

# 14: Notes and Bibliography

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## Source Citations: An Overview

### 14.1: The purpose of source citations

Ethics, copyright laws, and courtesy to readers require authors to identify the sources of direct quotations or paraphrases and of any facts or opinions not generally known or easily checked (see [13.1–6](#)). Conventions for citing sources vary according to scholarly discipline, the preferences of publishers and authors, and the needs of a particular work. Regardless of the convention being followed, source citations must always provide sufficient information either to lead readers directly to the sources consulted or, for materials that may not be readily available, to enable readers to positively identify them, regardless of whether the sources are published or unpublished or in printed or electronic form.

### 14.2: Chicago's two systems of source citation

This chapter describes the first of Chicago's two systems of source citation, which uses notes, whether footnotes or endnotes or both, usually together with a bibliography. The notes allow space for unusual types of sources as well as for commentary on the sources cited, making this system extremely flexible. Because of this flexibility, the notes and bibliography system is preferred by many writers in literature, history, and the arts. Chicago's other system—which uses parenthetical author-date references and a corresponding reference list as described in [chapter 15](#)—is nearly identical in content but differs in form. The author-date system is preferred for many publications in the sciences and social sciences but may be adapted for any work, sometimes with the addition of footnotes or endnotes. For journals, the choice between systems is likely to have been made long ago; anyone writing for a journal should consult the specific journal's instructions to authors (and see [14.3](#)).

### 14.3: Other systems of source citation

Among other well-known systems are those of the Modern Language Association (MLA) and the American Psychological Association (APA), both of which use in-text citations (described in [chapter 15](#)), and that of the American Medical Association (AMA). The AMA uses a numbered list of references cited in the text by reference number; the text numbers appear as superior figures like note reference numbers. Guidelines and examples for these three systems are to be found in the manuals of those associations. *Scientific Style and Format*, published by the Council of Science Editors (CSE) in cooperation with the University of Chicago Press, also furnishes useful guidelines on both the author-date system and numbered references (see [bibliog. 1.1](#) for these and other style manuals). Many journals and serials—including some of those published by the University of Chicago Press—either follow one of these styles or have their own styles, often based on or similar to the systems mentioned here and in [14.2](#). For legal and public documents, Chicago recommends *The Bluebook*, published by the Harvard Law Review Association; see [14.269–305](#).

### 14.4: Flexibility and consistency

As long as a consistent style is maintained within any one work, logical and defensible variations on the style illustrated in this chapter and in [chapter 15](#) are acceptable if agreed to by author and publisher. Such flexibility, however, is rarely possible in journal publication, which calls for adherence to the established style of the journal in question. See also [14.3](#).



## 14.5: Citation management tools

It is rarely necessary to create a source citation from scratch; even most printed resources will be listed with library catalogs or other online resources. From there, it is easy enough to copy and paste relevant data or to extract them using a number of available tools. Citation management applications such as EndNote or Zotero allow users to build libraries of reference data based directly on their research. These data can be used to place notes or in-text references in a manuscript or to generate bibliographies or reference lists—all formatted according to any number of citation styles (including both of Chicago's). The results, however, are only as good as the data that generate them and the software used to format them. A few caveats:

- Double-check your data. As you build your library of source data, check each field against the actual source as soon as you acquire the data for it. Make sure authors' names, titles of works, dates, and so forth are accurate and that they are entered in the appropriate fields. Check also for missing or redundant data. (It is okay, however, to collect more data than you will use in your citations.) You will need to do this whether you entered the data yourself or exported the citation from a library catalog or other resource.
- Double-check your citations. Once a source citation has been inserted in your manuscript, make sure it is correctly formatted according to the recommendations in this chapter or [chapter 15](#). Things to look for include errant punctuation or capitalization and missing or superfluous data. Enter corrections in the citation management application (or adjust its settings, as applicable) and double-check the results in the manuscript.
- Make sure your citations are backed up. Some applications will let you back up your data automatically. It is usually a good idea also to keep local copies as a safeguard. Such backups are helpful not only for ongoing research but also in the event your manuscript must be resubmitted for any reason.

Citation management tools work best for citing recently published books and journal articles and other common publication formats. The variety of sources typically cited in a scholarly work, on the other hand, usually precludes an acceptable result from software alone. Authors are therefore strongly encouraged to review their citations for consistency, accuracy, and completeness before submitting their final manuscripts (editors, in turn, should be aware of how the software works in order to help identify any potential pitfalls). Note also that your publisher may require that such citations be presented as ordinary text, stripped of any of the underlying codes such as fields or hyperlinks used in creating or organizing them. Authors should double-check citations *after* this conversion to ordinary text and fix any problems both in the text and in the citation data; authors are also advised to save a backup copy of the penultimate version of the manuscript, with codes intact, in case the citations need to be regenerated for any reason. See also [2.22](#).

### *Sources Consulted Online*

## 14.6: Electronic resource identifiers

Authors citing sources consulted online should generally include a uniform resource locator, or URL,[1](#) as the final element in a citation that includes all the components described throughout this chapter and in [chapter 15](#). A URL has the potential to lead readers directly to the source cited, and authors are encouraged to include them as part of their source citations (but see [14.11](#)). Many journal publishers, especially in the sciences, create links to sources cited in their articles as a matter of course—a process that authors facilitate when they include electronic resource identifiers

with their source citations. Book publishers, on the other hand, may require URLs only in citations of sources that may otherwise be difficult to locate. Authors are therefore advised to consult their publishers early in the publication process. The information in this section—together with the examples of URLs throughout this chapter—is intended to provide guidance for those authors and publishers who wish to include them as part of their research or publications or both. See also [14.7](#). For citing other types of electronic formats, see [14.159](#), [14.163](#), [14.263](#), [14.265](#).

### **14.7: Uniform resource locators (URLs)**

A uniform resource locator, or URL—for example, <http://www.chicagomanualofstyle.org/>—is designed to lead a reader directly to an internet source. Note that it is never sufficient to provide only a URL; as far as they can be determined, the full facts of publication should always be recorded first. Readers should be able to judge the nature and authority of any source from the full facts of publication as detailed throughout this chapter and [chapter 15](#). Moreover, the source to which a URL points is apt to move to a different location or to disappear altogether. For this reason, it is important to choose the version of the URL that is most likely to continue to point to the source cited. For DOIs, see [14.8](#). For other options, see [14.9](#), [14.10](#), [14.11](#). For URL syntax, see [14.17](#) and [14.18](#). For examples of URLs in source citations, see [14.23](#) (under “Journal Article”) and throughout this chapter and [chapter 15](#).

### **14.8: Digital Object Identifiers (DOIs)**

One of a number of standards addressing the need for more reliable resource identifiers is that of the Digital Object Identifier (DOI).<sup>2</sup> A DOI is a unique and permanent string assigned to a piece of intellectual property such as a journal article or book (or a component thereof), in any medium in which it is published. (The term “digital” refers to the identifier and not necessarily to the object.) A DOI forms a persistent URL starting with <https://doi.org/> followed by a prefix (such as 10.1086) assigned by a DOI registration agency such as Crossref and then a suffix assigned by the publisher. For example, <https://doi.org/10.1086/679716> identifies the article entitled “Scott’s Editing: History, Polyphony, Authority,” by Robert Mayer, published in the May 2015 issue of *Modern Philology*. This URL will, at a minimum, redirect the user to the latest version of a page with information that identifies the content and includes up-to-date information about its location or availability (from the publisher or other content owner). DOIs are often listed with a source in the form of “DOI:” followed by the prefix and suffix; in their source citations, authors should append this DOI to <https://doi.org/> to form a URL as described above. (To find a DOI link or its target, the string starting with the prefix can be entered into the metadata search tool available from [Crossref](#) or the DOI resolver provided by the [International DOI Foundation](#).) DOIs are an implementation of the Handle System, which also provides for URLs that begin with <https://hdl.handle.net/> and function in much the same way as DOI-based URLs. Authors should prefer a DOI- or Handle-based URL whenever one is available. Examples are included throughout the section on journals ([14.168–87](#)) and at [14.161](#) and [14.234](#).

### **14.9: Permalinks and the like**

URLs are usually recorded by copying the version of the URL that appears with the source in a web browser’s address bar (or sometimes through a sharing option) as the current link for the reference. Some internet resources list another version of the URL along with the resource itself intended for citing or sharing the link. In the absence of a DOI or the like (see [14.8](#)), these URLs—often labeled as persistent URLs, permalinks, stable URLs, or the like—should generally be preferred. As with any URL, they should be tested to make sure they lead where intended. When

a URL points to a location that requires a subscription to a commercial database (e.g., through a library), it may be better to name the database instead (see 14.11).

#### 14.10: Short forms for URLs

A very long URL—one that runs to as much as a line or more of text, especially if it contains a lot of punctuation or other syntax readable mainly by computers—can often be shortened simply by finding a better version of the link. If the source offers a DOI (see 14.8), use that; otherwise, determine whether a permalink or the like is available (see 14.9). If not, it is still often possible to find a better version of the URL, sometimes by relinking to the source using the available tools for navigation. For example, a search for the 1913 novel *Pollyanna* in the Google Books database may yield a URL that looks like this:

<https://books.google.com/books?id=bF81AAAAMAAJ&pg=PA226#v=onepage&q&f=false>

That URL, the result of a search for a specific passage, points to a corresponding page in the book (p. 226). The URL for the main page for the book looks like this (and should be preferred, assuming a page reference is included as part of the full citation):

<https://books.google.com/books?id=bF81AAAAMAAJ>

Alternatively, it is usually acceptable for such formally published resources simply to list the domain name (e.g., <https://books.google.com/>) or the name of the database (e.g., Google Books); interested readers should be able to search for and find the cited source based on the full facts of publication. On the other hand, shortened versions of a URL provided by third-party services (and intended primarily for use with social media) should never be used. Not only are such services prone to disappear, but the original URL identifies the domain name and other elements that may be important to the citation. Publishers, however, may choose to make an exception, especially for DOIs. (Short forms for DOIs are available through a service from the [International DOI Foundation](#).)

#### 14.11: Library and other bibliographic databases

For a source consulted via a library or other commercial bibliographic database and available only through a subscription or library account, it may be best to name the database in lieu of a URL. Even a URL recommended for such a source (see 14.9) may lead a nonsubscriber to a login page with no information about the source itself. If in doubt, test the URL while logged out of the library or database; a URL that leads to information about the source, if not full access to it, is safe to use. A URL based on a DOI, which will always direct readers to information about the source, if not full access to it, should be preferred where available (see 14.8). For more information and examples, see 14.161 (books), 14.175 (journals), 14.215 (theses and dissertations).

#### 14.12: Access dates

An access date—that is, the self-reported date on which an author consulted a source—is of limited value: previous versions will often be unavailable to readers; authors typically consult a source any number of times over the course of days or months; and the accuracy of such dates, once recorded, cannot readily be verified by editors or publishers. Chicago does not therefore require access dates in its published citations of electronic sources unless no date of publication or revision can be determined from the source (see also 14.13). Because some publishers in some disciplines—in particular, research-intensive fields such as science and medicine—do require

access dates, authors should check with their publishers early on, and it never hurts to record dates of access during research (citation management software will do this automatically). (Students may be required to include access dates in their papers.) For examples, see [14.176](#), [14.207](#), and [14.233](#). For access dates in author-date format, see [15.50](#).

#### **14.13: “Last modified” and other revision dates**

Some electronic documents will include a date on each page or screen indicating the last time the document was modified or revised. There are no accepted standards for this practice, and for formally published material the date of publication is generally more important. A revision date should be included, however, if it is presented as the de facto date of publication or is otherwise the only available date. Such dates may be particularly useful for citing wikis and other frequently updated works. For examples, see [14.207](#), [14.233](#), [14.234](#).

#### **14.14: Authority and permanence**

Much as they do for printed publications, authors must weigh the authority of any electronic sources they choose to cite. Electronic content presented without formal ties to a publisher or sponsoring body has the authority equivalent to that of unpublished or self-published material in other media. Moreover, such content is far more likely to change without notice—or disappear altogether—than formally published materials. On the other hand, self-published material from an authority on a given subject can usually be relied on. Authors should note that *anything* posted on the internet is “published” in the sense of copyright and must be treated as such for the purposes of complete citation and clearance of permissions, if relevant (see [4.2](#), [4.64–69](#)).

#### **14.15: Preserving a permanent record**

As part of their research, and in addition to recording accurate and complete source citations as described throughout this chapter and [chapter 15](#), authors are strongly encouraged to keep a copy of any source that is not formally published, as a hedge against potential challenges to the research or data before, during, or after publication. Such a source might include a post on a social-networking site or app, a page from the website of a banking institution, or a version of an article on a news site reporting an ongoing crisis—any source that may be difficult to track down at a later date in exactly the form in which it was consulted. (Examples of sources that would *not* be subject to this recommendation would include an article in a journal or a magazine or any book cataloged by the Library of Congress or other national registry.) Copies may be kept in the form of printouts or as digital files (e.g., as PDFs or screen captures), or by means of a permanent link creation service such as Perma.cc.

#### **14.16: Publications available in more than one medium**

In many cases the contents of the print and electronic forms of the same publication are intended to be identical. Moreover, publishers are encouraged to note explicitly any differences between the two (see [1.78](#)). In practice, because there is always the potential for differences, intentional or otherwise, authors should cite the version consulted. Chicago recommends including a URL to indicate that a work was consulted online. For practical purposes, alternate electronic formats offered by a single publisher from the same URL—for example, PDF and HTML versions of the journal article mentioned in [14.8](#)—do *not* need to be indicated in the citation. Moreover, a DOI-based URL technically points to each medium in which a work is published. (Though a print source may list a DOI, authors need not record it as part of their research unless their publisher or discipline requires it.) For items designed to be read apart from any website, the application,

format, device, or medium should be specified, depending on what might be required to consult a particular version. See also 14.6.

#### 14.17: URLs and other such elements in relation to surrounding text

URLs, email addresses, and the like are unique strings that contain no spaces. URLs should be presented in full, beginning with the protocol (usually *http*, for *hypertext transfer protocol*, or *https*, a version of the protocol that adds support for enhanced security mechanisms). Even if it follows a period, the first letter of the protocol (e.g., the *h* in *http*) is not capitalized. (In running text, avoid beginning a sentence with a URL.) The capitalization of the remaining components varies; because some resource identifiers are case sensitive, they should not be edited for style. A “trailing slash” (/), the last character in a URL pointing to a directory, is part of the URL. Other punctuation marks that follow a URL or other such identifier will readily be perceived as belonging to the surrounding text; sentences or citations that include a URL or the like should therefore be punctuated normally. Though angle brackets or other “wrappers” are standard with email addresses or URLs in some applications, these are unnecessary in the context of notes and bibliographies or in running text (see also 6.8).

#### 14.18: URLs and line breaks

In a printed work, if a URL has to be broken at the end of a line, the break should be made *after* a colon or a double slash (//); *before* a 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 equals sign or an ampersand. Such breaks help to signal that the URL has been carried over to the next line. A hyphen should never be added to a URL to denote a line break, nor should a hyphen that is part of a URL appear at the end of a line. If a particularly long element must be broken to avoid a seriously loose or tight line, it can be broken between words or syllables according to the guidelines for word division offered in 7.36–47. Editors, proofreaders, and compositors should use their discretion in applying these recommendations, aiming for a balance between readability and aesthetics.

[http://press-pubs.uchicago  
.edu/founders/](http://press-pubs.uchicago.edu/founders/)

[http://www.jstor.org/stable  
/2921689](http://www.jstor.org/stable/2921689)

[http://www.themillions.com/2015/04/to-fall-in  
-love-with-a-reader-do-this.html](http://www.themillions.com/2015/04/to-fall-in-love-with-a-reader-do-this.html)

[http://content.time.com/time/magazine/article/0,9171  
,920400,00.html](http://content.time.com/time/magazine/article/0,9171,920400,00.html)

[http://www.scien  
tificstyleandformat.org/](http://www.scientificstyleandformat.org/)

It is generally unnecessary to specify breaks for URLs in electronic publication formats with reflowable text, and authors should avoid forcing them to break in their manuscripts (see 2.13).

## Basic Format, with Examples and Variations

### 14.19: Notes and bibliography—an overview

In the system favored by many writers in the humanities, bibliographic citations are provided in notes, preferably supplemented by a bibliography. The notes, whether footnotes or endnotes, are usually numbered and correspond to superscript note reference numbers in the text (but see [14.53](#)); in electronic formats, notes and note numbers are usually linked. Notes are styled much like running text, with authors' names in normal order and the elements separated by commas or parentheses.

1. Stuart Shea, *Wrigley Field: The Long Life and Contentious Times of the Friendly Confines* (Chicago: University of Chicago Press, 2014), 51–52.

If the bibliography includes all works cited in the notes, the notes need not duplicate the source information in full because readers can consult the bibliography for publication details and other information. In works with no bibliography or only a selected list, full details must be given in a note at first mention of any work cited; subsequent citations need only include a short form.

2. Shea, *Wrigley Field*, 138.

In bibliographies, where entries are listed alphabetically, the name of the first author is inverted, and the main elements are separated by periods.

- Shea, Stuart. *Wrigley Field: The Long Life and Contentious Times of the Friendly Confines*. Chicago: University of Chicago Press, 2014.

For examples of the difference in format between note citations and bibliography entries, see [14.23](#). For a detailed discussion of notes, see [14.24–60](#). For shortened references, see [14.29–36](#). For a detailed discussion of bibliographies, see [14.61–71](#).

### 14.20: Basic structure of a note

A footnote or an endnote generally lists the author, title, and facts of 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 (see [8.159](#)), unless they are in another language (see [11.6](#)). Titles of larger works (e.g., books and journals) are italicized; titles of smaller works (e.g., chapters, articles) or unpublished works are presented in roman and enclosed in quotation marks (see [8.163](#)). Such terms as *editor*/*edited by*, *translator*/*translated by*, *volume*, and *edition* are abbreviated.

### 14.21: Basic structure of a bibliography entry

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). A bibliography entry starts with a capital letter unless the first word would normally be lowercased (as in a last name that begins with a lowercase particle; see [8.5](#)). As in a note, titles are capitalized headline-style unless they are in another language; 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 and enclosed in quotation marks. Noun forms such as *editor*, *translator*, *volume*, and *edition* are abbreviated, but verb forms such as *edited by* and *translated by*—abbreviated in a note—are spelled out in a bibliography. Compare [14.20](#).



## 14.22: Page numbers and other locators

In notes, where reference is usually to a particular passage in a book or journal, only the page numbers pertaining to that passage are given. In bibliographies, no page numbers are given for books cited as a whole; for easier location of journal articles or chapters or other sections of a book, the beginning and ending page numbers of the entire article or chapter are given. Electronic sources do not always include page numbers (and some that do include them repaginate according to user-defined text size). For such unpaginated works, it may be appropriate in a note to include a chapter or paragraph number (if available), a section heading, or a descriptive phrase that follows the organizational divisions of the work. In citations especially of shorter electronic works presented as a single, searchable document, such locators may be unnecessary. See also [14.160](#).

## 14.23: Notes and bibliography—examples and variations

The examples that follow provide an overview of the notes and bibliography style, featuring books and journal articles as models. Each example includes a numbered note and a corresponding bibliography entry. Each example also includes a shortened form of the note, suitable for subsequent citations of a source already cited in full; in practice, in works that include a bibliography that lists in full all sources cited, it is acceptable to use the shortened form in the notes even at first mention. For advice on constructing short forms for notes, see [14.29–36](#). For many more examples, consult the sections dealing with specific types of sources throughout this chapter.

### i. Book with Single Author or Editor

For a book with a single author, invert the name in the bibliography but not in the notes. Punctuate and capitalize as shown. Note the shortened form in the second note. Note also that page numbers are included in a note but not in a bibliography entry, unless the entry is for a chapter (see “Chapter in an Edited Book,” below). The first note cites two consecutive pages; the second note cites two nonconsecutive pages. See also [14.148](#).

1. Cheryl Strayed, *Wild: From Lost to Found on the Pacific Crest Trail* (New York: Alfred A. Knopf, 2012), 87–88.

2. Strayed, *Wild*, 261, 265.

Strayed, Cheryl. *Wild: From Lost to Found on the Pacific Crest Trail*. New York: Alfred A. Knopf, 2012.

A book with an editor in place of an author includes the abbreviation *ed.* (*editor*; for more than one editor, use *eds.*). Note that the shortened form does not include *ed.*

1. Meghan Daum, ed., *Selfish, Shallow, and Self-Absorbed: Sixteen Writers on the Decision Not to Have Kids* (New York: Picador, 2015), 32.

2. Daum, *Selfish*, 134–35.

Daum, Meghan, ed. *Selfish, Shallow, and Self-Absorbed: Sixteen Writers on the Decision Not to Have Kids*. New York: Picador, 2015.

### ii. Book with Multiple Authors

For a book with two authors, note that only the first-listed name is inverted in the bibliography entry.

1. Brian Grazer and Charles Fishman, *A Curious Mind: The Secret to a Bigger Life* (New York: Simon & Schuster, 2015), 188.
2. Grazer and Fishman, *Curious Mind*, 190.

Grazer, Brian, and Charles Fishman. *A Curious Mind: The Secret to a Bigger Life*. New York: Simon & Schuster, 2015.

For a book with three authors, adapt as follows:

1. Alexander Berkman, Henry Bauer, and Carl Nold, *Prison Blossoms: Anarchist Voices from . . .*
2. Berkman, Bauer, and Nold, *Prison Blossoms . . .*

Berkman, Alexander, Henry Bauer, and Carl Nold. *Prison Blossoms: Anarchist Voices from . . .*

For a book with four or more authors, list all the authors in the bibliography entry. Word order and punctuation are the same as for two or three authors. In the note, however, cite only the name of the first-listed author, followed by *et al.* See also [14.76](#).

1. Claire Haček et al., *Mediated Lives: Reflections on Wearable Technologies . . .*
2. Haček et al., *Mediated Lives . . .*

### iii. Book with Author plus Editor or Translator

In a book with an editor or translator in addition to the author, *ed.* or *trans.* in the note becomes *Edited by* or *Translated by* in the bibliography entry. See also [14.104](#).

1. Gabriel García Márquez, *Love in the Time of Cholera*, trans. Edith Grossman (London: Cape, 1988), 242–55.
2. García Márquez, *Cholera*, 33.

García Márquez, Gabriel. *Love in the Time of Cholera*. Translated by Edith Grossman. London: Cape, 1988.

### iv. Chapter in an Edited Book

When citing a chapter or similar part of an edited book, include the chapter author; the chapter title, in quotation marks; and the editor. Precede the title of the book with *in*. Note the location of the page range for the chapter in the bibliography entry. See also [14.106–12](#).

1. Glenn Gould, “Streisand as Schwarzkopf,” in *The Glenn Gould Reader*, ed. Tim Page (New York: Vintage Books, 1984), 310.
2. Gould, “Streisand as Schwarzkopf,” 309.

Gould, Glenn. “Streisand as Schwarzkopf.” In *The Glenn Gould Reader*, edited by Tim Page, 308–11. New York: Vintage Books, 1984.

### v. Journal Article

Citations of journals typically include the volume and issue number and date of publication. The volume number follows the italicized journal title in roman and with no intervening punctuation. A specific page reference is included in the notes; the page range for an article is included in the



bibliography. In the full citation, page numbers are preceded by a colon. Authors should record the full information for the issue, including issue number, even if a journal is paginated consecutively across a volume or if the month or season appears with the year.

1. Benjamin Bagley, “Loving Someone in Particular,” *Ethics* 125, no. 2 (January 2015): 484–85.

2. Bagley, “Loving Someone in Particular,” 501.

Bagley, Benjamin. “Loving Someone in Particular.” *Ethics* 125, no. 2 (January 2015): 477–507.

The URL in the following example indicates that the article was consulted online; in this case, it is based on a DOI and is preferred to the URL that appears with the article (see 14.7, 14.8). Some publishers will use the URL as the basis of a link to the cited resource. Shortened citations for subsequent references to an online source need not repeat the URL. For access dates (not shown here), see 14.176.

1. Jui-Ch’i Liu, “Beholding the Feminine Sublime: Lee Miller’s War Photography,” *Signs* 40, no. 2 (Winter 2015): 311, <https://doi.org/10.1086/678242>.

2. Liu, “Beholding the Feminine Sublime,” 312.

Liu, Jui-Ch’i. “Beholding the Feminine Sublime: Lee Miller’s War Photography.” *Signs* 40, no. 2 (Winter 2015): 308–19. <https://doi.org/10.1086/678242>.

## Notes

### Note Numbers

#### 14.24: Numbers in text versus numbers in notes

Note reference numbers in text are set as superior (superscript) numbers. In the notes themselves, they are normally full size, not raised, and followed by a period. (In manuscripts, superscript numbers in both places—the typical default setting in the note-making feature of a word processor—are perfectly acceptable.)

“Crushed thirty feet upwards, the waters flashed for an instant like heaps of fountains, then brokenly sank in a shower of flakes, leaving the circling surface creamed like new milk round the marble trunk of the whale.”<sup>1</sup>

1. Herman Melville, *Moby-Dick; or, The Whale* (New York: Harper & Brothers, 1851), 627.

If a symbol rather than a number is used (see 14.25), the symbol appears as a superscript in the text but not in the note, where it is *not* followed by a period but may be followed by a space, as long as this is done consistently. (In some typefaces, symbols may become difficult to read as superscripts; in such cases, they may be set on the line, full size, in the text as well as the notes.)

#### 14.25: Sequencing of note numbers and symbols

Notes, whether footnotes or endnotes, should be numbered consecutively, beginning with 1, throughout each article and for each new chapter—not throughout an entire book unless the text has no internal divisions. Where only a handful of footnotes appear in an entire book or, perhaps, just one in an article, symbols may be used instead of numbers (see also 14.24). Usually an asterisk

is enough, but if more than one note is needed on the same page, the sequence is \* † ‡. For using a combination of numbers and symbols for two sets of notes, see [14.49–51](#). For notes to tables and other nontextual matter, which are usually handled independently of the notes to the text, see [3.76–80](#).

#### **14.26: Placement of note number**

A note number should generally be placed at the end of a sentence or at the end of a clause. The number normally follows a quotation (whether it is run in to the text or set as an extract). Relative to other punctuation, the number follows any punctuation mark except for the dash, which it precedes.

“This,” wrote George Templeton Strong, “is what our tailors can do.”<sup>1</sup>

It was the hour of “national paths” toward socialism;<sup>9</sup> but that expression, which turned out to be temporary, was more an incantation than a discovery.

The bias was apparent in the Shotwell series<sup>3</sup>—and it must be remembered that Shotwell was a student of Robinson’s.

Though a note number normally follows a closing parenthesis, it may on rare occasion be more appropriate to place the number inside the closing parenthesis—if, for example, the note applies to a specific term within the parentheses.

(In an earlier book he had said quite the opposite.)<sup>2</sup>

Men and their unions, as they entered industrial work, negotiated two things: young women would be laid off once they married (the commonly acknowledged “marriage bar”<sup>1</sup>), and men would be paid a “family wage.”

#### **14.27: Note numbers with chapter and article titles and subheads**

In books, a note number should never appear within or at the end of a chapter title. A note that applies to an entire chapter should be unnumbered and is preferably placed at the foot of the first page of the chapter, preceding any numbered notes (see [14.52–55](#)). (In the case of an electronic format that does not support footnotes as such, an unnumbered note might appear immediately after, or be linked from, the chapter title.) Some journal publishers place an asterisk at the end of the article title for notes that apply to an article as a whole and reserve numbered references for other notes. Note references appearing with a subhead within a book chapter or an article should be numbered along with the rest of the notes, though some editors will prefer to move such references into the text that follows the subhead.

#### **14.28: Multiple citations and multiple note references**

More than one note reference should never appear in the same place (such as<sup>5,6</sup>); however, a single note can contain more than one citation or comment (see [14.57](#)). Nor can a note number reappear out of sequence; the substance of a note that applies to more than one location must be repeated under a new note number. To avoid such repetition, especially for a longer discursive note, a cross-reference may be used—though these must be checked carefully before publication. (See also [14.29–36](#).)

18. See note 3 above.

Some systems of numbered references used by publications in the sciences not only allow multiple reference numbers in the same location but also allow numbers to reappear out of sequence for repeated notes; for more details, consult *Scientific Style and Format* ([bibliog. 1.1](#)).

### Shortened Citations

#### 14.29: When to use shortened citations

To reduce the bulk of documentation in works that use footnotes or endnotes, subsequent citations of sources already given in full—either in a previous note or in a bibliography that provides complete bibliographic data—should be shortened whenever possible. (In a work without a bibliography, it is preferable to repeat the full citation the first time it appears in each new chapter.) The short form, as distinct from an abbreviation, should include enough information to remind readers of the full title or to lead them to the appropriate entry in the bibliography. (Some short forms are not covered here: for citing different chapters in the same work, see [14.108](#); for letters, see [14.111](#); for legal citations, see [14.275](#). Other short forms may be patterned on the examples in this section.)

#### 14.30: Basic structure of the short form

The most common short form consists of the last name of the author and the main title of the work cited, usually shortened if more than four words, as in examples 4–6 below. For more on authors' names, see [14.32](#). For more on short titles, see [14.33](#). For more on journal articles, see [14.185](#).

1. Samuel A. Morley, *Poverty and Inequality in Latin America: The Impact of Adjustment and Recovery* (Baltimore: Johns Hopkins University Press, 1995), 24–25.
2. Regina M. Schwartz, “Nationals and Nationalism: Adultery in the House of David,” *Critical Inquiry* 19, no. 1 (1992): 131–32.
3. Ernest Kaiser, “The Literature of Harlem,” in *Harlem: A Community in Transition*, ed. J. H. Clarke (New York: Citadel Press, 1964).
4. Morley, *Poverty and Inequality*, 43.
5. Schwartz, “Nationals and Nationalism,” 138.
6. Kaiser, “Literature of Harlem,” 189–90.

#### 14.31: Cross-reference to full citation

When references to a particular source are far apart, readers encountering the short form may be helped by a cross-reference to the original note—especially in the absence of a full bibliography. These cross-references must be checked carefully before the work is published.

1. Miller, *Quest*, 81 (see chap. 1, n. 4).

It may be better simply to repeat the full details for a source at its first appearance in the notes to each new chapter, an approach recommended by Chicago for works that lack a full bibliography.

#### 14.32: Short form for authors' names

Only the last name of the author, or of the editor or translator if given first in the full reference, is needed in the short form. Full names or initials are included only when authors with the same last name must be distinguished from one another. Such abbreviations as *ed.* or *trans.* following a name

in the full reference are omitted in subsequent references. If a work has two or three authors, give the last name of each; for more than three, the last name of the first author followed by *et al.*

1. Kathryn Petras and Ross Petras, eds., *Very Bad Poetry* . . .
2. Joseph A. Bellizzi, H. F. Kruckeberg, J. R. Hamilton, and W. S. Martin, "Consumer Perceptions of National, Private, and Generic Brands," . . .
3. Petras and Petras, *Very Bad Poetry* . . .
4. Bellizzi et al., "Consumer Perceptions," . . .

#### 14.33: Short form for titles of works

The short title contains the key word or words from the main title. An initial *A* or *The* is usually omitted. The order of the words should not be changed (for example, *Daily Notes of a Trip around the World* should be shortened not to *World Trip* but to *Daily Notes* or *Around the World*). Titles of four words or fewer are seldom shortened. The short title is italicized or set in roman and quotation marks according to the way the full title appears.

The War Journal of Major Damon "Rocky" Gause

(Short title) *War Journal*

"A Brief Account of the Reconstruction of Aristotle's *Protrepticus*"

(Short title) "Aristotle's *Protrepticus*"

*Kriegstagebuch des Oberkommandos der Wehrmacht, 1940–1945*

(Short title) *Kriegstagebuch*

In short titles in languages other than English, no word should be omitted that governs the case ending of a word included in the short title. If in doubt, ask someone who knows the language.

#### 14.34: Shortened citations versus "ibid."

The abbreviation *ibid.* (from *ibidem*, "in the same place") usually refers to a single work cited in the note immediately preceding. In a departure from previous editions, Chicago discourages the use of *ibid.* in favor of shortened citations as described elsewhere in this section; to avoid repetition, the title of a work just cited may be omitted. Shortened citations generally take up less than a line, meaning that *ibid.* saves no space, and in electronic formats that link to one note at a time, *ibid.* risks confusing the reader. In the following examples, shortened citations are used for the first reference, as in a work with a full bibliography (see 14.29). The short forms now preferred by Chicago are followed by the same examples using *ibid.* Note that either abbreviated form (author only or *ibid.*) is appropriate only when it refers to the last item cited; where this is not the case, or where the previous note cites more than one source, the fuller form of the shortened citation must be repeated. Note also that with the preferred short form, a page reference must be repeated even if it is the same as the last-cited location (as in note 3); with *ibid.*, an identical page location is not repeated. The word *ibid.*, italicized here only because it is a word used as a word (see 7.63), is capitalized at the beginning of a note and followed by a period.

1. Morrison, *Beloved*, 3.

2. Morrison, 18.

or 2. *Ibid.*, 18.

- |  |    |                   |
|--|----|-------------------|
| 3. Morrison, 18.   | or | 3. Ibid.          |
| 4. Morrison, 24–26.  | or | 4. Ibid., 24–26.  |
| 5. Morrison, <i>Song of Solomon</i> , 401–2.                     |    |                   |
| 6. Morrison, 433.  | or | 6. Ibid., 433.    |
| 7. Díaz, <i>Oscar Wao</i> , 37–38.                               |    |                   |
| 8. Morrison, <i>Song of Solomon</i> , 403.                       |    |                   |
| 9. Díaz, <i>Oscar Wao</i> , 152.                                 |    |                   |
| 10. Díaz, 201–2.   | or | 10. Ibid., 201–2. |
| 11. Morrison, <i>Song of Solomon</i> , 240; <i>Beloved</i> , 32. |    |                   |
| 12. Morrison, <i>Beloved</i> , 33.                               |    |                   |

An author-only reference (or *ibid.*) may also be used within one note in successive references to the same work.

13. Morris Birkbeck, “The Illinois Prairies and Settlers,” in *Prairie State: Impressions of Illinois, 1673–1967, by Travelers and Other Observers*, ed. Paul M. Angle (Chicago: University of Chicago Press, 1968), 62. “The soil of the Big-prairie, which is of no great extent notwithstanding its name, is a rich, cool sand; that is to say, one of the most desirable description” (Birkbeck, 63 [or *ibid.*, 63]).

To avoid a succession of repeated notes for the same works, the content of notes 2–4, 6, and 8–12 in the examples above might instead be placed parenthetically in the text in place of the note references, but only if the works under discussion are clear from the text (see also [13.66](#)).

#### 14.35: “Idem”

When several works by the same person are cited successively in the same note, *idem* (“the same,” sometimes abbreviated to *id.*) has sometimes been used in place of the author’s name. Except in legal references, where the abbreviation *id.* is used in place of *ibid.*, the term is rarely used anymore. Chicago discourages the use of *idem*, recommending instead that the author’s last name be repeated. See also [14.34](#).

#### 14.36: “Op. cit.” and “loc. cit.”

*Op. cit.* (*opere citato*, “in the work cited”) and *loc. cit.* (*loco citato*, “in the place cited”), used with an author’s last name and standing in place of a previously cited title, have rightly fallen into disuse. Consider a reader’s frustration on meeting, for example, “Wells, *op. cit.*, 10” in note 95 and having to search back to note 2 for the full source or, worse still, finding that *two* works by Wells have been cited. Chicago disallows both *op. cit.* and *loc. cit.* and instead uses the short-title form described in [14.33](#).

