

Chicago Style Guidelines & Sample Paper

The following models are consistent with guidelines set forth in *The Chicago Manual of Style*, 15th ed. For each type of source, a **model note appears first**, followed by a **model bibliography entry**. The model note shows the format you should use when citing a source for the first time. For subsequent citations of a source, use shortened notes

The first time you cite a source, the note should include publishing information for that work as well as the page number on which the passage being cited may be found.

1. Peter Burchard, *One Gallant Rush: Robert Gould Shaw and His Brave Black Regiment* (New York: St. Martin's, 1965), 85.

For subsequent references to a source you have already cited, you may simply give the author's last name, a short form of the title, and the page or pages cited. A short form of the title of a book is italicized; a short form of the title of an article is put in quotation marks.

4. Burchard, *One Gallant Rush*, 31.

When you have two consecutive notes from the same source, you may use "Ibid." (meaning "in the same place") and the page number for the second note. Use "Ibid." alone if the page number is the same.

5. Jack Hurst, *Nathan Bedford Forrest: A Biography* (New York: Knopf, 1993), 8.

6. Ibid., 174

Source: http://www.dianahacker.com/resdoc/p04_c10_s1.html#p04_c10_s1_s1

Books (print and online)

1. BASIC FORMAT FOR A PRINT BOOK

1. William H. Rehnquist, *The Supreme Court: A History* (New York: Knopf, 2001), 204.

Rehnquist, William H. *The Supreme Court: A History*. New York: Knopf, 2001.

2. BASIC FORMAT FOR AN ONLINE BOOK

2. Heinz Kramer, *A Changing Turkey: The Challenge to Europe and the United States* (Washington, DC: Brookings Press, 2000), 85,
<http://brookings.nap.edu/books/0815750234/html/index.html>.

Kramer, Heinz. *A Changing Turkey: The Challenge to Europe and the United States*. Washington, DC: Brookings Press, 2000.
<http://brookings.nap.edu/books/0815750234/html/index.html>.

3. TWO OR THREE AUTHORS

3. Michael D. Coe and Mark Van Stone, *Reading the Maya Glyphs* (London: Thames and Hudson, 2002), 129-30.

Coe, Michael D., and Mark Van Stone. *Reading the Maya Glyphs*. London: Thames and Hudson, 2002.

4. FOUR OR MORE AUTHORS

4. Lynn Hunt and others, *The Making of the West: Peoples and Cultures* (Boston: Bedford/St. Martin's, 2001), 541.

Hunt, Lynn, Thomas R. Martin, Barbara H. Rosenwein, R. Po-chia Hsia, and Bonnie G. Smith. *The Making of the West: Peoples and Cultures*. Boston: Bedford/St. Martin's, 2001.

5. UNKNOWN AUTHOR

5. *The Men's League Handbook on Women's Suffrage* (London, 1912), 23.

The Men's League Handbook on Women's Suffrage. London, 1912.

6. EDITED WORK WITHOUT AN AUTHOR

6. Jack Beatty, ed., *Colossus: How the Corporation Changed America* (New York: Broadway Books, 2001), 127.

Beatty, Jack, ed. *Colossus: How the Corporation Changed America*. New York: Broadway Books, 2001.

7. EDITED WORK WITH AN AUTHOR

7. Ted Poston, *A First Draft of History*, ed. Kathleen A. Hauke (Athens: University of Georgia Press, 2000), 46.

Poston, Ted. *A First Draft of History*. Edited by Kathleen A. Hauke. Athens: University of Georgia Press, 2000.

8. TRANSLATED WORK

8. Tonino Guerra, *Abandoned Places*, trans. Adria Bernardi (Barcelona: Guernica, 1999), 71.

Guerra, Tonino. *Abandoned Places*. Translated by Adria Bernardi. Barcelona: Guernica, 1999.

9. EDITION OTHER THAN THE FIRST

9. Andrew F. Rolle, *California: A History*, 5th ed. (Wheeling, IL: Harlan Davidson, 1998), 243.

Rolle, Andrew F. *California: A History*. 5th ed. Wheeling, IL: Harlan Davidson, 1998.

10. VOLUME IN A MULTIVOLUME WORK

10. James M. McPherson, *Ordeal by Fire*, vol. 2, *The Civil War* (New York: McGraw-Hill, 1993), 205.

McPherson, James M. *Ordeal by Fire*. Vol. 2, *The Civil War*. New York: McGraw-Hill, 1993.

11. WORK IN AN ANTHOLOGY

11. Zora Neale Hurston, "From *Dust Tracks on a Road*," in *The Norton Book of American Autobiography*, ed. Jay Parini (New York: Norton, 1999), 336.

