide is formatted using single space. When formatting your paper, be aware that The Chicago Manual of Style requires double space throughout (Rule: 2.8) — i.e., the text, the bibliography, everything!

BASIC STRUCTURE

Notes (Rules: 14.15, 14.19)

A footnote or an endnote generally lists the author, title, and facts of a publication, in that order. Elements are separated by commas; the facts of publication are enclosed in parentheses. Authors’ names are presented in standard order (first name first). Titles are capitalized headline-style. Titles of books and journals are italicized; titles of chapters, articles, etc. or unpublished works are presented in roman type face and enclosed in quotation marks. Note reference numbers in text are set as superscript. In the notes themselves, they are normally full size, not raised, and followed by a period.

There are two parts: a number in the text and a note either at the bottom of the page (footnote) or at the end of the paper (endnote). Notes are numbered sequentially, beginning with 1, throughout each article, chapter, or paper. The numbers in the text must be in superscript and should follow sentences, clauses, quotations, punctuation marks and closing parentheses. The note should have a normal, full sized number.

Footnotes vs. Endnotes (Rule: 14.38)

Footnotes appear at the foot of a page. In a journal, endnotes appear at the end of an article; in a book, at the end of a chapter or, more commonly, at the back of the book.

Bibliography (Rule: 14.16)

In a bibliography entry the elements are separated by periods rather than by commas; the facts of publication are not enclosed in parentheses; and the first-listed author’s name, according to which the entry is alphabetized in the bibliography, is usually inverted (last name first). Titles of larger works (e.g., books and journals) are italicized; and titles of smaller works (e.g., chapters, articles) or unpublished works are presented in roman type face and enclosed in quotation marks.

GENERAL STYLES

- **3-EM Dash** -- is used for successive entries by the same author(s), editor(s), and translator(s)
  
  

- **Authors’ names** (Rules: 14.15, 14.75, 15.12) -- In a bibliography, the first author’s last name is inverted (last name first) for each entry. First names should usually be provided, when available. List all authors’ names in bibliographies. Corporate names as authors are written out.

- **Capitalization** (Rules: 8.157) -- Capitalize the first letter of all significant words in titles and subtitles of works and parts of works such as articles or chapters.
• **Direct Quotations from Sources without Page Numbers**—Cite subheading, chapter, paragraph number, or other organizational division of the work.
  

• **Flush-and-Hang Format** (Rule: 1.61) -- In a bibliography, the first line of each entry, is set flush left, and any following lines are indented. For endnotes and footnotes, it is the opposite: only the first line is indented (i.e., 3 to 5 spaces, as you choose).

• **Ibid.** (Rule: 14.29) -- is used in place of the author's name, the title, and as much of the information as is identical to the immediately preceding note. It cannot be used if the preceding note cites more than one work.
  
  7. Ibid., 39-43.

• **Italic** (Rule: 8.2) -- Use italics for titles of larger works, e.g., journals (i.e., *Journal of Art History*), books (i.e., *Red Badge of Courage*), movies (*Gone with the Wind*), and paintings, drawings, photographs, statues (i.e., *Mona Lisa*).

• **Punctuation** (Rules: 6.12, 6.16, 6.59, 6.111) -- Periods are generally used between elements in bibliographies. Commas are generally used between elements in notes. A colon separates titles from subtitles, the place of publication from the publisher, and volume information from page numbers for journal articles. Quotation marks are used around article and chapter titles.

• **Subsequent references to sources already fully cited** should be shortened whenever possible; include shortened form of title if more than one work by same author is cited.
  

• **Unknown Author** — Start the note and bibliographic entry with the title of the work.

**SAMPLES**

**SAMPLE TEXT**¹ (Same for Options 1 and 2)

…The teacher becomes "convinced of the rightness of his solutions"⁵³ and claims to have sole insight, characteristics which find support in studies of gurus. In addition, "if a leader is accepted as having charismatic authority, he is often accorded the right to direct every aspect of his followers' lives."⁵⁴ Graham's instructions to her dance group concerning their behavior at their 1935 Bennington residency included, "You are not to mingle with members of any other dance group. You are to keep to yourselves and not speak to anyone."⁵⁵


**BOOKS** (Rules: 14.69-14.169)

**Option 1 – Concise footnotes with full bibliography**

**Notes**

  53. Storr, 183.
  54. Storr, xv.
  55. Bird and Greenberg, 103.

**Bibliography**


Option 2 - Full citations in footnotes with no bibliography

54. Storr, xv.

| Elements | 1. **Author:** full name of author(s) or editor(s) or, if no author (including institution author) or editor is listed, title of the book standing in their place  
|          | 2. **Title:** full title of the book, including subtitle if there is one  
|          | 3. **Editor, compiler, or translator,** if any, if listed on title page in addition to author  
|          | 4. **Edition,** if not the first  
|          | 5. **Volume:** total number of volumes if multivolume work is referred to as a whole; individual number if single volume of multivolume work is cited, and title of individual volume if applicable  
|          | 6. **Series title** if applicable, and volume number within series if series is numbered  
|          | 7. **Publication place, publisher, date of publication**  
|          | N = Footnote/Endnote  
|          | #. Author first name last name, *Book Title: Subtitle* (Publication Place: Publisher, Date), page number.  
|          | B = Bibliography  
|          | Author last name, first name. *Book title: Subtitle.* Publication Place: Publisher, Date.  


