Quick Links:

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  - How do I cite an essay or article from a collection? *Page 10*
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  - How do I cite a court case decision? *Page 15*
  - How do I cite a website? *Page 15*
  - How do I cite art work? *Pages 16-17*
  - How do I cite an idea stated in a source that is originally from another source? *Page 18*
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A Short Guide to Chicago Style
--Humanities Style--

What is the University of Chicago Style?
It is a system that specifies how your paper should be set up and how any sources used within the paper should be referenced. This system is used in history, art, and sometimes music. It is always recommended, however, that you ask your professor at the beginning of the semester which format he/she would like your class to use when writing papers. This handout will follow the guidelines indicated in *The Chicago Manual of Style, 16th edition* and the student-friendly guide to Chicago Style: *Kate Turabian’s A Manual for Writers of Research Papers, Theses, and Dissertations: Chicago Style for Students and Researchers, 7th edition.*

General Formatting for Chicago Style:
- 8 ½” X 11” paper
- Typed
- Double-spaced
- 1” margins on all sides
- Times New Roman font is preferred, size 10 or 12
- 1 space after the end punctuation of each sentence
- **Page numbers**: Number all pages except the title page in the upper right corner, starting with pg. 2. Some professors may want you to put your last name next to the page number.

A Note about Titles
- *Italicize Titles of these sources*: books, pamphlets, periodicals, newspapers, plays, works of art, photographs, long musical compositions, albums, movies, and television and radio programs
- **Put Titles of these sources in “Quotation Marks”:** articles, chapters, essays, articles on websites, short stories, poems, and songs
- **These Titles only need to be Capitalized**: general websites (e.g. CNN.com), book series, editions, broadcast networks and channels (e.g. The Learning Channel), artistic works of antiquity with unknown creators, and exhibitions and fairs
- **Lowercase these Labels**: parts of a book—foreword, preface, appendix, chapter etc.

General Components for a University of Chicago Style paper:
- **Title Page**
- **Text Pages** – the body of your paper
- **Footnotes/Endnotes** – contains information about the author, content, copyright permissions, or tables, as well as citations for sources
- **Bibliography/Works Cited** – list of sources used in your paper
- **Appendices** – materials relevant to your paper’s topic that would be too distracting if presented within the paper (ex. charts, tests, questionnaires, interviews, etc.)
- **Tables** (please see *The Chicago Manual of Style* for more information on this component)
- **Figures** (please see *The Chicago Manual of Style* for more information on this component)
Title Page

The Chicago Manual of Style does not indicate how to format a title page for a research paper; this information appears in the *Turabian Guide*. Include the title of your paper (about 1/3 of the way down the page, center aligned), your name, the course number, the instructor's name, and the date (all in the lower 1/3 of the page, center aligned). Your name can also be placed at the center of the page separate from the course information. Do not number the title page but count it in the manuscript numbering—i.e. the first page of the text will be numbered 2.

The Effects of Colonialism on Modern British India

Jane Smith  
HIS 280  
Professor Martin  
April 5, 2008

General Text Page:

Much can be said of the humor in Shakespeare’s comedies, but what of the dark undertones? It is necessary to view the Bard’s work with an ever-doubting eye, as he often intends the opposite of what is on the surface.¹ His comedies really only display a “mechanism for dealing with hardship in life.”² Is it possible that there really is no such thing as isolated, pure comedy for Shakespeare—that it exists only in the presence of tragedy, difficulties, and other problems? When reading his play, *A Midsummer Night’s Dream* the darker themes of paternal control, harsh laws, and manipulation that accompany the seemingly silly antics of mistaken identity, foolish behavior, and whimsy make it clear that this is a play not to be taken lightly, but a play that we are to pay close attention to and learn from.

Using Chicago Style to Document Your Sources:

Why do I have to cite my sources?
• You have to give credit where credit is due. Otherwise, you would be stealing, and thus plagiarizing!