Hurston, Zora Neale. "From *Dust Tracks on a Road*." In *The Norton Book of American Autobiography*, edited by Jay Parini, 333-43. New York: Norton, 1999.

12. LETTER IN A PUBLISHED COLLECTION

12. Thomas Gainsborough to Elizabeth Rasse, 1753, in *The Letters of Thomas Gainsborough*, ed. John Hayes (New Haven: Yale University Press, 2001), 5.

Gainsborough, Thomas. Letter to Elizabeth Rasse, 1753. In *The Letters of Thomas Gainsborough*, edited by John Hayes, 5. New Haven: Yale University Press, 2001.

13. WORK IN A SERIES

13. R. Keith Schoppa, *The Columbia Guide to Modern Chinese History*, Columbia Guides to Asian History (New York: Columbia University Press, 2000), 256-58.

Schoppa, R. Keith. *The Columbia Guide to Modern Chinese History*. Columbia Guides to Asian History. New York: Columbia University Press, 2000.

14. ENCYCLOPEDIA OR DICTIONARY

14. *Encyclopaedia Britannica*, 15th ed., s.v. "Monroe Doctrine."

NOTE:The abbreviation "s.v." is for the Latin *sub verbo* ("under the word"). Reference works are usually not included in the bibliography.

15. SACRED TEXT

15. Matt. 20.4-9 (Revised Standard Version).

15. Qur'an 18:1-3.

The Bible and other sacred texts are usually not included in the bibliography.

Articles in periodicals (print and online)

16. ARTICLE IN A JOURNAL For an article in a print journal, include the volume and issue numbers and the date; end the bibliography entry with the page range of the article.

16. Jonathan Zimmerman, "Ethnicity and the History Wars in the 1920s," *Journal of American History* 87, no. 1 (2000): 101.

Zimmerman, Jonathan. "Ethnicity and the History Wars in the 1920s." *Journal of American History* 87, no. 1 (2000): 92-111.

For an article accessed through a database service such as *EBSCOhost* or for an article published online, include a URL. If the article is paginated, give a page number in the note and a page range in the bibliography. For unpaginated articles, page references are not possible, but in your note you may include a "locator," such as a numbered paragraph or a heading from the article, as in the example for an article published online.

Journal article from a database service

16. Eugene F. Provenzo Jr., "Time Exposure," *Educational Studies* 34, no. 2 (2003): 266, <http://search.epnet.com>.

Provenzo, Eugene F., Jr. "Time Exposure." *Educational Studies* 34, no. 2 (2003): 266-67.
<http://search.epnet.com>.

Journal article published online

16. Linda Belau, "Trauma and the Material Signifier," *Postmodern Culture* 11, no. 2 (2001): par. 6, <http://www.iath.virginia.edu/pmc/text-only/issue.101/11.2belau.txt>.

Belau, Linda. "Trauma and the Material Signifier." *Postmodern Culture* 11, no. 2 (2001).
<http://www.iath.virginia.edu/pmc/text-only/issue.101/11.2belau.txt>.

17. ARTICLE IN A MAGAZINE For a print article, provide a page number in the note and a page range in the bibliography.

17. Joy Williams, "One Acre," *Harper's*, February 2001, 62.

Williams, Joy. "One Acre." *Harper's*, February 2001, 58-65.

For an article accessed through a database service such as *FirstSearch* or for an article published online, include a URL. If the article is paginated, give a page number in the note and a page range in the bibliography. For unpaginated articles, page references are not possible.

Magazine article from a database service

17. David Pryce-Jones, "The Great Sorting Out: Postwar Iraq," *National Review*, May 5, 2003, 17, <http://newfirstsearch.oclc.org>.

Pryce-Jones, David. "The Great Sorting Out: Postwar Iraq." *National Review*, May 5, 2003, 17-18. <http://newfirstsearch.oclc.org>.

Magazine article published online

17. Fiona Morgan, "Banning the Bullies," *Salon*, March 15, 2001,
<http://www.salon.com/news/feature/2001/03/15/bullying/index.html>.

Morgan, Fiona. "Banning the Bullies." *Salon*, March 15, 2001. <http://www.salon.com/news/feature/2001/03/15/bullying/index.html>.

18. ARTICLE IN A NEWSPAPER For newspaper articles - whether in print or online - page numbers are not necessary. A section letter or number, if available, is sufficient.

18. Dan Barry, "A Mill Closes, and a Hamlet Fades to Black," *New York Times*, February 16, 2001, sec. A.

Barry, Dan. "A Mill Closes, and a Hamlet Fades to Black." *New York Times*, February 16, 2001, sec. A.