| E-book (Rule: 14.166-14.167) | When citing e-books downloaded from a library or publisher, you need to indicate the format you have consulted, e.g., PDF e-book, Kindle edition, etc. The format should be the last part of a full citation.  

| When citing e-books online | you need to include the URL—or, if available, DOI—as part of the citation. The URL or DOI should be the last part of a full citation.  


JOURNAL, MAGAZINE & NEWSPAPER ARTICLES (Rules: 14.170-217)

Elements

1. Full name(s) of author or authors
2. Title and subtitle of article or column
3. Title of periodical
4. Volume, issue number
5. Date
   - Journal—in parentheses (abbreviated Month or Season Year)
   - Magazine—not in parentheses, Month Date, Year
   - Newspaper—not in parentheses, Month Date, Year
6. Page reference (where appropriate)
7. For online periodicals, a URL or, if available, a DOI

N = Footnote/Endnote
#. Author first name last name, “Article Title,” Periodical Title Issue Information
   (Date): page reference.

B = Bibliography
Author last name, first name. “Article Title,” Periodical Title Issue Information
   (Date): page reference

Journal – single author


Journal – two or more authors


Magazine article


Newspaper article


ELECTRONIC JOURNAL, MAGAZINE, & NEWSPAPER ARTICLES

• Access date. Do not include access dates in citations of electronic sources unless no date of publication or revision can be determined from the source (Rule: 14.7, 14.8).

• Authors of web pages. If not readily apparent, try to find and provide the name(s) or authors or corporate authors responsible for the content (Rule: 1.106, 1.114).

• Databases When citing items such as news or journal articles obtained through a database whether by library subscription or otherwise, provide the name of the database and DOI if it is available. If the DOI is not available, use the database recommended stable or persistent URL (Rule: 14.184, 14.271).

• DOI (Digital Object Identifier) A DOI is a unique and permanent name assigned to a piece of intellectual property such as a journal article or book. A DOI consists of a prefix assigned by a DOI registration agency, a forward slash, and a name assigned by the publisher. When DOIs are available, you should include DOIs rather than URLs (Rule: 14.271).
• **E-Journal with DOI**—Rules: 14.184-185, 14.271

A DOI, if it is available, is preferable to a URL. If using a URL, use the address that appears in your browser’s address bar when viewing the article (or the abstract) unless a shorter, more stable form of the URL is offered along with the electronic article. For items that do not include a publication or revision date, include an access date. The access date should immediately precede the DOI or URL, separated from the surrounding citation by commas in a note and periods in a bibliography.

When citing news or journal articles from a database, include a DOI or persistent URL if available. Otherwise, include the name of the database and, in parentheses, any identification number provided with the source.

• **Pagination.** When citing an online publication with an equivalent print version, try to obtain and provide the page numbers used in the print version. In documents without page numbers, add a descriptive locator such as a section heading to allow your reader to find the resource. For articles that are published only in electronic form but can be printed as pages formatted to look like those in the print journal, a separate page-numbering system is used (such as E1, E2, etc.), again running continuously to the end of the volume (Rule: 1.76).

• **Web address/Uniform resource locators (URL).** If your source is web-based, but not from one of our Library subscription databases, *always* provide the URL. If you need to input a line break in a long URL, do so after a double slash (/) or colon; before any other punctuation, such as, single slash (/), a tilde (~), a period, a comma, a hyphen, an underline (_), a question mark, a number sign, or a percent symbol; or before or after an equal sign or an ampersand (Rule: 14.12)

|---------------------------|---|----------------------------------------------------------------------------------------------------------------------------------|
| Web Page Elements (Rule: 14.243-246) | | 1. The author of the content (if any)  
2. The title or a description of the page  
3. The owner of sponsor of the site  
4. Publication date or date of revision or modification if available; if not, include an access date  
5. A URL |

**OTHER SITUATIONS**

There are hundreds of other detailed citation examples given in Chapter 14 of the *Manual* (ask for Z253.U69 2010 at the Reference Desk). If you do not find examples in this guide that you can use, we recommend that you read Sections 14.14 to 14.16, and use the index at the back of the manual.

This guide was revised and updated by Holly Yu, Instruction Librarian; and reviewed by Yvonne Hasegawa, Chief Reference Assistant, California State University, Los Angeles. It is based on *The Chicago Manual of Style*, 16th ed., 2010. If you have any difficulty using the *Manual*, or this guide, please ask for help at the Reference Desk.