This is only a brief guide to the Chicago Manual of Style. For more detailed information, please consult: University of Chicago Press. *The Chicago Manual of Style 16th ed.* Z 253 C57 2010

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**Tips For Using This Style**

Chicago Style has two referencing style systems – the Notes/bibliography style system (also known as 'Humanities style') and the Author/date style system (also known as 'Scientific/Social Sciences style). This guide covers the Notes/bibliography style system, which uses notes (either footnotes or endnotes) and a bibliography at the end of the paper. It is used most commonly in the humanities.

It is recommended, but not absolutely required, that you cite your sources in both notes and a bibliography. If you are considering not providing a bibliography, we suggest that you consult your instructor first since it is still standard practice to include both notes and a bibliography. (14.14)

Double space the main body of the essay. Entries in the bibliography and endnotes are single spaced within entries, but double-spaced between entries (unless your instructor prefers double-spacing throughout).

Footnote form and bibliographic form differ slightly. The headings on the left-hand side of this guide indicate bibliographic and footnote form; they are not part of the entry.
Notes

Notes can be either footnotes (placed at the bottom of the same page as the referenced text) or endnotes (listed on a separate sheet at the end of the essay). Footnotes and Endnotes are structured in exactly the same way.

When citing a source, insert a superscript (raised) number within the text. Use normal full sized font numbers for note reference numbers in the notes themselves. The notes are numbered consecutively throughout the paper. Most word processing programs handle footnotes automatically. (14.19)


Shortened citations

The first time you cite a source in a footnote or endnote, you give a complete citation. If you refer to the same source again, you may use a shortened form for notes (including an abbreviated form of the title). (14.24)


Ibid.

If you cite the same source two or more times in a row, instead of the author's last name and the abbreviated title, use *Ibid*. If the reference is the same, but the page number is not, add the page number to *Ibid*. The abbreviation *ibid.* comes from *ibidem*, meaning “in the same place”. (14.29)

3. Ibid., 83.
4. Ibid.

Bibliographies

The bibliography is arranged alphabetically by the author's last name or by the title if there is no author. (14.57)

Books

**Single Author (14.75)**

|---------------------|---------------------------------------------------------------|
### Two or Three Authors (14.76)

**Bibliographic form:**

<table>
<thead>
<tr>
<th>Author(s)</th>
<th>Title</th>
<th>Publisher</th>
</tr>
</thead>
</table>

**Footnote form:**


### More Than Three Authors (14.76)

- In the bibliography, only the first author's name is inverted, and a comma must appear both before and after the first author's given name or initials.
- For works by or edited by four to ten people, all names are usually given in the bibliography. In the footnote, only the name of the first author is given followed by et al.
- For works with more than 10 authors, only the first 7 authors should be listed in the bibliography, followed by et al.

**Bibliographic form:**

<table>
<thead>
<tr>
<th>Author(s)</th>
<th>Title</th>
<th>Publisher</th>
</tr>
</thead>
</table>

**Footnote form:**


### Corporate Author (14.92)

**Bibliographic form:**

<table>
<thead>
<tr>
<th>Author(s)</th>
<th>Title</th>
<th>Publisher</th>
</tr>
</thead>
</table>

**Footnote form:**


### No Author (14.79)

**Bibliographic form:**

<table>
<thead>
<tr>
<th>Author(s)</th>
<th>Title</th>
<th>Publisher</th>
</tr>
</thead>
</table>

**Footnote form:**


### Editor as Author (14.87)

**Bibliographic form:**

<table>
<thead>
<tr>
<th>Author(s)</th>
<th>Title</th>
<th>Publisher</th>
</tr>
</thead>
</table>

**Footnote form:**

## Translated Book (14.87)

**Bibliographic form:**  

**Footnote form:**  

## Chapter or Other Part of a Book (14.111-14.113)

**Bibliographic form:**  

**Footnote form:**  

## Encyclopedia or Dictionary (14.247)

Well-known reference books are usually not listed in bibliographies. The publication details are often omitted, but the edition (if not the first) must be specified.

**Footnote form:**  

## Online Encyclopedias and Dictionaries (14.248)

Well known online reference works (major dictionaries and encyclopedias) are normally cited in the footnotes and not in the bibliography. If the entry does not have a posted publication or revision date, provide an access date.

**Footnote form:**  

## Electronic Books (14.166-14.169)

- If a book is available in more than one format, you should cite the version that you consulted.
- When citing the online version of a book, cite it like the print version, but add the URL (or DOI if available) at the end of the citation.
- If no fixed pages numbers are available, you may include the chapter number, section or other suitable locator.