What is Plagiarism? The College of Saint Rose Catalog of Undergraduate Studies (2009-2011) defines Plagiarism:

Plagiarism includes but is not limited to:
• Purchasing, copying, downloading, printing or paraphrasing another’s book, article, paper, speech, exam, portfolio, creative work, argument or any other work and presenting it as one’s own, either in whole or in part.
• Incorporating portions of another’s work without proper acknowledgement and documentation. (51-52)

For more information, see the Integrity Resources page at: http://www.strose.edu/officesandresources/integrity_resources

What are the consequences of plagiarism?
• Plagiarism could result in an F on the assignment, for the course, and possibly lead to your expulsion from the college
• In your professional career, you could be fired, sued, or see your reputation tarnished

How do I know when to cite my sources?
• When you quote (i.e. use the exact wording from it) in your own writing
• When you paraphrase (i.e. put into your own words) a specific idea from another text
• When you summarize (i.e. present a condensed version of) an idea or text in your own writing
• When you use facts, statistics, or data from an outside text in your writing
• When you refer to an idea or source in passing... You may use this method when you want your reader to know about the existence of a specific source or idea relevant to your topic, but do not want to go into specific detail.
• When you use a visual (a photograph, painting, chart, table, or graph) from an outside source within your paper

*Note: A ‘text’ can be written, visual, auditory, or electronic (i.e. a website).

How do I go about citing my sources?

Every time you have a direct quotation, paraphrased idea, summary from/of another source, a statistic or fact, reference to another text, or a visual you must have a Footnote or Endnote that tells the basic information about the source from where the information came.

Footnotes/Endnotes:

Every time you include information from one of your sources, you need to insert either a Footnote (placed at the bottom of each page) or an Endnote (placed at the end of the paper, labeled as Notes) that consists of the basic information about your source (author, title, publisher, place of publication, date, page number, etc.). Footnotes tend to be used more than Endnotes, but ask your professor about his/her preference. Footnotes and Endnotes have the same function as in-text citations used in MLA and APA styles of documentation.

The next page will discuss how to insert and set up notes. For information on formatting notes according to source type, see page 9.
How to Insert a Note:
When inserting the note, make sure you do so after the end punctuation mark and any quotation marks (see the next sentence). In Microsoft Word 2007, simply click on the “References” tab at the top, and click on “Insert Footnote” or “Insert Endnote.”¹ In Microsoft Word 2003, click on “Insert,” “Reference,” and then “Footnote.” You can then specify if you want to insert a Footnote or an Endnote.

Indenting:
Indent the first line of each note entry 1/2 inch (or five spaces) from the left margin; do not indent additional lines in an entry.

Line Spacing:
Single-space the contents of each note and double-space between notes.

Formatting and Numbering:
- Begin the note with the Arabic numeral that corresponds to the numbered note in the text (Microsoft Word will do this automatically). Put a period after the number. The number should be the same size as the text of the note, either size 10 or 12 pt (Times New Roman).
- Every quote, paraphrase, statistic, etc. that you include from your research should have a new note. So, if you refer to ideas from your sources 15 times in your paper, you should have 15 notes, numbered 1-15.
- The first time a source is mentioned in a note, the entry should be in complete form. Citations from this source mentioned after the first time can appear in shortened form (refer to page 19).
- See page 9 for more information on formatting Notes according to source type.

Other uses for Notes (see page 19 for more information):
- To make cross-references to other pages in your paper or to other texts
- To make comments on material which you believe would interrupt the flow of the paper
- To make acknowledgements to other writers and researchers

Footnote Examples (see the sample paper on page 2 for other examples)
Example² (see bottom of the page)
Example³ (see bottom of the page)
Example⁴ (see bottom of the page)

Endnote Example
Example¹ (see the end of the handout, page 20)

Sample Footnotes

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¹ This is where the footnote will be placed.

² Joe Smith, *Youth and Shakespeare* (London: British Literature Press, 2002), 15. If there was more information to the source then the second line would be formatted like this (i.e. not indented).


Quoting

Quoting is defined as presenting the exact wording of a text, indicated by the use of quotation marks to bracket in the quoted material. There are two types of quotes: short and long quotes.