## Commentary and Quotations in Notes

### 14.37: Citations plus commentary in a note

When a note contains not only the source of a fact or quotation in the text but related substantive material as well, the source comes first. A period usually separates the citation from the commentary. Such comments as “emphasis mine” are usually put in parentheses. See also [13.62](#).

1. Shakespeare, *Julius Caesar*, act 3, sc. 1. Caesar’s claim of constancy should be taken with a grain of salt.
2. Little, “Norms of Collegiality,” 330 (my italics).

### 14.38: Quotation within a note

When a note includes a quotation, the source normally follows the terminal punctuation of the quotation. The entire source need not be put in parentheses, which involves changing existing parentheses to brackets (see [6.101](#)) and creating unnecessary clutter.

1. One estimate of the size of the reading public at this time was that of Sydney Smith: “Readers are fourfold in number compared with what they were before the beginning of the French war. . . . There are four or five hundred thousand readers more than there were thirty years ago, among the lower orders.” *Letters*, ed. Nowell C. Smith (New York: Oxford University Press, 1953), 1:341, 343.

Long quotations should be set off as extracts in notes as they would be in text (see [13.10](#)). In notes, more than three lines of poetry should be set off (but see [13.25](#); see also [13.29](#)).

### 14.39: Substantive notes

Substantive, or discursive, notes may merely amplify the text and include no sources. Such notes may augment any system of source citation, including the author-date system (see [chapter 15](#)). When a source is needed, it is treated as in the example in [14.38](#) or, if brief and already cited in full, may appear parenthetically, as in the following example:

1. Ernst Cassirer takes important notice of this in *Language and Myth* (59–62) and offers a searching analysis of man’s regard for things on which his power of inspired action may crucially depend.

### 14.40: Paragraphing within long notes

To avoid page makeup problems, very long footnotes should be avoided (see [14.44](#)). No such bar exists for endnotes, however, and very long endnotes should be broken into multiple paragraphs as an aid to reading. Authors and editors should first consider, however, whether such a note would be more effective if shortened or at least partially incorporated into the text. See also [14.45](#).

### 14.41: Footnotes that break across pages in a printed work

When a footnote begins on one page and continues on the next, the break should be made in midsentence lest readers miss the end of the note; a short rule appears above the continued part (see [fig. 14.1](#)). This advice applies only to the published form of a work (and is something that is generally imposed at the typesetting stage). At the manuscript stage, authors and editors should let the note-making feature in their word-processing software determine any such breaks.

#### 14.42: “See” and “cf.”

Notes are often used to invite readers to consult further resources. When doing so, authors should keep in mind the distinction between *see* and *cf.*, using *cf.* only to mean “compare” or “see, by way of comparison.” Neither term is italicized in notes (though *see* is italicized in indexes; see [16.22](#)).

1. For further discussion of this problem, see Jones, *Conflict*, 49.
2. Others disagree with my position; cf. Fisher and Ury, *Getting to Yes*, 101–3.

### *Footnotes versus Endnotes*

#### 14.43: Footnotes and endnotes—an overview

As their name suggests, 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. In multiauthor books, where the notes may differ in kind and length, and where chapters may be offered separately, they are usually placed at the end of the chapter to which they pertain. (The decision of where to place the notes is generally made by the publisher.) In electronic formats, notes are often linked to the text, and the distinction between footnotes and endnotes may not apply. At the manuscript stage, authors can work with whichever form seems most convenient, though notes should be inserted with a word processor’s note-making function to facilitate automatic renumbering when notes are added or deleted (see also [2.22](#)). For footnotes to tables, see [2.31](#), [3.76–80](#). For notes in previously published material, see [2.45](#).

#### 14.44: Footnotes—pros and cons

Readers of printed works usually prefer footnotes for ease of reference. This is especially true where the notes are closely integrated into the text and make interesting reading, or if immediate knowledge of the sources is essential to readers. The limiting factor in printed works is page makeup—it can be difficult or impossible to fit a close succession of long footnotes onto the pages they pertain to, especially in an illustrated work (a basic requirement for all footnotes is that they at least begin on the page on which they are referenced). There is also the matter of appearance; a page consisting almost exclusively of footnotes is daunting for many readers. For some remedies, see [14.56–60](#).

#### 14.45: Endnotes—pros and cons

Endnotes, which pose no page makeup challenges beyond those of ordinary text, obviate many of the disadvantages of footnotes in printed works (see [14.44](#)). Because of this flexibility, and because pages free of footnotes are less intimidating to many readers, publishers’ marketing and sales staff may recommend endnotes in books directed to general as well as scholarly or professional readers. Nonetheless, because general readers may be disappointed to find a third or more of a book devoted to endnotes, authors still need to aim for a healthy balance between text and notes (i.e., by resisting the temptation to include an excessive number of discursive notes). The main problem with endnotes is that of finding a particular note. This difficulty (usually not encountered in electronic texts, where text and notes are linked) can be ameliorated by informative running heads (see [14.47](#)).

#### 14.46: Endnote placement

Endnotes to each chapter of a book are often best grouped in the end matter, following the text and any appendixes and preceding the bibliography if there is one (see [1.4](#)). The main heading is simply



“Notes,” and the group of notes to each chapter is introduced by a subhead bearing the chapter number or title or both (see [fig. 14.2](#)). In a book that has a different author for each chapter, or whose chapters may be offered separately, endnotes normally appear at the end of each chapter. In a journal, they appear at the end of each article. In the latter two cases, a subhead “Notes” usually appears between text and notes (see [fig. 14.3](#)).

#### 14.47: Running heads for endnotes

Where endnotes are gathered at the back of a printed book and occupy more than two or three pages, running heads (both verso and recto) showing the page numbers to which the notes pertain are a boon to readers (see [1.15](#)). (In electronic formats without fixed pages, such running heads will not apply; instead, the notes may be linked to the text as an aid to navigation.) To determine what page numbers to use in the running head for a particular page of notes, find the numbers of the first and last notes beginning on that page (disregarding a runover from a previous page) and locate the references to these notes in the main text. The numbers of the first and last pages on which these references appear in text are the numbers to use in the running head: for example, “Notes to Pages 123–125.” The last number is *not* abbreviated; compare [9.61](#). (If, as occasionally happens, only one note appears on a page, use the singular: e.g., “Note to Page 23.”) Since these running heads can be completed only when page proofs are available, the corrections are considered “alterations” (see [2.135](#)), and the cost may be charged to the publisher. (Another option, less useful for readers but cheaper for the publisher, is to include running heads that simply read “Notes to Chapter One,” “Notes to Chapter Two,” and so on; since readers are often unaware of the number of the chapter they are reading, chapter numbers must also appear in the running heads of the text itself.) When notes appear at the ends of chapters, note-related running heads are rarely necessary.

#### 14.48: Special considerations for endnotes

Whereas footnote citations, because they appear so close to the text, can omit certain elements mentioned in the text, omitting them in endnotes risks irritating readers, who have to go back and forth. For example, an author or a title mentioned in the text need not be repeated in the footnote citation, though it is often helpful to do so. In an endnote, however, the author (or at least the author’s last name, unless it is obvious) and title should be repeated, since at least some readers may have forgotten whether the note number was 93 or 94 by the time they find it at the back of the work. It is particularly annoying to arrive at the right place in the endnotes only to find another *ibid.* (see also [14.34](#)). Such frustration can be further prevented by consolidating some of the endnote references, using the devices illustrated in the examples below.

1. This and the preceding four quotations are all from *Hamlet*, act 1, sc. 4.

2. Mary Norris, *Between You & Me: Confessions of a Comma Queen* (New York: W. W. Norton, 2015), 65. Further citations of this work are given in the text.

The device in the second example should be used only if the source is clear from the text, without reference to the endnotes. See also [13.67](#).

### *Two Sets of Notes*

#### 14.49: Endnotes plus footnotes

In a heavily documented work it is occasionally helpful to separate substantive notes from source citations. In such a case, the citation notes should be numbered and appear as endnotes. The



substantive notes, indicated by asterisks and other symbols, appear as footnotes. The first footnote on each printed page is referenced by an asterisk. If more than one footnote begins on a page, the sequence of symbols is \* † ‡. Should more than three such notes appear on the same page, the symbols are doubled for the fourth to the sixth notes: \*\* †† ‡‡. (In certain electronic formats where pagination is fluid and there is no distinction between footnotes and endnotes, such a system may need to be adapted.) See also [3.79](#), [14.24](#).

#### **14.50: Footnotes plus author-date citations**

The rather cumbersome practice described in [14.49](#) may be avoided by the use of author-date citations for sources (see [14.2](#) and [chapter 15](#)) and numbered footnotes or endnotes for the substantive comments. Moreover, the numbered notes can themselves contain parenthetical author-date citations when necessary, adding to the flexibility of such a system. See also [15.31](#).

#### **14.51: Editor's or translator's notes plus author's notes**

In an edited or translated work that includes notes by the original author, any additional notes furnished by the editor or translator must be distinguished from the others. Most commonly, the added notes are interspersed and consecutively numbered with the original notes but distinguished from them either by appending “—Ed.” or “—Trans.” at the end of the note (following the period or other final punctuation) or by enclosing the entire note, except the number, in square brackets. (An editor's or translator's comment can also be added as needed in square brackets within an original note; see [6.99](#).)

1. Millicent Cliff was Norton Westermont's first cousin, although to the very last she denied it.—Ed.

or

2. [The original reads *gesungen*; presumably *gesunken* is meant.]

Alternatively, if there are only a few added notes, these can be referenced by asterisks and other symbols and appear as footnotes; the original notes, numbered, then appear below them, as footnotes (see [fig. 14.4](#)), or are treated as endnotes (see [14.49](#)).

### ***Special Types of Notes***

#### **14.52: Unnumbered notes**

Footnotes without numbers or symbols always precede any numbered notes on the same page. They most often appear on the opening page of a chapter or other main division of a work. In a work with endnotes in which an unnumbered footnote is not an option, an unnumbered endnote—to be used with caution because it is easily missed—should appear immediately before note 1 to the relevant chapter. An example of such a note would be a note applying to a book epigraph (see [1.37](#)), which would precede the endnotes to the first chapter and appear under a heading “Epigraph.” Notes to chapter epigraphs can be handled similarly. Source notes, biographical notes, and other notes pertaining to an entire chapter or section—which often appear as unnumbered footnotes—are treated in [14.54](#) and [14.55](#). In the case of an electronic format that does not support footnotes as such, an unnumbered note might appear immediately after, or be linked from, the element to which it pertains.

### 14.53: Notes keyed to text by line or page numbers

In some works—translations and editions of the classics, for example, or books intended for a more general audience—it may be desirable to omit note numbers in the text. Any necessary notes may then be keyed to the text by line or page number, or both, usually followed by the word or phrase being annotated. (Line numbers are used as locators only if line numbers appear in the text.) Such notes may appear as footnotes or endnotes. Notes keyed to words or phrases in the text are a nicety usually applied by the publisher; unless instructed otherwise, authors should insert numbered notes in their manuscripts as described in 2.22. The annotated word or phrase may be distinguished from the annotation typographically (e.g., with italics or boldface) and separated from it by a colon or the use of brackets or other devices. Quotation marks, if used at all, should be reserved for words that are themselves direct quotations in the text. See figures 14.5, 14.6. In electronic formats, the annotated word or phrase may be linked directly to and from its appearance in the main text.

### 14.54: Source notes for previously published material

In anthologies and other collections of previously published material, or in largely new publications that contain one or more previously published chapters, the source of each reprinted piece may be given in an unnumbered footnote on the first printed page of the chapter, preceding any numbered footnotes. If the other notes are endnotes, the source note should remain a footnote if possible (and some copyright holders may request such a placement). (In certain electronic formats that do not support footnotes as such, a source note may need to be linked from, or appear immediately after, the chapter title.) For material still in copyright, the note should include the original title, publisher or journal, publication date, page numbers or other locators, and—very important—mention of permission from the copyright owner to reprint. It may also include a copyright notice if requested. Some permissions grantors demand particular language in the source note. For exercising discretion versus acceding literally to the grantor’s request, see 3.32, which deals with illustrations but applies equally to text. In many cases, wording can be adjusted for consistency as long as proper credit is given. The following examples show various acceptable forms. See also 4.102.

Reprinted with permission from Steven Shapin, *The Scientific Revolution* (Chicago: University of Chicago Press, 1996), 15–64.

If an article or chapter is reprinted under a different title:

Originally published as “Manet in His Generation: The Face of Painting in the 1860s,” *Critical Inquiry* 19, no. 1 (1992): 22–69, © 1992 by The University of Chicago. All rights reserved. Reprinted by permission.

If an article or chapter has been revised:

Originally published in a slightly different form in *The Metropolis in Modern Life*, ed. Robert Moore Fisher (New York: Doubleday, 1955), 125–48. Reprinted by permission of the author and the publisher.

If a work is in the public domain (such as government publications):

Reprinted from Ambler Thompson and Barry N. Taylor, *Guide for the Use of the International System of Units (SI)* (Gaithersburg, MD: National Institute of Standards and Technology, 2008), 38–39.

### 14.55: Biographical notes and acknowledgments

In journals or multiauthor works, a brief biographical note on the author or authors may appear as an unnumbered note on the first page of each article or chapter. Alternatively, some publications put such notes at the end of the article or chapter (an approach that is sometimes also used for electronic formats that do not support the placement of unnumbered footnotes). Such identifying notes are unnecessary when the work includes a list of contributors with their affiliations. (See also 1.64, 1.66.)

Philip Ball is a freelance writer who lives in London. His many books include *Curiosity: How Science Became Interested in Everything* and *Serving the Reich: The Struggle for the Soul of Physics under Hitler*, both also published by the University of Chicago Press.

Similarly, special acknowledgments may be given in an unnumbered note, sometimes appended to the biographical information.

The authors gratefully acknowledge the assistance of Janni R. Blazer of the Chain and Fob Archive in the preparation of this chapter.

Michael Saler is professor of history at the University of California, Davis. For their comments and assistance the author would like to thank . . .

### *Remedies for Excessive Annotation*

### 14.56: Avoiding overlong notes

Lengthy, discursive notes—especially footnotes—should be reduced or integrated into the text (see 14.44). Notes presented as endnotes can generally accommodate lengthier commentary, but this should be limited in a judicious manner (see 14.45). Complicated tabular material, lists, and other entities not part of the text should be put in an appendix rather than in the footnotes (see 1.59). A parenthetical note in the text might read, for example, “For a list of institutions involved, see appendix A.”

### 14.57: Several citations in one note

The number of note references in a sentence or a paragraph can sometimes be reduced by grouping several citations in a single note. The citations are separated by semicolons and must appear in the same order as the text material (whether works, quotations, or whatever) to which they pertain. Take care to avoid any ambiguity as to what is documenting what.

Text:

Only when we gather the work of several scholars—Walter Sutton’s explications of some of Whitman’s shorter poems; Paul Fussell’s careful study of structure in “Cradle”; S. K. Coffman’s close readings of “Crossing Brooklyn Ferry” and “Passage to India”; and the attempts of Thomas I. Rountree and John Lovell, dealing with “Song of Myself” and “Passage to India,” respectively, to elucidate the strategy in “indirection”—do we begin to get a sense of both the extent and the specificity of Whitman’s forms.<sup>1</sup>

Note:

1. Sutton, “The Analysis of Free Verse Form, Illustrated by a Reading of Whitman,” *Journal of Aesthetics and Art Criticism* 18, no. 2 (December 1959): 241–54; Fussell,

“Whitman’s Curious Warble: Reminiscence and Reconciliation,” in *The Presence of Walt Whitman*, ed. R. W. B. Lewis (New York: Columbia University Press, 1962), 28–51; Coffman, “‘Crossing Brooklyn Ferry’: A Note on the Catalog Technique in Whitman’s Poetry,” *Modern Philology* 51, no. 4 (May 1954): 225–32; Coffman, “Form and Meaning in Whitman’s ‘Passage to India,’ ” *PMLA* 70, no. 3 (June 1955): 337–49; Rountree, “Whitman’s Indirect Expression and Its Application to ‘Song of Myself,’ ” *PMLA* 73, no. 5 (December 1958): 549–55; and Lovell, “Appreciating Whitman: ‘Passage to India,’ ” *Modern Language Quarterly* 21, no. 2 (June 1960): 131–41.

In the example above, authors’ given names are omitted in the note because they appear in the text. For inclusion of names in endnotes versus footnotes, see [14.48](#).

#### **14.58: Citing sources in the text rather than in the notes**

Another way to reduce the number of notes is to cite sources (usually in parentheses) in the text. This approach can work well for a string of consecutive citations that refer to the same source (with or without the use of *ibid.*; see [14.34](#)). For discussion and examples, see [13.64–72](#).

#### **14.59: Abbreviations for frequently cited works**

If necessary, a frequently mentioned work may be cited either parenthetically in text or in subsequent notes by means of an abbreviation, with the full citation provided in a note at first mention. (This practice is more helpful with footnotes than with endnotes.) See also [13.67](#), [14.60](#), [14.29–36](#).

1. François Furet, *The Passing of an Illusion: The Idea of Communism in the Twentieth Century*, trans. Deborah Furet (Chicago: University of Chicago Press, 1999), 368 (hereafter cited in text as *PI*).

(Subsequent text references) “In this sense, the Second World War completed what the First had begun—the domination of the great political religions over European public opinion,” Furet points out (*PI*, 360). But he goes on to argue . . .

An abbreviation differs from a short title (see [14.33](#)) in that words may be abbreviated and the word order changed. In the following example, the author’s name need not be repeated unless it is relevant to the citation.

2. Nathaniel B. Shurtleff, ed., *Records of the Governor and Company of the Massachusetts Bay in New England (1628–86)*, 5 vols. (Boston, 1853–54), 1:126 (hereafter cited as *Mass. Records*).

3. *Mass. Records*, 2:330.

#### **14.60: List of abbreviations**

Where many abbreviations of titles, manuscript collections, personal names, or other entities are used in a work—say, ten or more—they are best listed alphabetically in a separate section. In a book, the list may appear in the front matter (if footnotes are used) or in the end matter preceding the endnotes (if these are used). It is usually headed “Abbreviations” and should be included in the table of contents (see [1.4](#), [1.44](#)). Where only a few abbreviations are used, these are occasionally listed as the first section of the endnotes (see [fig. 14.7](#)) or at the head of the bibliography. Titles that are italicized in the notes or bibliography should be italicized in their abbreviated form in the list of abbreviations and elsewhere.

## Bibliographies

### Overview

#### 14.61: Relationship of bibliographies to notes

Although not all annotated works require a bibliography, since full details can be given in the notes, an alphabetical bibliography serves a number of purposes. Specifically, a full bibliography that includes all the sources cited in the text, in addition to providing an overview of the sources and therefore an indication of the scope of an author's research, can serve as a convenient key to shortened forms of the notes (see [14.19](#), [14.29](#)). In some types of electronic publication formats, a full bibliography can streamline the process of creating links to works cited (which, in turn, enables publishers of those cited works to identify and create “cited by” links).

#### 14.62: Format and placement of bibliography

A bibliography arranged in a single alphabetical list is the most common and usually the most reader-friendly form for a work with or without notes to the text. All sources to be included—books, articles, dissertations, and so on—are alphabetically arranged in a single list by the last names of the authors (or, if no author or editor is given, by the title or, failing that, by a descriptive phrase). A bibliography is normally placed at the end, preceding the index. In a multiauthor book or a textbook (or in a book offered in the form of separate chapters), each chapter may be followed by a brief bibliography. For an illustration, see [figure 14.8](#); for the arrangement of entries, see [14.65–66](#). For division into sections, see [14.63](#).

#### 14.63: Dividing a bibliography into sections

A bibliography may occasionally be divided into sections—but only if doing so would make the reader's job significantly easier. It may be appropriate to subdivide a bibliography (1) when it includes manuscript sources, archival collections, or other materials that do not fit into a straight alphabetical list; (2) when readers need to see at a glance the distinction between different kinds of works—for example, in a study of one writer, between works by the writer and those about him or her; or (3) when the bibliography is intended primarily as a guide to further reading (as in this manual). When divisions are necessary, a headnote should appear at the beginning of the bibliography, and each section should be introduced by an explanatory subhead (see [fig. 14.9](#)). No source should be listed in more than one section. For alphabetizing, see [14.65–66](#).

#### 14.64: Kinds of bibliographies

Though Chicago generally recommends a full bibliography for book-length works, any of the bibliography categories listed here may be suited to a particular type of work. For author-date reference lists, see [15.10–16](#).

1. **Full bibliography.** A full bibliography includes all works cited, whether in text or in notes, other than personal communications (see [14.214](#)). Some particularly relevant works the author has consulted may also be listed, even if not mentioned in the text. The usual heading is Bibliography, though Works Cited or Literature Cited may be used if no additional works are included.
2. **Selected bibliography.** If, for whatever reason, the author does not wish to list all works cited, the title must so indicate: Selected Bibliography may be used (and is preferred over

Select Bibliography) or, if the list is quite short, Suggested Readings or Further Readings. A headnote should explain the principles of selection. See [figure 14.9](#).

3. **Annotated bibliography.** Generally more convenient for readers than a bibliographic essay (see next item) is an annotated bibliography. Annotations may simply follow the publication details (sometimes in brackets if only a few entries are annotated), or they may start a new line (and are often indented from the left margin). See [figure 14.10](#).
4. **Bibliographic essay.** Less formal than an annotated bibliography is a bibliographic essay, in which the author treats the literature discursively. Because works treated in this way are not alphabetized, subject divisions may be made freely (see [14.63](#)). Such an essay may be particularly suited to certain types of archival sources that do not easily lend themselves to an alphabetical list. It may be included in addition to a bibliography, in which case it should come first. If works discussed in the essay are listed in the bibliography, they may be given in shortened form (as in notes). If there is no bibliography, the essay must include full facts of publication, whether or not the titles also appear in the notes. For an illustration, see [figure 14.11](#).
5. **List of works by one author.** A list of works by one author, usually titled Published Works [of Author's Name] or Writings [of Author's Name], is most often arranged chronologically. If several titles are listed for each year, the dates may appear as subheads.

### *Arrangement of Entries*

#### **14.65: Alphabetical order for bibliography entries**

The rules for alphabetizing index entries (see [16.56–93](#)) apply also to a bibliography, with the modifications described in this section and, where appropriate, in [14.67–71](#). As for index entries, Chicago recommends the letter-by-letter system but will accept the word-by-word system, which is closer to what some word processors produce. Under the letter-by-letter system, an entry for “Fernández, Angelines” would precede an entry for “Fernán Gómez, Fernando”; under the word-by-word system, the opposite order would prevail. Note that word processors, though they can provide a significant head start, will generally not produce a perfectly sorted list for either system. In addition to correcting any software-based errors and variations, authors may need to make adjustments for any entries beginning with a 3-em dash (but see [14.67](#)).

#### **14.66: Arrangement of bibliography entries with more than one author**

A single-author entry precedes a multiauthor entry beginning with the same name. Only the name of the first author is inverted.

Kogan, Herman. *The First Century: The Chicago Bar Association, 1874–1974*. Chicago: Rand McNally, 1974.

Kogan, Herman, and Lloyd Wendt. *Chicago: A Pictorial History*. New York: Dutton, 1958.

Successive entries by two or more authors in which only the first author's name is the same are alphabetized according to the coauthors' last names (regardless of the number of coauthors).

Brooks, Daniel R., and Deborah A. McLennan. *The Nature of Diversity: An Evolutionary Voyage of Discovery*. Chicago: University of Chicago Press, 2002.



Brooks, Daniel R., and E. O. Wiley. *Evolution as Entropy*. 2nd ed. Chicago: University of Chicago Press, 1986.

### *The 3-Em Dash for Repeated Names in a Bibliography*

#### **14.67: The 3-em dash in bibliographies—some caveats**

The advice in this section, which explains how to use the 3-em dash to stand in for repeated bibliography entries under the same name, is aimed primarily at publishers and editors. Authors usually should not use the 3-em dash for repeated names in their manuscripts. Among other potential pitfalls, 3-em dashes do not work in computerized sorts (i.e., *all* entries with 3-em dashes will line up in one place). Moreover, an incorrectly applied dash may obscure an important detail—for example, the abbreviation *ed.* or *trans.* Publishers, too, may decide not to use 3-em dashes: 3-em dashes make it impractical to present an entry outside the context of the list and can hide entries from bibliographic databases, both of which are concerns for electronic publication formats. Where 3-em dashes are not used, simply repeat the authors' names and sort the entries as described throughout this section. See also [6.94](#).

#### **14.68: The 3-em dash for one repeated name**

For successive entries by the same author, editor, translator, or compiler, a 3-em dash (followed by a period or comma, depending on the presence of an abbreviation such as *ed.*) replaces the name after the first appearance (but see [14.67](#)). Alphabetization is by title of work (abbreviations such as *ed.* or *trans.*, which must always be included, do not influence the order of entries). See also [14.71](#).

Judt, Tony. *A Grand Illusion? An Essay on Europe*. New York: Hill and Wang, 1996.

———. *Reappraisals: Reflections on the Forgotten Twentieth Century*. New York: Penguin Press, 2008.

———, ed. *Resistance and Revolution in Mediterranean Europe, 1939–1948*. New York: Routledge, 1989.

Squire, Larry R. "The Hippocampus and the Neuropsychology of Memory." In *Neurobiology of the Hippocampus*, edited by W. Seifert, 491–511. New York: Oxford University Press, 1983.

———. *Memory and Brain*. New York: Oxford University Press, 1987.

#### **14.69: The 3-em dash for more than one repeated name**

The 3-em dash can stand for the same two or more authors (or editors or translators, etc.) as in the previous entry, provided they are listed in the same order and no author appears for one source but not for the other. Note that the second-listed work is *authored* by (rather than *edited* by) Marty and Appleby; abbreviations for editor, translator, and so forth cannot be replaced by the 3-em dash and must always be listed explicitly. See also [14.67](#).

Marty, Martin E., and R. Scott Appleby, eds. *Fundamentalisms Comprehended*. Chicago: University of Chicago Press, 1995.

———. *The Glory and the Power: The Fundamentalist Challenge to the Modern World*. Boston: Beacon Press, 1992.

*but*

Comaroff, Jean, and John Comaroff, eds. *Modernity and Its Malcontents: Ritual and Power in Postcolonial Africa*. Chicago: University of Chicago Press, 1993.

Comaroff, John, and Jean Comaroff. *Of Revelation and Revolution*. 2 vols. Chicago: University of Chicago Press, 1991–97.

*never*

Author 1, Author 2, Author 3. *Title . . .*

———, Author 4, ———. *Title . . .*

#### 14.70: The 3-em dash for an institutional name

The 3-em dash may also be used for institutional or corporate authors. Note that identical titles must be repeated. See also 14.67.

Unicode Consortium. *The Unicode Standard*. Version 5.0. Edited by Julie D. Allen et al. Upper Saddle River, NJ: Addison-Wesley, 2007.

———. *The Unicode Standard*. Version 7.0.0. Edited by Julie D. Allen et al. Mountain View, CA: Unicode Consortium, 2014. <http://www.unicode.org/versions/Unicode7.0.0/>.

#### 14.71: Alphabetical order for titles by the same author

In a bibliography (as opposed to a reference list; see 15.18), titles by the same author are normally listed alphabetically. An initial *the*, *a*, or *an* is ignored in the alphabetizing. Note that *all* works by the same person (or by the same persons in the same order)—whether that person is editor, author, translator, or compiler—appear together, regardless of the added abbreviation.

Díaz, Junot. *The Brief Wondrous Life of Oscar Wao*. New York: Riverhead Books, 2007.

———. *Drown*. New York: Riverhead Books, 1996.

———. *This Is How You Lose Her*. New York: Riverhead Books, 2012.

Monmonier, Mark. *Coast Lines: How Mapmakers Frame the World and Chart Environmental Change*. Chicago: University of Chicago Press, 2008.

———. *From Squaw Tit to Whorehouse Meadow: How Maps Name, Claim, and Inflame*. Chicago: University of Chicago Press, 2006.

Mulvany, Nancy C. *Indexing Books*. 2nd ed. Chicago: University of Chicago Press, 2005.

———, ed. *Indexing, Providing Access to Information—Looking Back, Looking Ahead: Proceedings of the 25th Annual Meeting of the American Society of Indexers*. Port Aransas, TX: American Society of Indexers, 1993.

———. “Software Tools for Indexing: What We Need.” *Indexer* 17 (October 1990): 108–13.

On the other hand, a bibliography of works by a single author (Writings of Author Name) is usually arranged chronologically. (For an example, see section 2 in [fig. 14.9](#).) Two or more titles published in any one year are arranged alphabetically. See also 14.67.



## Author's Name

### 14.72: Author's name—overview and related discussions

This section, on the correct form for the name of the author in source citations, applies to most of the resource types discussed in this chapter. (The examples mainly show books and journal articles.) For personal names in index entries, which are inverted in the same manner as in bibliographies and reference lists, see [16.71–74](#), [16.75–87](#).

### 14.73: Form of author's name

Authors' names are normally given as they appear with the source itself—that is, on the title page of a book or other stand-alone work or at the head of a journal article or the like. Certain adjustments, however, may be made to assist correct identification (but see [15.12](#)). First names may be given in full in place of initials (but see [14.74](#)). If an author uses his or her given name in one cited work and initials in another (e.g., “Mary L. Jones” versus “M. L. Jones”), the same form, preferably the fuller one, should be used in references to that author for both works. To help differentiate similar names, middle initials may be given where known. Degrees and affiliations following names on a title page are omitted.

### 14.74: Authors preferring initials

For authors who always use initials, full names should not be supplied—for example, T. S. Eliot, M. F. K. Fisher, O. Henry (pseud.), P. D. James, C. S. Lewis, J. D. Salinger, H. G. Wells. Note that space is added between initials. (Exceptions may be made for special cases like H.D.—the pen name for Hilda Doolittle.) In some instances, a cross-reference may be appropriate (see [14.81](#)). See also [10.12](#). Very rarely, a portion of an author's given name omitted in the source is supplied in brackets in a bibliography entry. This practice should be limited to authors who may be known by both forms: for example, R. S. Crane may be listed as R[onald] S. Crane. See also [15.33](#).

### 14.75: One author

In a note, the author's name is given in the normal order. In a bibliography, where names are arranged alphabetically, it is usually inverted (last name first). See also [14.23](#).

1. David Shields, *How Literature Saved My Life* (New York: Alfred A. Knopf, 2013), 33.
2. Wendy Hui Kyong Chun, “On Hypo-real Models or Global Climate Change: A Challenge for the Humanities,” *Critical Inquiry* 41, no. 3 (Spring 2015): 677.
3. Jeffrey Q. McCune Jr., *Sexual Discretion: Black Masculinity and the Politics of Passing* (Chicago: University of Chicago Press, 2014), 5.
4. Shields, *Literature*, 100–101.
5. Chun, “Hypo-real Models,” 681.
6. McCune, *Sexual Discretion*, 105–11.

Chun, Wendy Hui Kyong. “On Hypo-real Models or Global Climate Change: A Challenge for the Humanities.” *Critical Inquiry* 41, no. 3 (Spring 2015): 675–703.

McCune, Jeffrey Q., Jr. *Sexual Discretion: Black Masculinity and the Politics of Passing*. Chicago: University of Chicago Press, 2014.

Shields, David. *How Literature Saved My Life*. New York: Alfred A. Knopf, 2013.

#### 14.76: Two or more authors (or editors)

Two or three authors (or editors) of the same work are listed in the order in which they appear with the source. In a 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. Use the conjunction *and* (not an ampersand).

1. Kathryn Sorrells and Sachi Sekimoto, eds., *Globalizing Intercultural Communication: A Reader* (Thousand Oaks, CA: SAGE, 2015), xvi.
2. Steven D. Levitt and Stephen J. Dubner, *Freakonomics: A Rogue Economist Explores the Hidden Side of Everything* (New York: William Morrow, 2005), 20–21.
3. Kate D. L. Umbers, Matthew R. E. Symonds, and Hanna Kokko, “The Mothematics of Female Pheromone Signaling: Strategies for Aging Virgins,” *American Naturalist* 185, no. 3 (March 2015): 422.
4. Sorrells and Sekimoto, *Globalizing Intercultural Communication*, xx–xxi.

Levitt, Steven D., and Stephen J. Dubner. *Freakonomics: A Rogue Economist Explores the Hidden Side of Everything*. New York: William Morrow, 2005.

Sorrells, Kathryn, and Sachi Sekimoto, eds. *Globalizing Intercultural Communication: A Reader*. Thousand Oaks, CA: SAGE, 2015.

Umbers, Kate D. L., Matthew R. E. Symonds, and Hanna Kokko. “The Mothematics of Female Pheromone Signaling: Strategies for Aging Virgins.” *American Naturalist* 185, no. 3 (March 2015): 417–32.

For works by or edited by four to ten persons, all names are usually given in the bibliography. Word order and punctuation are the same as for two or three authors. In a note, only the name of the first author is included, followed by *et al.* with no intervening comma.

5. Natalia V. Gmuca et al., “The Fat and the Furriest: Morphological Changes in Harp Seal Fur with Ontogeny,” *Physiological and Biochemical Zoology* 88, no. 2 (March/April 2015): 158.
6. Gmuca et al., “Harp Seal Fur,” 160.

Gmuca, Natalia V., Linnea E. Pearson, Jennifer M. Burns, and Heather E. M. Liwanag. “The Fat and the Furriest: Morphological Changes in Harp Seal Fur with Ontogeny.” *Physiological and Biochemical Zoology* 88, no. 2 (March/April 2015): 158–66.

For works with more than ten authors—more common in the natural sciences—Chicago recommends the policy followed by the *American Naturalist* (see [bibliog. 5](#)): only the first seven should be listed in the bibliography, followed by *et al.* (Where space is limited, the policy of the American Medical Association may be followed: up to six authors' names are listed; if there are more than six, only the first three are listed, followed by *et al.*)

#### 14.77: Two or more authors (or editors) with same family name

When two or more authors (or editors) share the same family name (and are credited as such in the source), the name is repeated (even if the family name is not repeated in the source itself).

1. Christopher Kendris and Theodore Kendris, *501 Spanish Verbs*, 7th ed. (Hauppauge, NY: Barron's Educational Series, 2010), 14.
2. Kendris and Kendris, *501 Spanish Verbs*, 27–28.

#### 14.78: Author's name in title

When the name of the author appears in the title or subtitle of a cited work (such as an autobiography), the note citation may begin with the title (i.e., assuming the authorship is clear either from the title or in the text). The bibliography entry, however, should begin with the author's name, even though it is repeated in the title. See also [14.103](#).

1. *Autobiography of Benjamin Franklin*, ed. John Bigelow (Philadelphia: J. B. Lippincott, 1868), 233.
2. *Autobiography of Benjamin Franklin*, 234.

Franklin, Benjamin. *Autobiography of Benjamin Franklin*. Edited by John Bigelow. Philadelphia: J. B. Lippincott, 1868.

#### 14.79: No listed author (anonymous works)

If the author or editor is unknown, the note or bibliography entry should normally begin with the title. An initial article is ignored in alphabetizing. (For pseudonyms, see [14.80](#).)

1. A True and Sincere Declaration of the Purpose and Ends of the Plantation Begun in Virginia, of the Degrees Which It Hath Received, and Means by Which It Hath Been Advanced (London, 1610).
2. Stanze in lode della donna brutta (Florence, 1547).