For an article accessed through a database such as *ProQuest* or for an article published online, include a URL.

Newspaper article from a database service

18. Gina Kolata, "Scientists Debating Future of Hormone Replacement," *New York Times*, October 23, 2002, <http://www.proquest.com>.

Kolata, Gina. "Scientists Debating Future of Hormone Replacement." *New York Times*, October 23, 2002. <http://www.proquest.com>.

Newspaper article published online

18. Phil Willon, "Ready or Not," *Los Angeles Times*, December 2, 2001, <http://www.latimes.com/news/la-foster-special.special>.

Willon, Phil. "Ready or Not." *Los Angeles Times*, December 2, 2001. <http://www.latimes.com/news/la-foster-special.special>.

19. UNSIGNED ARTICLE When the author of a periodical article is unknown, treat the periodical itself as the author.

19. *Boston Globe*, "Renewable Energy Rules," August 11, 2003, sec. A.
Boston Globe. "Renewable Energy Rules." August 11, 2003, sec. A.

20. BOOK REVIEW

20. Nancy Gabin, review of *The Other Feminists: Activists in the Liberal Establishment*, by Susan M. Hartman, *Journal of Women's History* 12, no. 3 (2000): 230.

Gabin, Nancy. Review of *The Other Feminists: Activists in the Liberal Establishment*, by Susan M. Hartman. *Journal of Women's History* 12, no. 3 (2000): 227-34.

Web sites and postings

21. WEB SITE Include as much of the following information as is available: author, title of the site, sponsor of the site, and the site's URL. When no author is named, treat the sponsor as the author.

21. Kevin Rayburn, *The 1920s*, <http://www.louisville.edu/~kprayb01/1920s.html>.

Rayburn, Kevin. *The 1920s*. <http://www.louisville.edu/~kprayb01/1920s.html>.

NOTE: *The Chicago Manual of Style* does not advise including the date you accessed a Web source, but you may provide an access date after the URL if the cited material is time-sensitive: for example, <http://www.historychannel.com/today> (accessed May 1, 2005).

22. SHORT DOCUMENT FROM A WEB SITE Include as many of the following elements as are available: author's name, title of the short work, title of the site, sponsor of the site, and the URL. When no author is named, treat the site's sponsor as the author.

22. Sheila Connor, "Historical Background," *Garden and Forest*, Library of Congress, <http://lcweb.loc.gov/preserv/prd/gardfor/historygf.html>.

Connor, Sheila. "Historical Background." *Garden and Forest*. Library of Congress. <http://lcweb.loc.gov/preserv/prd/gardfor/historygf.html>.

22. PBS Online, "Media Giants," *Frontline: The Merchants of Cool*, <http://www.pbs.org/wgbh/pages/frontline/shows/cool/giants>.

PBS Online. "Media Giants." *Frontline: The Merchants of Cool*. <http://www.pbs.org/wgbh/pages/frontline/shows/cool/giants>.

23. ONLINE POSTING OR E-MAIL If an online posting has been archived, include a URL, as in the following example. E-mails that are not part of an online discussion are treated as personal communications (see [item 26](#)). Online postings and e-mails are not included in the bibliography.

23. Janice Klein, posting to State Museum Association discussion list, June 19, 2003, <http://listserv.nmmnh-abq.mus.nm.us/scripts/wa.exe?A2=ind0306c&L=sma-l&F=lf&S=&P=81>.

Other sources (print, online, multimedia)

24. GOVERNMENT DOCUMENT

24. U.S. Department of State, *Foreign Relations of the United States: Diplomatic Papers, 1943* (Washington, DC: GPO, 1965), 562.

U.S. Department of State. *Foreign Relations of the United States: Diplomatic Papers, 1943*. Washington, DC: GPO, 1965.

25. UNPUBLISHED DISSERTATION

25. Stephanie Lynn Budin, "The Origins of Aphrodite (Greece)" (PhD diss., University of Pennsylvania, 2000), 301-2.

Budin, Stephanie Lynn. "The Origins of Aphrodite (Greece)." PhD diss., University of Pennsylvania, 2000.

26. PERSONAL COMMUNICATION

26. Sara Lehman, e-mail message to author, August 13, 2003. Personal communications are not included in the bibliography.

27. PUBLISHED OR BROADCAST INTERVIEW

27. Ron Haviv, interview by Charlie Rose, *The Charlie Rose Show*, PBS, February 12, 2001.

Haviv, Ron. Interview by Charlie Rose. *The Charlie Rose Show*, PBS, February 12, 2001.

28. VIDEO OR DVD

28. *The Secret of Roan Inish*, DVD, directed by John Sayles (1993; Culver City, CA: Columbia TriStar Home Video, 2000).