Short Quotes:
- Fewer than 100 words
- Marked by quotation marks “ ”
- Include a lead-in or follow-up, consisting of your own words within the same sentence
- Include an Explanation or Interpretation of the quote, usually following it
- End punctuation is placed before final quotation mark
- Note number follows final quotation mark
- Include in the note the page number for where the quoted material appears (see example below)
- Anything you insert into a quotation for clarification needs brackets [ ].
- Ellipses . . . should be used when you are leaving out portions of a quotation.

Example:

Original Text:
*Romeo and Juliet* is not only the tale of two young, doomed lovers; it is the story of how youth can be destroyed when the banality of adulthood is imminent.


Incorrectly Formatted Quote:
Shakespeare’s tragedies also feature lessons about youth and aging. “*Romeo and Juliet* is not just the story of young lovers; it is the tale of how youth can be destroyed when the banality of being an adult is imminent.”

*Note for this quote:*

The quote is incorrect because the writer has left out the page number, inserted the note number incorrectly, left out words and phrases (“two” and “doomed”), and has altered other phrasing (“tale” became “story,” “story” became “tale,” and “adulthood” became “being an adult”). This would be considered a form of plagiarism because the writer is misrepresenting the exact idea of the author. The writer has also left the quote by itself in a sentence with no lead-in or follow-up wording, which is ineffective writing. The writer also failed to include an explanation of the quote.

Correctly Formatted Quote:
Shakespeare’s tragedies also feature lessons about youth and aging. According to Smith, “*Romeo and Juliet* is not only the tale of two young, doomed lovers; it is the story of how youth can be destroyed when the banality of adulthood is imminent.” The play suggests that in youth is when we are the most hopeful and even logical, but this ends in adulthood when we are overcome by bitterness and irrationality.

*Note for this quote:*

This is a correct quote because the writer has properly introduced, included, and cited the quote.
Long Quotes:
- More than 100 words or 8 typed lines
- Printed in a self-standing block, indented 5 spaces
- Single-spaced
- No “quotation marks” used
- Note number follows the final sentence of the quote.
- Include in the note the page number(s) for where the quoted material appears (see example below)
- Lead-in and Explanation or Interpretation needed

Example:

Many scholars have explored how the characters of Romeo and Juliet reject their families’ prejudices. As Johnson notes,

The two young lovers are symbolic of the dangers inherent in prejudiced behavior. It will inevitably destroy those who hate and are hated, along with anyone else caught in the crossfire. Both teens have parents who reject the possibility of young love because they have forgotten how to love one another as friends and neighbors. The parents are firmly resolved to live only within the confines of their own families, refusing to understand, forgive, and accept those who have wronged them. Romeo and Juliet refuse to give in to this way of life, not wanting to believe that this is the fate that will befall them.  

However, their refusal to bow to such pressures results only in their deaths. How should an audience view such a consequence? When death is the only alternative to living in discord, is there any hope at all in the play?

(Note for this quote):


Summarizing

Summarizing is not a word for word quotation of a text. You take either the entire text or information from a large passage of it and condense it into your own words, following the same basic order as the original text. It is very similar to writing a book report. The note number follows the summary sentence(s). Include the page numbers (if appropriate) for where the information is found. When writing a summary, try to include the author’s name in the first sentence and refer back to him/her throughout the rest of the summary to make it clear that you’re referring to his/her text.

Example

Jones outlines the causes of the painter’s refusal to work for the King. He provides an overview of the relationship between the painter and the royal family, from its blissful beginning to its turbulent end. Jones also details the artist’s own struggles with his identity and creative potential.

Paraphrasing

Paraphrasing is similar to summarizing but usually works with a much smaller section of text, such as a specific idea. The writer uses his or her own words and phrasing in presenting an idea of a source. A paraphrase does not follow the same order of ideas as the original passage—it must be restructured! The page number for where the information appears in the text must also be included in the note (see the example below).

Example:

Original text
Romeo and Juliet is not only the tale of two young, doomed lovers; it is the story of how youth can be destroyed when the banality of adulthood is imminent.

[From: Joe Smith, Youth and Shakespeare (London: British Literature Press, 2002), 15.]

Incorrectly Paraphrased text:
Romeo and Juliet is not only a story of a young pair of tragic lovers; it is a tale of the destruction of youth in the face of the monotony of adulthood.  