Stanze in lode della donna brutta. Florence, 1547.

A True and Sincere Declaration of the Purpose and Ends of the Plantation Begun in Virginia, of the Degrees Which It Hath Received, and Means by Which It Hath Been Advanced. London, 1610.

Although the use of *Anonymous* is generally to be avoided for works with no attribution, it may stand in place of the author's name in a bibliography in which several anonymous works need to be grouped. In such an instance, *Anonymous* or *Anon.* (set in roman) appears at the first entry, and 3-em dashes may be used thereafter (but see [14.67](#)). (The dashes do not necessarily imply the same anonymous author.)

Anonymous. Stanze in lode della donna brutta. Florence, 1547.

———. A True and Sincere Declaration . . .

If, on the other hand, a work is explicitly attributed to “Anonymous” (e.g., on the title page or at the head of the work), it should be cited accordingly.

Anonymous. “Our Family Secrets.” *Annals of Internal Medicine* 163, no. 4 (August 2015): 321. <https://doi.org/10.7326/M14-2168>.

If the authorship is known or guessed at but was omitted on the title page, the name is included in brackets (with a question mark for cases of uncertainty). (Note that in the Hawkes example, both New York and Tea Party are hyphenated in the original source.)

1. [Samuel Horsley], *On the Prosodies of the Greek and Latin Languages* (London, 1796).
2. [James Hawkes?], *A Retrospect of the Boston Tea-Party, with a Memoir of George R. T. Hewes, by a Citizen of New-York* (New-York, 1834).

[Hawkes, James?]. *A Retrospect of the Boston Tea-Party, with a Memoir of George R. T. Hewes. By a Citizen of New-York*. New-York, 1834.

[Horsley, Samuel]. *On the Prosodies of the Greek and Latin Languages*. London, 1796.

## 14.80: Pseudonyms

If a work is attributed to an invented or descriptive name, and the author's real name is not known, *pseud.* (roman, in brackets) may follow the name, especially if it might not be immediately clear to readers that the name is false (as in the first two examples below). (An initial *The* or *A* may be omitted. In a text citation, or in a shortened form in a note, *pseud.* is usually omitted.)

AK Muckraker [pseud.]. "Palin Is Back at Work." *Mudflats: Tiptoeing through the Muck of Alaskan Politics* (blog), December 5, 2008.  
<https://mudflats.wordpress.com/2008/12/05/palin-is-back-at-work/>.

Centinel [pseud.]. Letters. In *The Complete Anti-Federalist*, edited by Herbert J. Storing. Chicago: University of Chicago Press, 1981.

Cotton Manufacturer. *An Inquiry into the Causes of the Present Long-Continued Depression in the Cotton Trade, with Suggestions for Its Improvement*. Bury, UK, 1869.

A widely used pseudonym is generally treated as if it were the author's real name.

Eliot, George. *Middlemarch*. Norton Critical Editions. New York: Norton, 1977.

Twain, Mark. *The Prince and the Pauper: A Tale for Young People of All Ages*. New York: Harper & Brothers, 1899.

The real name, if of interest to readers, may follow the pseudonym in brackets. See also [14.81](#).

Jay-Z [Shawn Carter]. *Decoded*. New York: Spiegel & Grau, 2010.

Le Carré, John [David John Moore Cornwell]. *The Quest for Karla*. New York: Alfred A. Knopf, 1982.

Stendhal [Marie-Henri Beyle]. *The Charterhouse of Parma*. Translated by C. K. Scott-Moncrieff. New York: Boni and Liveright, 1925.

If the author's real name is better known than the pseudonym, the real name should be used. If needed, the pseudonym may be included in brackets, followed by *pseud.*

Brontë, Charlotte. *Jane Eyre*. London, 1847.

or

Brontë, Charlotte [Currer Bell, pseud.]. *Jane Eyre*. London, 1847.

For examples of screen names, see [14.208](#) and [14.209](#).

#### 14.81: Cross-references for pseudonyms

In some cases, a cross-reference from a real name to a pseudonym, or vice versa, may be desired. Italicize words like *See*.

Carter, Shawn. *See* Jay-Z.

If a bibliography includes two or more works published by the same author but under different pseudonyms, all may be listed under the real name followed by the appropriate pseudonym in brackets, with cross-references under the pseudonyms (see also 14.68). Alternatively, they may be listed under the pseudonyms, with a cross-reference at the real name to each pseudonym.

Ashe, Gordon. *See* Creasey, John.

Creasey, John [Gordon Ashe, pseud.]. *A Blast of Trumpets*. New York: Holt, Rinehart and Winston, 1976.

——— [Anthony Morton, pseud.]. *Hide the Baron*. New York: Walker, 1978.

——— [Jeremy York, pseud.]. *Death to My Killer*. New York: Macmillan, 1966.

Morton, Anthony. *See* Creasey, John.

York, Jeremy. *See* Creasey, John.

or

Ashe, Gordon [John Creasey]. *A Blast of Trumpets*. New York: Holt, Rinehart and Winston, 1976.

Creasey, John. *See* Ashe, Gordon; Morton, Anthony; York, Jeremy.

#### 14.82: Alternative real names

When a writer has published under different forms of his or her name, each work should be listed under the name that appears with the work—unless the difference is merely the use of initials versus full names (see 14.73). Cross-references are occasionally used (whether or not the 3-em dash is used; see also 14.67).

Doniger, Wendy. *The Bedtrick: Tales of Sex and Masquerade*. Chicago: University of Chicago Press, 2000.

———. *See also* O’Flaherty, Wendy Doniger.

If a person discussed in the text publishes under a name not used in the text, a cross-reference may be useful.

Overstone, Lord. *See* Loyd, Samuel Jones.

#### 14.83: Authors known by a given name

Authors generally known only by their given names (i.e., and not by any surname) or by a mononym (other than a mononymous pseudonym) are listed and alphabetized by those names. Such titles as “King” or “Saint” or identifiers by place (e.g., “of Hippo” or “of England”) are omitted, as are any alternative or fuller versions of the name, unless needed for reasons of disambiguation.

Augustine. *On Christian Doctrine*. Translated by D. W. Robertson Jr. Indianapolis: Bobbs-Merrill, 1958.

Elizabeth I. *Collected Works*. Edited by Leah S. Marcus, Janel Mueller, and Mary Beth Rose. Chicago: University of Chicago Press, 2000.

Virgil. *The Aeneid*. Translated by Robert Fitzgerald. New York: Vintage Books, 1990.

For pseudonyms, see [14.80](#). See also [14.246](#).

#### **14.84: Organization as author**

If a publication issued by an organization, association, or corporation carries no personal author's name on the title page, the organization is listed as author in a bibliography, even if it is also given as publisher. (But cf. [14.79](#).)

International Organization for Standardization. Information and Documentation—Rules for the Abbreviation of Title Words and Titles of Publications. ISO 4. Paris: ISO, 1997.

University of Chicago Press. *The Chicago Manual of Style*. 17th ed. Chicago: University of Chicago Press, 2017.

### **Title of Work**

#### **14.85: Additional discussion of titles**

This section discusses the correct form for a title of a work in source citations and applies to most of the resource types discussed in this chapter. The examples mainly show titles of books (in italics) and journal articles (in quotation marks). For a detailed discussion of titles of works in terms of capitalization, punctuation, wording, and relationship to surrounding text, see [8.156–201](#). Most of the advice there applies equally to source citations.

#### **14.86: Italics versus quotation marks for titles of cited works**

In source citations as in running text, italics are used for the titles of books and journals. Italics are also used for the titles of newspapers and blogs, movies and video games, paintings, and other types of works. Quotation marks are generally reserved for the titles of subsections of larger works—including chapter and article titles and the titles of poems in a collection. For some types of works—for example, a book series or a website—neither italics nor quotation marks are used. For titles within titles, see [14.94](#). The examples below cite an article in a journal (first example) and a book (second example). For books, see [14.100–163](#); for journals, see [14.168–87](#). Other types of sources are treated in the remainder of this chapter and in [chapter 15](#).

Jhang, Ji Hoon, and John G. Lynch Jr. “Pardon the Interruption: Goal Proximity, Perceived Spare Time, and Impatience.” *Journal of Consumer Research* 41, no. 5 (February 2015): 1267–83.

Sandberg, Sheryl. *Lean In: Women, Work, and the Will to Lead*. New York: Alfred A. Knopf, 2013.



#### 14.87: Capitalization of titles of cited works

As in running text, English-language titles of works are capitalized headline-style in source citations. In headline style, the first and last words of title and subtitle and all other major words are capitalized. For a more detailed definition and many more examples, see [8.159](#). For hyphenated compounds in headline style, see [8.161](#).

Quiet: The Power of Introverts in a World That Can't Stop Talking  
"Shooting an Elephant"

For titles in other languages, which are usually capitalized sentence-style, see [14.98](#).

#### 14.88: Some permissible changes to titles of cited works

The spelling, hyphenation, and punctuation in the original title should be preserved, with the following exceptions: words in full capitals on the original title page (except for initialisms or acronyms) should be set in upper- and lowercase; headline-style capitalization should be applied (but see [14.98](#)); and, subject to editorial discretion, an ampersand may be changed to *and*. Numbers should remain spelled out or given as numerals according to the original (*Twelfth Century* or *12th Century*) unless there is a good reason to make them consistent (but *12th* may be changed to *12th*). In some cases, punctuation separating the main title from a subtitle may be adjusted (see [14.89](#), [14.90](#), [14.91](#)). For more on permissible changes to titles, including the addition of colons and commas (including serial commas), see [8.165](#). For older titles, see [14.97](#).

#### 14.89: Subtitles in cited works and the use of the colon

A colon is used to separate the main title from the subtitle (even if no colon appears in the source itself). A space follows the colon. In italicized titles, the colon is also italicized. The subtitle, like the title, always begins with a capital letter. See also [8.164](#), [8.165](#).

Gladwell, Malcolm. *David and Goliath: Underdogs, Misfits, and the Art of Battling Giants*. New York: Little, Brown, 2013.

Although in European bibliographic style a period often separates title from subtitle, English-language publications need not follow that convention for non-English titles. See also [14.98](#).

Fausts Himmelfahrt: Zur letzten Szene der Tragödie

#### 14.90: Two subtitles in a cited work

If, as occasionally happens, there are two subtitles in the original (an awkward contingency), a colon normally precedes the first and a semicolon the second. The second subtitle also begins with a capital.

Sereny, Gitta. *Cries Unheard: Why Children Kill; The Story of Mary Bell*. New York: Metropolitan Books / Henry Holt, 1999.

Note that an em dash is usually considered part of a title or subtitle.

William C. David. *Crucible of Command: Ulysses S. Grant and Robert E. Lee—the War They Fought, the Peace They Forged*. Boston: Da Capo Press, 2014.

#### 14.91: Use of "or" with double titles

Old-fashioned double titles (or titles and subtitles) connected by *or* have traditionally been separated by a semicolon (or sometimes a colon), with a comma following *or*, or more simply by

a single comma preceding *or*. (Various other combinations have also been used.) When referring to such titles, prefer the punctuation on the title page or at the head of the original source. In the absence of such punctuation (e.g., when the title is distinguished from the subtitle by typography alone), or when the original source is not available to consult, use the simpler form shown in the first example. This departure from earlier editions recognizes the importance of balancing editorial expediency with fidelity to original sources. The second example preserves the usage on the original title page of the American edition of Melville's classic novel (and assumes that the original American edition, or a later edition that preserves such punctuation, was in fact consulted). The third example (of a modern film) preserves the colon of the original title sequence but adds a comma to separate the main title from the secondary title (distinguished only graphically in the original). In all cases, the first word of the subtitle (following *or*) should be capitalized. See also [14.87](#), [14.88](#).

The Tempest, or The Enchanted Island

but

Moby-Dick; or, The Whale

Dr. Strangelove, or: How I Learned to Stop Worrying and Love the Bomb

#### **14.92: “And other stories” and such**

Such tags as *and other stories* or *and other poems*, often seen with titles of books, are treated as part of the main title but usually separated from the title story, poem, essay, or whatever by a comma, even when such comma does not appear on the title page. The first part of the title is *not* enclosed in quotation marks (but see [14.94](#)).

1. Norman Maclean, *A River Runs through It, and Other Stories* (Chicago: University of Chicago Press, 1976), 104.

When the main title ends with a question mark or exclamation point, the comma is omitted. See also [14.96](#).

2. Herrlee Glessner Creel, *What Is Taoism? and Other Studies in Chinese Cultural History* (Chicago: University of Chicago Press, 1970), 34.

#### **14.93: Dates in titles of cited works**

When not introduced by a preposition (e.g., “from 1920 to 1945”), dates in a title or subtitle are set off by commas, even if differentiated only by type style or a new line on the title page or at the head of the work. If a colon has been used in the original, however, it should be retained (but see [14.90](#)). (Note that commas should *not* be added to non-English titles before dates; see [11.7](#).)

- Beiser, Frederick C. *After Hegel: German Philosophy, 1840–1900*. Princeton, NJ: Princeton University Press, 2014.

#### **14.94: Quoted titles and other terms within cited titles of works**

Titles of long or short works appearing within an italicized title are enclosed in quotation marks, regardless of how such titles would appear alone (but see [14.95](#)).

1. Steven D. Levitt and Stephen J. Dubner, *Think Like a Freak: The Authors of “Freakonomics” Offer to Retrain Your Brain* (New York: William Morrow, 2014).



2. Roland McHugh, *Annotations to "Finnegans Wake"* (Baltimore: Johns Hopkins University Press, 1980).

Quotation marks within an italicized title do not, of course, always denote another title.

3. Henry Louis Gates Jr. and Kwame Anthony Appiah, eds., *"Race," Writing, and Difference* (Chicago: University of Chicago Press, 1986).

A term normally quoted is enclosed in single quotation marks when it appears within a title in quotation marks (see 13.30; see also 6.11). Retain both double and single quotation marks, if any, in short citations. See also 8.165, 8.177.

4. Judith Lewis, "'Tis a Misfortune to Be a Great Ladie': Maternal Mortality in the British Aristocracy, 1558–1959," *Journal of British Studies* 37, no. 1 (1998): 28–29.

5. Lewis, "'Tis a Misfortune,'" 32.

Lewis, Judith Lewis. "'Tis a Misfortune to Be a Great Ladie': Maternal Mortality in the British Aristocracy, 1558–1959." *Journal of British Studies* 37, no. 1 (1998): 26–53.

#### 14.95: Italicized titles and other terms within cited titles of works

When terms normally italicized in running text, such as species names or names of ships or words in another language (but *not* titles of works, which take quotation marks; see 14.94), appear within an italicized title, they are set in roman ("reverse italics"; see 8.173). When, however, such a term makes up the entire title, it should be italicized.

Stafford, Edward Peary. *The Big E: The Story of the USS Enterprise*. New York: Random House, 1962.

Van Wagenen, Gertrude, and Miriam E. Simpson. *Postnatal Development of the Ovary in Homo sapiens and Macaca mulatta and Induction of Ovulation in the Macaque*. New Haven, CT: Yale University Press, 1973.

Weigel, Detlef, and Jane Glazebrook. *Arabidopsis: A Laboratory Manual*. Cold Spring Harbor, NY: Cold Spring Harbor Laboratory Press, 2002.

*but*

Hume, Christine. *Musca domestica*. Boston: Beacon Press, 2000.

Italicized terms (including titles of works) within an article or a chapter title or any other title set in roman type remain in italics. For the capitalization of non-English titles (as in the example from *Modern Philology*), see 14.98; for species names, see 8.159.

1. Gang Zhou et al., "Induction of Maggot Antimicrobial Peptides and Treatment Effect in *Salmonella pullorum*–Infected Chickens," *Journal of Applied Poultry Research* 23, no. 3 (September 2014): 380.

2. Andrew Ford, "The Purpose of Aristotle's Poetics," *Classical Philology* 110, no. 1 (January 2015): 8–9.

3. Jacob Sider Jost, "Bergotte's Other Patch of Yellow: A Fragment of Heraclitus in Proust's *La prisonnière*," *Modern Philology* 112, no. 4 (May 2015): 714.

4. Zhou et al., "*Salmonella pullorum*–Infected Chickens," 381.

5. Ford, "Aristotle's Poetics," 20.
6. Sider Jost, "Proust's La prisonnière," 717–18.

#### 14.96: Question marks or exclamation points in titles of cited works

When a main title ends with a question mark or an exclamation point, no colon is added before any subtitle. When the question mark or exclamation point is followed by a closing quotation mark, however, retain a colon before the subtitle (see fifth and sixth examples below). Any punctuation other than a period required by the surrounding text, note, or bibliography entry should be retained (as in example notes 3, 7–8, and 10–12; see also 6.125).

1. Yogi Berra, *What Time Is It? You Mean Now? Advice for Life from the Zenest Master of Them All*, with Dave Kaplan (New York: Simon & Schuster, 2002), 63.
2. Alison Oram, *Her Husband Was a Woman! Women's Gender-Crossing and British Popular Culture* (London: Routledge, 2007), 183.
3. Michael Tessler et al., "Diversity and Distribution of Stream Bryophytes: Does pH Matter?," *Freshwater Science* 33, no. 3 (September 2014): 778.
4. C. Daniel Batson, "How Social Is the Animal? The Human Capacity for Caring," *American Psychologist* 45 (March 1990): 336.
5. Edward Buscombe, *"Injuns!": Native Americans in the Movies* (London: Reaktion, 2006), 12.
6. Daniel Bertrand Monk, "'Welcome to Crisis!': Notes for a Pictorial History of the Pictorial Histories of the Arab Israeli War of June 1967," *Grey Room* 7 (Spring 2002): 139, <http://www.jstor.org/stable/1262596>.
7. Berra, *What Time Is It?*, 55–56.
8. Oram, *Her Husband Was a Woman!*, 184.
9. Tessler et al., "Diversity and Distribution," 780.
10. Batson, "How Social Is the Animal?," 337.
11. Buscombe, *"Injuns!,"* 114–15.
12. Monk, "'Welcome to Crisis!,' " 140.

When a title ending with a question mark or an exclamation mark would normally be followed by a period, the period is omitted (see also 6.124).

Hornby, Nick. *Vous descendez?* Translated by Nicolas Richard. Paris: Plon, 2005.

Tessler, Michael, Kam M. Truhn, Meghan Bliss-Moreau, and John D. Wehr. "Diversity and Distribution of Stream Bryophytes: Does pH Matter?" *Freshwater Science* 33, no. 3 (September 2014): 778–87.

#### 14.97: Older titles and very long titles

Titles of works published in the eighteenth century or earlier may retain their original punctuation, spelling, and capitalization (except for whole words in capital letters, which should be given an initial capital only). Very long titles may be shortened in a bibliography or a note; indicate such omissions by the use of bracketed ellipses. As they do for the place-name London in the second

example (for which the place of publication was known but did not appear with the source), the brackets signal that the ellipsis has been supplied by the author and is not part of the original title (see also [13.58](#)). At the end of a title, the bracketed ellipsis should be followed by a period.

Escalante, Bernardino. A Discourse of the Navigation which the Portugales doe make to the Realmes and Provinces of the East Partes of the Worlde [. . .]. Translated by John Frampton. London, 1579.

Ray, John. Observations Topographical, Moral, and Physiological: Made in a Journey Through part of the Low-Countries, Germany, Italy, and France: with A Catalogue of Plants not Native of England [. . .] Whereunto is added A Brief Account of Francis Willughby, Esq., his Voyage through a great part of Spain. [London], 1673.

#### 14.98: Non-English titles of cited works

Sentence-style capitalization is strongly recommended for non-English titles (see [8.158](#)). Capitalize the first word of a title or subtitle and any word that would be capitalized in the original language (e.g., *Wahrheit*, *Sowjetunion*, and *Inquisición* in examples 2 and 3 and *Gâtine*, *Société*, and *l'Ouest* in example 7). Writers or editors unfamiliar with the usage of the language concerned, however, should not attempt to alter capitalization without expert help (in a pinch, a library-catalog entry may come in helpful). For the use of English forms for place-names, see [14.131](#).

1. Danielle Maisonneuve, Jean-François Lamarche, and Yves St-Amand, *Les relations publiques dans une société en mouvance* (Sainte-Foy, QC: Presses de l'Université du Québec, 1998).
2. Gabriele Krone-Schmalz, *In Wahrheit sind wir stärker: Frauenalltag in der Sowjetunion* (Frankfurt am Main: Fischer Taschenbuch Verlag, 1992).
3. Daniel Muñoz Sempere, *La Inquisición española como tema literario: Política, historia y ficción en la crisis del antiguo régimen* (Woodbridge, UK: Tamesis, 2008).
4. G. Martellotti et al., *La letteratura italiana: Storia e testi*, vol. 7 (Milan: Riccardo Ricciardi, 1955).
5. Ljiljana Piletić Stojanović, ed., *Gutfreund i češki kubizam* (Belgrade: Muzej savremene umetnosti, 1971).
6. Dinda L. Gorlée, “¡Eureka! La traducción como un descubrimiento pragmático,” *Anuario filosófico* 29, no. 3 (1996): 1403.
7. Marcel Garaud, “Recherches sur les défrichements dans la Gâtine poitevine aux XIe et XIIe siècles,” *Bulletin de la Société des antiquaires de l'Ouest*, 4th ser., 9 (1967): 11–27.

Note that, with non-English journal titles (as with any title in a language other than English), an initial definite article (*Le*, *Der*, etc.) should be retained, since it may govern the inflection of the following word (see also [8.170](#)). Months and the equivalents of such abbreviations as *no.* or *pt.* are usually given in English (but see [14.102](#)). For a full discussion of non-English titles of works, see [11.6–10](#).

#### 14.99: Translated titles of cited works

If an English translation of a title is needed, it follows the original title and is enclosed in brackets, without italics or quotation marks. It is capitalized sentence-style regardless of the bibliographic style followed. (In running text, parentheses are used instead of brackets; see 11.9.)

1. Henryk Wereszycki, *Koniec sojuszu trzech cesarzy* [The end of the Three Emperors' League] (Warsaw: PWN, 1977); includes a summary in German.

2. W. Kern, "Waar verzamelde Pigafetta zijn Maleise woorden?" [Where did Pigafetta collect his Malaysian words?], *Tijdschrift voor Indische taal-, land- en volkenkunde* 78 (1938): 272.

Kern, W. "Waar verzamelde Pigafetta zijn Maleise woorden?" [Where did Pigafetta collect his Malaysian words?]. *Tijdschrift voor Indische taal-, land- en volkenkunde* 78 (1938): 271–73.

Pirumova, Natalia Mikhailovna. *Zemskoe liberal'noe dvizhenie: Sotsial'nye korni i evoliutsiia do nachala XX veka* [The zemstvo liberal movement: Its social roots and evolution to the beginning of the twentieth century]. Moscow: Izdatel'stvo "Nauka," 1977.

If a title is given only in English translation, however, the original language must be specified.

3. N. M. Pirumova, *The Zemstvo Liberal Movement: Its Social Roots and Evolution to the Beginning of the Twentieth Century* [in Russian] (Moscow: Izdatel'stvo "Nauka," 1977).

Chu Ching and Long Zhi. "The Vicissitudes of the Giant Panda, *Ailuropoda melanoleuca* (David)." [In Chinese.] *Acta Zoologica Sinica* 29, no. 1 (1983): 93–104.

A published translation is normally treated as illustrated in 14.104 or 14.183. If, for some reason, both the original and the translation need to be cited, both may be listed. For books, either of the following forms may be used, depending on whether the original or the translation is of greater interest to readers:

Furet, François. *Le passé d'une illusion*. Paris: Éditions Robert Laffont, 1995. Translated by Deborah Furet as *The Passing of an Illusion* (Chicago: University of Chicago Press, 1999).

or

Furet, François. *The Passing of an Illusion*. Translated by Deborah Furet. Chicago: University of Chicago Press, 1999. Originally published as *Le passé d'une illusion* (Paris: Éditions Robert Laffont, 1995).

For other types of sources, adapt the relevant example as needed.

### Books

#### 14.100: Elements to include when citing a book

A reference to a book must include enough information to lead interested readers to the source. Most references contain at least some information not strictly needed for that purpose but potentially helpful nonetheless. The elements listed below are included, where applicable, in full notes and bibliography entries. The order in which they appear will vary slightly according to type of book, and certain elements are sometimes omitted; such variation will be noted and illustrated

in the course of this section. (For author-date style reference list entries, which vary only in the placement of the date of publication, see [chapter 15](#).)

1. Author: full name of author(s) or editor(s) or, if no author or editor is listed, name of institution standing in their place; see also [14.72–84](#)
2. Title: full title of the book, including subtitle if there is one; see also [14.85–99](#)
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. Facts of publication: city, publisher, and date
8. Page number or numbers if applicable
9. For books consulted online, a URL (or DOI-based URL); for other types of electronic books, the application, format, device, or medium consulted; see also [14.6–18](#)

#### **14.101: Form of author's name and title of book in source citations**

An author's name and the title of a book should generally be cited according to how it appears on the title page. In a bibliography entry, the first-listed author's name is normally inverted.

1. Atul Gawande, *Being Mortal: Medicine and What Matters in the End* (London: Profile Books, 2014), 79–80.
2. Gawande, *Being Mortal*, 191.

Gawande, Atul. *Being Mortal: Medicine and What Matters in the End*. London: Profile Books, 2014.

For additional considerations and many more examples, see [14.72–84](#) and [14.85–99](#).

#### **14.102: Non-English bibliographic terms and abbreviations**

When books in a language other than English are cited in an English-language work, terms used for volume, edition, and so on may be translated—but only if the author or editor has a firm grasp of bibliographic terms in the other language. It is often wiser to leave them in the original. “Ausgabe in einem Band,” for example, may be rendered as “one-volume edition” or simply left untranslated. Moreover, abbreviations such as “Bd.” and “t.” (German and French/Spanish equivalents of *vol.*, respectively) that are likely to have been recorded that way in a library catalog may best be left in that form. If in doubt, check a major catalog such as that of the Library of Congress or WorldCat.

#### *Editors, Translators, Compilers, or Cowriters*

##### **14.103: Editor in place of author**

When no author appears on the title page, a work is listed by the name(s) of the editor(s), compiler(s), or translator(s). In full note citations and in bibliographies, the abbreviation *ed.* or

*eds.*, *comp.* or *comps.*, or *trans.* follows the name, preceded by a comma. In shortened note citations and text citations, the abbreviation is omitted.

1. Jennifer Egan, ed., *The Best American Short Stories, 2014* (Boston: Houghton Mifflin Harcourt, 2014), 100.
2. Harold Schechter and Kurt Brown, comps., *Killer Verse: Poems of Murder and Mayhem* (London: Everyman Paperback Classics, 2011), 33.
3. Theodore Silverstein, trans., *Sir Gawain and the Green Knight* (Chicago: University of Chicago Press, 1974), 34.
4. Egan, *Best American Short Stories*, 301–2.
5. Schechter and Brown, *Killer Verse*, 54–56.
6. Silverstein, *Sir Gawain*, 38.

Egan, Jennifer, ed. *The Best American Short Stories, 2014*. Boston: Houghton Mifflin Harcourt, 2014.

Schechter, Harold, and Kurt Brown, comps. *Killer Verse: Poems of Murder and Mayhem*. London: Everyman Paperback Classics, 2011.

Silverstein, Theodore, trans. *Sir Gawain and the Green Knight*. Chicago: University of Chicago Press, 1974.

On the other hand, certain well-known reference works may be listed by title rather than by editor; for an example, see [14.232](#).

#### **14.104: Editor or translator in addition to author**

The edited, compiled, or translated work of one author is normally listed with the author's name appearing first and the name(s) of the editor(s), compiler(s), or translator(s) appearing after the title, preceded by *edited by* or *ed.*, *compiled by* or *comp.*, or *translated by* or *trans.* Note that the plural forms *eds.* and *comps.* are never used in this position. Note also that *edited by* and the like are usually spelled out in bibliographies but abbreviated in notes. If a translator as well as an editor is listed, the names should appear in the same order as on the title page of the original. When the title page carries such phrases as "Edited with an Introduction and Notes by" or "Translated with a Foreword by," the bibliographic or note reference can usually be simplified to "Edited by" or "Translated by." See also [14.78](#), [14.107](#), [14.99](#).

1. Yves Bonnefoy, *New and Selected Poems*, ed. John Naughton and Anthony Rudolf (Chicago: University of Chicago Press, 1995).
2. Rigoberta Menchú, *Crossing Borders*, trans. and ed. Ann Wright (New York: Verso, 1999).
3. *Four Farces* by Georges Feydeau, trans. Norman R. Shapiro (Chicago: University of Chicago Press, 1970).
4. Theodor W. Adorno and Walter Benjamin, *The Complete Correspondence, 1928–1940*, ed. Henri Lonitz, trans. Nicholas Walker (Cambridge, MA: Harvard University Press, 1999).



Adorno, Theodor W., and Walter Benjamin. *The Complete Correspondence, 1928–1940*. Edited by Henri Lonitz. Translated by Nicholas Walker. Cambridge, MA: Harvard University Press, 1999.

Bonnefoy, Yves. *New and Selected Poems*. Edited by John Naughton and Anthony Rudolf. Chicago: University of Chicago Press, 1995.

Feydeau, Georges. *Four Farces by Georges Feydeau*. Translated by Norman R. Shapiro. Chicago: University of Chicago Press, 1970.

Menchú, Rigoberta. *Crossing Borders*. Translated and edited by Ann Wright. New York: Verso, 1999.

Occasionally, when an editor or a translator is more important to a discussion than the original author, a book may be listed under the editor's name.

Eliot, T. S., ed. *Literary Essays*. By Ezra Pound. New York: New Directions, 1953.

#### **14.105: Other contributors listed on the title page**

The title page may list the names of people other than an author, editor, compiler, or translator. Such names may be included in a full note or a bibliography entry if they are considered to be a significant factor in a reader's assessment of the book. For ghostwritten books, *with* is usually sufficient. For other contributions, descriptions should accurately convey the information on the title page. Authors of forewords or introductions to books by other authors may be included if they are considered sufficiently important to mention.

*Chaucer Life-Records*. Edited by Martin M. Crow and Clair C. Olson from materials compiled by John M. Manly and Edith Rickert, with the assistance of Lilian J. Redstone et al. London: Oxford University Press, 1966.

Conway, Tim. *What's So Funny? My Hilarious Life*. With Jane Scovell and with a foreword by Carol Burnett. New York: Howard Books, 2013.

Cullen, John B. *Old Times in the Faulkner Country*. In collaboration with Floyd C. Watkins. Chapel Hill: University of North Carolina Press, 1961.

Hayek, F. A. *The Road to Serfdom*. With a new introduction by Milton Friedman. Chicago: University of Chicago Press, 1994.

Prather, Marla. *Alexander Calder, 1898–1976*. With contributions by Arnauld Pierre and Alexander S. C. Rower. New Haven, CT: Yale University Press, 1998.

Schellinger, Paul, ed. *Encyclopedia of the Novel*. With the assistance of Christopher Hudson and Marijke Rijsberman. 2 vols. Chicago: Fitzroy Dearborn, 1998.

Williams, Joseph M. *Style: Toward Clarity and Grace*. With two chapters coauthored by Gregory G. Colomb. Chicago: University of Chicago Press, 1995.

For specific citation of a foreword or an introduction, see [14.110](#).



## Chapters or Other Parts of a Book

### 14.106: Chapter in a single-author book

When a specific chapter (or other titled part of a book) is cited in the notes, the author's name is followed by the title of the chapter (or other part), followed by *in*, followed by the title of the book. The chapter title is enclosed in quotation marks. Either the inclusive page numbers (see 9.61) or the chapter or part number is usually given also, though a note may instead list the page or pages cited. In the bibliography, either the chapter or the book may be listed first. For a multiauthor work, see 14.107. See also 14.153.

1. Kate Andersen Brower, "Backstairs Gossip and Mischief," in *The Residence: Inside the Private World of the White House* (New York: Harper, 2015), 211.
2. John Samples, "The Origins of Modern Campaign Finance Law," chap. 7 in *The Fallacy of Campaign Finance Reform* (Chicago: University of Chicago Press, 2006).
3. Samples, "Campaign Finance Law," 30–31.

Brower, Kate Andersen. "Backstairs Gossip and Mischief." In *The Residence: Inside the Private World of the White House*, 207–22. New York: Harper, 2015.

Samples, John. "The Origins of Modern Campaign Finance Law." Chap. 7 in *The Fallacy of Campaign Finance Reform*. Chicago: University of Chicago Press, 2006.

or

Samples, John. *The Fallacy of Campaign Finance Reform*. Chicago: University of Chicago Press, 2006. See esp. chap. 7, "The Origins of Modern Campaign Finance Law."

For chapters originally published as articles in a journal, see 14.181.

### 14.107: Contribution to a multiauthor book

When one contribution to a multiauthor book is cited, the contributor's name comes first, followed by the title of the contribution in roman, followed by *in* (also roman), followed by the title of the book in italics, followed by the name(s) of the editor(s). In a bibliography entry, the inclusive page numbers are usually given also (as in the second example below). In notes and bibliographies, the contribution title is enclosed in quotation marks. For several contributions to the same book, see 14.108.

1. Ruth A. Miller, "Posthuman," in *Critical Terms for the Study of Gender*, ed. Catharine R. Stimpson and Gilbert Herdt (Chicago: University of Chicago Press, 2014), 325.

Ellet, Elizabeth F. L. "By Rail and Stage to Galena." In *Prairie State: Impressions of Illinois, 1673–1967, by Travelers and Other Observers*, edited by Paul M. Angle, 271–79. Chicago: University of Chicago Press, 1968.

### 14.108: Several contributions to the same multiauthor book

If two or more contributions to the same multiauthor book are cited, the book itself, as well as the specific contributions, may be listed in the bibliography. The entries for the individual contributions may then cross-refer to the book's editor, thus avoiding clutter. In notes, details of the book may be given the first time it is mentioned, with subsequent references in shortened form (see also 14.31).

1. William H. Keating, "Fort Dearborn and Chicago," in *Prairie State: Impressions of Illinois, 1673–1967, by Travelers and Other Observers*, ed. Paul M. Angle (Chicago: University of Chicago Press, 1967), 84–87.

2. Sara Clarke Lippincott, "Chicago," in Angle, *Prairie State*, 362–70.

Draper, Joan E. "Paris by the Lake: Sources of Burnham's Plan of Chicago." In Zukowsky, *Chicago Architecture*, 107–19.

Harrington, Elaine. "International Influences on Henry Hobson Richardson's Glessner House." In Zukowsky, *Chicago Architecture*, 189–207.

Zukowsky, John, ed. *Chicago Architecture, 1872–1922: Birth of a Metropolis*. Munich: Prestel-Verlag in association with the Art Institute of Chicago, 1987.

#### 14.109: Book-length work within a book

If the cited part of a book would normally be italicized if published alone, it too may be italicized rather than placed in quotation marks. See also [8.163](#), [8.183](#).

1. Thomas Bernhard, *A Party for Boris*, in *Histrionics: Three Plays*, trans. Peter K. Jansen and Kenneth Northcott (Chicago: University of Chicago Press, 1990).

Updike, John. *Rabbit, Run*. In *Rabbit Angstrom: A Tetralogy*. New York: Everyman's Library, 1995.

#### 14.110: Introductions, prefaces, afterwords, and the like

If the reference is to a generic title such as *introduction*, *preface*, or *afterword*, that term (lowercased unless following a period) is added before the title of the book. See also [8.179](#).