The Secret of Roan Inish. DVD. Directed by John Sayles. 1993; Culver City, CA: Columbia TriStar Home Video, 2000.

29. SOUND RECORDING

29. Gustav Holst, *The Planets*, Royal Philharmonic, André Previn, Telarc compact disc 80133.

Holst, Gustav. *The Planets*. Royal Philharmonic. André Previn. Telarc compact disc 80133.

30. SOURCE QUOTED IN ANOTHER SOURCE

30. Adam Smith, *The Wealth of Nations* (New York: Random House, 1965), 11, quoted in Mark Skousen, *The Making of Modern Economics: The Lives and the Ideas of the Great Thinkers* (Armonk, NY: M. E. Sharpe, 2001), 15.

Smith, Adam. *The Wealth of Nations*, 11. New York: Random House, 1965. Quoted in Mark Skousen, *The Making of Modern Economics: The Lives and the Ideas of the Great Thinkers* (Armonk, NY: M. E. Sharpe, 2001), 15.

Source: http://www.dianahacker.com/resdoc/p04_c10_s2.html

CHICAGO MANUSCRIPT FORMAT

The following guidelines for formatting a *Chicago* paper and preparing its endnotes and bibliography are based on *The Chicago Manual of Style*, 15th ed.

Formatting the paper

Chicago manuscript guidelines are fairly generic, since they were not created with a specific type of writing in mind.

TITLE PAGE

Include the full title of your paper, your name, the course title, the instructor's name, and the date. Do not number the title page but count it in the manuscript numbering; that is, the first page of the text will be numbered 2. Click [here](#) for a sample title page.

PAGINATION

Using arabic numerals, number all pages except the title page in the upper right corner. Depending on your instructor's preference, you may also use a short title or your last name before the page numbers to help identify pages in case they come loose from your manuscript.

MARGINS AND LINE SPACING

Leave margins of at least one inch at the top, bottom, and sides of the page. Double-space the entire manuscript, including long quotations that have been set off from the text. (For line spacing in notes, click [here](#); in the bibliography, click [here](#).) Left-align the text.

LONG QUOTATIONS

When a quotation is fairly long, set it off from the text by indenting (for a sample page with a long quotation, see page 3 of the [sample paper](#)). Indent the full quotation one-half inch (five spaces) from the left margin. Quotation marks are not needed when a quotation has been set off from the text.

VISUALS

The Chicago Manual classifies visuals as tables and illustrations (illustrations, or figures, include drawings, photographs, maps, and charts). Keep visuals as simple as possible. Label each table with an arabic numeral (Table 1, Table 2, and so on) and provide a clear title that identifies the subject. The label and title should appear on separate lines above the table, flush left. Below the table, give its source in a note like this one:

Source: Edna Bonacich and Richard P. Appelbaum, *Behind the Label* (Berkeley: University of California Press, 2000), 145.

For each figure, place a label and a caption below the figure, flush left. The label and caption need not appear on separate lines. The word "Figure" may be abbreviated to "Fig."

In the text of your paper, discuss the most significant features of each visual. Place visuals as close as possible to the sentences that relate to them unless your instructor prefers them in an appendix.

Preparing the endnotes

Begin the endnotes on a new page at the end of the paper. Center the title Notes about one inch from the top of the page, and number the pages consecutively with the rest of the manuscript. Click [here](#) for an example.

INDENTING AND NUMBERING

Indent the first line of each note one-half inch (or five spaces) from the left margin; do not indent additional lines in the note. Begin the note with the arabic numeral that corresponds to the number in the text. Put a period after the number.

LINE SPACING

Single space each note and double-space between notes (unless your instructor prefers double-spacing throughout).

Preparing the bibliography

Typically, the notes in *Chicago*-style papers are followed by a bibliography, an alphabetically arranged list of all the works cited or consulted (click [here](#) for an example). Center the title Bibliography about one inch from the top of the page. Number bibliography pages consecutively with the rest of the paper.

ALPHABETIZING THE LIST

Alphabetize the bibliography by the last names of the authors (or editors); when a work has no author or editor, alphabetize it by the first word of the title other than *A*, *An*, or *The*.

If your list includes two or more works by the same author, use three hyphens instead of the author's name in all entries after the first. You may arrange the entries alphabetically by title or by date; be consistent throughout the bibliography.

INDENTING AND LINE SPACING

Begin each entry at the left margin, and indent any additional lines one-half inch (or five spaces). Single-space each entry and double-space between entries (unless your instructor prefers double-spacing throughout).

Source: http://www.dianahacker.com/resdoc/p04_c10_s3.html