Note for this paraphrase:

This is an incorrect paraphrase because the writer left out the page number and has not changed the structure of the author’s original sentence; instead, the writer simply substituted synonyms for various words.

Correctly Paraphrased text:
It is the uninspired lifestyle of being an adult, and the destruction of one’s childhood innocence that results from its onset, that truly characterizes Romeo and Juliet, not simply the story of tragic unrequited love.  

Note for this paraphrase:

This is a correct paraphrase because the writer has properly cited the idea, used his/her own wording and restructured the order of ideas within the sentence.

Tips for an effective paraphrase:
• Read the original passage several times until you feel you fully understand it.
• Imagine how you would explain this passage orally to someone who had not read it.
• Put the passage aside and write/type it in your own words.
• Check your version with original. Make sure that the structure and wording of your version and that of the original are different. If you cannot think of how else to say certain words or phrases, place quotation marks around them.
• Once you feel you have a strong paraphrase—one that is structured differently from the original and uses your own words—insert a properly formatted note.
Bibliography/Works Cited

Check with your professor about which form of reference list you should include in your paper:

The Bibliography details the sources used in writing the paper, including those not specifically cited in the paper. This may be attached to a research paper, but more likely it is completed at some point earlier during the research process to give your instructors an idea of how your research is progressing.

The Works Cited details only the sources documented and referenced throughout the research paper.

- The title Bibliography or Works Cited should be centered at the top of the page
- Continue numbering these pages in the same manner as the preceding pages
- The list should be alphabetized according to the first word of each entry, usually an author’s last name, or when there is no author listed, according to the title of the source.
- The first line of each entry should be flush up against the left margin. The second and subsequent lines of each entry should be indented five spaces (hanging indent).
- Each entry is single spaced, with double spacing between each entry
- If there are two or more works by the same author, starting with the second entry, replace the author’s name with four hyphens followed by a period. Arrange the entries alphabetically by title (ignore the or a(n)). See the Jones example in the Bibliography below.
- If there are two or more authors with the same last name, alphabetize the entries according to first name. See the Smith examples in the Bibliography below.

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Bibliography


Examples of Chicago Style Documentation

We have provided Note and Bibliography/ Works Cited examples below. The Chicago Manual of Style (16th edition) asserts that if you include a full Bibliography / Works Cited listing every source referenced in your paper, then only a shortened form of the citation needs to be included in the notes portion of your paper (see the “Second and Subsequent References” section for formatting). However, it is recommended that you include a full note for a source the first time you refer to it in your paper, and then use the shortened form for every mentioning of the source that follows. You should also talk with your professor about his/her preferences. You should format each note and citation with the intent of trying to fit the information on one line; however, most citations will carry over onto a second or even third line. If an example below shows certain information on a particular line, it is only because it could not fit on the first line.

A note about DOI numbers: DOI stands for Digital Object Identifier. Many online articles and books now possess this number. It can usually be found on the first page of an article, on the landing page for an article or book in a database, or on the webpage where the article or book is located. The number always begins with the number 10 and will help your readers to find the online sources cited more easily. Certain citations will require this number.

Book

Note:

#. First Name Last Name of Author, Title of Book (Place of Publication: Publisher, Year of Publication), page number.


Bibliography / Works Cited:

Last Name, First Name of Author. Title of Book. Place of Publication: Publisher, Year of Publication.


Book with and editor, translator, or compiler (no author named): Use the following abbreviations: trans. for translator, ed. for editor, comp. for compiler.

Note:

#. First Name Last Name of editor, translator, or compiler, role abbreviation, Title of Book (Place of Publication: Publisher, Year of Publication), page number.


Bibliography / Works Cited:

Last Name, First Name of editor, translator, compiler, role abbreviation. Title of Book. Place of Publication: Publisher, Year of Publication.

**Book with and editor, translator, or compiler (author named)**

**Note:**

#. First Name Last Name of Author, *Title of Book*, role abbreviation. First Name Last Name of translator, editor, or compiler (Place of Publication: Publisher, Year of Publication), page number.