1. Toni Morrison, foreword to *Song of Solomon* (New York: Vintage International, 2004).

If the author of the introduction or other part is someone other than the main author of a book, that author comes first, and the author of the book follows the title. In a bibliography entry, include the page number range for the part cited, as shown in the second example below.

2. Christopher Hitchens, introduction to *Civilization and Its Discontents*, by Sigmund Freud, trans. and ed. James Strachey (New York: W. W. Norton, 2010).

Mansfield, Harvey, and Delba Winthrop. Introduction to *Democracy in America*, by Alexis de Tocqueville, xvii–lxxxvi. Translated and edited by Harvey Mansfield and Delba Winthrop. Chicago: University of Chicago Press, 2000.

For including information about a foreword or other contributions to a book cited as a whole, see [14.105](#).

#### 14.111: Letters in published collections

A reference to a letter (or memorandum or similar communication) in a published collection begins with the names of the sender and the recipient, in that order, followed by a date and sometimes the place where the communication was prepared. Words such as *letter*, *postcard*, *email*, and the like are usually unnecessary, but other forms, such as reports or memorandums, should be specified. The title of the collection is given in the usual form for a book. If not clear in the text or otherwise, a short form for the collection may be needed if correspondents differ from those listed in the first full citation (as shown in note 4). For unpublished communications, see [14.214](#); see also [14.228](#).

1. Adams to Charles Milnes Gaskell, Baden, September 22, 1867, in *Letters of Henry Adams, 1858–1891*, ed. Worthington Chauncey Ford (Boston: Houghton Mifflin, 1930), 133–34.
2. White to Harold Ross, memorandum, May 2, 1946, in *Letters of E. B. White*, ed. Dorothy Lobrano Guth (New York: Harper & Row, 1976), 273.
3. Adams to Gaskell, London, March 30, 1868, 141.
4. Adams to John Hay, Washington, October 26, 1884, in Ford, *Letters*, 361.

Adams, Henry. *Letters of Henry Adams, 1858–1891*. Edited by Worthington Chauncey Ford. Boston: Houghton Mifflin, 1930.

White, E. B. *Letters of E. B. White*. Edited by Dorothy Lobrano Guth. New York: Harper & Row, 1976.

When it is necessary to include a single letter in a bibliography, it is listed under the writer's name only.

Jackson, Paulina. Paulina Jackson to John Pepys Junior, October 3, 1676. In *The Letters of Samuel Pepys and His Family Circle*, edited by Helen Truesdell Heath, no. 42. Oxford: Clarendon Press, 1955.

#### 14.112: Online-only supplement to a book

To cite an online-only supplement or enhancement to a book, include a title or a description for the content and a URL (see 14.6) in addition to the publication details for the book. Specify file format if applicable.

1. Steven J. Luck, "Electrodes and Skin Potentials" (PDF), online supplement to chap. 5 of *An Introduction to the Event-Related Potential Technique*, 2nd ed. (Cambridge, MA: MIT Press, 2014), <http://mitpress.mit.edu/books/introduction-event-related-potential-technique-0>.

### *Edition*

#### 14.113: Editions other than the first

When an edition other than the first is used or cited, the number or description of the edition follows the title in the listing. An edition number usually appears on the title page and is repeated, along with the date of the edition, on the copyright page. Such wording as *Second Edition*, *Revised and Enlarged* is abbreviated in notes and bibliographies simply as *2nd ed.*; *Revised Edition* (with no number) is abbreviated as *rev. ed.* Other terms are similarly abbreviated. (Any information about volumes follows the edition number; for an example, see 14.232.) For the use of the word *edition* and Chicago's preferences, see 1.26. For inclusion of the original date of an older work cited in a modern edition, see 14.114.

1. Amy Einsohn, *The Copyeditor's Handbook: A Guide for Book Publishing and Corporate Communications, with Exercises and Answer Keys*, 3rd ed. (Berkeley: University of California Press, 2011), 401–2.
2. Kathryn Parker Boudett, Elizabeth A. City, and Richard J. Murnane, eds., *Data Wise: A Step-by-Step Guide to Using Assessment Results to Improve Teaching and Learning*, rev. ed. (Cambridge, MA: Harvard Education Press, 2013), 101.

3. Elizabeth Barrett Browning, *Aurora Leigh: Authoritative Text, Backgrounds and Contexts, Criticism*, ed. Margaret Reynolds, Norton Critical Editions (New York: W. W. Norton, 1996). All subsequent citations refer to this edition.

Strunk, William, Jr., and E. B. White. *The Elements of Style*. 4th ed. New York: Allyn and Bacon, 2000.

#### 14.114: Reprint editions and modern editions

Books may be reissued in paperback by the original publisher or in paper or hardcover by another company. In bibliographic listings, if the original publication details—particularly the date—are relevant, include them. If page numbers are mentioned, specify the edition cited unless pagination is the same. The availability of a different format (e.g., paperback or an electronic version), the addition of new material, or other such matters can be added as needed. Modern editions of Greek, Latin, and medieval classics are discussed in [14.242–52](#); modern editions of English classics in [14.253–54](#); electronic book formats in [14.159–63](#).

1. Ernest Gowers, *The Complete Plain Words*, 3rd ed. (London: H.M. Stationery Office, 1986; Harmondsworth, UK: Penguin Books, 1987), 26. Citations refer to the Penguin edition.

2. Jacques Barzun, *Simple and Direct: A Rhetoric for Writers*, rev. ed. (1985; repr., Chicago: University of Chicago Press, 1994), 152–53.

Bahadur, Gaiutra. *Coolie Woman: The Odyssey of Indenture*. Chicago: University of Chicago Press, 2014. First published 2013 by C. Hurst (London).

Emerson, Ralph Waldo. *Nature*. 1836. Facsimile of the first edition, with an introduction by Jaroslav Pelikan. Boston: Beacon Press, 1985.

Fitzgerald, F. Scott. *The Great Gatsby*. New York: Scribner, 1925. Reprinted with preface and notes by Matthew J. Bruccoli. New York: Collier Books, 1992. Page references are to the 1992 edition.

National Reconnaissance Office. *The KH-4B Camera System*. Washington, DC: National Photographic Interpretation Center, 1967. Now declassified and also available online, [http://www.fas.org/irp/imint/docs/kh-4\\_camera\\_system.htm](http://www.fas.org/irp/imint/docs/kh-4_camera_system.htm).

Schweitzer, Albert. *J. S. Bach*. Translated by Ernest Newman. 2 vols. 1911. Reprint, New York: Dover, 1966.

#### 14.115: Microform editions

Works consulted in microform editions (i.e., copies of printed matter reproduced for storage at a smaller size, usually on film, and read using a specialized viewer) should be cited according to the format of the original publication (e.g., book, newspaper article, or dissertation). In addition, specify the format actually consulted (e.g., microfiche or microfilm) after the facts of publication. In the first example below, the page number refers to the printed text; the other locator indicates the fiche (i.e., sheet) and frame numbers, and the letter indicates the row. Such locators will vary according to the resource.

1. Beatrice Farwell, *French Popular Lithographic Imagery, 1815–1870*, vol. 12, *Lithography in Art and Commerce* (Chicago: University of Chicago Press, 1997), microfiche, p. 67, 3C12.

Tauber, Abraham. "Spelling Reform in the United States." PhD diss., Columbia University, 1958. Microfilm.

### *Multivolume Works*

#### **14.116: Volume numbers and page numbers**

In source citations, volume numbers are always given in arabic numerals, even if in the original work they appear in roman numerals or are spelled out. If the volume number is immediately followed by a page number, the abbreviation *vol.* is omitted and a colon separates the volume number from the page number with no intervening space. See the examples throughout this section. See also [14.177](#).

#### **14.117: Citing a multivolume work as a whole**

When a multivolume work is cited as a whole, the total number of volumes is given after the title of the work (or, if an editor as well as an author is mentioned, after the editor's name). If the volumes have been published over several years, the dates of the first and last volumes are given, separated by an en dash (see [9.64](#)). See also [14.78](#).

1. Aristotle, *Complete Works of Aristotle: The Revised Oxford Translation*, ed. J. Barnes, 2 vols., Bollingen Series (Princeton, NJ: Princeton University Press, 1983).

Byrne, Muriel St. Clare, ed. *The Lisle Letters*. 6 vols. Chicago: University of Chicago Press, 1981.

Greene, David, and Richmond Lattimore, eds. *The Complete Greek Tragedies*. 3rd ed., edited by Mark Griffith and Glenn W. Most. 9 vols. (unnumbered). Chicago: University of Chicago Press, 2013.

James, Henry. *The Complete Tales of Henry James*. Edited by Leon Edel. 12 vols. London: Rupert Hart-Davis, 1962–64.

#### **14.118: Citing a particular volume in a note**

If a particular volume of a multivolume work is cited, the volume number and the individual volume title, if there is one, are given in addition to the general title. If volumes have been published in different years, only the date of the cited volume is given.

1. Muriel St. Clare Byrne, ed., *The Lisle Letters* (Chicago: University of Chicago Press, 1981), 4:243.
2. *The Complete Tales of Henry James*, ed. Leon Edel, vol. 5, 1883–1884 (London: Rupert Hart-Davis, 1963), 32–33.
3. Byrne, *Lisle Letters*, 4:245.
4. *Complete Tales of Henry James*, 5:34.

The different treatment of the volume numbers in the examples above is prescribed by logic: all six volumes of the Byrne work appeared in 1981 under the same title, whereas volume 5 of the James tales carries an additional title with a publication date not shared by all volumes in the set. The shortened form, however, need not refer to the title of the individual volume. Information about the total number of volumes (as in a work without a corresponding bibliography) may be added as follows:

1. Muriel St. Clare Byrne, ed., *The Lisle Letters*, 6 vols. . . .
2. The Complete Tales of Henry James, ed. Leon Edel, vol. 5 of 12, . . .

See also [14.122](#).

#### **14.119: Citing a particular volume in a bibliography**

If only one volume of a multivolume work is of interest to readers, it may be listed alone in a bibliography in either of the following ways:

Carson, Clayborne, ed. *The Papers of Martin Luther King, Jr. Vol. 7, To Save the Soul of America, January 1961–August 1962*, edited by Tenisha Armstrong. Berkeley: University of California Press, 2014.

or

Armstrong, Tenisha, ed. *To Save the Soul of America, January 1961–August 1962*. Vol. 7 of *The Papers of Martin Luther King, Jr.*, edited by Clayborne Carson. Berkeley: University of California Press, 1992–.

If they are different, the editor(s) for the series as a whole and for the individual volume should both be listed (see also [14.122](#)). The publication date (or date range; see [14.117](#)) should normally correspond to the last-mentioned title. See also [14.121](#), [14.144](#).

#### **14.120: Chapters and other parts of individual volumes**

Specific parts of individual volumes of multivolume books are cited in the same way as parts of single-volume books (see [14.106–12](#)). In a note that refers to the entire chapter, a chapter number, if available, may replace page numbers (e.g., “vol. 3, chap. 9”).

1. Chen Jian, “China and the Cold War after Mao,” in *The Cambridge History of the Cold War*, ed. Melvyn P. Leffler and Odd Arne Westad (Cambridge: Cambridge University Press, 2010), 3:180.

2. Unpublished letter to the editor of the *Afro-American* (Washington, DC), in *The Papers of Martin Luther King, Jr.*, ed. Clayborne Carson, vol. 7, *To Save the Soul of America, January 1961–August 1962*, ed. Tenisha Armstrong (Berkeley: University of California Press, 2014), 169–71.

Chen Jian. “China and the Cold War after Mao.” In *Endings*, edited by Melvyn P. Leffler and Odd Arne Westad, 181–200. Vol. 3 of *The Cambridge History of the Cold War*. Cambridge: Cambridge University Press, 2010.

See also [14.107](#), [14.122](#), [16.77](#).

#### **14.121: One volume in two or more books**

Occasionally, if it is very long, a single volume of a multivolume work may be published as two or more physical books. The reference must then include book as well as volume number.

1. Donald Lach, *Asia in the Making of Europe*, vol. 2, bk. 3, *The Scholarly Disciplines* (Chicago: University of Chicago Press, 1977), 351.

Harley, J. B., and David Woodward, eds. *The History of Cartography*. Vol. 2, bk. 2, *Cartography in the Traditional East and Southeast Asian Societies*. Chicago: University of Chicago Press, 1994.



or

Harley, J. B., and David Woodward, eds. *Cartography in the Traditional East and Southeast Asian Societies*. Vol. 2, bk. 2, of *The History of Cartography*. Chicago: University of Chicago Press, 1987–.

#### 14.122: Authors and editors of multivolume works

Some multivolume works have both a general editor and individual editors or authors for each volume (and, as in the third example, additional editors for new editions). When individual volumes are cited, the editor's (or translator's) name follows that part for which he or she is responsible.

1. Herbert Barrows, *Reading the Short Story*, vol. 1 of *An Introduction to Literature*, ed. Gordon N. Ray (Boston: Houghton Mifflin, 1959).
2. *The Variorum Edition of the Poetry of John Donne*, ed. Gary A. Stringer, vol. 6, *The "Anniversaries" and the "Epicedes and Obsequies,"* ed. Gary A. Stringer and Ted-Larry Pebworth (Bloomington: Indiana University Press, 1995).
3. Orestes, trans. William Arrowsmith, in Euripides IV, unnumbered vol. 6 of *The Complete Greek Tragedies*, ed. David Grene and Richmond Lattimore, 3rd ed., ed. Mark Griffith and Glenn W. Most (Chicago: University of Chicago Press, 2013).

Note the different capitalization and punctuation of *edited by* in the following alternative versions, analogous to the treatment of a chapter in a multiauthor book (see 14.107). (Certain multivolume works may, for bibliographic purposes, more conveniently be treated as series; see 14.124.)

Donne, John. *The Variorum Edition of the Poetry of John Donne*. Edited by Gary A. Stringer. Vol. 6, *"The Anniversaries" and the "Epicedes and Obsequies,"* edited by Gary A. Stringer and Ted-Larry Pebworth. Bloomington: Indiana University Press, 1995.

or

Donne, John. *The "Anniversaries" and the "Epicedes and Obsequies."* Edited by Gary A. Stringer and Ted-Larry Pebworth. Vol. 6 of *The Variorum Edition of the Poetry of John Donne*, edited by Gary A. Stringer. Bloomington: Indiana University Press, 1995.

Ray, Gordon N., ed. *An Introduction to Literature*. Vol. 1, *Reading the Short Story*, by Herbert Barrows. Boston: Houghton Mifflin, 1959.

or

Barrows, Herbert. *Reading the Short Story*. Vol. 1 of *An Introduction to Literature*, edited by Gordon N. Ray. Boston: Houghton Mifflin, 1959.

### Series

#### 14.123: Series titles, numbers, and editors

Including a series title in a citation often helps readers decide whether to pursue a reference. But if books belonging to a series can be located without the series title, it may be omitted to save space (especially in a footnote). If the series title is included, it is capitalized headline-style, but it is neither italicized nor put in quotation marks or parentheses. Some series are numbered; many are not. The number (if any) follows the series title with no intervening comma unless *vol.* or *no.*



is used. These abbreviations may be omitted, however, unless both are needed in a single reference (see fourth example below), or unless a series editor or other notation intervenes (see 14.124, third example). For a non-English series title, use sentence style (see 11.6 and second example below).

1. Sean Hsiang-lin Lei, *Neither Donkey nor Horse: Medicine in the Struggle over China's Modernity*, Studies of the Weatherhead East Asian Institute (Chicago: University of Chicago Press, 2014).

Martin, Jean-Pierre. *L'autre vie d'Orwell*. Collection l'un et l'autre. Paris: Gallimard, 2013.

Mazrim, Robert F. *At Home in the Illinois Country: French Colonial Domestic Site Archaeology in the Midwest, 1730–1800*. Studies in Illinois Archaeology 9. Urbana: Illinois State Archaeological Survey, 2011.

Wauchope, Robert. *A Tentative Sequence of Pre-Classic Ceramics in Middle America*. Middle American Research Records, vol. 1, no. 14. New Orleans: Tulane University, 1950.

The name of the series editor is usually omitted. When included, it follows the series title.

Allen, Judith A. *The Feminism of Charlotte Perkins Gilman: Sexualities, Histories, Progressivism*. Women in Culture and Society, edited by Catharine R. Stimpson. Chicago: University of Chicago Press, 2009.

#### 14.124: Series or multivolume work?

Certain types of series may lend themselves to being cited as a whole. In such cases, the series may be treated as a multivolume work, with the title of the series in italics.

Boyer, John W., and Julius Kirshner, eds. *Readings in Western Civilization*. 9 vols. Chicago: University of Chicago Press, 1986–87.

Greene, David, and Richmond Lattimore, eds. *The Complete Greek Tragedies*. 3rd ed., edited by Mark Griffith and Glenn W. Most. 9 vols. (unnumbered). Chicago: University of Chicago Press, 2013.

Usually, however, it is preferable to cite individual titles in the series, as described in 14.123; the series title then appears in roman.

Cochrane, Eric W., Charles K. Gray, and Mark Kishlansky. *Early Modern Europe: Crisis of Authority*. Readings in Western Civilization, edited by John W. Boyer and Julius Kirshner, vol. 6. Chicago: University of Chicago Press, 1987.

Euripides. *Orestes*. Translated by William Arrowsmith. In *Euripides IV*, edited by David Grene and Richmond Lattimore. 3rd ed., edited by Mark Griffith and Glenn W. Most. The Complete Greek Tragedies. Chicago: University of Chicago Press, 2013.

#### 14.125: Multivolume work within a series

If a book within a series consists of more than one volume, the number of volumes or the volume number (if reference is to a particular volume) follows the book title.

Ferrer Benimeli, José Antonio. *Masonería, iglesia e ilustración*. Vol. 1, *Las bases de un conflicto (1700–1739)*. Vol. 2, *Inquisición: Procesos históricos (1739–1750)*. Publicaciones de la Fundación Universitaria Española, Monografías 17. Madrid, 1976.

#### 14.126: “Old series” and “new series”

Some numbered series have gone on so long that, as with certain long-lived journals, numbering has started over again, preceded by *n.s.* (new series), *2nd ser.* (second series), or some similar notation, usually enclosed in commas. (A change of publisher may also be the occasion for a change in series designation.) Books in the old series may be identified by *o.s.*, *1st ser.*, or whatever complements the notation for the new series.

1. Charles R. Boxer, ed. *South China in the Sixteenth Century*, Hakluyt Society Publications, 2nd ser., vol. 106 (London: Hakluyt, 1953).

Palmatary, Helen C. *The Pottery of Marajó Island, Brazil*. Transactions of the American Philosophical Society, n.s., 39, pt. 3. Philadelphia: American Philosophical Society, 1950.

### *Facts of Publication*

#### 14.127: Place, publisher, and date

Traditionally, the facts of publication for books include the place (city), the publisher, and the date (year). These elements are put in parentheses in a note but not in a bibliography. A colon appears between place and publisher. In a note or a bibliography, the date follows the publisher, preceded by a comma. See also [14.23](#).

1. Virginia Woolf, *To the Lighthouse* (London: Hogarth Press, 1927).

Thomas, Matthew. *We Are Not Ourselves*. New York: Simon & Schuster, 2014.

#### 14.128: Place and date only, for books published before 1900

For books published before 1900, it is acceptable to omit publishers' names and to include only the place and date of publication. A comma, not a colon, follows the place. See also [14.132](#), [14.137](#).

1. Oliver Goldsmith, *The Vicar of Wakefield* (Salisbury, 1766).

Cervantes Saavedra, Miguel de. *El ingenioso hidalgo Don Quixote de la Mancha*. 2 vols. Madrid, 1605–15.

#### 14.129: Place of publication—city

The place to be included is the one that usually appears on the title page but sometimes on the copyright page of the book cited—the city where the publisher's main editorial offices are located. Where two or more cities are given (“Chicago and London,” for example, appears on the title page of the print edition of this manual), only the first is normally included in the citation.

Oakland: University of California Press

Los Angeles: Getty Publications

New York: Macmillan

New York: Oxford University Press

Oxford: Clarendon Press

#### 14.130: When to specify state, province, or country of publication

If the city of publication may be unknown to readers or may be confused with another city of the same name, the abbreviation of the state, province, or (sometimes) country is usually added. *Washington* is traditionally followed by *DC*, but other major cities, such as Los Angeles and Baltimore, need no state abbreviation. (For countries not easily abbreviated, spell out the name.) Chicago's preference is for the two-letter postal codes (IL, MA, etc.), but some publishers prefer the conventional state abbreviations (Ill., Mass., etc.). See [10.4](#), [10.27](#). For Canadian provinces and territories, see [10.28](#).

Cambridge, MA: Harvard University Press

Cambridge, MA: MIT Press

Cheshire, CT: Graphics Press

Englewood Cliffs, NJ: Prentice Hall

Harmondsworth, UK: Penguin Books

Ithaca, NY: Cornell University Press

New Haven, CT: Yale University Press

Princeton, NJ: Princeton University Press

Reading, MA: Perseus Books

Washington, DC: Smithsonian Institution Press

Waterloo, ON: Wilfrid Laurier University Press

*but*

Cambridge: Cambridge University Press

When the publisher's name includes the state name, the abbreviation is not needed.

Chapel Hill: University of North Carolina Press

#### 14.131: City names in languages other than English

Current, commonly used English names for cities such as those listed here are usually preferred whenever such forms exist. If in doubt about what form to use, record the name of the city as it appears with the source. (Names for cities such as Beijing or Mumbai that were once commonly known under older forms can usually be recorded as they appear in the source. See also [11.83](#).)

Belgrade (*not* Beograd)

Cologne (*not* Köln)

Mexico City (*not* México)

Milan (*not* Milano)

Munich (*not* München)

Prague (*not* Praha)

Rome (*not* Roma)

The Hague (*not* den Haag)

Turin (*not* Torino)

Vienna (*not* Wien)

#### 14.132: No place of publication

When the place of publication is not known, the abbreviation *n.p.* (or *N.p.* if following a period) may be used before the publisher's name. If the place can be surmised, it may be given with a question mark, in brackets. See also [14.128](#).

(*n.p.*: Windsor, 1910)

([Lake Bluff, IL?]: Vliet & Edwards, 1890)

It is common for more recent books published through commercial self-publishing platforms not to list a place of publication. In such cases, the place of publication can usually be omitted; for examples, see [14.137](#).

#### 14.133: Preferred form of publisher's name

The publisher's name may be given either in full (e.g., as printed on the title page of the book) or in a somewhat abbreviated form. The shorter forms are preferred in most bibliographies (see [14.134](#)). The form should, however, reflect the publisher's name at the date of publication, not the current name if the name has changed. Most publishers' names at the time of publication can be double-checked through any number of reputable sources, including the catalogs of the Library of Congress, WorldCat, and the *Books in Print* resources available through R. R. Bowker (see [bibliog. 4.5](#)). For reprint and other editions, see [14.113–15](#).

#### 14.134: Abbreviations and omissible parts of a publisher's name

In notes and bibliography, an initial *The* is omitted from a publisher's name, as are such abbreviations as *Inc.*, *Ltd.*, or *S.A.* following a name. *Co.*, & *Co.*, *Publishing Co.*, and the like are also omitted, even if *Company* is spelled out. Such corporate features of a publisher's name—often subject to many changes over the years—are far less important in leading a reader to the source consulted than the publication date, and attempting to include them will invariably lead to inconsistencies. A given name or initials preceding a family name, however, may be retained, as may terms such as *Sons*, *Brothers*, and so forth. *Books* is usually retained (Basic Books, Riverhead Books). The word *Press* can sometimes be omitted (for example, Pergamon Press and Ecco Press can be abbreviated to Pergamon and Ecco, but Free Press and New Press—whose names might be confusing without *Press*—must be given in full). *Press* should not be omitted from the name of a university press because the university itself may issue publications independent of its press. The word *University* may be abbreviated to *Univ.* if done consistently.

Houghton Mifflin *not* Houghton Mifflin Co.

Little, Brown *not* Little, Brown & Co.

Macmillan *not* Macmillan Publishing Co.

W. W. Norton *not* W. W. Norton & Company

Note that there is no comma in Houghton Mifflin, but there is one in Little, Brown. Likewise, Harcourt, Brace has a comma, but Harcourt Brace Jovanovich does not. If in doubt, consult one of the sources mentioned in [14.133](#).

#### 14.135: “And” or ampersand in publisher’s name

Either *and* or & may be used in a publisher’s name, regardless of how it is rendered on the title page. It is advisable to stick to one or the other throughout a bibliography. If the publisher’s name is not in English, the equivalent of *and* must be used unless an ampersand is used instead.

Duncker und Humblot *or* Duncker & Humblot

Harper and Row *or* Harper & Row

In publisher names that form a series, the serial comma is usually omitted before an ampersand but not before *and* (see also 6.21). An exception may be made for Farrar, Straus and Giroux, which is generally so written (i.e., with an *and* but not with a serial comma).

#### 14.136: Non-English publishers’ names

No part of a publisher’s name in a language other than English should be translated, even if the city has been given in its English form (see 14.131).

Mexico City: Fondo de Cultura Económica, 2010

Munich: Delphin Verlag, 2015

Paris: Presses Universitaires de France, 2011

Note that abbreviations corresponding to *Inc.* or *Ltd.* (German *GmbH*, for example) are omitted (see 14.134). Capitalization of a publisher’s name should follow the original unless the name appears in full capitals there; in that case, it should be capitalized headline-style; if in doubt about the correct capitalization, consult one of the sources mentioned in 14.133.

#### 14.137: Self-published or privately published books

Books published by the author should be cited according to information available on the title page or copyright page or otherwise known. Unless the work has been published under a publisher or imprint name (in which case it can be cited as described elsewhere in this section), such language as “self-published” (abbreviated as “self-pub.” in a note but not in a bibliography entry) or “printed by the author” is usually appropriate. For works distributed through a commercial self-publishing platform, the name of the platform or distributor may be added. It is common for self-published books not to list a place of publication on the title page or copyright page; unless a place is listed or otherwise known, it can usually be omitted (see also 14.132). For e-books, add the name of the application or device required to read the book or the name of the file format, or both (see also 14.159).

1. Vasilii Karavaev, *GOA: Confession of the Psychedelic Oyster* (self-pub., 2015), iBooks.

2. Frank Landis, *Hot Earth Dreams: What If Severe Climate Change Happens, and Humans Survive?* (self-pub., Smashwords, 2015), EPUB.

Rai, Alisha. *Serving Pleasure*. Self-published, CreateSpace, 2015.

Shumaker, O. W. *Anna’s Bear: 5 Days of Moral Conflict and Pursuit, Nazi Germany, 1939*. Self-published, Amazon Digital Services, 2014. Kindle.

Older self-published works are more likely to list a city of publication or printing (see also 14.128).

Albin, Eleazar. *A Natural History of Birds: Illustrated with a Hundred and One Copper Plates, Engraven from the Life*. London: printed by the author, 1738.

#### 14.138: Parent companies, imprints, and such

When a parent company's name appears on the title page in addition to the publisher's name or imprint, it is usually sufficient to cite the latter (but see [14.139](#)). For example, the title page of a 1995 edition of *Old New York: Four Novellas*, by Edith Wharton, bears the imprint "Scribner Paperback Fiction"; below that appears "Published by Simon & Schuster." (The cities listed are New York, London, Toronto, and Sydney.) The spine carries "Scribner Paperback Fiction" (but not Simon & Schuster). The copyright page gives an address for Simon & Schuster and further explains that (for the time being) Scribner Paperback Fiction is a trademark of Macmillan Library Reference USA. Such complex arrangements are common in book publishing. Cite the work as follows:

Wharton, Edith. *Old New York: Four Novellas*. New York: Scribner Paperback Fiction, 1995.

If it is not clear which name to list, check with one of the catalogs listed in [14.133](#) to see which publisher is listed there, being careful to find the entry in the catalog that matches the facts of publication for the item in question. If this is not possible, or if it remains unclear which name to list, include both, separated by a slash (/) with a space on either side.

#### 14.139: Special academic imprints and joint imprints

Some academic publishers issue certain books through a special publishing division or under a special imprint or as part of a publishing consortium (or joint imprint). In such instances the imprint arrangement may be specified. If the wording is not clear on the title page, copyright page, or elsewhere, consult one of the resources mentioned in [14.133](#).

Buell, Lawrence. *Emerson*. Cambridge, MA: Belknap Press of Harvard University Press, 2003.

Spivack, Kathleen. *With Robert Lowell and His Circle: Sylvia Plath, Anne Sexton, Elizabeth Bishop, Stanley Kunitz, and Others*. Boston: Northeastern University Press, an imprint of University Press of New England, 2012.

Taylor, Judith M. *Visions of Loveliness: Great Flower Breeders of the Past*. Athens: Swallow Press, an imprint of Ohio University Press, 2014.

Note that in the Taylor example, the state would need to be specified (i.e., Athens, OH) if the citation were to include Swallow Press but not the parent company. See also [14.141](#).

#### 14.140: Copublication

When books are published simultaneously (or almost so) by two publishers, usually in different countries, only one publisher need be listed—the one that is more relevant to the users of the citation. For example, if a book copublished by a British and an American publisher is listed in the bibliography of an American publication, only the American publication details need be given. If for some reason (e.g., as a matter of historical interest) information is included for both publishers, a semicolon should be used as a separator. (Occasionally, the dates of publication will be different; in such cases, record both.) For reprints, see [14.114](#).

Lévi-Strauss, Claude. *The Savage Mind*. Chicago: University of Chicago Press; London: Weidenfeld and Nicolson, 1962.



Some copublications occur between a publisher and another institution such as a museum. These can usually be handled in the same way (but for exhibition catalogs, see [14.236](#)).

#### **14.141: Distributed books**

For a book published by one company and distributed by another, the name on the title page should be used. Since distribution agreements are sometimes impermanent, the distributor's name is best omitted unless essential to users of a bibliography.

Willke, Helmut. *Smart Governance: Governing the Global Knowledge Society*. Frankfurt am Main: Campus Verlag, 2007. Distributed by University of Chicago Press.

Wording on the title page such as "Published by arrangement with . . .," if it is of particular interest, may be included in a similar manner. For books distributed by a retail self-publishing platform, see [14.137](#).

#### **14.142: Publication date—general**

For books, only the year, not the month or day, is included in the publication date. The date is found on the title page or, more commonly, on the copyright page. It is usually the same as the copyright date. If two or more copyright dates appear in a book, the first being those of earlier editions or versions, the most recent indicates the publication date. Chicago's books normally carry both copyright date and publication date on the copyright page. For any edition other than the first, both the edition and the date of that edition must be included in a listing (see [14.113–15](#)).

1. *The Chicago Manual of Style*, 17th ed. (Chicago: University of Chicago Press, 2017), 6.56; cf. 16th ed. (2010), 6.54.

Turabian, Kate L. *A Manual for Writers of Term Papers, Theses, and Dissertations*. 8th ed. Revised by Wayne C. Booth, Gregory G. Colomb, Joseph M. Williams, and the University of Chicago Press Staff. Chicago: University of Chicago Press, 2013.

#### **14.143: New impressions and renewal of copyright**

The publication date must not be confused with the date of a subsequent printing or a renewal of copyright. Such statements on the copyright page as "53rd impression" or "Copyright renewed 1980" should be disregarded. For new editions as opposed to new impressions, see [1.26](#); for reprints, see [14.114](#).

#### **14.144: Multivolume works published over more than one year**

When an entire multivolume, multiyear work is cited, the range of dates is given (see [6.78](#)). If the work has not yet been completed, the date of the first volume is followed by an en dash (with no space between the en dash and the punctuation that follows; see [6.79](#)). See also [9.64](#). If a single volume is cited, only the date of that volume need appear. See also [14.116–22](#).

1. *The Collected Works of F. A. Hayek*, ed. Bruce Caldwell, vol. 17, *The Constitution of Liberty: The Definitive Edition*, ed. Ronald Hamowy (Chicago: University of Chicago Press, 2011), 329.

Hayek, F. A. *The Constitution of Liberty: The Definitive Edition*. Edited by Ronald Hamowy. Vol. 17 of *The Collected Works of F. A. Hayek*, edited by Bruce Caldwell. Chicago: University of Chicago Press, 1988–.



Tillich, Paul. *Systematic Theology*. 3 vols. Chicago: University of Chicago Press, 1951–63.

#### 14.145: No date of publication

When the publication date of a printed work cannot be ascertained, the abbreviation *n.d.* takes the place of the year in the publication details. A guessed-at date may either be substituted (in brackets) or added. See also [14.132](#).

Boston, n.d.

Edinburgh, [1750?] or Edinburgh, n.d., ca. 1750

A work for which no publisher, place, or date can be determined or reasonably guessed at should be included in a bibliography only if accompanied by the location where a copy can be found (e.g., “Two copies in the Special Collections Department of the University of Chicago Library”). For the use of *n.d.* in author-date citations, see [15.44](#).

#### 14.146: Forthcoming publications

When a book is under contract with a publisher and is already titled, but the date of publication is not yet known, *forthcoming* is used in place of the date. Although *in press* is sometimes used (strictly speaking for a printed work that has already been typeset and paginated), Chicago recommends the more inclusive term, which can also be used for nonprint media, for any work under contract. If page numbers are available, they may be given. Books not under contract are treated as unpublished manuscripts (see [14.215–20](#)).

1. Jane Q. Author, *Book Title* (Place: Publisher, forthcoming).

2. John J. Writer, *Another Book Title* (Place: Publisher, forthcoming), 345–46.

Contributor, Anna. “Contribution.” In *Edited Volume*, edited by Ellen Editor. Place: Publisher, forthcoming.

When a publication that cites a forthcoming title is reprinted, the citation need not be updated. For a revised edition, on the other hand, the citation can be updated to provide the final facts of publication, but only after direct quotations and other details have been checked for accuracy against the published source.

### *Page, Volume, and Other Locating Information*

#### 14.147: Arabic versus roman numerals

As the examples throughout this chapter (and [chapter 15](#)) suggest, arabic numerals should be used wherever possible in source citations—for volumes, chapters, and other divisions—regardless of the way the numerals appear in the works cited, with the notable exception of pages numbered with roman numerals in the original (usually lowercased, in the front matter of a book). Occasional exceptions are made, for example, in certain legal contexts (see [14.280](#)).

1. See the article “Feathers,” in *Johnson’s Universal Cyclopaedia*, rev. ed. (New York: A. J. Johnson, 1886), vol. 3.

2. Jerome Kagan, “Introduction to the Tenth-Anniversary Edition,” in *The Nature of the Child* (New York: Basic Books, 1994), xxii–xxiv.

Any number in a title of a work should generally be left as is (see also [14.88](#)).

#### 14.148: Citing a range of page numbers or other specific locators

For Chicago's preferred style in expressing a range of consecutive pages, paragraphs, or similar numbered divisions, see [9.61](#). First and last numbers should be used rather than first number plus *ff.* (but see [14.149](#)).

1. *Chicago Manual of Style*, 17th ed. (Chicago: University of Chicago Press, 2017), 14.147–58.
2. Dave Eggers, *The Circle* (New York: Alfred A. Knopf, 2013), 215–16.

See the rest of this chapter for many more examples in context. References to nonconsecutive pages or other locations in the same work are separated by commas.

3. Eggers, *Circle*, 220, 222.

For author-date style, see [15.23](#).