**Bibliographic form:**  

**Footnote form:**  
### Bibliographic form:


### Footnote form:


### Journals/Magazines/Newspapers – Print

#### Journal Article (14.175-14.183)

|---------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

#### Book Reviews (14.214-14.217)

|---------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

#### Magazines - Print (14.199-14.202)

- While a specific page number may be cited in a footnote, the inclusive page numbers of an article may be omitted in bibliographies since they are often widely separated by extraneous material. When page numbers are included, a comma rather than a colon separates them from the date of issue.
- Weekly or monthly magazines, even if numbered by volume and issue, are usually cited by date only.

|---------------------|----------------------------------------------------------------------------------------------------------------------------------|
Newspapers – Print (14.203-14.213)

- Page numbers may usually be omitted because a newspaper’s issue on any particular day may include several editions. If known, it is useful to add the edition.
- Newspapers are more commonly cited in notes or parenthetical references than in bibliographies. If, for some reason, a bibliographic entry were included, it would appear as follows:

|--------------------|--------------------------------------------------------------------------------------------|

Journals/Magazines/Newspapers – Online

- Cite an online journal the same as you would a print journal, but in addition, include the DOI (or the URL if the DOI is not available) at the end of the citation.
- The DOI (Digital Object Identifier) is a unique alpha-numeric code given to individual online works. The DOI usually appears at the top of the article or in the database record for the article. At the moment, not all publishers provide DOIs.
- For articles retrieved from a database (e.g. Cinahl, CBCA, Academic Search Complete), the DOI is preferred. If it is not available, the database name is cited rather than the URL.
- For further information refer to pages 14.4 - 14.12, and 14.184-14.185 in the Chicago Manual of Style, 16th ed.

**Journal Article from a Library Database with a DOI Available**

|--------------------|-----------------------------------------------------------------------------------------------------------------------------|

**Journal Article from a Library Database without a DOI Available**

|--------------------|-------------------------------------------------------------------------------------------------------------------------------|
### Article from JSTOR

<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Comment:</td>
<td>Use the URL if the database provides a stable URL (otherwise you would include the database name). The JSTOR database provides a stable URL.</td>
</tr>
</tbody>
</table>

### Journal Article from the Internet with a DOI Available

|---------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

### Journal Article from the Internet without a DOI Available

|---------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

### Magazine Article from a Database

If the magazine was obtained from a database, provide the database name.

|---------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
### Magazine Article from the Internet

If the magazine was viewed online, include the DOI (if available) or the URL.

|--------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

### Newspaper Article from a Database

|--------------------|------------------------------------------------------------------------------------------------------------------|

### Webpages (14.243-14.246)

- Include as much information as you can determine: title, author, site owner or sponsor, publication or latest revision date, and the URL. If the publication/latest revision date can not be determined, include the access date.
- If there is no author, begin the citation with the site owner or sponsor.
- A website title is not italicized or put in quotation marks unless it is also the title of a book. Titled sections or pages within a website should be placed in quotation marks.
- The Chicago Manual of Style suggests citing web pages only in the footnotes. They may be included in the bibliography at your or your instructor’s discretion. Should you want to include webpages in your bibliography, this is the suggested Douglas College Library format.

|--------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

|--------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

|--------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
### Footnote form:


### Bibliographic form:


### Blog

Blog entries are generally cited only as a note or a mention in the text. They are commonly omitted from the bibliography. A frequently cited blog may be included in the bibliography.

**Bibliographic form:**


**Footnote form:**


### Government Publications

Print and online government publications are cited the same. For online government publications, you add the URL at the end of the citation.

**Bibliographic form:**


**Footnote form:**


**Bibliographic form:**


**Footnote form:**


**Bibliographic form:**


**Footnote form:**


### Audio Visual Material (14.274-14.280)


### Online Multimedia


### CDs

**Bibliographic form:**

<table>
<thead>
<tr>
<th>Authors</th>
<th>Title</th>
<th>Publisher</th>
<th>Date</th>
<th>Description</th>
</tr>
</thead>
</table>

**Footnote form:**


### Other Sources (14.226)

#### Personal Communications

Personal communications (e-mail, interviews, letters, telephone communications for example) can be cited within the text or in a footnote. They are rarely included in the bibliography.

**Footnote:**

40. Anastasia Morales, e-mail message to author, July 31, 2010.

#### Course Packs

- The Chicago Manual of Style, 16th ed. does not provide instructions on how to cite course packs. The following is just one possible format to follow. You need to use your own judgment. We suggest that you check with your instructor first.

- Treat the items in your course pack like articles or chapters in an edited book that are reprinted from another source. Use the name of the instructor as the editor. If the instructor's name is not given, use the department as the editor. Use the bookstore as the publisher and the date the course pack was issued as the date of publication. If there is no date of issue, use the current semester and year for the date of publication.

**Bibliographic form:**

<table>
<thead>
<tr>
<th>Authors</th>
<th>Title</th>
<th>Editor</th>
<th>Publisher</th>
<th>Date</th>
</tr>
</thead>
</table>

**Footnote form:**


**Comments:**

In this example, Sarah Kaye is the course instructor.
## Pamphlets

Treat a pamphlet as you would a book.

|---------------------|-------------------------------------------------------------------------------------------------|

## Secondary Source (One Source Quoted in Another) (14.273)

It is better to cite information from the original source. If the original source is not available, both the original and the secondary source must be listed.

|---------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|