**Bibliography / Works Cited:**

Last Name, First Name of Author. *Title of Book*. Edited, translated, or compiled by First Name Last Name. Place of Publication: Publisher, Year of Publication.


**Chapter / Essay in a book:**

**Note:** *Author different from the editor of the book*

#. First Name Last Name of the chapter/essay’s Author, “Title of Chapter or Essay,” in *Title of Book*, ed. Editor’s First Name Last Name (Place of Publication: Publisher, Year of Publication), page number.


**Bibliography / Works Cited: Author different from the editor of the book**

Last Name, First Name of the chapter/essay’s author. “Title of Chapter or Essay.” In *Title of Book*, edited by editor’s First name Last name, page range of chapter /essay. Place of Publication: Publisher, Year of Publication.


**Note:** *Author same as the author of the book: (e.g. text book chapters)*


**Bibliography / Works Cited: Author same as the author of the book: (e.g. text book chapters)**

Preface, foreword, introduction, and similar parts of a book

Note: (Author different from the author of the book)

#. First Name Last Name of Author of Part, Type of part (introduction, preface, forward, etc.) to Title of Book, by First Name Last Name of Book Author (Place of Publication: Publisher, Year of Publication), page number.


Bibliography / Works Cited: (Author different from the author of the book)

Last Name, First Name of Author of the part. Introduction (or preface, foreword, etc.) to Title of Book, by First name Last name of author of book, page range. Place of Publication: Publisher, Year of Publication.


Note: (Same Author)

1. Kim Harris, foreword to Looking at Italian Photography (Boston: ART Press, 2005), xi.

Bibliography / Works Cited: (Same Author)


Letter (from a collection)

Note:

#. Name of Writer to Name of Addressee, Location where the letter was written, Date letter was written, in Title of the Larger Text the Letter Appears in, ed. Editor’s First and Last Name (Place of Publication: Publisher, Year of Publication), page numbers the letter appears on.


Bibliography / Works Cited: Begin with the author of the letter. If referring to a source that contains multiple letters you referenced in your paper, use only the writer’s name, followed by the title of the collection.

Last Name, First Name of the Letter Writer. Name of the Writer to Name of the Addressee, Location where the letter was written, Date the letter was written. In Title of the Larger Text the Letter Appears in, edited by Editor’s Name. Page numbers or Letter number. Place of Publication: Publisher, Year of Publication.

Online Book: begin with the information you would include for the print version. For notes, if there are no page numbers available, list a heading or other identifier the passage can be found under. Include the URL or the DOI number (see pg. 9) if available, or if it is a book you downloaded, give the version (Kindle edition, PDF e-book, etc.).

Note:

#. First Name Last Name of Author, Title of Book (Place of Publication: Publisher, Year of Publication), identifier or page number. web address, DOI number, or version.


Bibliography /Works Cited:

Last Name, First Name of Author. Title of Book. Place of Publication: Publisher, Year of Publication. Web address, DOI number, or version.


Journal Article: for articles obtained from a database, follow the guidelines for “Electronic Article from a Library or Commercial Subscription Database” below

Note:

#. First Name Last Name of Author, “Title of Article,” Title of Journal Volume #, Issue # (Year of Publication): page number.


Bibliography /Works Cited:

Last Name, First Name of Author. “Title of Article.” Title of Journal Volume #, Issue # (Year of Publication): page range.


Electronic Article from a Library or Commercial Subscription Database: give the required information needed for the print version of the source, followed by either a stable URL to the article or, if not present, the database name and any identification number that may be provided (e.g. accession number, DOI number, etc.).

Note:

#. First Name Last Name of Author, “Title of Article,” Title of Journal Volume #, Issue # (Year of Publication): Page number, a stable web address to the article or Database name and (identification number).

Bibliography / Works Cited:

Last Name, First Name of Author. “Title of Article.” Title of Journal Volume #, Issue # (Year of Publication): Page range. Stable web address to the article or Database name and (identification number).


Electronic Journal Article from a Website (non-database): Follow the recommended guidelines for the print version and add on the DOI number (see pg. 9) or, if not provided, the URL. Access dates are optional.