#### 14.149: Page references with “ff.” and “passim”

Only when referring to a section for which no final number can usefully be given should *ff.* (“and the following pages, paragraphs, etc.”) be resorted to. Instead of the singular *f.*, the subsequent number should be used (e.g., “140–41” *not* “140f.”). Similarly, *passim* (“here and there”) is to be discouraged unless it follows a stated range of pages within which there are more than three or four precise references (“324–32 *passim*”). When used, *ff.* has no space between it and the preceding number and is followed by a period; *passim*, being a complete word, takes no period. Neither is italicized. (For *passim* in indexes, see [16.12](#).)

#### 14.150: Abbreviations for “page,” “volume,” and so on

In source citations, the words *page*, *volume*, and the like are usually abbreviated and often simply omitted (see [14.151](#)). The most commonly used abbreviations are *p.* (pl. *pp.*), *vol.*, *pt.*, *chap.*, *bk.*, *sec.*, *n.* (pl. *nn.*), *no.*, *app.*, and *fig.*; for these and others, see [chapter 10](#), especially [10.42](#). Unless following a period, all are lowercased, and none is italicized (except in the rare case where it forms part of an italicized book title). All the abbreviations mentioned in this paragraph, except for *p.* and *n.*, form their plurals by adding *s*.

A Cry of Absence, chap. 6

A Dance to the Music of Time, 4 vols.

#### 14.151: When to omit “p.” and “pp.”

When a number or a range of numbers clearly denotes the pages in a book, *p.* or *pp.* may be omitted; the numbers alone, preceded by a comma, are sufficient. Where the presence of other numerals threatens ambiguity, *p.* or *pp.* may be added for clarity. (And if an author has used *p.* and *pp.* consistently throughout a work, there is no need to delete them.) See also [14.152](#), [14.156](#).

Charlotte's Web, 75–76

*but*

Complete Poems of Michelangelo, p. 89, lines 135–36

### 14.152: When to omit “vol.”

When a volume number is followed immediately by a page number, neither *vol.* nor *p.* or *pp.* is needed. The numbers alone are used, separated by a colon but no space. A comma usually precedes the volume number, except with periodicals (see 14.171) and certain types of classical references (see 14.242–52). For more on volume numbers, see 14.116–22. For citing a particular volume, with and without the abbreviation *vol.*, see 14.118.

The Complete Tales of Henry James, 10:122

### 14.153: Page and chapter numbers

Page numbers, needed for specific references in notes and parenthetical text citations, are usually unnecessary in bibliographies except when the piece cited is a part within a whole (see 14.106–12; for journal articles, see 14.174). If the chapter or other section number is given, page numbers may be omitted. The total page count of a book is not included in source citations. (Total page counts do, however, appear in headings to book reviews, catalog entries, and the like. For book review headings, see 1.98.)

1. Claire Kehrwald Cook, “Mismanaged Numbers and References,” in *Line by Line: How to Edit Your Own Writing* (Boston: Houghton Mifflin, 1985), 81.

2. Nuala O’Faolain, *Are You Somebody? The Accidental Memoir of a Dublin Woman* (New York: Holt, 1996), chap. 17.

### 14.154: Signed signatures

Some books printed before 1800 did not carry page numbers, but each signature (a group of consecutive pages) bore a letter, numeral, or other symbol (its “signature”) to help the binder gather them in correct sequence. In citing pages in books of this kind, the signature symbol is given first, then the number of the leaf within the signature, and finally *r* (*recto*, the front of the leaf) or *v* (*verso*, the back of the leaf). Thus, for example, G6v identifies one page, G6r–7v a range of four pages.

### 14.155: Numbered leaves, or folios

Some early books had leaf numbers rather than page numbers. Such leaves were typically numbered only on the front, or *recto*, side. A page citation therefore consists of the number on the leaf plus *r* (*recto*) or *v* (*verso*)—for example, 176r, 231v, or 232r–v. Such leaves are sometimes referred to as folios (e.g., folio 176r). For books or parts of books with no discernible numbers at all, pages can sometimes be counted and the result placed in square brackets. See also 14.154, 14.225.

### 14.156: Line numbers

The abbreviations *l.* (line) and *ll.* (lines) can too easily be confused with the numerals 1 and 11 and so should be avoided. *Line* or *lines* should be used or, where it has been made clear that reference is to lines, simply omitted (see 13.67).

1. Ogden Nash, “Song for Ditherers,” lines 1–4.

### 14.157: Citing numbered notes

Notes are cited with the abbreviation *n* or *nn*. The usage recommended here is also used for indexes (see [16.111](#), [16.112](#), [16.113](#)). If the note cited is the only footnote on a particular page or is an unnumbered footnote, the page number is followed by *n* alone.

1. Anthony Grafton, *The Footnote: A Curious History* (Cambridge, MA: Harvard University Press, 1997), 72n, 80n.

If there are other notes on the same page as the note cited, a number must be added. In this case the page number is followed by *n* or (if two or more consecutive notes are cited) *nn*, followed by the note number (or numbers or, in rare cases, an asterisk or other symbol). No intervening space or punctuation is required.

2. Dwight Bolinger, *Language: The Loaded Weapon* (London: Longman, 1980), 192n23, 192n30, 199n14, 201nn16–17.
3. Richard Rorty, *Philosophical Papers* (New York: Cambridge University Press, 1991), 1:15n29.

### 14.158: Citing illustrations and tables

The abbreviation *fig.* may be used for *figure*, but *table*, *map*, *plate*, and other illustration forms are spelled out. The page number, if given, precedes the illustration number, with a comma between them.

1. Jean-Paul Chavas, David Hummels, and Brian D. Wright, eds., *The Economics of Food Price Volatility* (Chicago: University of Chicago Press, 2014), 167, table 4.4.

To cite art in collections and other stand-alone works, see [14.235–37](#).

## Electronic Books

### 14.159: Books requiring a specific application or device (e-books)

Many books are published in print and as a downloadable file in one or more electronic formats. Because of the potential for differences, authors must indicate which format was consulted. E-book formats include EPUB, PDF, and many others (see [1.118](#)). To account for differences in the ways these formats are adapted for publication, it is often more helpful to specify the name of the application (or, in some cases, the device) used to read or acquire the book than to name the specific file format (which may not be readily apparent). Like a URL for books consulted online (see [14.161](#)), this information should be the *last* part of a full citation that follows the recommendations for citing books as detailed elsewhere in this section. The following examples show how to list different versions of the same book, formatted as a bibliography entry, starting with the print version and followed by versions acquired from a variety of different sources, from Apple to Google, for use with their branded applications or devices.

- Begley, Adam. *Updike*. New York: Harper, 2014.
- Begley, Adam. *Updike*. New York: Harper, 2014. iBooks.
- Begley, Adam. *Updike*. New York: Harper, 2014. Kindle.
- Begley, Adam. *Updike*. New York: Harper, 2014. NOOK.
- Begley, Adam. *Updike*. New York: Harper, 2014. Google Play Books.

In some cases, a file format will be specified at the time a book is acquired (e.g., EPUB or PDF). In such cases, include the name of the format together with the application or device required to view or acquire the file, if any.

Borel, Brooke. *Infested: How the Bed Bug Infiltrated Our Bedrooms and Took Over the World*. Chicago: University of Chicago Press, 2015. Adobe Digital Editions EPUB.

Many e-books constitute a reprint of an earlier printed edition published before any e-book format was available (see also [1.23](#)). In such cases, a citation should feature the original publication data (typically included in the title page and copyright information for the e-book), followed by information about the e-book. For example, to cite a Kindle version of Philip Roth's *Goodbye, Columbus* based on the 1989 30th anniversary edition of Roth's book (first published in 1959), it is sufficient to include publication details about the 1989 edition only (but see [14.114](#)).

Roth, Philip. *Goodbye, Columbus, and Five Short Stories*. 30th anniversary ed. Boston: Houghton Mifflin, 1989. Kindle.

In a note, information about the e-book follows any page or other locator information. For examples, see [14.160](#). For self-published books, see [14.137](#).

#### **14.160: Page or location numbers in electronic formats**

Many e-books and other electronic formats feature reflowable or scrollable text and therefore do not have fixed pages. Depending on the application or device, “page” or other location numbers displayed along with the text in reflowable e-book formats may vary according to user-defined text size, making any reference to such numbers unhelpful to others wishing to consult the same text. Even where such numbers are invariable, they will be helpful only to those who consult the same e-book format. In such cases, it is often best to cite a chapter number or a section heading or other such milepost in lieu of a page or location number. (If paragraphs are numbered, as in this manual, cite those.)

1. Adam Begley, *Updike* (New York: Harper, 2014), chap. 2, iBooks.

2. Begley, *Updike*, chap. 9.

If a location number needs to be cited or referred to for any reason, include both the specific location and the total number of locations, using the terminology in the application. This will allow readers using other formats (including formats for which location numbers are variable) to calculate an approximate position in the book. (See also [14.137](#).)

3. Mary Ann Noe, *Ivory Trenches: Adventures of an English Teacher* (self-pub., Amazon Digital Services, 2016), loc. 444 of 3023, Kindle.

Some publishers include data about page numbers in their e-book formats that correspond to a print version—a practice that is especially helpful for orienting readers of e-book formats in terms of the printed book (see [1.123](#)). (Such page numbers are not to be confused with the so-called pages in certain e-book formats representing screens of text.) Note, however, that such page numbers tend to be approximate: a single page in a printed book typically corresponds to two or more screens of text in an e-book format (usually without any indication in the latter of the precise location of the page breaks). If possible, such page numbers should be checked against—and cited to—the printed version.

#### 14.161: Books consulted online

When citing the online version of a book, add a URL as part of the citation (but see below). The URL should be the *last* part of a full citation based on the principles outlined throughout this section on citing books. Note the reference to chapter in lieu of page number(s) for the source in notes 1 and 3, which lacks fixed page numbers (see 14.160). In those notes, the URLs are based on the DOIs for the chapters rather than the DOI for the work as a whole (as in the bibliography entry). See also 14.7, 14.8.

1. Mark Evan Bonds, *Absolute Music: The History of an Idea* (New York: Oxford University Press, 2014), chap. 3, <https://doi.org/10.1093/acprof:oso/9780199343638.003.0004>.
2. Karen Lystra, *Dangerous Intimacy: The Untold Story of Mark Twain's Final Years* (Berkeley: University of California Press, 2004), 59, <http://ark.cdlib.org/ark:/13030/kt8779q6kr/>.
3. Bonds, *Absolute Music*, chap. 11, <https://doi.org/10.1093/acprof:oso/9780199343638.003.0012>.
4. Lystra, *Dangerous Intimacy*, 60–61.

Bonds, Mark Evan. *Absolute Music: The History of an Idea*. New York: Oxford University Press, 2014. <https://doi.org/10.1093/acprof:oso/9780199343638.001.0001>.

Lystra, Karen. *Dangerous Intimacy: The Untold Story of Mark Twain's Final Years*. Berkeley: University of California Press, 2004. <http://ark.cdlib.org/ark:/13030/kt8779q6kr/>.

Especially for in-copyright books consulted through a commercial library database, a suitable URL may not be available. Even suggested links listed with the source may work only for subscribers or those with access to a particular library. (A URL based on a DOI, on the other hand, will always direct readers to information about the source, if not full access to it.) In such cases, list the name of the commercial database rather than the URL.

Borel, Brooke. *Infested: How the Bed Bug Infiltrated Our Bedrooms and Took Over the World*. Chicago: University of Chicago Press, 2015. EBSCOhost.

#### 14.162: Freely available electronic editions of older works

Books and other documents that have fallen out of copyright are often freely available online. When possible, prefer scanned pages to reflowable text for the purposes of source citation. In the James examples below, the Project Gutenberg text is apparently based on the 1909 New York edition of *The Ambassadors*—and is available in a number of reflowable formats, including HTML and EPUB. But the scanned pages from Google Books of an actual copy of the 1909 edition (published in two volumes) are preferable. Not only is the Google Books version more authoritative (in part because the original title and copyright pages are included) but it also facilitates citations to fixed page numbers (see 14.160; see also 14.118).

1. Henry James, *The Ambassadors* (New York, 1909; Project Gutenberg, 2008), bk. 6, chap. 1, <http://www.gutenberg.org/ebooks/432>.

or, better,



2. Henry James, *The Ambassadors*, 2 vols. (New York: Charles Scribner's Sons, 1909), 1:243, <https://books.google.com/books?id=WYIUAAAAYAAJ>.

The Melville examples below further demonstrate the importance of finding and citing publication details about the original. The citations are for the same passage of text (see 14.24)—first, as it appears in a scanned copy of the first American edition, and next, as it appears in a similarly prepared copy of the first British edition (published in three volumes under a different title). The URL gives interested readers a chance to consult the same resources, but the citation does not depend on it (because the originals have been sufficiently identified).

3. Herman Melville, *Moby-Dick; or, The Whale* (New York: Harper & Brothers, 1851), 627, <http://mel.hofstra.edu/moby-dick-the-whale-proofs.html>.
4. Herman Melville, *The Whale*, 3 vols. (London: Richard Bentley, 1851), 3:302, <http://mel.hofstra.edu/moby-dick-the-whale-proofs.html>.

A bibliography entry would not include page references.

Melville, Herman. *Moby-Dick; or, The Whale*. New York: Harper & Brothers, 1851. <http://mel.hofstra.edu/moby-dick-the-whale-proofs.html>.

See also 14.10, 14.114.

### 14.163: Books on CD-ROM and other fixed media

In the increasingly rare case of a citation for a book on CD-ROM or other fixed media, indicate the medium after the full facts of publication, including any page or other locator information in a note.

1. *The Chicago Manual of Style*, 15th ed. (Chicago: University of Chicago Press, 2003), 1.4, CD-ROM.
- Hicks, Rodney J. *Nuclear Medicine: From the Center of Our Universe*. Victoria, Austral.: ICE T Multimedia, 1996. CD-ROM.

## Periodicals

### 14.164: “Periodicals” defined

In this manual, *periodical* refers to scholarly and professional journals, popular magazines, and newspapers. Periodicals are far more likely than books to be consulted online. Except for the addition of a URL (preferably based on a DOI) or, in some cases, the name of a bibliographic database, the citation of a periodical consulted online is the same as the one recommended for printed periodicals. (Some publishers may also require an access date; see 14.12.) See examples of such information, and special considerations, under specific types of periodicals. See also 14.6–18.

### 14.165: Information to be included

Citations of periodicals require some or all of the following data:

1. Full name(s) of author or authors
2. Title and subtitle of article or column
3. Title of periodical



4. Issue information (volume, issue number, date, etc.)
5. Page reference (where appropriate)
6. For periodicals consulted online, a URL or, in some cases, the name of the database used to consult the resource (see [14.6–18](#))

Indispensable for newspapers and most magazines is the specific date (month, day, and year). For journals, the volume and year plus the month or issue number are usually cited. Additional data make location easier.

#### **14.166: Journals versus magazines**

A *journal* is a scholarly or professional periodical available mainly by subscription (e.g., *Library Quarterly*, *New England Journal of Medicine*). Journals are normally cited by volume and date (see [14.171](#)). A *magazine* is a weekly or monthly (or sometimes daily) periodical—professionally produced, sometimes specialized, but more accessible to general readers—that is available in individual issues at libraries or bookstores or newsstands or offered online, with or without a subscription (e.g., *Scientific American*, the *New Yorker*). Magazines are normally cited by date alone (see [14.188](#)). If in doubt whether a particular periodical is better treated as a journal or as a magazine, use journal form if the volume number is easily located, magazine form if it is not.

#### **14.167: Basic structure of a periodical citation**

In notes, commas appear between author; title of article (in quotation marks); title of magazine, newspaper, or journal (in italics); and, for sources consulted online, URL or database name. In bibliographies, periods replace these commas. Note that *in* is *not* used between the article title and the journal title. (*In* is used only with chapters or other parts of books; see [14.106](#), [14.107](#).) Punctuation relative to any volume and issue number and for dates and page numbers depends on periodical type. In bibliography entries, the first and last pages of an article are given (for inclusive numbers, see [9.61](#)). In notes and text citations, only specific pages need be cited (unless the article as a whole is referred to). In some electronic formats, page numbers will be unavailable (see [14.22](#)). For examples, see [14.23](#), [14.168–87](#) (journals), [14.188–90](#) (magazines), and [14.191–200](#) (newspapers).

### *Journals*

#### **14.168: Journal article—author’s name**

Authors’ names are normally given as they appear at the heads of their articles. Adjustments can be made, however, as indicated in [14.73](#). For the treatment of two or more authors, see [14.76](#). For additional considerations related to names of authors, see [14.72–84](#).

#### **14.169: Journal article—title**

Titles of articles are set in roman (except for individual words or phrases that require italics, such as species names or book titles; see [14.95](#)); they are usually capitalized headline-style and put in quotation marks. As with a book, title and subtitle are separated by a colon. For examples, see [14.23](#) and the paragraphs below. For shortened forms of article titles, see [14.185](#). For additional considerations related to titles of works, see [14.85–99](#).

#### 14.170: Title of journal

Titles of journals are italicized and capitalized headline-style. They are usually given in full—except for the omission of an initial *The*—in notes and bibliographies (e.g., *Journal of Business*). With journals and magazines with non-English titles, an initial article should be retained (e.g., *Der Spiegel*). See also 8.170. Occasionally an initialism, such as *PMLA*, is the official title and is never spelled out. In some disciplines, especially in science and medicine, journal titles are routinely abbreviated (e.g., *Plant Syst Evol*), unless they consist of only one word (e.g., *Science*, *Mind*); see 15.46. Chicago recommends giving titles in full unless a particular publisher or discipline requires otherwise.

#### 14.171: Journal volume, issue, and date

Most journal citations include volume, issue number or month, and year. The volume number, set in roman, follows the title without intervening punctuation; arabic numerals are used even if the journal itself uses roman numerals. The issue number follows the volume number, separated by a comma and preceded by *no.* The issue number should be recorded even if pagination is continuous throughout a volume or when a month or season precedes the year. The year, sometimes preceded by an exact date, a month, or a season, appears in parentheses after the volume and issue data. Seasons, though not capitalized in running text (see 8.88), are capitalized in source citations. Months may be abbreviated or spelled in full (as here); seasons are best spelled out (see also 10.39).

1. Margaret Lock, “Comprehending the Body in the Era of the Epigenome,” *Current Anthropology* 56, no. 2 (April 2015): 155, <https://doi.org/10.1086/680350>.

2. Sharon R. Wesoky, “Bringing the *Jia* Back into Guojia: Engendering Chinese Intellectual Politics,” *Signs* 40, no. 3 (Spring 2015): 651, <https://doi.org/10.1086/679524>.

3. David G. Harper, “Bringing Accommodation into Focus: The Several Discoveries of the Ciliary Muscle,” *JAMA Ophthalmology* 132, no. 5 (May 2014): 645, <https://doi.org/10.1001/jamaophthalmol.2013.5525>.

Harper, David G. “Bringing Accommodation into Focus: The Several Discoveries of the Ciliary Muscle.” *JAMA Ophthalmology* 132, no. 5 (May 2014): 645–48. <https://doi.org/10.1001/jamaophthalmol.2013.5525>.

Lock, Margaret Lock. “Comprehending the Body in the Era of the Epigenome.” *Current Anthropology* 56, no. 2 (April 2015): 151–77. <https://doi.org/10.1086/680350>.

Wesoky, Sharon R. “Bringing the *Jia* Back into *Guojia*: Engendering Chinese Intellectual Politics.” *Signs* 40, no. 3 (Spring 2015): 647–66. <https://doi.org/10.1086/679524>.

Where more than one issue number is included, follow the usage in the journal itself, using either plural *nos.* or singular *no.* (always lowercase) and separating the digits by a slash, a hyphen (use an en dash in the published version; see 6.78), or the like. Where a span of months or seasons is given, follow the usage of the journal (but use an en dash rather than a hyphen in the published version—e.g., September–December).

4. Ismael Galván and Francisco Solano, “Melanin Chemistry and the Ecology of Stress,” *Physiological and Biochemical Zoology* 88, no. 3 (May/June 2015): 353, <https://doi.org/10.1086/680362>.

5. Lina Perkins Wilder, “ ‘My Exion Is Entered’: Anatomy, Costume, and Theatrical Knowledge in 2 Henry IV,” *Renaissance Drama* 41, no. 1/2 (Fall 2013): 60, <https://doi.org/10.1086/673907>.

When a journal uses issue numbers only, without volume numbers, a comma follows the journal title.

6. J. M. Beattie, “The Pattern of Crime in England, 1660–1800,” *Past and Present*, no. 62 (February 1974): 52, <http://www.jstor.org/stable/650463>.

When only a date is available, treat the resource like a magazine (see 14.188).

#### **14.172: Forthcoming journal articles**

If an article has been accepted for publication by a journal but has not yet appeared, *forthcoming* stands in place of the year and the page numbers. Any article not yet accepted should be treated as an unpublished manuscript (see 14.218). See also 14.173.

1. Margaret M. Author, “Article Title,” *Journal Title* 98 (forthcoming).

Author, Margaret M. “Article Title.” *Journal Title* 98 (forthcoming).

If an article is published by a journal electronically ahead of the official publication date, use the posted publication date. In such cases, page numbers or volume and issue information, or both, may not yet be available (but see 14.174).

Jubb, Robert. “The Real Value of Equality.” *Journal of Politics* 77, no. 3. Published ahead of print, April 14, 2015. <https://doi.org/10.1086/681262>.

#### **14.173: Journal article preprints**

Not having been subject to peer review, preprints are treated as unpublished material. See also 1.113.

Huang, Zhiqi. “Revisiting the Cosmological Bias Due to Local Gravitational Redshifts.” Preprint, submitted April 24, 2015. <http://arxiv.org/abs/1504.06600v1>.

#### **14.174: Journal page references**

In citing a particular passage in a journal article, only the page or pages concerned are given. In references to the article as a whole (as in a bibliography), first and last pages are given.

1. Donald Maletz, “Tocqueville’s Tangents to Democracy,” *American Political Thought* 4, no. 4 (Fall 2015): 615.

Gold, Ann Grodzins. “Grains of Truth: Shifting Hierarchies of Food and Grace in Three Rajasthani Tales.” *History of Religions* 38, no. 2 (1998): 150–71.

To facilitate online publication schedules, some journals have adopted a continuous publishing model in which each article is assigned a unique ID and is considered final the moment it is published online; any subsequent print version is reproduced without any changes. Articles that include a PDF version are all paginated starting at 1 and can be cited in the notes accordingly. In a note, cited page numbers precede the article ID (e0124310 in the example below). In a bibliography, do not include the page range for an article published in this way.

2. Priyamvada Paudyal et al., “Obtaining Self-Samples to Diagnose Curable Sexually Transmitted Infections: A Systematic Review of Patients’ Experiences,” *PLoS ONE* 10, no. 4 (2015): 2–3, e0124310, <https://doi.org/10.1371/journal.pone.0124310>.

Paudyal, Priyamvada, Carrie Llewellyn, Jason Lau, Mohammad Mahmud, and Helen Smith. “Obtaining Self-Samples to Diagnose Curable Sexually Transmitted Infections: A Systematic Review of Patients’ Experiences.” *PLoS ONE* 10, no. 4 (2015): e0124310. <https://doi.org/10.1371/journal.pone.0124310>.

Most electronic journals provide page numbers. Where this is not the case, another type of locator such as a subheading may become appropriate in a note. None, however, is required. See also [14.22](#).

3. Shelly Jamison, “I(nternet) Do(main)s: The New Rules of Selection,” *Culture Critique* 3, no. 5 (2009), under “Park Avenue Revisited.”

#### **14.175: Journal articles consulted online**

Most people find journal articles through a library or other bibliographic database. To facilitate discovery by other readers (and linking in publications), information about the online resource should be added to the end of a citation. Many of the examples in this section include a URL. A URL based on a DOI (appended to <https://doi.org/>), if it is available, is preferable to the URL that appears in your browser’s address bar when viewing the article (or the abstract). In the absence of a DOI, choose the form of the URL offered along with the article, if any. For articles offered online in more than one format (e.g., PDF or HTML), there is usually no need to specify which format was cited. (If an article was consulted in print, there is no need to include a URL.)

1. Frank P. Whitney, “The Six-Year High School in Cleveland,” *School Review* 37, no. 4 (April 1929): 268, <http://www.jstor.org/stable/1078814>.

2. Miriam Schoenfield, “Moral Vagueness Is Ontic Vagueness,” *Ethics* 126, no. 2 (2016): 260–61, <https://doi.org/10.1086/683541>.

Sometimes a suitable URL will not be available. Even suggested links listed with the source may work only for subscribers or those with access to a particular library. (A URL based on a DOI, on the other hand, will always direct readers to information about the source, if not full access to it.) In such cases, list the name of the commercial database rather than the URL.

3. Zina Giannopoulou, “Prisoners of Plot in José Saramago’s *The Cave*,” *Philosophy and Literature* 38, no. 2 (2014): 335, Project MUSE.

See also [14.6–18](#).

#### **14.176: Access dates for journal articles**

Access dates are not required by Chicago in citations of formally published electronic sources, for the reasons discussed in [14.12](#). Some publishers and some disciplines, however, may require them. When they are included, they should immediately precede the URL (or database information), separated from the surrounding citation by commas in a note and periods in a bibliography entry.

1. Charlotte F. Narr and Amy C. Krist, “Host Diet Alters Trematode Replication and Elemental Composition,” *Freshwater Science* 34, no. 1 (March 2015): 81, accessed August 1, 2017, <https://doi.org/10.1086/679411>.

3. Narr and Krist, “Host Diet,” 88–89.

Narr, Charlotte F., and Amy C. Krist. “Host Diet Alters Trematode Replication and Elemental Composition.” *Freshwater Science* 34, no. 1 (March 2015): 81–91. Accessed August 1, 2017. <https://doi.org/10.1086/679411>.

#### **14.177: Article page numbers in relation to volume or issue numbers**

When page numbers immediately follow a volume number, separated only by a colon (as in a shortened citation; see [14.185](#)), no space follows the colon. But when parenthetical information intervenes, a space follows the colon. (This rule applies to other types of volumes as well; see, e.g., [14.116](#).)

Social Networks 14:213–29

Critical Inquiry 1, no. 3 (Winter 1975): 479–96

When, as occasionally happens, the page number follows an issue number, a comma—not a colon—should be used.

*Diogenes*, no. 25, 84–117.

#### **14.178: Journal special issues**

A journal issue (occasionally a double issue) devoted to a single theme is known as a special issue. It carries the normal volume and issue number (or numbers if a double issue). Such an issue may have an editor and a title of its own. An article within the issue is cited as in the first example; a special issue as a whole may be cited as in the second example.

1. Miwako Tezuka, “Jikken Kōbō and Takiguchi Shūzō: The New Deal Collectivism of 1950s Japan,” in “Collectivism in Twentieth-Century Japanese Art,” ed. Reiko Tomii and Midori Yoshimoto, special issue, *Positions: Asia Critique* 21, no. 2 (Spring 2013): 351–81, <https://doi.org/10.1215/10679847-2018283>.

Tomii, Reiko, and Midori Yoshimoto, eds. “Collectivism in Twentieth-Century Japanese Art.” Special issue, *Positions: Asia Critique* 21, no. 2 (Spring 2013).

#### **14.179: Journal supplements**

A journal supplement, unlike a special issue (see [14.178](#)), is numbered separately from the regular issues of the journal. Like a special issue, however, it may have a title and author or editor of its own.

Agha, Asif. “Tropes of Branding in Forms of Life.” In “The Semiotic Corporation,” edited by Kyung-Nan Koh and Greg Urban. Supplement, *Signs and Society* 3, no. S1 (2015): S174–94. <https://doi.org/10.1086/679004>.

#### **14.180: Articles published in installments**

Articles published in parts over two or more issues may be listed separately or in the same entry, depending on whether the part or the whole is cited.

1. George C. Brown, ed., “A Swedish Traveler in Early Wisconsin: The Observations of Fredrika Bremer,” pt. 1, *Wisconsin Magazine of History* 61 (Summer 1978): 312.

2. Brown, “Swedish Traveler,” pt. 2, *Wisconsin Magazine of History* 62 (Autumn 1978): 50.

Brown, George C., ed. "A Swedish Traveler in Early Wisconsin: The Observations of Fredrika Bremer." Pts. 1 and 2. *Wisconsin Magazine of History* 61 (Summer 1978): 300–318; 62 (Autumn 1978): 41–56.

#### **14.181: Article appearing in two publications**

Chapters in books have sometimes begun their lives as journal articles, or vice versa. Revisions are often made along the way. The version actually consulted should be cited in a note or text citation, but annotation such as the following, if of specific interest to readers, may follow the citation. See also [14.54](#).

Previously published as "Article Title," *Journal Title* 20, no. 3 (2016): 345–62.

A slightly revised version appears in *Book Title*, ed. E. Editor (Place: Publisher, 2017), 15–30.

#### **14.182: Place where journal is published**

If a journal might be confused with another with a similar title, or if it might not be known to the users of a bibliography, add the name of the place or institution where it is published in parentheses after the journal title.

1. Diane-Dinh Kim Luu, "Diethylstilbestrol and Media Coverage of the 'Morning After' Pill," *Lost in Thought: Undergraduate Research Journal* (Indiana University South Bend) 2 (1999): 65–70.

Garrett, Marvin P. "Language and Design in *Pippa Passes*." *Victorian Poetry* (West Virginia University) 13, no. 1 (1975): 47–60.

#### **14.183: Translated or edited article**

A translated or edited article follows essentially the same style as a translated or edited book (see [14.104](#)).

1. Arthur Q. Author, "Article Title," trans. Tim Z. Translator, *Journal Title* . . .

Author, Arthur Q. "Article Title." Edited by Edward A. Editor. *Journal Title* . . .

#### **14.184: New series for journal volumes**

New series in journal volumes are identified by *n.s.* (new series), *2nd ser.*, and so forth, as they are for books (see [14.126](#)). Note the comma between the series identifier and the volume number.

1. "Letter of Jonathan Sewall," *Proceedings of the Massachusetts Historical Society*, 2nd ser., 10 (January 1896): 414.

Moraes, G. M. "St. Francis Xavier, Apostolic Nuncio, 1542–52." *Journal of the Bombay Branch of the Royal Asiatic Society*, n.s., 26 (1950): 279–313.

#### **14.185: Short titles for articles**

In subsequent references to journal articles, the author's last name and the main title of the article (often shortened) are most commonly used. In the absence of a full bibliography, however, the journal title, volume number, and page number(s) may prove more helpful guides to the source.



1. Daniel Rosenblum, “Unintended Consequences of Women’s Inheritance Rights on Female Mortality in India,” *Economic Development and Cultural Change* 63, no. 2 (January 2015): 223, <https://doi.org/10.1086/679059>.

2. Rosenblum, “Female Mortality in India,” 225.

or

3. Rosenblum, *Economic Development and Cultural Change* 63:225.

The page numbering for *Economic Development and Cultural Change* is continuous throughout a single volume. Where that is not the case, the short form should include the issue number in addition to the volume number (i.e., “63 (2): 225”).

#### 14.186: Abstracts

An abstract is treated like a journal article, but the word *abstract* must be added.

Matute, Daniel R. “Noisy Neighbors Can Hamper the Evolution of Reproductive Isolation by Reinforcing Selection.” Abstract. *American Naturalist* 185, no. 2 (February 2015): 253–69. <https://doi.org/10.1086/679504>.

#### 14.187: Electronic supplements or enhancements to journal articles

Components of journal articles with a printed counterpart that are offered only online—including supplementary data or supporting information, sometimes also referred to as enhancements—can usually be cited according to how they are referred to in the journal. File formats for multimedia content should be indicated if relevant.

1. “Ghost Dancing Music,” Naraya no. 2, MP3 audio, cited in Richard W. Stoffle et al., “Ghost Dancing the Grand Canyon,” *Current Anthropology* 41, no. 1 (2000), <https://doi.org/10.1086/300101>.

2. Gemma L. Cole and John A. Endler, “Variable Environmental Effects on a Multicomponent Sexually Selected Trait,” *American Naturalist* 185, no. 4 (April 2015): table A.3 (online only), <https://doi.org/10.1086/680022>.

3. M. Suárez-Rodríguez and C. Macías García, “There Is No Such a Thing as a Free Cigarette: Lining Nests with Discarded Butts Brings Short-Term Benefits, but Causes Toxic Damage,” *Journal of Evolutionary Biology* 27, no. 12 (December 2014): 2719–26, <https://doi.org/10.1111/jeb.12531>, data deposited at Dryad Digital Repository, <https://doi.org/10.5061/dryad.4t5rt>.

Song, Aiping, Linxiao Wang, Sumei Chen, Jiafu Jiang, Zhiyong Guan, Peiling Li, and Fadi Chen. Target gene sequences (file name: “Dataset S1.seq”). In “Identification of Nitrogen Starvation-Responsive MicroRNAs in *Chrysanthemum nankingense*.” *Plant Physiology and Biochemistry* 91 (June 2015): 41–48. <https://doi.org/10.1016/j.plaphy.2015.04.003>.

See also [14.159](#), [14.257](#), [14.261–68](#).



## Magazines

### 14.188: Basic citation format for magazine articles

Many of the guidelines for citing journals apply to magazines also (and see 14.166). Titles of magazine articles are treated like titles of journal articles: they are capitalized headline-style, set in roman, and placed in quotation marks (see 14.169); as with the titles of journals, an initial *The* in the title of the magazine is usually dropped, and the title is set in italics (see 14.170). Weekly or monthly (or bimonthly) magazines, even if numbered by volume and issue, are usually cited by date only. The date, being an essential element in the citation, is not enclosed in parentheses. While a specific page number may be cited in a note, the inclusive page numbers of an article may be omitted, 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.

1. Beth Saulnier, "From Vine to Wine," *Cornell Alumni Magazine*, September/October 2008, 48.
2. Jill Lepore, "The Man Who Broke the Music Business," *New Yorker*, April 27, 2015, 59.

Walker, Mandy. "Secrets to Stress-Free Flying." *Consumer Reports*, October 2016.

See also 14.190 and the guidelines for newspapers (14.191–99).

### 14.189: Magazine articles consulted online

For magazine articles consulted online, include a URL at the end of a citation or, if no suitable URL is available, the name of the database (see also 14.175). Specific page numbers usually will not be available but may be cited if they are (see also 14.22). See also 14.6–18.

1. Karl Vick, "Cuba on the Cusp," *Time*, March 26, 2015, <http://time.com/3759629/cuba-us-policy/>.
2. Henry William Hanemann, "French as She Is Now Spoken," *Life*, August 26, 1926, 5, ProQuest.

Magazine articles offered for download using a specific app should cite the name of the application or device used to acquire or read the article.

3. Adam Gopnik, "Trollope Trending," *New Yorker* (iPhone app), May 4, 2015.

### 14.190: Magazine departments

Titles of regular departments in a magazine are capitalized headline-style but not put in quotation marks.

1. Patricia Marx, "Big Skyline," Talk of the Town, *New Yorker*, April 27, 2015, <http://www.newyorker.com/magazine/2015/04/27/big-skyline>.
2. Debra Klein, Focus on Travel, *Newsweek*, April 17, 2000.

Wallraff, Barbara. Word Fugitives. *Atlantic Monthly*, July/August 2008.

A department without a named author is best cited by the title of the magazine.

*Gourmet*. Kitchen Notebook. May 2000.

## Newspapers

### 14.191: Basic citation format for newspaper articles

The name of the author (if known) and the headline or column heading in a daily newspaper are cited much like the corresponding elements in magazines (see [14.188–90](#)). The month (often abbreviated), day, and year are the indispensable elements. Because a newspaper's issue of any given day may include several editions, and items may be moved or eliminated in various editions, page numbers may usually be omitted (for an example of a page number in a citation, see [14.197](#)). In a note or bibliographic entry, it may be useful to add "final edition," "Midwest edition," or some such identifier. If the paper is published in several sections, the section number (e.g., sec. 1) or title (e.g., Nation) may be given. To cite an article consulted online, include the URL or, if no suitable URL is available, the name of the database (see also [14.175](#)).