Note:

#. First Name Last Name of Author, “Title of Article,” Title of Journal Volume #, Issue # (Year of Publication): Page number, access date (optional), doi # or a stable web address to the article.


Bibliography / Works Cited:

Last Name, First Name of Author. “Title of Article.” Title of Journal Volume #, Issue # (Year of Publication): Page range. Access date (optional). doi # or a stable web address to the article.


Magazine article:

Note:

#. First Name Last Name of Author, “Title of Article,” Title of Magazine, Month Day, Year of Publication, page number.


Online Magazine Article: Include the DOI number or URL at the end of the note or bibliographic entry


Bibliography / Works Cited:

Last Name, First Name of Author. “Title of Article.” Title of Magazine, Month Day, Year of Publication.


Online Magazine Article:

**Newspaper article:** page numbers are generally omitted when referencing newspaper articles; the CMS also says that no citation is needed on the Biblio./Works Cited for a newspaper article, but if you wish to include it, see below. For smaller, not well-known newspapers, include the city name and state in parentheses after the newspaper’s title.

**Note:**

#. First Name Last Name of Author, “Title of Article,” *Title of Newspaper*, Month Day, Year of Publication, name of edition (if relevant).


**Online newspaper article:** Include the URL after the last item in the note or citation.


**Bibliography /Works Cited:**

Last Name, First Name of Author. “Title of Article.” *Title of Newspaper*, Month Day, Year of Publication, name of edition (if relevant).


**Online newspaper article**


**Book review:** you may not need all of the information listed below. If you accessed the book review off the web, add the appropriate information at the end (doi number from the database, newspaper website info., general website info., etc.).

**Note:**

#. First Name Last Name of Review Author, “Title of Review,” review of *Title of Book*, by book author’s First Name Last Name, *Title of the Text in which the Review is Published* volume #, issue # (Date of Publication): page number.


**Bibliography /Works Cited:**

Last Name, First Name of Review Author. “Title of Review.” Review of *Title of Book*, by book author’s First Name Last Name. *Title of the Text in which the Review is Published* volume #, issue # (Date of Publication): page range.

Court Case Decision: Include the first page number of the case; if any other pages were specifically cited in your paper, include those pages too. If found online, include the URL. Court Cases are generally not cited in a Bibliography or Works Cited page. See pages 769-784 of the 16th edition of The Chicago Manual of Style for more information.

Note:

#. Party A v. Party B, Vol. number Reporter abbreviation Page numbers(s) (Abbreviated Name of Court and Date).


Webpage: the author may be a person or an organization. If the author is unknown, the owner of the website may be used as the author. If the date of publication or modification isn’t known, include the date you accessed it.

Note:

#. Author’s Name [Person or Group], “Title of Webpage,” Title or Owner of the Site, date last modified, published, or accessed, URL.


Bibliography/Works Cited:

Author’s Name [Person or Group]. “Title of Webpage.” Title or Owner of the Site. Date of Publication, modification, or access. URL.


Speech or Lecture: Treat a published speech/lecture in a book as a chapter or, if from a journal, as a journal article (see pgs. 10 and 12). Below are samples of how to cite a live speech or lecture. For a professor’s lecture, label it as ‘class lecture,’ and insert the course title after.

Note:

#. First Name Last Name of Speaker, “Title or Subject of Speech / Lecture” (type of presentation, Title of Event or Course, Location, Date).


Bibliography / Works Cited:

Last Name, First Name of Speaker. “Title or Subject or Speech / Lecture.” Type of Presentation, Title of Event or Course, Location, Date.

**Film or Movie:** Begin with the name of any writers; if not present, begin with the name of the film/movie. Include the format of the piece too—DVD, VHS, etc.

**Note:**

#. First Name Last Name of Writer, *Film Title*, directed by First Name Last Name of Director (Original Release Year; Publisher or Production Company location: Publisher or Production Company, Year of DVD, VHS, etc. Release). Format.


**Bibliography / Works Cited:**

Last Name, First Name of Writer. *Film Title*. Original Year of Release; Directed by First Name Last Name of Director. Production Location: Production Company, Year of DVD, VHS, etc. Release. Format.


**Online Video:** If the video originally aired elsewhere, include that information as well. For other examples, please consult the *Chicago Manual of Style*, 16th edition, pages 768-769.

**Note:**

#. “Title of Video,” Type of File or Version, length of video, original presentation, posted by “Username,” Date of Posting, web address.


**Bibliography / Works Cited:**


**Artwork or Visual Source:** Kate Turabian’s *A Manual for Writers of Research Papers, Theses, and Dissertations* advises that visual sources are cited only in notes, and not in Bibliographies or Works Cited pages. The same information can also appear in a caption below any artwork integrated into your paper.

**Note (Artwork):**

#. Name of the Artist, *Title of the Artwork*, Date of its creation [use ca. for circa if it’s approximate], Name and location of institution that houses the artwork.

*If you are consulting the artwork from its appearance in a published source, give the publication information instead of the name and location of the housing institution:*


**Note (Maps/Graphs/Advertisements):** include the format of the visual: map, graph, etc. Titles are in “ “


**Artwork or Visual that appears Online:** Include the basic identifying information for the artwork. Follow it with information on the type of file and website. Kate Turabian’s *A Manual for Writers* recommends that a bibliography entry should also be included.

**Note (Artwork):**

#. First Name Last Name of Author, *Title of Work*, year it was created, Title of Website, Type of file, web address.


**Note (Maps/Graph/Advertisement):** include the format of the visual: map, graph, etc. Titles are in “ “


**Bibliography/Works Cited:**

Last Name, First Name of Author. *Title of Work*. Year it was created. Title of Website. Type of file. web address.


**Variations on Information**

**Source with 2-3 authors**

**Note:** List both authors’ names in your note.

Bibliography /Works Cited: List both authors’ names. List the first author’s name using his/her last name first. List the second author’s name using his/her first name first.


**Source with more than 3 authors**

Note: List the first author’s name only and the abbreviation *et al.*


Bibliography /Works Cited: List all of the authors’ names. List the first author’s name using his/her last name first. List the other authors’ names using their first names first. Separate each author’s name with a comma.


**Referencing a Source Mentioned in Another Source:** It is recommended that you always try to find the original source. However, if you do decided to use an idea from one author that appears in another source, follow these guidelines.

Include the necessary publication information for the original source, followed by the publication information for the source that you have in front of you.

Note:


**Bibliography/Works Cited:**


**Referencing a Text without an Author:** If there is no known author, begin the entry with the title.

Note:


**Bibliography/Works Cited:**


**Referencing a Text without a Date:** Use the abbreviation *n.d.* for “no date” (see the example above)
Second, or Subsequent, References in Notes

*When a work has been cited in the text once in complete note form, later references to it are made in shortened form.

*The most common method is to mention only the last name of the author, a shortened form of the title of his or her work, and the page numbers.

*For works with three or more authors, list the first author’s name only and the abbreviation et al.

For example:

Source used for the first time:

Same source referenced later in the paper:

Ibid.

You can also use Ibid. in place of a note for a text if it immediately follows (no other references in between) a more complete note for that same text (either a full note or short form note). If the page number for the information from the source is the same as it was in the prior note, then only Ibid. is necessary. If the page number differs, add it to Ibid.

For example:


4. Ibid., 155

5. Ibid.

Content Notes

Include a content note to explain or emphasize certain information; to provide information that is related to your point, but perhaps not essential to include in the main text of our paper; to make acknowledgements to another author’s ideas; or to refer a reader to information in another source or in your own text. In the content note, you must also provide source information when necessary. You can include this information in one of your sentences or you may list it separately. See examples below:

1. The idea of dénouement refers to the section of a story where the central action has ceased and the conclusion of the story is upon us.

2. The childhood of Picasso is also considered when interpreting his pieces, especially the influence of his artist father and the death of his sister.

The following sources were used in the design of this handout.

“Citation Guide: Chicago Manual of Style.” The University of Arizona Library. The University of Arizona, http://www.library.arizona.edu/search/reference/citation-cms.html#cmsbk9a


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Notes

1. This is an example of an Endnote. If you had several of these, they would appear as a list at the very end of your document. You label your Endnotes as Notes.