1. Editorial, *Philadelphia Inquirer*, July 30, 1990.
2. Mike Royko, "Next Time, Dan, Take Aim at Arnold," *Chicago Tribune*, September 23, 1992.
3. Christopher Lehmann-Haupt, "Robert Giroux, Editor, Publisher and Nurturer of Literary Giants, Is Dead at 94," *New York Times*, September 6, 2008, New York edition.
4. "Pushcarts Evolve to Trendy Kiosks," *Lake Forester* (Lake Forest, IL), March 23, 2000.
5. David G. Savage, "Stanford Student Goes to Supreme Court to Fight for Her Moms," *Los Angeles Times*, April 27, 2015, *Nation*, <http://www.latimes.com/nation/la-na-gay-marriage-children-20150424-story.html>.
6. John Myers, "Invasive Faucet Snails Confirmed in Twin Ports Harbor," *Duluth (MN) News-Tribune*, September 26, 2014, EBSCOhost.

Because news sites may update certain stories as they unfold, it may be appropriate to include a time stamp for an article that includes one. List the time as posted with the article; if the time zone is not included, it may need to be determined from context (e.g., EST in the example below). A copy of the article should be retained as cited (see [14.15](#)). See also [10.41](#).

7. Jason Samenow, "Blizzard Warning: High Winds, About Two Feet of Snow Forecast for D.C. Area," *Washington Post*, January 21, 2016, 3:55 p.m. EST, <https://www.washingtonpost.com/news/capital-weather-gang/wp/2016/01/21/blizzard-warning-high-winds-around-two-feet-of-snow-forecast-for-d-c-area/>.

For blogs, which are cited similarly to online newspapers, see [14.205–10](#).

### 14.192: Newspaper headlines

Since headlines are often grammatical sentences, sentence-style capitalization is preferred in the headlines of many newspapers. In source citations, however, Chicago recommends headline style for citing headlines in notes and bibliographies for the sake of consistency with other titles. See also [8.158](#), [8.159](#).

"Justices Limit Visiting Rights of Grandparents in Divided Case"

Headlines presented entirely in full capitals in the original are usually converted to upper- and lowercase in a citation (but see [7.52](#)).

#### 14.193: Titles of newspapers

An initial *The* is omitted from the title of a newspaper (see 8.170). A city name, if not part of the title of a local newspaper, should be added. The name of the state or, in the case of Canada, province may be added in parentheses if needed (usually in abbreviated form; see 10.27, 10.28). In some cases, the city or state can be added and italicized as part of the official title; if in doubt, add the information, in parentheses and roman type, *after* the italicized title of the newspaper.

Chicago Tribune

Guardian (Manchester)

Hackensack (NJ) Record

Oregonian (Portland, OR)

Ottawa (IL) Daily Times

Saint Paul (Alberta or AB) Journal

Times (London)

For such well-known national papers as the *Wall Street Journal* or the *Christian Science Monitor*, no city name is added. In some cases, however, a newspaper will need to be identified by nation.

*Times* (UK)

*Guardian* (UK edition)

*Guardian* (US edition)

but

International New York Times

#### 14.194: Non-English titles of newspapers

Names of cities not part of the titles of newspapers published in languages other than English may be added in roman and parentheses after the title (see also 14.131). An initial *The*, omitted for English-language papers, is retained in titles of non-English-language papers if the article is part of the title (see 14.98). Titles of newspapers are treated in many languages more like the names of institutions than like the titles of books and other works; in general, the capitalization of the source (in the masthead or elsewhere) can be used. If in doubt, however, prefer sentence style (see 11.6). (Titles in all capitals should be rendered in sentence style.)

*Al-Akhbar* (Beirut)

*Al-Akhbar* (Cairo)

*El País* (Madrid)

*Frankfurter Zeitung*

*Il Messaggero* (Rome)

*La Crónica de Hoy* (Mexico City)

*Mladá fronta dnes* (Prague)

*Wen Hui Bao* (Shanghai)

#### 14.195: Regular columns or features

Regular columns or features may carry headlines as well as column titles. Like the names of sections (see 14.191), these should appear in roman, capitalized but without quotation marks, when they are included in a citation.

1. Marc Jaffe, “Finding Love in Seesawing Libidos,” *Modern Love*, *New York Times*, March 6, 2015, <http://www.nytimes.com/2015/03/08/style/finding-equilibrium-in-seesawing-libidos.html>.

Editorials and the like may be described generically.

2. “Junk Science at the F.B.I.,” editorial, *New York Times*, April 27, 2015, <http://www.nytimes.com/2015/04/27/opinion/junk-science-at-the-fbi.html>.

#### 14.196: Letters to the editor and readers’ comments

Published letters to the editor, like editorials (see 14.195), are treated generically, usually without headlines.

1. John Q. Public, letter to the editor, *Los Angeles Times*, September 7, 2008.

Readers’ comments are treated like the comments for a blog post (see 14.208; see also 14.209). In a note, list names as they are recorded with the comment; any other identifying information can usually be included in parentheses. A direct link to the comment may be included if available; otherwise, link to the article. Replies can be cited in reference to the cited comment, using a short form for the latter (with the help of a cross-reference to the relevant note, if necessary; see 14.31).

2. Chris (California), April 29, 2015, comment on Sheryl Gay Stolberg and Richard Pérez-Peña, “Baltimore Police Cite Presence of Minors in Defending Response to Unrest,” *New York Times*, April 28, 2015, <http://www.nytimes.com/2015/04/29/us/baltimore-riots.html#permid=14810877>.
3. Lizzy (St. Louis, MO), reply to Chris, April 29, 2015.

#### 14.197: Weekend supplements, magazines, and the like

Articles from Sunday supplements or other special sections are treated in the same way as magazine articles—that is, cited by date. They are usually dealt with in notes or parenthetical references rather than in bibliographies. Citations of print editions may include a specific page reference (see 14.188).

1. Rachel Kaadzi Ghansah, “What Toni Morrison Saw,” *New York Times Magazine*, April 12, 2015, 48.

#### 14.198: Citing a newspaper article in text rather than in a bibliography

Newspapers are more commonly cited in notes or parenthetical references than in bibliographies. A list of works cited need not list newspaper items if these have been documented in the text. No corresponding entry in a bibliography would be needed for the following citation (nor would it be necessary in such a case to include information about edition or, for an article consulted online, a URL):

The *New York Times*, in advance of the 2015 NFL season, published a report that the Green Bay Packers would host the Chicago Bears on Thanksgiving Evening, “a renewal of the N.F.L.’s longest-running rivalry,” during which the Packers were planning to retire

Brett Favre's jersey ("Patriots-Steelers to Open N.F.L. Season," Associated Press, April 22, 2015). Favre, a three-time NFL MVP, is mentioned without further attribution.

If a bibliography entry were needed, it would appear as follows (see also 14.200):

Associated Press. "Patriots-Steelers to Open N.F.L. Season." *New York Times*, April 22, 2015. <http://www.nytimes.com/2015/04/22/sports/football/patriots-steelers-to-open-nfl-season.html>.

#### 14.199: Unsigned newspaper articles

Unsigned newspaper articles or features are best dealt with in text or notes. But if a bibliography entry should be needed, the title of the newspaper stands in place of the author.

1. "In Texas, Ad Heats Up Race for Governor," *New York Times*, July 30, 2002.

*New York Times*. "In Texas, Ad Heats Up Race for Governor." July 30, 2002.

#### 14.200: News services and news releases

Names of news services, unlike titles of newspapers, are capitalized but not italicized.

the Associated Press (AP)

United Press International (UPI)

1. Associated Press, "Texas A&M Galveston Professor Fails Entire Class, Quits Course," *Dallas Morning News*, April 28, 2015, <http://www.dallasnews.com/news/education/headlines/20150428-texas-am-galveston-professor-fails-entire-class-quits-course.ece>.

A news release (also called a press release) is treated similarly.

2. Federal Emergency Management Agency, "FEMA Awards \$2,781,435 Grant to DuPage County," news release no. RV-NR-2015-006, March 19, 2015, <https://www.fema.gov/news-release/2015/03/19/fema-awards-2781435-grant-dupage-county>.

### Reviews

#### 14.201: Basic citation format for reviews

In citations of reviews of publications, performances, and the like, the elements are given in the following order:

1. Name of reviewer if the review is signed
2. Title of the review, if any (a headline should be included only if needed for locating the review)
3. The words *review of*, followed by the name of the work reviewed and its author (or composer, or director, or whomever) or sponsor (network, studio, label, etc.)
4. Location and date (in the case of a performance)
5. The listing of the periodical in which the review appeared

If a review is included in a bibliography, it is alphabetized by the name of the reviewer or, if unattributed, by the title of the periodical (see 14.204).

#### 14.202: Book reviews

Cite book reviews by author of the review and include book title and author(s) or editor(s). Follow applicable guidelines for citing periodicals.

1. Ben Ratliff, review of *The Mystery of Samba: Popular Music and National Identity in Brazil*, by Hermano Vianna, ed. and trans. John Charles Chasteen, *Lingua Franca* 9 (April 1999): B13–B14.

2. David Kamp, “Deconstructing Dinner,” review of *The Omnivore’s Dilemma: A Natural History of Four Meals*, by Michael Pollan, *New York Times*, April 23, 2006, Sunday Book Review, <http://www.nytimes.com/2006/04/23/books/review/23kamp.html>.

Brehm, William C. Review of *Strike for America: Chicago Teachers against Austerity*, by Micah Uetricht. *Comparative Education Review* 59, no. 1 (February 2015): 177–79. <https://doi.org/10.1086/679296>.

#### 14.203: Reviews of plays, movies, television programs, concerts, and the like

Reviews of plays, concerts, movies, and the like may include the name of a director in addition to any author, producer, sponsor, or performer, as applicable.

1. Ben Brantley, review of *Our Lady of Sligo*, by Sebastian Barry, directed by Max Stafford-Clark, Irish Repertory Theater, New York, *New York Times*, April 21, 2000, Weekend section.

2. Emily Nussbaum, “Button-Pusher,” review of *Black Mirror*, Channel 4 (UK), created by Charlie Brooker, *New Yorker*, January 5, 2015, <http://www.newyorker.com/magazine/2015/01/05/button-pusher>.

3. Manohla Dargis, “She’s the Droid of His Dreams,” review of *Ex Machina*, directed by Alex Garland, *New York Times*, April 10, 2015, New York edition.

4. Nussbaum, review of *Black Mirror*.

Kozinn, Allan. Review of concert performance by Timothy Fain (violin) and Steven Beck (piano), 92nd Street Y, New York. *New York Times*, April 21, 2000, Weekend section.

#### 14.204: Unsigned reviews

Unsigned reviews are treated similarly to unsigned articles (see 14.199). If such a review must appear in the bibliography, it is listed under the title of the periodical.

1. Unsigned review of *Geschichten der romanischen und germanischen Völker*, by Leopold von Ranke, *Ergänzungsblätter zur Allgemeinen Literatur-Zeitung*, February 1828, nos. 23–24.

*Ergänzungsblätter zur Allgemeinen Literatur-Zeitung*. Unsigned review of *Geschichten der romanischen und germanischen Völker*, by Leopold von Ranke. February 1828, nos. 23–24.

## Websites, Blogs, and Social Media

### 14.205: Websites, blogs, and social media defined

For the purposes of this discussion, *website* refers to the collection of pages (*web pages*) made publicly available via the internet at a specific location on the World Wide Web by an individual or an organization. A *blog* (from *weblog*) is a web-based forum that consists of posted entries organized by date or topic (and often also titled or signed, or both) and usually accompanied by readers' comments. *Social media* (or *social networking*) refers to any internet-based forum for public communication shared by means of a dedicated platform or service. A website can host or consist of a blog or social media content, and blogs overlap with social media (not to mention online periodicals), blurring the distinctions between the terms. All three can include multimedia content (see 14.267–68). Social media can also consist of privately shared content, which is normally cited like other forms of personal communication (see 14.214).

### 14.206: Titles for websites, blogs, and social media

Titles of websites are generally set in roman without quotation marks and capitalized headline-style. In a departure from the recommendations in the previous edition, the title of a website that is analogous to a traditionally printed work but does not have (and never had) a printed counterpart can be treated like the titles of other websites, subject to editorial discretion. For example, Wikipedia can be treated as a website rather than as a conventional encyclopedia, with roman rather than italics for the title. (When in doubt, opt for roman.) Titled sections or pages of a website are usually placed in quotation marks. The titles of blogs—like those of journals and other periodicals—can usually be set in italics; titles of blog posts (analogous to articles in a periodical) are placed in quotation marks. (The distinction between a blog and a website is often unclear; when in doubt, treat the title like that of a website.) Many websites do not have titles per se; these can be identified in terms of the entity responsible for the site (and cited accordingly). For additional examples, see 8.191–92.

the website for the University of Chicago; the “Alumni & Friends” page

the website of the *New York Times*; the *New York Times* online

*The Chicago Manual of Style Online*; “Chicago Style Q&A”

Wikipedia; Wikipedia’s “Let It Be” entry; Wikipedia’s entry on the Beatles’ album *Let It Be*

Google; Google Maps; the “Google Maps Help Center”

*Dot Earth* (blog); “Can Future Global Warming Matter Today?,” by Andrew C. Revkin, posted August 23, 2016

Social media content is usually untitled. If needed for the purposes of citation, the text of a post itself (either in part or as a whole) can stand in as title. For examples, see 14.209.

### 14.207: Citing web pages and websites

To cite original website content other than the types of formally published sources discussed elsewhere in this chapter, include as much of the following as can be determined: the title or description of the specific page (if cited); the title or description of the site as a whole (see 14.206); the owner or sponsor of the site; and a URL. The word *website* (or *web page*) may be added (in parentheses) after the title or description of the site if the nature of the source may otherwise be



unclear. Also include a publication date or date of revision or modification (see 14.13); if no such date can be determined, include an access date (see 14.12). For frequently updated resources, a time stamp may be included (as in the Wikipedia example, which records the time as it was listed with the source; see also 9.39). Citations of website content can often be limited to the notes; in works with no notes, they may be included in the bibliography (cited by the owner or sponsor of the site).

1. “Apps for Office Sample Pack,” Office Dev Center, Microsoft Corporation, updated October 20, 2015, <https://code.msdn.microsoft.com/office/Apps-for-Office-code-d04762b7>.
2. “Privacy Policy,” Privacy & Terms, Google, last modified March 25, 2016, <http://www.google.com/policies/privacy/>.
3. “Balkan Romani,” Endangered Languages, Alliance for Linguistic Diversity, accessed April 6, 2016, <http://www.endangeredlanguages.com/lang/5342>.
4. “Wikipedia: Manual of Style,” Wikimedia Foundation, last modified April 7, 2016, 23:58, [http://en.wikipedia.org/wiki/Wikipedia:Manual\\_of\\_Style](http://en.wikipedia.org/wiki/Wikipedia:Manual_of_Style).
5. City of Ithaca, New York (website), CivicPlus Content Management System, accessed April 6, 2016, <http://www.cityofithaca.org/>.

Microsoft Corporation. “Apps for Office Sample Pack.” Office Dev Center. Updated October 20, 2015. <https://code.msdn.microsoft.com/office/Apps-for-Office-code-d04762b7>.

If a site ceases to exist before publication, or if the information cited is modified or deleted, this information should be included in the text or note.

As of April 1, 2015, the city was forecasting a completion date of “late summer [2015]” for the renovations (a projection that had been removed from the city’s website by July 15, 2015).

6. “Biography,” on Pete Townshend’s official website, accessed December 15, 2001, [http://www.petetownshend.co.uk/petet\\_bio.html](http://www.petetownshend.co.uk/petet_bio.html) (site discontinued).

Such dates, together with the URL, give interested readers a chance to find the information through the Internet Archive or other means. At the same time, authors should retain a copy of any source that is likely to change or disappear (see 14.15).

#### **14.208: Citing blog posts and blogs**

Blog posts are cited like online newspaper articles (see 14.191–200). Citations include the author of the post; the title of the post, in quotation marks; the title of the blog, in italics (see 14.206); the date of the post; and a URL. The word *blog* may be added (in parentheses) after the title of the blog (unless the word *blog* is part of the title). Blogs that are part of a larger publication should also include the name of that publication. Citations of blog posts, like those of newspaper articles, can often be relegated to the text or notes (see also 14.198); if a bibliography entry is needed, it should be listed under the author of the post.

1. Deb Amlen, “One Who Gives a Hoot,” *Wordplay* (blog), *New York Times*, January 26, 2015, <http://wordplay.blogs.nytimes.com/2015/01/26/one-who-gives-a-hoot/>.

2. William Germano, "Futurist Shock," *Lingua Franca* (blog), *Chronicle of Higher Education*, February 15, 2017, <http://www.chronicle.com/blogs/linguafranca/2017/02/15/futurist-shock/>.

Germano, William. "Futurist Shock." *Lingua Franca* (blog). *Chronicle of Higher Education*, February 15, 2017. <http://www.chronicle.com/blogs/linguafranca/2017/02/15/futurist-shock/>.

If it is necessary to cite an entire blog, list it in a bibliography under the name of the editor (if any) or the title of the blog.

Amlen, Deb, ed. *Wordplay* (blog). *New York Times*. <http://wordplay.blogs.nytimes.com/>.

*Lingua Franca* (blog). *The Chronicle of Higher Education*. <http://www.chronicle.com/blogs/linguafranca/>.

Comments can usually be cited in the text, in reference to the related post. If the comment is cited in a note, list the name of the commenter and the date of the comment, followed by the information for the related post. Use a shortened form to refer to a post that has been fully cited elsewhere (see [14.29–36](#)). A URL for the comment is usually unnecessary but may be listed if available. For obviously fictitious names, there is usually no need to add *pseud.* (if known, the identity can be given in the text or in the citation, following the screen name in square brackets; see [14.80](#)). A name in all lowercase can usually be capitalized (see [8.4](#)).

3. Viv (Jerusalem, Isr.), January 27, 2015, comment on Amlen, "Hoot."

4. Jim, February 16, 2017, comment on Germano, "Futurist Shock," <http://www.chronicle.com/blogs/linguafranca/2017/02/15/futurist-shock/#comment-3158909472>.

5. Stephanos C, February 21, 2017, reply to Jim, <http://www.chronicle.com/blogs/linguafranca/2017/02/15/futurist-shock/#comment-3167173570>.

### 14.209: Citing social media content

Cite publicly available content shared via social media according to the general guidelines and examples in this paragraph. Private content, including direct messages, is considered a form of personal communication and should be cited as described in [14.214](#). For a citation in a note or bibliography entry, include the following elements:

1. The author of the post. List the real name (of the person, group, or institution), if known, followed by a screen name, if any, in parentheses. If only a screen name is known, use the screen name in place of the author's name.
2. In place of a title, the text of the post. Quote as much as the first 160 characters, including spaces (the maximum length of a typical text message), capitalized as in the original. (If the post has been quoted in the text, it need not be repeated in a note.)
3. The type of post. List the name of the social media service and include a description if relevant (*photo*, *video*, etc.).
4. The date, including month, day, and year. Time stamps are usually unnecessary but may be included to differentiate a post or comment from others on the same day.

5. A URL. A URL for a specific item can often be found via the date stamp.

Comments are cited in reference to the related post, in a shortened form if fully cited elsewhere (see 14.29–36). A URL for the comment itself is optional but may be added if available. See also 14.208. Citations of social media content can often be limited to the text, as in the first example; if it is important to provide a link, include a note. A frequently cited account or an extensive thread related to a single subject or post may be included in a bibliography.

Conan O’Brien’s tweet was characteristically deadpan: “In honor of Earth Day, I’m recycling my tweets” (@ConanOBrien, April 22, 2015).

1. Junot Díaz, “Always surprises my students when I tell them that the ‘real’ medieval was more diverse than the fake ones most of us consume,” Facebook, February 24, 2016, <https://www.facebook.com/junotdiaz.writer/posts/972495572815454>.

2. Conan O’Brien (@ConanOBrien), “In honor of Earth Day, I’m recycling my tweets,” Twitter, April 22, 2015, 11:10 a.m., <https://twitter.com/ConanOBrien/status/590940792967016448>.

3. Chicago Manual of Style, “Is the world ready for singular they? We thought so back in 1993,” Facebook, April 17, 2015, <https://www.facebook.com/ChicagoManual/posts/10152906193679151>.

4. Pete Souza (@petesouza), “President Obama bids farewell to President Xi of China at the conclusion of the Nuclear Security Summit,” Instagram photo, April 1, 2016, <https://www.instagram.com/p/BDrmfXTtNct/>.

5. Kristaps Līcis, “But what is the surprise here?,” February 24, 2016, comment on Díaz, “Always surprises,” [https://www.facebook.com/junotdiaz.writer/posts/972495572815454?comment\\_id=972558569475821](https://www.facebook.com/junotdiaz.writer/posts/972495572815454?comment_id=972558569475821).

6. Michele Truty, “We do need a gender-neutral pronoun,” April 17, 2015, comment on Chicago Manual of Style, “singular they,” [https://www.facebook.com/ChicagoManual/posts/10152906193679151?comment\\_id=10152906356479151](https://www.facebook.com/ChicagoManual/posts/10152906193679151?comment_id=10152906356479151).

7. Souza, “President Obama.”

Chicago Manual of Style. “Is the world ready for singular they? We thought so back in 1993.” Facebook, April 17, 2015. <https://www.facebook.com/ChicagoManual/posts/10152906193679151>.

Because social media content is subject to editing and deletion, authors are advised to retain a copy of anything they cite (see 14.15). For additional considerations, see 14.6–18.

#### 14.210: Electronic mailing lists and forums

Content posted to electronic mailing lists or forums can be cited much like other types of social media (see 14.209). Include the name of the correspondent, the title of the subject or thread (in quotation marks and capitalized as in the original), the title of the list or forum (followed by *list* or *forum* or the like, if not part of the title), the title of any host site (see also 14.206), the date of the message or post, and a URL. (Posts on private forums or lists can be cited like personal communications; see 14.214.)

1. John Powell, "Pattern matching," Grapevine digest mailing list archives, Electric Editors, April 23, 1998, <http://www.electriceditors.net/grapevine/archives.php>.
2. Caroline Braun, reply to "How did the 'cool kids' from high school turn out?," Quora, August 9, 2016, <https://www.quora.com/How-did-the-cool-kids-from-high-school-turn-out/>.

## **Interviews and Personal Communications**

### **14.211: Unpublished interviews**

Unpublished interviews are best cited in text or in notes, though they occasionally appear in bibliographies. Citations should include the names of both the person interviewed and the interviewer; brief identifying information, if appropriate; the place or date of the interview (or both, if known); and, if a transcript or recording is available, where it may be found. Permission to quote may be needed; see [chapter 4](#).

1. Andrew Macmillan (principal adviser, Investment Center Division, FAO), in discussion with the author, September 1998.
2. Benjamin Spock, interview by Milton J. E. Senn, November 20, 1974, interview 67A, transcript, Senn Oral History Collection, National Library of Medicine, Bethesda, MD.
3. Macmillan, discussion; Spock, interview.

### **14.212: Unattributed interviews**

An interview with a person who prefers to remain anonymous or whose name the author does not wish to reveal may be cited in whatever form is appropriate in context. The absence of a name should be explained (e.g., "All interviews were conducted in confidentiality, and the names of interviewees are withheld by mutual agreement").

1. Interview with health-care worker, July 31, 2017.

### **14.213: Published or broadcast interviews**

An interview that has been published or broadcast or made available online can usually be treated like an article or other item in a periodical. Interviews consulted online should include a URL or similar identifier (see [14.6–18](#)). See also [14.264](#), [14.267](#).

1. Lydia Davis, "The Art of Fiction No. 227," interview by Andrea Aguilar and Johanne Fronth-Nygren, *Paris Review*, no. 212 (Spring 2015): 172, EBSCOhost.
2. McGeorge Bundy, interview by Robert MacNeil, *MacNeil/Lehrer NewsHour*, PBS, February 7, 1990.
3. Russell Crowe, interview by Charlie Rose, *Charlie Rose*, April 23, 2015, <http://www.charlierose.com/watch/60551640>.

Bellour, Raymond. "Alternation, Segmentation, Hypnosis: Interview with Raymond Bellour." By Janet Bergstrom. *Camera Obscura*, nos. 3–4 (Summer 1979): 89–94.

#### 14.214: Personal communications

References to conversations (whether face-to-face or by telephone) or to letters, email or text messages, or direct or private messages shared through social media and received by the author are usually run in to the text or given in a note. They are rarely listed in a bibliography. Most such information can be referred to simply as a conversation, message, or the like; the medium may be mentioned if relevant.

In a conversation with the author on January 6, 2009, lobbyist John Q. Advocate admitted that . . .

Though inconclusive, a fifteen-second video shared with the author via Instagram by the subject's family did suggest significant dementia.

1. Jane E. Correspondent, email message to author, April 23, 2017.
2. Facebook direct message to author, April 30, 2017.

An email address or the like belonging to an individual should be omitted. Should it be needed in a specific context, it must be cited only with the permission of its owner. See also [13.3](#).

### Papers, Contracts and Reports

#### 14.215: Theses and dissertations

Titles of theses and dissertations appear in quotation marks—not in italics; otherwise, they are cited like books. The kind of thesis, the academic institution, and the date follow the title. Like the publication data of a book, these are enclosed in parentheses in a note but not in a bibliography. If the document was consulted online, include a URL or, for documents retrieved from a commercial database, the name of the database and, in parentheses, any identification number supplied or recommended by the database. For dissertations issued on microfilm, see [14.115](#). To cite an abstract (as in the notes), simply add the word “abstract” after the title (see also [14.186](#)).

1. Ilya Vedrashko, “Advertising in Computer Games” (master’s thesis, MIT, 2006), 59, <http://hdl.handle.net/1721.1/39144>.
2. Melanie Subacus, “*Duae Patriae*: Cicero and Political Cosmopolitanism in Rome,” abstract (PhD diss., New York University, 2015), v, <http://pqdopen.proquest.com/pubnum/3685917.html>.
3. Vedrashko, “Advertising in Computer Games,” 61–62.

Choi, Mihwa. “Contesting *Imaginaires* in Death Rituals during the Northern Song Dynasty.” PhD diss., University of Chicago, 2008. ProQuest (AAT 3300426).

#### 14.216: Unpublished manuscripts

Titles of unpublished manuscripts, like the titles of other unpublished works, appear in quotation marks. (For manuscripts under contract but not yet published, see [14.146](#).) Include the words *unpublished manuscript* and the date of the version consulted, if known; for electronic files, a last-saved or last-modified date may be appropriate. End the citation with an indication of format.

1. Lane Redburn, “Touch-Sensitive Interiors: A Behavioral Analysis” (unpublished manuscript, May 5, 2017), LaTeX and GIF files.

Balderdash, Pat. "Presbyopia and Screen Size: A Relational Analysis." Unpublished manuscript, last modified May 5, 2017. Microsoft Word file.

#### **14.217: Lectures and papers or posters presented at meetings**

The sponsorship, location, and date of the meeting at which a speech was given or a paper, slides, or poster presented follow the title. This information is put in parentheses in a note but not in a bibliography. If the information is available online, include a URL.

1. David G. Harper, "The Several Discoveries of the Ciliary Muscle" (PowerPoint presentation, 25th Anniversary of the Cogan Ophthalmic History Society, Bethesda, MD, March 31, 2012).

2. Viviana Hong, "Censorship in Children's Literature during Argentina's Dirty War (1976–1983)" (lecture, University of Chicago, Chicago, IL, April 30, 2015).

Rohde, Hannah, Roger Levy, and Andrew Kehler. "Implicit Causality Biases Influence Relative Clause Attachment." Poster presented at the 21st CUNY Conference on Human Sentence Processing, Chapel Hill, NC, March 2008. <http://idiom.ucsd.edu/~rlevy/papers/cuny2008/rohde-levy-kehler-2008-cuny.pdf>.

Teplin, Linda A., Gary M. McClelland, Karen M. Abram, and Jason J. Washburn. "Early Violent Death in Delinquent Youth: A Prospective Longitudinal Study." Paper presented at the Annual Meeting of the American Psychology-Law Society, La Jolla, CA, March 2005.

A paper included in the published proceedings of a meeting may be treated like a chapter in a book (see 14.120). If published in a journal, it is treated as an article (see 14.168–87).

#### **14.218: Working papers and the like**

Working papers and similar documents, sometimes produced in advance of publication on a particular topic, can be treated in much the same way as a dissertation or thesis (14.215) or a lecture, paper, or other presentation (14.217).

1. Deborah D. Lucki and Richard W. Pollay, "Content Analyses of Advertising: A Review of the Literature" (working paper, History of Advertising Archives, Faculty of Commerce, University of British Columbia, Vancouver, 1980).

Bronfenbrenner, Kate, and Dorian Warren. "The Empirical Case for Streamlining the NLRB Certification Process: The Role of Date of Unfair Labor Practice Occurrence." ISERP Working Papers Series 2011.01, Columbia University, New York, NY, June 2011. <http://hdl.handle.net/10022/AC:P:10603>.

In the second example above the term *working paper* is part of a formal series title, therefore capitalized (see 14.123–26). Unless the item is available online, it is sometimes useful to add *photocopy* or otherwise indicate the form in which an unpublished document may be consulted.

Alarcón, Salvador Florencio de. "Compendio de las noticias correspondientes a el real y minas San Francisco de Aziz de Río Chico . . . de 20 de octubre [1771]." Photocopy, Department of Geography, University of California, Berkeley.

For journal article preprints, see 14.173.



#### 14.219: Private contracts, wills, and such

Private documents are occasionally cited in notes but rarely in bibliographies. More appropriately they are referred to in text (e.g., “Marcy T. Feldspar, in her will dated January 20, 1976, directed . . .”) or in notes. Capitalization is usually a matter of editorial discretion.

1. Samuel Henshaw, will dated June 5, 1806, proved July 5, 1809, no. 46, box 70, Hampshire County Registry of Probate, Northampton, MA.
2. Agreement to teach in the Editing Program of the Graham School, University of Chicago, signed by Héloïse Abelard, June 1, 2017.

#### 14.220: Pamphlets, reports, and the like

Pamphlets, corporate reports, brochures, and other freestanding publications are treated essentially as books. Data on author and publisher may not fit the normal pattern, but sufficient information should be given to identify the document.

1. Hazel V. Clark, *Mesopotamia: Between Two Rivers* (Mesopotamia, OH: Trumbull County Historical Society, 1957).
2. *Lifestyles in Retirement*, Library Series (New York: TIAA-CREF, 1996).
3. McDonald’s Corporation, *2014 Annual Report*, March 2015, [http://www.aboutmcdonalds.com/mcd/investors/annual\\_reports.html](http://www.aboutmcdonalds.com/mcd/investors/annual_reports.html).

Material obtained through loose-leaf services can be handled similarly.

4. *Standard Federal Tax Reporter*, 1996 ed., vol. 4 (Chicago: Commerce Clearing House, 1996), ¶ 2,620.

### Manuscript Collections

#### 14.221: Overview and additional resources

The 1987 edition of the *Guide to the National Archives of the United States* offers the following advice: “The most convenient citation for archives is one similar to that used for personal papers and other historical manuscripts. Full identification of most unpublished material usually requires giving the title and date of the item, series title (if applicable), name of the collection, and name of the depository. Except for placing the cited item first [in a note], there is no general agreement on the sequence of the remaining elements in the citation. . . . Whatever sequence is adopted, however, should be used consistently throughout the same work” (761). This advice has been extended by the leaflet *Citing Records in the National Archives of the United States* (available from the [National Archives and Records Administration](#); see [bibliog. 4.5](#)), which includes advice on citing textual and nontextual records, including electronic records and digitized resources. Citations of collections consulted online (to date, a relative rarity for this type of material) will usually take the same form as citations of physical collections, aside from the addition of a URL or database name (see [14.6–18](#)).

#### 14.222: Note forms versus bibliography entries

In a note, the main element of a manuscript citation is usually a specific item (a letter, a memorandum, or whatever) and is thus cited first. In a bibliography, the main element is usually either the collection in which the specific item may be found, the author(s) of the items in the collection, or the depository for the collection. (Entries beginning with the name of the collection



or the last name of the author—which sometimes overlap—tend to be easiest to locate in a bibliography.)

1. James Oglethorpe to the Trustees, 13 January 1733, Philipps Collection of Egmont Manuscripts, 14200:13, University of Georgia Library.
2. Alvin Johnson, memorandum, 1937, file 36, Horace Kallen Papers, YIVO Institute for Jewish Research, New York.
3. Revere's Waste and Memoranda Book (vol. 1, 1761–83; vol. 2, 1783–97), Revere Family Papers, Massachusetts Historical Society, Boston.

Egmont Manuscripts. Philipps Collection. University of Georgia Library.

Kallen, Horace. Papers. YIVO Institute for Jewish Research, New York.

Revere Family Papers. Massachusetts Historical Society, Boston.

Specific items are not included in a bibliography unless only one item from a collection is cited. For more examples, see [14.229](#), [14.230](#).

#### **14.223: Specific versus generic titles for manuscript collections**

In notes and bibliographies, quotation marks are used only for specific titles (e.g., “Canoeing through Northern Minnesota”), but not for generic names such as *report* or *minutes*. Generic names of this kind are capitalized if part of a formal heading actually appearing on the manuscript, lowercased if merely descriptive. Compare [14.229](#), example notes 7–10.

#### **14.224: Dates for manuscript collections**

Names of months may be spelled out or abbreviated, as long as done consistently (see [10.39](#)). If there are many references to specific dates, as in a collection of letters or diaries, the day-month-year form (8 May 1945), used in some of the examples below, will reduce clutter, though the American month-day-year style used throughout this manual may be preferred instead (May 8, 1945). See also [6.38](#), [9.31](#).

#### **14.225: Folios, page numbers, and such for manuscript collections**

Older manuscripts are usually numbered by signatures only or by leaves (sometimes called folios) rather than by page (see [14.154](#), [14.155](#)). More recent ones usually carry page numbers (and some older manuscripts have been paginated in the modern era); if needed, the abbreviations *p.* and *pp.* should be used to avoid ambiguity. Leaves introduced at the beginning or end of a manuscript when rebound (e.g., by a modern library or publisher) are not usually counted in the numbering. Some manuscript collections have identifying series or file numbers, which may be included in a citation.

#### **14.226: “Papers” and “manuscripts”**

In titles of manuscript collections, the terms *papers* and *manuscripts* are synonymous. Both are acceptable, as are the abbreviations *MS* and (pl.) *MSS*. If it is necessary to distinguish a typescript or computer printout from a handwritten document, the abbreviation *TS* may be used. See also [10.42](#).

#### 14.227: Location of depositories

The location (city and state) of such well-known depositories as major university libraries is rarely necessary (see examples in [14.229](#)).

University of Chicago Library

Oberlin College Library

#### 14.228: Collections of letters and the like

A note citation of a letter starts with the name of the letter writer, followed by *to*, followed by the name of the recipient. Given names may be omitted if the identities of sender and recipient are clear from the text. (Identifying material may be added if appropriate; see [14.211](#).) The word *letter* is usually omitted—that is, understood—but other forms of communication (telegram, memorandum) are specified. If such other forms occur frequently in the same collection, it may be helpful to specify letters also. For capitalization and the use of quotation marks, see [14.223](#). For date form, see [14.224](#). See also [14.111](#), [14.214](#), [14.231](#).

#### 14.229: Examples of note forms for manuscript collections

See also [14.222](#), [14.223](#).

1. George Creel to Colonel House, 25 September 1918, Edward M. House Papers, Yale University Library.
2. James Oglethorpe to the Trustees, 13 January 1733, Philipps Collection of Egmont Manuscripts, 14200:13, University of Georgia Library (hereafter cited as Egmont MSS).
3. Burton to Merriam, telegram, 26 January 1923, box 26, folder 17, Charles E. Merriam Papers, Special Collections Research Center, University of Chicago Library.
4. Minutes of the Committee for Improving the Condition of the Free Blacks, Pennsylvania Abolition Society, 1790–1803, Papers of the Pennsylvania Society for the Abolition of Slavery, Historical Society of Pennsylvania, Philadelphia (hereafter cited as Minutes, Pennsylvania Society).
5. Hiram Johnson to John Callan O’Laughlin, 13 and 16 July 1916, 28 November 1916, O’Laughlin Papers, Theodore Roosevelt Collection, Harvard College Library.
6. Memorandum by Alvin Johnson, 1937, file 36, Horace Kallen Papers, YIVO Institute for Jewish Research, New York.
7. Undated correspondence between French Strother and Edward Lowry, container 1-G/961 600, Herbert Hoover Presidential Library, West Branch, IA.
8. Memorandum, “Concerning a Court of Arbitration,” n.d., Philander C. Knox Papers, Manuscripts Division, Library of Congress.
9. Joseph Purcell, “A Map of the Southern Indian District of North America” [ca. 1772], MS 228, Ayer Collection, Newberry Library, Chicago.
10. Louis Agassiz, report to the Committee of Overseers . . . [28 December 1859], Overseers Reports, Professional Series, vol. 2, Harvard University Archives.

11. Gilbert McMicken to Alexander Morris, 29 November 1881, Glasgow (Scotland), Document 1359, fol. 1r, Alexander Morris Papers, MG-12-84, Provincial Archives of Manitoba, Winnipeg.

12. Daily Expenses, July 1787, images 7–8, George Washington Papers, Series 5: Financial Papers, 1750–96, Library of Congress, Washington, DC, <http://memory.loc.gov/ammem/gwhtml/gwseries5.html>.

The content of subsequent citations of other items in a cited manuscript collection (short forms) will vary according to the proximity of the earlier notes, the use of abbreviations, and other factors. Absolute consistency may occasionally be sacrificed to readers' convenience.

13. R. S. Baker to House, 1 November 1919, House Papers.

14. Thomas Causton to his wife, 12 March 1733, Egmont MSS, 14200:53.

15. Minutes, 15 April 1795, Pennsylvania Society.

#### **14.230: Examples of bibliography entries for manuscript collections**

The style of the first six examples below is appropriate if more than one item from a collection is cited in the text or notes. Entries are usually listed under the name of the collection or under the author(s) of the items contained therein. See also [14.222](#).

Egmont Manuscripts. Philipps Collection. University of Georgia Library.

Merriam, Charles E. Papers. Special Collections Research Center, University of Chicago Library.

Pennsylvania Society for the Abolition of Slavery. Papers. Historical Society of Pennsylvania, Philadelphia.

Strother, French, and Edward Lowry. Undated correspondence. Herbert Hoover Presidential Library, West Branch, IA.

Washington, George. Papers. Series 5: Financial Papers, 1750–96. Library of Congress, Washington, DC. <http://memory.loc.gov/ammem/gwhtml/gwseries5.html>.

Women's Organization for National Prohibition Reform. Papers. Alice Belin du Pont files, Pierre S. du Pont Papers. Eleutherian Mills Historical Library, Wilmington, DE.

If only one item from a collection has been mentioned in text or in a note and is considered important enough to include in a bibliography, the entry will begin with the item.

Dinkel, Joseph. Description of Louis Agassiz written at the request of Elizabeth Cary Agassiz, n.d. Louis Agassiz Papers. Houghton Library, Harvard University.

#### **14.231: Letters and the like in private collections**

Letters, memorandums, and such that have not been archived may be cited like other unpublished material. Information on the depository is replaced by such wording as “in the author's possession” or “private collection,” and the location is not mentioned.

## Special Types of References

### Reference Works

#### 14.232: Reference works consulted in physical formats

Well-known reference books, such as major dictionaries and encyclopedias, are normally cited in notes rather than in bibliographies. They are also more likely than many resources to be consulted online (see 14.233). If a physical edition is cited, not only the edition number (if not the first) but also the date the volume or set was issued must be specified. References to an alphabetically arranged work cite the item (not the volume or page number) preceded by *s.v.* (*sub verbo*, “under the word”; pl. *s.vv.*).

1. *Encyclopaedia Britannica*, 15th ed. (1980), *s.v.* “salvation.”
2. *Oxford English Dictionary*, 2nd ed. (CD-ROM, version 4.0, 2009), *s.v.* “hoot(e)nanny, hootananny.”
3. *Dictionary of American Biography* (1937), *s.v.* “Wadsworth, Jeremiah.”

Most other reference works, however, are more appropriately listed with full publication details like any other book resource. (For examples of how to cite individual entries by author, see 14.234.)

4. *The Times Style and Usage Guide*, comp. Tim Austin (London: Times Books, 2003), *s.vv.* “police ranks,” “postal addresses.”
  5. *MLA Style Manual and Guide to Scholarly Publishing*, 3rd ed. (New York: Modern Language Association of America, 2008), 6.8.2.
- Diccionario de historia de Venezuela*. 2nd ed. 4 vols. Caracas: Fundación Polar, 1997.
- Garner, Bryan A. *Garner’s Modern English Usage*. 4th ed. New York: Oxford University Press, 2016.

#### 14.233: Reference works consulted online

Online reference works can be cited much like their printed antecedents; they are normally cited in the notes rather than in bibliographies (see 14.232). For continually updated resources, an edition number will usually be unnecessary. Instead, include a posted publication or revision date for the cited entry; if none is available, supply an access date. Time stamps may be included for frequently updated resources (as in the Wikipedia example, which records the time as it was included with the entry; see also 9.39). Include a URL as the last element of citation; if the entry lists a recommended form for the URL, use that version. See also 14.6–18. The facts of publication are often omitted, but signed entries may include the name of the author. Note that names in entries are not always inverted as in printed editions; follow the usage in the source (cf. example notes 1 and 2). For the use of italics versus roman in titles like Wikipedia, see 14.206.

1. *Encyclopaedia Britannica Online*, Academic ed., *s.v.* “Arturo Toscanini,” accessed April 6, 2016, <http://academic.eb.com/EBchecked/topic/600338/Arturo-Toscanini>.
2. Grove Music Online, *s.v.* “Toscanini, Arturo,” by David Cairns, accessed April 6, 2016, <http://www.oxfordmusiconline.com/subscriber/article/grove/music/28197>.

3. Wikipedia, s.v. “Stevie Nicks,” last modified April 2, 2016, 18:30, [http://en.wikipedia.org/wiki/Stevie\\_Nicks](http://en.wikipedia.org/wiki/Stevie_Nicks).

4. *Merriam-Webster*, s.v. “app (*n.*),” accessed April 6, 2016, <http://www.merriam-webster.com/dictionary/app>.

#### 14.234: Citing individual reference entries by author

For certain reference works—particularly those with substantial, authored entries—it may be appropriate to cite individual entries by author, much like contributions to a multiauthor book (see 14.107). Such citations may be included in a bibliography.

Isaacson, Melissa. “Bulls.” In *Encyclopedia of Chicago*, edited by Janice L. Reiff, Ann Durkin Keating, and James R. Grossman. Chicago Historical Society, 2005. <http://www.encyclopedia.chicagohistory.org/pages/184.html>.

Masolo, Dismas. “African Sage Philosophy.” In *Stanford Encyclopedia of Philosophy*. Stanford University, 1997–. Article published February 14, 2006; last modified February 22, 2016. <http://plato.stanford.edu/archives/spr2016/entries/african-sage/>.

Middleton, Richard. “Lennon, John Ono (1940–1980).” In *Oxford Dictionary of National Biography*. Oxford University Press, 2004; online ed., 2011. <https://doi.org/10.1093/ref:odnb/31351>.

### Artwork and Illustrations

#### 14.235: Citing paintings, photographs, and sculpture

Information about paintings, photographs, sculptures, or other works of art can usually be presented in the text rather than in a note or bibliography. If a note or bibliography entry is needed, list the artist, a title (in italics), and a date of creation or completion, followed by information about the medium and the location of the work. For works consulted online, add a URL.

1. Salvador Dalí, *The Persistence of Memory*, 1931, oil on canvas, 9½ × 13" (24.1 × 33 cm), Museum of Modern Art, New York, <http://www.moma.org/collection/works/79018>.

2. Dorothea Lange, *Black Maria, Oakland*, 1957, printed 1965, gelatin silver print, 39.3 × 37 cm, Art Institute, Chicago, <http://www.artic.edu/aic/collections/artwork/220174>.

McCurry, Steve. *Afghan Girl*. December 1984. Photograph. *National Geographic*, cover, June 1985.

Picasso, Pablo. *Bull's Head*. Spring 1942. Bicycle saddle and handlebars, 33.5 × 43.5 × 19 cm. Musée Picasso Paris.

To cite a work of art included as a numbered illustration in another publication, see 14.158.

#### 14.236: Citing exhibition catalogs

An exhibition catalog is often published as a book and is treated as such.

Witkovsky, Matthew S., ed. *Sarah Charlesworth: Stills*. Chicago: Art Institute of Chicago, 2014. Published in conjunction with an exhibition of the same title, organized by and presented at the Art Institute of Chicago, September 18, 2014–January 4, 2015.

or, if space is tight,

Witkovsky, Matthew S., ed. *Sarah Charlesworth: Stills*. Chicago: Art Institute of Chicago, 2014. Exhibition catalog.

A brochure—the kind often available to visitors to an exhibition—may be treated similarly.

### 14.237: Citing maps

Information about maps can usually be presented in the text rather than in a note or bibliography. If a note or bibliography entry is needed, list the cartographer (if known) and the title of the map (in italics) or a description (in roman), followed by the scale and size (if known) and publication details or location of the map (see also 8.199, 14.235). Undated maps consulted online should include an access or revision date (see also 14.12, 14.13).

1. Samuel de Champlain, cartographer, *Carte géographique de la Nouvelle Franse*, 1612, 43 × 76 cm, in *The History of Cartography*, vol. 3, *Cartography in the European Renaissance* (Chicago: University of Chicago Press, 2007), fig. 51.3.

2. *Yu ji tu* [Map of the tracks of Yu], AD 1136, Forest of Stone Steles Museum, Xi'an, China, stone rubbing, 1933?, 84 × 82 cm, Library of Congress, <http://www.loc.gov/item/gm71005080/>.

3. Satellite view of Chicago, Google Earth, accessed April 2, 2016, <https://www.google.com/maps/@41.7682665,-87.723154,93759m/data=!3m1!1e3>.

US Geological Survey. *California: Yosemite Quadrangle*. 1909; repr., 1951. 30-minute series quadrangle, 1:125,000 scale. National Map, Historic Topographic Map Collection. <http://nationalmap.gov/>.

See also 14.158.

## Scriptural References

### 14.238: Biblical references—additional resource

Any writer or editor working extensively with biblical material should consult the latest edition of *The SBL Handbook of Style* (bibliog. 1.1), which offers excellent advice and numerous abbreviations.

### 14.239: Bible chapter and verse

References to the Jewish or Christian scriptures usually appear in text citations or notes rather than in bibliographies. Parenthetical or note references to the Bible should include book (in roman and usually abbreviated), chapter, and verse—never a page number. A colon is used between chapter and verse. Note that the traditional abbreviations use periods but the shorter forms do not. For guidance on when to abbreviate and when not to, see 10.44. For full forms and abbreviations, see 10.45, 10.46, 10.47.

Traditional abbreviations:

1. 1 Thess. 4:11, 5:2–5, 5:14.
2. Heb. 13:8, 13:12.
3. Gen. 25:19–36:43.

Shorter abbreviations:

4. 2 Sm 11:1–17, 11:26–27; 1 Chr 10:13–14.

5. Jo 5:9–12; Mt 26:2–5.

#### 14.240: Versions of the Bible

Since books and numbering are not identical in different versions, it is essential to identify which version is being cited. For a work intended for general readers, the version should be spelled out, at least on first occurrence. For specialists, abbreviations may be used throughout. For abbreviations of versions, see [10.48](#).

1. 2 Kings 11:8 (New Revised Standard Version).

2. 1 Cor. 6:1–10 (NRSV).

#### 14.241: Other sacred works

References to the sacred and revered works of other religious traditions may, according to context, be treated in a manner similar to those of biblical or classical works. Citations of transliterated texts should indicate the name of the version or translator. The Koran (or Qur'an) is set in roman, and citations of its sections use arabic numerals and colons (e.g., Koran 19:17–21). Such collective terms as the Vedas or the Upanishads are normally capitalized and set in roman, but particular parts are italicized (e.g., the *Rig-Veda* or the *Brihad-Aranyaka Upanishad*). For authoritative usage, consult *History of Religions*, an international journal for comparative historical studies ([bibliog. 5](#)).

### Classical Greek and Latin References

#### 14.242: Where to cite classical references

Classical primary source references are ordinarily given in text or notes. They are included in a bibliography only when the reference is to information or annotation supplied by a modern author (see [14.246](#), [14.251](#)).

The eighty days of inactivity reported by Thucydides (8.44.4) for the Peloponnesian fleet at Rhodes, terminating before the end of Thucydides's winter (8.60.2–3), suggests . . .

#### 14.243: Identifying numbers in classical references

The numbers identifying the various parts of classical works—books, sections, lines, and so on—remain the same in all editions, whether in the original language or in translation. (In poetry, line content may vary slightly from the original in some translations.) Arabic numerals are used. Where letters also are used, they are usually lowercased but may be capitalized if the source being cited uses capitals. Page numbers are omitted except in references to introductions, notes, and the like supplied by a modern editor or to specific translations. See also [14.245](#), [14.250](#).

1. Ovid, *Amores* 1.7.27.

2. Aristotle, *Metaphysics* 3.2.996b5–8; Plato, *Republic* 360e–361b.

#### 14.244: Abbreviations in classical references

Abbreviations of authors' names as well as of works, collections, and so forth are used extensively in classical references. The most widely accepted standard for abbreviations is the list included in



*The Oxford Classical Dictionary* ([bibliog. 5](#)). When abbreviations are used, these rather than *ibid.* should be used in succeeding references to the same work. (Abbreviations are best avoided when only two letters are omitted, and they must not be used when more than one writer could be meant—Hipponax or Hipparchus, Aristotle or Aristophanes.)

1. Thuc. 2.40.2–3.
2. Pindar, *Isthm.* 7.43–45

#### 14.245: Punctuation in classical references

Place a comma between the name of a classical author (abbreviated or not) and the title of a work. No punctuation intervenes, however, between title and identifying number (or between author and number when the author is standing in for the title). Numerical divisions are separated by periods with no space following each period. Commas are used between two or more references to the same source, semicolons between references to different sources, and en dashes between continuing numbers. If such abbreviations as *bk.* or *sec.* are needed for clarity, commas separate the different elements.

1. Aristophanes, *Frogs* 1019–30.
2. Cic., *Verr.* 1.3.21, 2.3.120; Caes., *B Gall.* 6.19; Tac., *Germ.* 10.2–3.
3. Hdt. 7.1.2.
4. Sappho, *Invocation to Aphrodite*, st. 1, lines 1–6.

#### 14.246: Citing specific editions of classical references

Details of the edition used, along with translator (if any) and the facts of publication, should be either specified the first time a classical work is cited or given elsewhere in the scholarly apparatus. If several editions are used, the edition (or an abbreviation) should accompany each citation. Although many classicists will recognize a well-known edition merely from the last name of the editor or translator, a full citation, at least in the bibliography, should be furnished as a courtesy.

1. Epictetus, *Dissertationes*, ed. Heinrich Schenkl (Stuttgart: Teubner, 1916).
2. Herodotus, *The History*, trans. David Grene (Chicago: University of Chicago Press, 1987).
3. Solon (Edmonds's numbering) 36.20–27.

#### 14.247: Titles of classical works and collections

Titles of works and published collections are italicized whether given in full or abbreviated (see [14.244](#)). Latin and transliterated Greek titles are capitalized sentence-style (see [8.158](#), [11.6](#), [11.54](#)).

1. Cato's uses of *pater familias* in *Agr.* (2.1, 2.7, 3.1, 3.2) are exclusively in reference to estate management. For the *diligens pater familias* in Columella, see *Rust.* 1.1.3, 1.2.1, 5.6.37, 9.1.6, 12.21.6.
2. *Scholia graeca in Homeri Odysseam*, ed. Wilhelm Dindorf (Oxford, 1855; repr. 1962).
3. *Patrologiae cursus completus, series graeca* (Paris: Migne, 1857–66).

#### 14.248: Superscripts in classical references

In classical references, a superior figure is sometimes used immediately after the title of a work (or its abbreviation), and preceding any other punctuation, to indicate the number of the edition.

1. Stolz-Schmalz, *Lat. Gram.*<sup>5</sup> (rev. Leumann-Hoffmann; Munich, 1928), 390–91.

2. *Ausgewählte Komödien des T. M. Plautus*<sup>2</sup>, vol. 2 (1883).

In former practice, the letters accompanying numerals in citations of classical works (see 14.243) sometimes appeared as superscripts (e.g., 3.2.996b<sup>5</sup>–8)

#### 14.249: Collections of inscriptions

Arabic numerals are used in references to volumes in collections of inscriptions. Periods follow the volume and inscription numbers, and further subdivisions are treated as in other classical references.

1. *IG* 22.3274. [= *Inscriptiones graecae*, vol. 2, 2nd ed., inscription no. 3274]

2. *IG Rom.* 3.739.9–10. [*IG Rom.* = *Inscriptiones graecae ad res romanas pertinentes*]

3. *POxy.* 1485. [= *Oxyrhynchus papyri*, document no. 1485]

Some collections are cited only by the name of the editor. Since the editor's name here stands in place of a title, no comma is needed.

4. Dessau 6964.23–29. [= H. Dessau, ed., *Inscriptiones latinae selectae*]

#### 14.250: Fragments of classical texts

Fragments of classical texts (some only recently discovered) are not uniformly numbered. They are published in collections, and the numbering is usually unique to a particular edition. Two numbers separated by a period usually indicate fragment and line. The editor's name, often abbreviated in subsequent references, must therefore follow the number.

1. Empedocles, frag. 115 Diels-Kranz.

2. Anacreon, frag. 2.10 Diehl.

3. Hesiod, frag. 239.1 Merkelbach and West.

4. Anacreon, frag. 5.2 D.

5. Hesiod, frag. 220 M.-W.

In citations of two or more editions of the same set of fragments, either parentheses or an equals sign may be used.

6. Pindar, frag. 133 Bergk (frag. 127 Bowra).

or

7. Pindar, frag. 133 Bergk = 127 Bowra.

#### 14.251: Modern editions of the classics

When Greek, Latin, or medieval classics are cited by page number, the edition must be specified, and the normal rules for citing books are followed. See also 14.246.

1. Propertius, *Elegies*, ed. and trans. G. P. Goold, Loeb Classical Library 18 (Cambridge, MA: Harvard University Press, 1990), 45.

Aristotle. *Complete Works of Aristotle: The Revised Oxford Translation*. Edited by J. Barnes. 2 vols. Bollingen Series. Princeton, NJ: Princeton University Press, 1983.

Maimonides. *The Code of Maimonides, Book 5: The Book of Holiness*. Edited by Leon Nemoy. Translated by Louis I. Rabinowitz and Philip Grossman. New Haven, CT: Yale University Press, 1965.

#### 14.252: Medieval references

The form for classical references may equally well be applied to medieval works.

1. Augustine, *De civitate Dei* 20.2.

2. Augustine, *The City of God*, trans. John Healey (New York: Dutton, 1931), 20.2.

3. *Beowulf*, lines 2401–7.

4. Abelard, *Epistle 17 to Heloise* (Migne, *PL* 180.375c–378a).

5. *Sir Gawain and the Green Knight*, trans. Theodore Silverstein (Chicago: University of Chicago Press, 1974), pt. 3, p. 57.

### Classic English Poems and Plays

#### 14.253: Citing editions of classic English poems and plays

Classic English poems and plays can often be cited by book, canto, and stanza; stanza and line; act, scene, and line; or similar divisions. Publication facts can then be omitted. For frequently cited works—especially those of Shakespeare, where variations can occur in wording, line numbering, and even scene division—the edition is normally specified in the first note reference or in the bibliography. The edition must be mentioned if page numbers are cited (see 14.251).

1. Chaucer, “Wife of Bath’s Prologue,” *Canterbury Tales*, frag. 3, lines 105–14.

2. Spenser, *The Faerie Queene*, bk. 2, canto 8, st. 14.

3. Milton, *Paradise Lost*, bk. 1, lines 83–86.

4. *King Lear*, ed. David Bevington et al. (New York: Bantam Books, 2005), 3.2.49–60. References are to act, scene, and line.

Dryden, John. *Dramatic Essays*. Everyman’s Library. New York: Dutton, 1912.

Shakespeare, William. *Hamlet*. Edited by Ann Thompson and Neil Taylor. Arden Shakespeare, 3rd ser. London: Thomson Learning, 2006.

#### 14.254: Short forms for citing classic English poems and plays

A citation may be shortened by omitting *act*, *line*, and the like, as long as the system used has been explained. Arabic numerals are used, separated by periods. In immediately succeeding references, it is usually safer to repeat all the numbers. The author’s name may be omitted if clear from the text. For citing sources in text, see 13.67.

1. Pope, *Rape of the Lock*, 3.28–29.

2. *Lear* (Bevington), 4.1.1–9, 4.1.18–24.

3. “Wife of Bath’s Prologue,” 115–16.

### *Musical Scores*

#### **14.255: Published scores**

Published musical scores are treated in much the same way as books.

1. Giuseppe Verdi, *Il corsaro (melodramma tragico* in three acts), libretto by Francesco Maria Piave, ed. Elizabeth Hudson, 2 vols., *The Works of Giuseppe Verdi*, ser. 1, *Operas* (Chicago: University of Chicago Press; Milan: G. Ricordi, 1998).

Mozart, Wolfgang Amadeus. *Sonatas and Fantasies for the Piano*. Prepared from the autographs and earliest printed sources by Nathan Broder. Rev. ed. Bryn Mawr, PA: Theodore Presser, 1960.

Schubert, Franz. “Das Wandern (Wandering),” *Die schöne Müllerin (The Maid of the Mill)*. In *First Vocal Album* (for high voice). New York: G. Schirmer, 1895.

In the last example above, the words and titles are given in both German and English in the score itself. See also [14.99](#).

#### **14.256: Unpublished scores**

Unpublished scores are treated in the same way as other unpublished material in manuscript collections (see [14.221–31](#)).

1. Ralph Shapey, “Partita for Violin and Thirteen Players,” score, 1966, Special Collections, Joseph Regenstein Library, University of Chicago.

### *Scientific Databases*

#### **14.257: Citing data from a scientific database**

In the sciences especially, it has become customary to cite data from a database by listing, at a minimum, the name of the database, a descriptive phrase or record locator (such as a data marker or accession number) indicating the part of the database being cited or explaining the nature of the reference, an access date, and a URL. In bibliographies, list under the name of the database. See also [14.6–18](#).

1. NASA/IPAC Extragalactic Database (object name IRAS F00400+4059; accessed April 6, 2016), <http://ned.ipac.caltech.edu/>.

2. GenBank (for RP11-322N14 BAC [accession number AC087526.3]; accessed April 6, 2016), <http://www.ncbi.nlm.nih.gov/nuccore/19683167>.

GenBank (for RP11-322N14 BAC [accession number AC087526.3]; accessed April 6, 2016). <http://www.ncbi.nlm.nih.gov/nuccore/19683167>.

NASA/IPAC Extragalactic Database (object name IRAS F00400+4059; accessed April 6, 2016). <http://ned.ipac.caltech.edu/>.

To cite supplementary data for a journal article, see [14.187](#).

## *Patents and Standards*

### **14.258: Patents**

Patents are cited under the names of the creators and dated by the year of filing.

Iizuka, Masanori, and Hideki Tanaka. Cement admixture. US Patent 4,586,960, filed June 26, 1984, and issued May 6, 1986.

### **14.259: Standards**

To cite a standard published by a specific industry group or by a national or international standards organization, include the name of the organization, the title of the standard (in italics), an edition or other identifying number or label, and publication information. Standards consulted online should include a URL. In the notes, standards can be cited by title; in a bibliography entry, list under the group or organization, even if that entity is also the publisher.

1. *Bibliographic References*, ANSI/NISO Z39.29-2005 (Bethesda, MD: National Information Standards Organization, approved June 9, 2005; reaffirmed May 13, 2010), 3.2.2.

2. *Extensible Markup Language (XML) 1.0*, 5th ed., ed. Tim Bray, Jean Paoli, C. M. Sperberg-McQueen, Eve Maler, and François Yergeau (W3C, November 26, 2008), <http://www.w3.org/TR/2008/REC-xml-20081126/>.

National Information Standards Organization. *Bibliographic References*. ANSI/NISO Z39.29-2005. Bethesda, MD: NISO, approved June 9, 2005; reaffirmed May 13, 2010.

Worldwide Web Consortium (W3C). *Extensible Markup Language (XML) 1.0*. 5th ed. Edited by Tim Bray, Jean Paoli, C. M. Sperberg-McQueen, Eve Maler, and François Yergeau. W3C, November 26, 2008. <http://www.w3.org/TR/2008/REC-xml-20081126/>.

## *Citations Taken from Secondary Sources*

### **14.260: Citations taken from secondary sources**

To cite a source from a secondary source (“quoted in . . .”) is generally to be discouraged, since authors are expected to have examined the works they cite. If an original source is unavailable, however, both the original and the secondary source must be listed.

1. Louis Zukofsky, “Sincerity and Objectification,” *Poetry* 37 (February 1931): 269, quoted in Bonnie Costello, *Marianne Moore: Imaginary Possessions* (Cambridge, MA: Harvard University Press, 1981), 78.

## **Audiovisual Recordings and Other Multimedia**

### **14.261: Multimedia—elements of the citation**

The citation for recordings and other multimedia content usually includes some or all of the following elements:

1. The name of the composer, writer, performer, or other person primarily responsible for the content. Include designations such as *vocalist*, *conductor*, or *director* as appropriate.
2. The title of the work, in italics or quotation marks, as applicable (see [8.197](#)).

3. Information about the work, including the names of additional contributors and the date and location of the recording, production, or performance.
4. Information about the publisher, including date of publication.
5. Information about the medium or format (e.g., LP, DVD, MP3, AVI). Supplementary information, such as the number of discs in an album and the duration of the recording, as applicable, may also be given.
6. Any additional information that might be relevant to the citation.
7. For sources consulted online, a URL (see [14.6–18](#)).

The order of these elements—and which ones are included—will depend not only on the nature of the source but also on whether a part or the whole is cited and whether a particular contributor is the focus of the citation.

### **14.262: Discographies, filmographies, and the like**

Discographies, filmographies, and the like are specialized bibliographies that list (and sometimes annotate) materials such as audio recordings, video recordings, and multimedia packages. The examples in this section are modeled on notes and bibliography entries but would be appropriately presented as a separate list, either preceding the bibliography or as an appendix (see also [14.63](#)). For advice on music discographies, consult Suzanne E. Thorin and Carole Franklin Vidali, *The Acquisition and Cataloging of Music and Sound Recordings* ([bibliog. 5](#)). For an example, see [figure 14.12](#).

## *Recordings and Live Performances*

### **14.263: Musical recordings**

For the typographic treatment of musical compositions in running text, see [8.193–97](#). Those guidelines, however, do not necessarily apply to recordings when listed in a note or a bibliography. *Symphony* or *sonata*, for example, is capitalized when part of the title of a recording. A citation may begin with a title in a note; in a bibliography entry, list by author, performer, or other primary contributor. If the conductor or performer is the focus of the recording or is more relevant to the discussion than the composer, either one may be listed first. For the date, include the date of the recording or the copyright date or published date included with the recording, or both. If a date or other information cannot be determined from the recording (a common problem with older recordings and with music files downloaded out of context), consult a library catalog or other resource; citations without such information are generally unacceptable. If no date can be found, use “n.d.” (for *no date*). Recordings on LP or disc typically include acquisition numbers, which follow the name of the publisher with no intervening comma. For streaming audio formats and downloads, list the service or the file format, as applicable.

1. *The Fireside Treasury of Folk Songs*, vol. 1, orchestra and chorus dir. Mitch Miller, Golden Record A198:17A–B, 1958, 33⅓ rpm.
2. New York Trumpet Ensemble, with Edward Carroll (trumpet) and Edward Brewer (organ), *Art of the Trumpet*, recorded at the Madeira Festival, June 1–2, 1981, Vox/Turnabout PVT 7183, 1982, compact disc.



3. Richard Strauss, *Don Quixote*, with Emanuel Feuermann (violoncello) and the Philadelphia Orchestra, conducted by Eugene Ormandy, recorded February 24, 1940, Biddulph LAB 042, 1991, compact disc.
4. Billie Holiday, vocalist, “I’m a Fool to Want You,” by Joel Herron, Frank Sinatra, and Jack Wolf, recorded February 20, 1958, with Ray Ellis, track 1 on *Lady in Satin*, Columbia CL 1157, 33⅓ rpm.
5. “Umbrella,” featuring Jay-Z, MP3 audio, track 1 on Rihanna, *Good Girl Gone Bad*, Island Def Jam, 2007.

or

6. “Umbrella,” featuring Jay-Z, Spotify, track 1 on Rihanna, *Good Girl Gone Bad*, Island Def Jam, 2007.

Mozart, Wolfgang Amadeus. *Don Giovanni*. Orchestra and Chorus of the Royal Opera House, Covent Garden. Sir Colin Davis. With Ingvar Wixell, Luigi Roni, Martina Arroyo, Stuart Burrows, Kiri Te Kanawa, et al. Recorded May 1973. Philips 422 541-2, 1991, 3 compact discs.

Pink Floyd. *Atom Heart Mother*. Capitol CDP 7 46381 2, 1990, compact disc. Originally released in 1970.

Rubinstein, Artur, pianist. *The Chopin Collection*. Recorded 1946, 1958–67. RCA Victor / BMG 60822-2-RG, 1991, 11 compact discs.

Weingartner, Felix von, conductor. *150 Jahre Wiener Philharmoniker*. Recorded in 1936. Preiser Records PR90113 (mono), 1992, compact disc. Includes Beethoven’s Symphony no. 3 in E-flat Major and Symphony no. 8 in F Major.

Musical recordings are usually listed in a separate discography (see [fig. 14.12](#)) rather than in a bibliography. If included in a bibliography, they are best grouped under an appropriate subhead (see [14.63](#)).

#### **14.264: Recorded readings, lectures, audiobooks, and the like**

Recordings of drama, prose or poetry readings, lectures, and the like are treated much the same as musical recordings (see [14.263](#)). Facts of publication, where needed, follow the style for print media. See also [14.267–68](#).

1. Dylan Thomas, *Under Milk Wood*, performed by Dylan Thomas et al., Caedmon TC-2005, 1953, 33⅓ rpm, 2 LPs.
2. Harry S. Truman, “First Speech to Congress,” April 16, 1945, Miller Center of Public Affairs, University of Virginia, transcript and Adobe Flash audio, 18:13, <http://millercenter.org/president/speeches/speech-3339>.
3. Calvin Coolidge, “Equal Rights” (speech), ca. 1920, in “American Leaders Speak: Recordings from World War I and the 1920 Election, 1918–1920,” Library of Congress, copy of an undated 78 rpm disc, RealAudio and WAV formats, 3:45, <http://memory.loc.gov/ammem/nfhhtml/>.

4. Eleanor Roosevelt, "Is America Facing World Leadership?," convocation speech, Ball State Teacher's College, May 6, 1959, Muncie, IN, radio broadcast, reel-to-reel tape, MPEG copy, 1:12:49, <http://libx.bsu.edu/cdm/singleitem/collection/EIRoos/id/1>.

Auden, W. H. *Selected Poems*. Read by the author. Spoken Arts 7137, 1991. Audiocassette.

Strayed, Cheryl. *Wild: From Lost to Found on the Pacific Crest Trail*. Read by Bernadette Dunne. New York: Random House Audio, 2012. Audible audio ed., 13 hr., 6 min.

#### 14.265: Video and film recordings

Citations of video and film recordings, like citations of sound recordings, will vary according to the nature of the material (television show, movie, etc.). Any facts relevant to identifying the item should be included. Indexed scenes are treated as chapters and cited by title or by number. Ancillary material, such as critical commentary, is cited by author and title. Note that in the *Monty Python* example, the citation is of material original to the 2001 edition, so the original release date of the film (1975) is omitted. See also [14.267–68](#).

1. *American Crime Story: The People v. O. J. Simpson*, episode 6, "Marcia, Marcia, Marcia," directed by Ryan Murphy, written by D. V. DeVincentis, featuring Sterling K. Brown, Kenneth Choi, and Sarah Paulson, aired March 8, 2016, on FX, <https://www.amazon.com/dp/B01ARVPCOA/>.

2. "Crop Duster Attack," *North by Northwest*, directed by Alfred Hitchcock (1959; Burbank, CA: Warner Home Video, 2000), DVD.

3. Louis J. Mihalyi, *Landscapes of Zambia, Central Africa* (Santa Barbara, CA: Visual Education, 1975), 35 mm slides, 40 frames.

4. *The Greek and Roman World* (Chicago: Society for Visual Education, 1977), filmstrip, 44 min.

Cleese, John, Terry Gilliam, Eric Idle, Terry Jones, and Michael Palin. "Commentaries." Disc 2. *Monty Python and the Holy Grail*, special ed. DVD. Directed by Terry Gilliam and Terry Jones. Culver City, CA: Columbia Tristar Home Entertainment, 2001.

Cuarón, Alfonso, dir. *Gravity*. 2013; Burbank, CA: Warner Bros. Pictures, 2014. Blu-ray Disc, 1080p HD.

Handel, George Frideric. *Messiah*. Atlanta Symphony Orchestra and Chamber Chorus, Robert Shaw. Performed December 19, 1987. Ansonia Station, NY: Video Artists International, 1988. Videocassette (VHS), 141 min.

Mayberry, Russ, dir. *The Brady Bunch*. Season 3, episode 10, "Her Sister's Shadow." Aired November 19, 1971, on ABC. <https://www.hulu.com/the-brady-bunch>.

#### 14.266: Live performances

Live performances, unlike recordings, cannot be consulted as such by readers. For that reason, it is generally sufficient to mention details in the text or in the notes rather than in a bibliography. In addition to specifying the name and location of the venue and the date of the performance, include

as much information as needed to identify the performance according to the guidelines outlined in [14.261](#). For the use of italics and quotation marks and other considerations for titles of works, see [8.156–201](#).

In a performance of Lin-Manuel Miranda’s *Hamilton* at the Richard Rodgers Theatre in New York on February 2, 2016, . . .

1. *Hamilton*, music and lyrics by Lin-Manuel Miranda, dir. Thomas Kail, chor. Andy Blakenbuehler, Richard Rodgers Theatre, New York, NY, February 2, 2016.

To cite a recording of a live performance, consult the relevant examples at [14.263](#), [14.264](#), and [14.265](#).

### *Online Multimedia Apps*

#### **14.267: Videos, podcasts, and other online multimedia**

Cite online multimedia according to the recommendations throughout this section; include a URL as the final element of the citation (see also [14.261](#)). If no date can be determined from the source, include the date the material was last accessed. (See also [14.6–18](#).) If the material is a recording of a speech or other performance, or if it is a digital version of a published source, include information about the original performance or source. Whether to list information about the original or the digitized copy first will depend on the information available and is usually up to the author. Copies of sources that are under copyright and which have been posted without ties to any publisher or sponsor should be cited with caution. For multimedia designed to run in a web browser, a file format does not need to be mentioned; if a downloadable file was consulted (as in example notes 1 and 3), specify format. See also [14.264](#), [14.187](#).

1. A. E. Weed, *At the Foot of the Flatiron* (American Mutoscope and Biograph Co., 1903), 35 mm film, from Library of Congress, *The Life of a City: Early Films of New York, 1898–1906*, MPEG video, 2:19 at 15 fps, <http://www.loc.gov/item/00694378>.

2. “Lang Lang: *The Chopin Album*,” interview by Jeff Spurgeon, Artists at Google, October 15, 2012, video, 54:47, October 18, 2012, featuring performances of Nocturne in E-flat Major, op. 55, no. 2; Etude in F Minor, op. 25, no. 2; Etude in E Major, op. 10, no. 3; and “Grande valse brillante” in E-flat Major, op. 18, <https://youtu.be/1d8xv1HHKtI>.

3. Mike Danforth and Ian Chillag, “F-Bombs, Chicken, and Exclamation Points,” April 21, 2015, in *How to Do Everything*, produced by Gillian Donovan, podcast, MP3 audio, 18:46, <http://www.npr.org/podcasts/510303/how-to-do-everything>.

Brown, Evan. “The 10 Commandments of Typography.” Infographic. DesignMantic, April 11, 2014. <http://www.designmantic.com/blog/infographics/ten-commandments-of-typography/>.

Kessler, Aaron M. “The Driverless Now.” Produced by Poh Si Teng and Jessica Naudziunas. *New York Times*, May 2, 2015. Video, 2:01. <http://www.nytimes.com/video/business/100000003662208/the-driverless-now.html>.

Lyiscott, Jamila. “3 Ways to Speak English.” Filmed February 2014 in New York, NY. TED video, 4:29. [https://www.ted.com/talks/jamila\\_lyiscott\\_3\\_ways\\_to\\_speak\\_english](https://www.ted.com/talks/jamila_lyiscott_3_ways_to_speak_english).

To cite comments, adapt the recommendations for citing comments on blog posts or social media (see [14.208](#), [14.209](#)).

4. Frithjof Meyer, comment on “Lang Lang,” March 2015.

### **14.268: Multimedia app content**

Multimedia apps include video games, interactive books and encyclopedias, and other content designed to function as a stand-alone application for use on a computer or other device. To cite, list relevant information as described throughout this section on recordings and multimedia and elsewhere. Include any version number and information about the device or operating system required to run the app. In the next-to-last example, the publishing information for *Gems and Gemstones* is in parentheses because such annotations are styled like notes. See also [8.190](#).

1. *Gems and Jewels*, iPad ed., v. 1.01 (Touchpress, 2011), adapted from Lance Grande and Allison Augustyn, *Gems and Gemstones: Timeless Natural Beauty of the Mineral World* (Chicago: University of Chicago Press, 2009).

2. *Angry Birds Transformers*, v. 1.4.25 (Rovio Entertainment, 2014), Android 4.0 or later, soundtrack by Vince DiCola and Kenny Meriedeth.

Grande, Lance, and Allison Augustyn. *Gems and Jewels*. iPad ed., v. 1.01. Touchpress, 2011. Adapted from Lance Grande and Allison Augustyn, *Gems and Gemstones: Timeless Natural Beauty of the Mineral World* (Chicago: University of Chicago Press, 2009).

Rovio Entertainment. *Angry Birds Transformers*. V. 1.4.25. Rovio Entertainment, 2014. Android 4.0 or later. Soundtrack by Vince DiCola and Kenny Meriedeth.

## **Legal and Public Documents**

### **14.269: Recommended stylebooks**

Citations in predominantly legal works generally follow one of two guides: (1) *The Bluebook: A Uniform System of Citation*, published by the Harvard Law Review Association; or (2) the *ALWD Guide to Legal Citation*, prepared and published by the Association of Legal Writing Directors and Coleen M. Barger (see [bibliog. 1.1](#)). *The Bluebook* is the most widely used citation guide; its conventions predominate in law reviews. The *ALWD Guide* differs in some elements and aims to be somewhat simpler. Chicago recommends using one of these systems for citing legal and public documents—including cases, constitutions, statutes, and other government documents—even in works with a predominantly nonlegal subject matter. This approach recognizes the ubiquity of these citation formats in legal publications, commercial databases, and government archives. Any editor working extensively with legal and public documents should have one of these manuals on hand. Most of the examples in this section are based on *The Bluebook* (exceptions are made for secondary sources and certain unpublished government documents; see [14.291](#), [14.292](#)). *The Bluebook* and the *ALWD Guide* are used in the United States. For citation guides used in Canada, see [14.293](#); for those used in the United Kingdom, see [14.297](#).

### **14.270: Legal and public documents online**

*The Bluebook* includes specific guidelines for citing sources consulted online. In general, for citations of cases, constitutions and statutes, and like materials, print sources are preferred, but online versions authenticated by a government entity or considered to be the official version (or

an exact copy thereof) can be treated as if they were print. (If a URL is required, it may be appended as the last element of the citation; for an example, see 14.276.) Citations of sources consulted through commercial databases such as Westlaw or LexisNexis should include the database name and any applicable identification number (or, in the case of constitutions and statutes, information about the currency of the database). For examples, see 14.276. To cite books, periodicals, and other types of nonlegal sources consulted online, Chicago's recommendations can usually be followed (see 14.6–18).

#### 14.271: Note form for legal-style citations

Legal publications use notes for documentation and rarely include bibliographies. The examples in this section, based on the recommendations in *The Bluebook*, are accordingly given in note form only. Any work so cited need not be listed in a bibliography (but see 14.291). Works using the author-date style (chapter 15) and citing only a handful of legal and public documents may limit those citations to the text, using citation sentences and clauses that include the same information as footnotes, as suggested in *The Bluebook*; those with more than a very few legal-style citations, however, may need to supplement the author-date system with footnotes or endnotes. See 15.58–59.

#### 14.272: Typefaces in legal-style citations

In *Bluebook* style, italics are used for titles of articles and chapters (a major difference from nonlegal usage), uncommon words or phrases in languages other than English (but not such well-known terms as *de facto* or *habeas corpus*), certain introductory signals indicating a cross-reference (such as *See*), case history (such as *aff'd*; see 14.278), and procedural phrases (such as *In re*). Italics are also used for case names in textual sentences, whether in the running text or in the notes. All other material, including case names in citations, appears in roman. (See 14.276.) In addition, formal *Bluebook* style specifies caps and small caps for constitutions, the titles of books and their authors, and the names of periodicals and websites. The examples in this section use a simpler style advocated by some law reviews, substituting upper- and lowercase roman type for caps and small caps. Note, however, that the examples in this section are limited to legal and public documents (but see 14.291). Though *Bluebook*-style citations to books, articles, and other types of secondary sources may be appropriate in works with predominantly legal subject matter, these are not covered here.

#### 14.273: Page numbers and other locators in legal-style citations

In *Bluebook* style, for most sources the first page number is cited, following the name of the source and usually with no intervening punctuation; references to specific page numbers follow the first page number, separated by a comma. Some types of sources are cited by section (§) or paragraph (¶) number; references to specific pages within such sections follow a comma and *at* (in roman type).

#### 14.274: Abbreviations in legal-style citations

*The Bluebook* specifies abbreviations for the names of reporters, cases, courts, and legislative documents, as well as journals and compilation services. It also includes guidelines for abbreviating certain terms commonly used in legal citations. Most abbreviations in *The Bluebook* use periods or apostrophes, but exceptions are made for abbreviations of organizational names such as NBC or FDA. In citations (but not in running text), *Bluebook* style specifies *2d* and *3d* rather than *2nd* and *3rd* for ordinals and capitalizes abbreviations like *No.* and *Sess.* Works that

otherwise follow Chicago style—which differs on some of these points (see, e.g., 10.4)—should, for legal citations, follow *Bluebook* style, as shown in the examples in this section. The following example cites a decision by the United States Court of Appeals for the Seventh Circuit, reported in volume 206 of the *Federal Reporter*, third series, beginning on page 752, with the citation specifically referring to footnote 1 on that page (see also 14.278).

1. *NLRB v. Somerville Constr. Co.*, 206 F.3d 752, 752 n.1 (7th Cir. 2000).

In running text, most terms should be spelled out—including terms such as *chapter*, *part*, *article*, *section*, *paragraph*, and so forth (but, in case names, not *v.* or common abbreviations such as *Co.*, *Inc.*, or *Gov't*). For more specific recommendations, consult *The Bluebook*. See also 8.80, 8.82.

### 14.275: Short forms for legal-style citations

*The Bluebook* allows certain short forms for subsequent citations to the same source. Short forms include case names reduced to the name of only one party (usually the plaintiff or the nongovernmental party); statutes and legislative documents identified only by name or document and section numbers; treaties identified only by name (or sometimes a short form thereof); and the use of *id.* (in italics). Cases are the most readily shortened forms; examples are included in the section that treats them (14.276–79). Works that cite only a few legal documents may be better off using the full form for each citation. See also 14.29–36.

## Cases and Court Decisions

### 14.276: Cases or court decisions—basic elements

Full case names in citations, including the abbreviation *v.*, are set in roman in notes; short forms in subsequent citations are italicized (as are full case names mentioned in textual sentences; see example 3). Full citations include volume number (arabic), abbreviated name of the reporter(s), the ordinal series number of the reporter (if applicable), the abbreviated name of the court (if not indicated by the reporter) and the date together in parentheses, and other relevant information (see 14.279). A single page number designates the opening page of a decision; an additional number designates an actual page cited. In a shortened citation, *at* is used to cite a particular page (example 3); absence of *at* implies reference to the decision as a whole (example 4). See also 14.272, 14.275.

1. *United States v. Christmas*, 222 F.3d 141, 145 (4th Cir. 2000).

2. *Profit Sharing Plan v. Mbank Dallas, N.A.*, 683 F. Supp. 592 (N.D. Tex. 1988).

3. *Christmas*, 222 F.3d at 145. The court also noted that under *United States v. Sokolow*, 490 U.S. 1, 7 (1989), police may briefly detain a person without probable cause if the officer believes criminal activity “may be afoot.” *Christmas*, 222 F.3d at 143; see also *Terry v. Ohio*, 392 U.S. 1 (1968).

4. *Profit Sharing Plan*, 683 F. Supp. 592.

Cases consulted online should normally be cited to the appropriate reporter(s). Though rarely used in *Bluebook*-style citations, a URL that points directly to an official resource may be appended as shown here (see also 14.6).

5. *State v. Griffin*, 211 W. Va. 508, 566 S.E.2d 645 (2002), <http://www.courtswv.gov/supreme-court/docs/spring2002/30433.htm>.



When a commercial electronic database is cited, include the docket number, name of the database, and any identifying date and number supplied by the database. References to page or screen numbers are preceded by an asterisk. Short forms may include only the database identifier.

6. *Family Serv. Ass’n v. Wells Twp.*, No. 14-4020, 2015 U.S. App. LEXIS 6174 (6th Cir. Apr. 16, 2015).

7. *In re D.S.*, No. 13-0888, 2014 WL 1495489 (Iowa Ct. App. Apr. 16, 2014).

8. *Family Serv. Ass’n*, 2015 U.S. App. LEXIS 6174, at \*5.

9. *D.S.*, 2014 WL 1495489, at \*1.

See also [14.270](#).

#### **14.277: United States Supreme Court decisions**

All Supreme Court decisions are published in the *United States Reports* (abbreviated U.S.) and are preferably cited to that reporter. Cases not yet published therein may be cited to the *Supreme Court Reporter* (S. Ct.), which publishes decisions more quickly. Because the court’s name is indicated by the reporter, it is not repeated before the date.

1. *Citizens United v. Federal Election Comm’n*, 558 U.S. 310 (2010).

2. *Obergefell v. Hodges*, 135 S. Ct. 2584 (2015).

3. *Citizens United*, 558 U.S. at 322.

#### **14.278: Lower federal-court decisions**

Lower federal-court decisions are usually cited to the *Federal Reporter* (F.) or to the *Federal Supplement* (F. Supp.). Relevant case history should be included.

1. *United States v. Dennis*, 183 F. 201 (2d Cir. 1950).

2. *Locke v. Shore*, 682 F. Supp. 2d 1283 (N.D. Fla. 2010), *aff’d*, 634 F.3d 1185 (11th Cir. 2011).

3. *Eaton v. IBM Corp.*, 925 F. Supp. 487 (S.D. Tex. 1996).

4. *Dennis*, 183 F. at 202.

5. *Locke*, 682 F. Supp. 2d at 1292.

For the use of spaces relative to ordinals, see [14.279](#).

#### **14.279: State- and local-court decisions**

Decisions of state and local courts are cited much like federal-court decisions. If both the official and the commercial reporters are cited, they are separated by a comma. If the court’s name is identified unambiguously by the reporter, it is not repeated before the date. If a case was decided in a lower court, the abbreviated court name appears before the date (as in example 4). Note that a space is used before an ordinal that follows an abbreviated reporter name consisting of two or more letters—“Cal. 2d” (*California Reports*, second series)—but not with initialisms like “A.” in “A.2d” (*Atlantic Reporter*, second series) or “N.Y.S.” in “N.Y.S.2d” (*New York Supplement*, second series). Some state courts have adopted a public domain citation format for more recent cases; consult *The Bluebook* for guidance.

1. *Williams v. Davis*, 27 Cal. 2d 746 (1946).
2. *Id.* at 747.
3. *Henningsen v. Bloomfield Motors, Inc.*, 32 N.J. 358, 161 A.2d 69 (1960).
4. *Kendig v. Kendig*, 981 N.Y.S.2d 411 (App. Div. 2014).
5. *Williams*, 27 Cal. 2d 746.

If it is important to avoid *id.* (as in an electronic format where individual notes may be presented out of context), use a shortened citation form instead. The short form for note 2, above, would be “*Williams*, 27 Cal. 2d at 747.” See also [14.34](#), [14.35](#).

## *Constitutions*

### **14.280: Constitutions**

In citations to constitutions, the article and amendment numbers appear in roman numerals; other subdivision numbers are in arabic. (For nonlegal style see [9.28](#).) In *Bluebook* style the name of the constitution is capitalized; other abbreviations are lowercased.

1. U.S. Const. art. I, § 4, cl. 2.
2. U.S. Const. amend. XIV, § 2.
3. Ariz. Const. art. VII, § 5.
4. Ark. Const. of 1868, art. III, § 2 (superseded 1874).

## *Legislative and Executive Documents*

### **14.281: Legislative documents—abbreviations**

Abbreviations for federal legislative documents include “Cong.” (Congress), “H.” (House), “S.” (Senate), and other standard abbreviations for such terms as *document*, *session*, and *resolution*. Unless it is not clear from the context, “U.S.” may be omitted (and, for House and Senate documents published as of 1907, the session number can generally be omitted). For lists of abbreviations and many examples, consult *The Bluebook*. See also [14.274](#).

### **14.282: Laws and statutes**

Bills or joint resolutions that have been signed into law—“public laws,” or statutes—are first published separately, as slip laws, and then collected in the annual bound volumes of the *United States Statutes at Large* (abbreviated in legal style as “Stat.”), where they are referred to as session laws. Later they are incorporated into the *United States Code* (U.S.C.).

1. Homeland Security Act of 2002, Pub. L. No. 107-296, 116 Stat. 2135 (2002).
2. Homeland Security Act of 2002, 6 U.S.C. § 101 (2012).

### **14.283: Bills and resolutions**

Congressional bills (proposed laws) and resolutions are published in pamphlet form (slip bills). In citations, bills or resolutions originating in the House of Representatives are abbreviated “H.R.” or “H.R. Res.,” and those originating in the Senate, “S.” or “S. Res.” The title of the bill (if there is one) is followed by the bill number, the number of the Congress, a section number (if relevant),

and the year of publication in parentheses. Authors wishing to cite a bill that has been enacted should cite it as a statute (see 14.282).

1. Safe and Accurate Food Labeling Act of 2015, H.R. 1599, 114th Cong. (2015).

#### 14.284: Hearings

Records of testimony given before congressional committees are usually published with titles, which should be cited in full and set in italics. The relevant committee should be listed as part of the title. Note that *Before*—which Chicago would normally lowercase in a title (see 8.159)—is capitalized according to *Bluebook* style, which capitalizes prepositions of more than four letters. (This style need not be followed in a book that otherwise follows Chicago style.) Include the number of the Congress, the page number cited (if any), the year in parentheses, and the speaker's name, title, and affiliation in parentheses.

1. Homeland Security Act of 2002: Hearings on H.R. 5005, Day 3, Before the Select Comm. on Homeland Security, 107th Cong. 203 (2002) (statement of David Walker, Comptroller General of the United States).

#### 14.285: Congressional reports and documents

In *Bluebook* style, numbered reports and documents are cited by the number of the Congress, which is joined to the document number by a hyphen. House and Senate reports are abbreviated “H.R. Rep.” or “S. Rep.”; documents are abbreviated “H.R. Doc.” or “S. Doc.” A specific page reference, if needed, is added following *at*. The year of the report or document is placed in parentheses. Additional information (e.g., to indicate a conference report) follows the year, in parentheses. If not mentioned in text, a title and author (if any) may be included in the citation.

1. Select Comm. on Homeland Security, Homeland Security Act of 2002, H.R. Rep. No. 107-609, pt. 1 (2002).
2. H.R. Rep. No. 113-564, at 54 (2014) (Conf. Rep.).
3. S. Doc. No. 77-148, at 2–5 (1941).

#### 14.286: Congressional debates since 1873

Since 1873, congressional debates have been published by the government in the *Congressional Record*. Daily issues are bound in paper biweekly and in permanent volumes (divided into parts) yearly. Since material may be added, deleted, or modified when the final volumes are prepared, pagination will vary among the different editions. Whenever possible, citation should be made to the permanent volumes. Note that, following *Bluebook* style, italics are not used for the name of the publication. The page number (preceded by “H” or “S,” for House or Senate, in the daily edition) is followed by the date, which is placed in parentheses. If the identity of a speaker is necessary, include it in parentheses.

1. 147 Cong. Rec. 19,000 (2001).
2. 161 Cong. Rec. S4335 (daily ed. June 22, 2015) (statement of Sen. Hatch).

#### 14.287: Records of congressional debates before 1873

Until 1873, congressional debates were privately printed in *Annals of the Congress of the United States* (covering the years 1789–1824; also known by other names), *Register of Debates* (1824–37), and *Congressional Globe* (1833–73). In citing the date, refer to the year of publication rather

than the year in which the debate occurred. Note that the *Globe* is normally cited by number and session of Congress (and page number), whereas the *Annals* and *Debates* are cited by volume number. As with citations to the *Congressional Record*, the titles are abbreviated and not italicized.

1. Cong. Globe, 34th Cong., 3d Sess. 149 (1856).
2. 42 Annals of Cong. 1697 (1824).
3. 3 Reg. Deb. 388 (1829).

#### **14.288: State laws and municipal ordinances**

The titles of state codes (compilations) for laws and municipal ordinances are set in roman type. A name is included in parentheses where necessary to indicate the version of a code cited. The date following a code (or the version of a code) indicates the year the current code was published. Form of citation will vary by state. The date a specific law was passed may be included in parentheses at the end of the citation. For an exhaustive treatment of state-by-state variations, consult *The Bluebook*.

1. Ohio Rev. Code Ann. § 3305.08 (West 2003).
2. An Act Guaranteeing Governmental Independence, Ky. Rev. Stat. Ann. § 520.020 (LexisNexis 1985) (passed Jan. 3, 1974).

#### **14.289: Presidential documents**

Presidential proclamations, executive orders, vetoes, addresses, and the like are published in the *Weekly Compilation of Presidential Documents* (Weekly Comp. Pres. Doc.) and in the *Public Papers of the Presidents of the United States* (Pub. Papers). Proclamations and executive orders are also carried in the daily *Federal Register* (Fed. Reg.) and then published in title 3 of the *Code of Federal Regulations* (C.F.R.). Some executive orders and proclamations appear in the *United States Code*; include a citation if therein (see example 3).

1. Proclamation No. 8214, 73 Fed. Reg. 1439 (Jan. 8, 2008).
2. Exec. Order No. 11,609, 3 C.F.R. 586 (1971–75).
3. Exec. Order No. 13,653, 3 C.F.R. 330 (2013), *reprinted as amended in* 42 U.S.C. § 4321 app. (2012).

For more examples, consult *The Bluebook*.

#### **14.290: Treaties**

The texts of treaties signed before 1950 are published in *United States Statutes at Large*; the unofficial citation is to the *Treaty Series* (T.S.) or the *Executive Agreement Series* (E.A.S.), each of which assigns a number to a treaty covered. Those signed in 1950 and later appear in *United States Treaties and Other International Agreements* (U.S.T., 1950–) or *Treaties and Other International Acts Series* (T.I.A.S., 1945–), which also assigns a number. Treaties involving more than two nations may be found in the *United Nations Treaty Series* (U.N.T.S., 1946–) or, from 1920 to 1946, in the *League of Nations Treaty Series* (L.N.T.S., 1920–46). These and other sources are listed in *The Bluebook*. Titles of treaties are set in roman and capitalized headline-style (recall that *The Bluebook* capitalizes prepositions of more than four letters). Country names are generally abbreviated (see also [14.274](#)). An exact date indicates the date of signing and is therefore

preferable to a year alone, which may differ from the year the treaty was published in one of the works above. Page numbers are given where relevant.

1. Treaty Banning Nuclear Weapon Tests in the Atmosphere, in Outer Space and Under Water, U.S.-U.K.-U.S.S.R., Aug. 5, 1963, 14 U.S.T. 1313.
2. Convention Concerning Military Service, Den.-It., July 15, 1954, 250 T.I.A.S. 3516, at 45.

#### **14.291: Secondary sources and freestanding publications**

When citing secondary sources and other freestanding publications, Chicago rather than *Bluebook* style can usually be followed. Such materials include not just books and articles but also legislative documents, pamphlets, and reports. For subsequent citations or citations of individual documents, shortened forms may be devised as needed (as in example notes 2 and 4; see also [14.59](#)). The following examples are not meant to be exhaustive. Those who are required to follow *Bluebook* style should consult that manual, whose recommendations differ.

1. *The Federalist Papers*, ed. Lawrence Goldman (Oxford: Oxford University Press, 2008).
2. *Federalist*, no. 42 (James Madison).
3. *Journals of the Continental Congress, 1774–1789*, ed. Worthington C. Ford et al. (Washington, DC, 1904–37), 15:1341.
4. *JCC* 25:863.
5. *Public Papers of the Presidents of the United States: Herbert Hoover, 1929–1933*, 4 vols. (Washington, DC: Government Printing Office, 1974–77), 1:134.
6. Martha L. Minow, “Making History or Making Peace: When Prosecutions Should Give Way to Truth Commissions and Peace Negotiations,” *Journal of Human Rights* 7, no. 2 (2008): 174–75.
7. *Median Gross Rent by Counties of the United States, 1970*, prepared by the Geography Division in cooperation with the Housing Division, Bureau of the Census (Washington, DC, 1975).
8. Ralph I. Straus, *Expanding Private Investment for Free World Economic Growth*, special report prepared at the request of the Department of State, April 1959, 12.
9. Illinois General Assembly, Law Revision Commission, *Report to the 80th General Assembly of the State of Illinois* (Chicago, 1977), 14–18.

Though the legal-style citations discussed elsewhere in this section are usually limited to the notes (see [14.271](#)), the secondary sources or freestanding works discussed here may be included in a bibliography (see also [14.61](#)).

Continental Congress. *Journals of the Continental Congress, 1774–1789*. Edited by Worthington C. Ford et al. 34 vols. Washington, DC, 1904–37.

#### **14.292: Unpublished government documents**

For general guidelines and many examples that can be adapted to government documents, see [14.221–31](#). Most unpublished documents of the federal government are housed in the National Archives and Records Administration in Washington, DC, or in one of its branches. All, including

films, photographs, and sound recordings as well as written materials, are cited by record group (RG) number. A list of the record groups and their numbers is given in the *Guide to the National Archives of the United States*, augmented by the leaflet *Citing Records in the National Archives of the United States* (available from the [National Archives](#); see [bibliog. 4.5](#)), which includes advice on citing its electronic records and digitized resources. Names of specific documents are given in quotation marks.

1. Senate Committee on the Judiciary, “Lobbying,” file 71A-F15, RG 46, National Archives.
2. National Archives Branch Depository, Suitland, MD, Records of the National Commission on Law Observance and Enforcement, RG 10.

## *Canada*

### **14.293: Canadian reference works**

The major reference work for citing Canadian public documents and legal cases in a Canadian context is the *Canadian Guide to Uniform Legal Citation*, edited and published (in English and French) by the Carswell/McGill Law Journal (see [bibliog. 1.1](#)). Also valuable are Douglass T. MacEllven, Michael J. McGuire, Neil A. Campbell, and John N. Davis, *Legal Research Handbook* ([bibliog. 5](#)); *Canadian Almanac and Directory* ([bibliog. 4.4](#)); and Gerald L. Gall, F. Pearl Eliadis, and France Allard, *The Canadian Legal System* ([bibliog. 5](#)). Authors citing more than a few Canadian legal or public documents should consult one of these works. Additional resources may be found online through [Lexum](#). For citing the occasional example in a US context, *The Bluebook* (see [14.269](#)) provides some recommendations and examples.

### **14.294: Canadian legal cases**

The following examples illustrate *Bluebook* style. The basic elements are similar to those used in US law citations; the date is enclosed in square brackets, followed by the volume number if pertinent, the abbreviated name of the reporter, and the page number. Canadian Supreme Court cases since 1876 are cited to *Supreme Court Reports* (S.C.R.). Federal Court cases are cited to *Federal Courts Reports* (F.C., 1971–2003; F.C.R., 2004–) or *Exchequer Court Reports* (Ex. C.R., 1875–1971). Cases not found in any of these sources are cited to *Dominion Law Reports* (D.L.R.). Cite the year of the decision in parentheses if it is different from the reporter year. Include the volume number of the reporter if applicable. Add “Can.” and the abbreviated court name in parentheses if not clear from the context. For citing other reporters, including those covering the provinces and territories, consult *The Bluebook*.

1. Egan v. Canada, [1995] 2 S.C.R. 513.
2. American Cyanamid Co. v. Novopharm Ltd., [1972] F.C. 739 (Can. C.A.).
3. Canada v. CBC/Radio-Canada (2012), [2014] 1 F.C.R. 142.

Since 1998, many cases have been assigned neutral citations to facilitate immediate publication online. A neutral citation should appear first, ahead of any parallel citation to an official reporter. In the following example, “SCC” (no periods) refers to the Supreme Court of Canada.

4. Robertson v. Thomson Corp., 2006 SCC 43, [2006] 2 S.C.R. 363 (Can.).



#### 14.295: Canadian statutes

Federal statutes appeared through 1985 in the *Revised Statutes of Canada* (R.S.C.), a consolidation that was published every fifteen to thirty years; federal statutes enacted since then are cited as session laws in the annual *Statutes of Canada* (S.C.). (Current consolidated federal statutes are available online from the [Justice Laws Consolidated Acts collection](#).) Citation elements are similar to US statutes: the name of the act, the abbreviated name of the compilation, publication date, chapter number (in R.S.C., the chapter number includes the initial letter of the name of the act), and section number if applicable. Add “Can.” in parentheses if it is not clear from the context. Statutes for the provinces and territories are cited similarly; consult *The Bluebook* for guidance.

1. Companies’ Creditors Arrangement Act, R.S.C. 1985, c. C-36, s. 5 (Can.).
2. Canada Elections Act, S.C. 2000, c. 9.

#### 14.296: Unpublished Canadian government documents

Library and Archives Canada (LAC) houses the unpublished records of the federal government, both individually written and institutional, as well as historically significant documents from the private sector. The guide to the entire LAC collections is available online, as are the archives for each province and territory. For citing unpublished materials, see the guidelines and examples in [14.221–31](#).

### United Kingdom

#### 14.297: UK reference works

The catalogs of the National Archives (the official archive for England, Wales, and the central UK government), available online, extend to the documents of the former Public Record Office, the Historical Manuscripts Commission, the Office of Public Sector Information, and Her Majesty’s Stationery Office (HMSO), among others. The UK Parliament also makes its catalogs available online. Printed guides include the *Guide to the Contents of the Public Record Office*; Frank Rodgers, *A Guide to British Government Publications*; and John E. Pemberton, ed., *The Bibliographic Control of Official Publications* (all in [bibliog. 4.5](#)). For citing UK legal and public documents in a US context, *The Bluebook* (see [14.269](#)) provides an overview.

#### 14.298: UK legal cases

In *Bluebook* style, the basic elements in citations to UK legal cases are similar to those used in US law citations: the name of the case, in roman (cases involving the Crown use the abbreviation “R” for Rex or Regina); the date, which is enclosed in parentheses when the volumes of the reporter are numbered cumulatively, or in square brackets when the year is essential to locating the case (there is either no volume number or the volumes for each year are numbered anew, not cumulatively); the abbreviated name of the reporter; and the opening page of the decision. If the court is not apparent from the name of the reporter, or if the jurisdiction is not clear from the context, include either or both, as necessary, in parentheses. Until recently, the courts of highest appeal in the United Kingdom (except for criminal cases in Scotland) were the House of Lords (H.L.) and the Judicial Committee of the Privy Council (P.C.). In 2005 the Supreme Court of the United Kingdom was established. In 2009 it assumed the appellate jurisdiction of the House of Lords and the devolution jurisdiction of the Judicial Committee of the Privy Council. Most cases are cited to the applicable report in the *Law Reports*, among these the Appeal Cases (A.C.),

Queen's (King's) Bench (Q.B., K.B.), Chancery (Ch.), Family (Fam.), and Probate (P.) reports. For other reports applicable to cases dating back to AD 1094, consult *The Bluebook*.

1. R v. Dudley and Stephens, (1884) 14 Q.B.D. 273 (D.C.).
2. Regal (Hastings) Ltd. v. Gulliver, [1967] 2 A.C. 134 (H.L.) (appeal taken from Eng.).

Cases heard since 2001 are assigned a neutral citation to allow for immediate online publishing. A neutral citation should appear first, ahead of any parallel citation to an official reporter. In the following example, "UKSC" (no periods) refers to the Supreme Court of the United Kingdom.

3. HJ (Iran) v. Sec'y of State for the Home Dep't, [2010] UKSC 31, [2011] 1 A.C. 596 (appeal taken from Eng. & Wales C.A.).

### **14.299: UK parliamentary publications**

Parliamentary publications include all materials issued by both houses of Parliament, the House of Commons (H.C.) and the House of Lords (H.L.): journals of both houses (sometimes abbreviated *CJ* and *LJ*); votes and proceedings; debates; bills, reports, and papers; and statutes.

### **14.300: UK statutes**

The Acts of Parliament are identified by title (in roman), year (also include the regnal year for statutes enacted before 1963), and chapter number (c. for chapter; arabic numeral for national number, lowercase roman for local). Monarchs' names in regnal-year citations are abbreviated as follows: Ann., Car. (Charles), Edw., Eliz., Geo., Hen., Jac. (James), Phil. & M., Rich., Vict., Will., W. & M. The year precedes the name; the monarch's ordinal, if any, follows it (15 Geo. 6), both in arabic numerals. An ampersand is used between regnal years and between names of dual monarchs (1 & 2 W. & M.). *The Bluebook* advises including the jurisdiction in parentheses if it is not clear from the context.

1. Act of Settlement, 1701, 12 & 13 Will. 3, c. 2.
2. Consolidated Fund Act, 1963, c. 1 (Eng.).
3. Manchester Corporation Act, 1967, c. xl.

Early statutory material for the United Kingdom is compiled in *The Statutes of the Realm* (1235–1714) and *Acts and Ordinances of the Interregnum* (1642–60); additional material through 1800 has been published in various versions of *The Statutes at Large*. Later acts have been published as Public General Acts. For more information, see [Legislation.gov.uk](http://legislation.gov.uk), a database of UK legislation published by the National Archives.

### **14.301: Publication of UK parliamentary debates**

Before 1909, debates from both houses were published together; since then they have been published in separate series.

- Hansard Parliamentary Debates, 1st series (1803–20)
- Hansard Parliamentary Debates, 2d series (1820–30)
- Hansard Parliamentary Debates, 3d series (1830–91)
- Parliamentary Debates, 4th series (1892–1908)
- Parliamentary Debates, Commons, 5th series (1909–81)

Parliamentary Debates, Commons, 6th series (1981–)

Parliamentary Debates, Lords, 5th series (1909–)

In *Bluebook* style, cite the volume number and series and include the year and column number. In example 3, H.C. is included to indicate the House of Commons series. (In the first two examples, no such indication is necessary.)

1. 249 Parl. Deb. (3d ser.) (1879) cols. 611–27.
2. 13 Parl. Deb. (4th ser.) (1893) col. 1273.
3. 407 Parl. Deb. H.C. (5th ser.) (1944–45) cols. 425–46.

Although no longer the official name, *Hansard* (less often, *Hansard's*) is still sometimes used in citations to all series of parliamentary debates. Such usage is best avoided, however.

#### **14.302: UK command papers**

Command papers are so called because they originate outside Parliament and are ostensibly presented to Parliament “by command of Her [His] Majesty.” The different abbreviations for “command” indicate the series and must not be altered. No *s* is added to the plural (Cmnd. 3834, 3835).

- C. (1st series) 1 to C. (1st series) 4222 (1833–69)
- C. (2d series) 1 to C. (2d series) 9550 (1870–99)
- Cd. 1 to Cd. 9239 (1900–1918)
- Cmd. 1 to Cmd. 9889 (1919–56)
- Cmnd. 1–9927 (1956–86)
- Cm. 1– (1986–)

A command paper may consist of a pamphlet or several volumes. If not clear from the context, the author of the report is included. Dates may include a month or just a year.

1. HM Treasury, *The Basle Facility and the Sterling Area*, 1968, Cmnd. 3787, at 15–16.
2. First Interim Report of the Committee on Currency and Foreign Exchanges after the War, 1918, Cd. 9182.
3. Review Body on Doctors’ and Dentists’ Remuneration, Thirteenth Report, 1983, Cmnd. 8878.

#### **14.303: Unpublished UK government documents**

For general guidelines and many examples, which can be adapted to government documents, see [14.221–31](#). The main depositories for unpublished government documents in the United Kingdom are the National Archives (NA) and the British Library (BL), both in London. Their catalogs are available online through the websites of the [National Archives](#) and the [British Library](#). (The British Library is a division of the British Museum; before it was called the British Library, citations to documents housed therein used the abbreviation BM.) References usually include such classifications as Admiralty (Adm.), Chancery (C), Colonial Office (CO), Exchequer (E), Foreign Office (FO), or State Papers (SP) as well as the collection and volume numbers and, where relevant, the folio or page number(s). Among important collections in the British Library are the

Cotton Manuscripts (with subdivisions named after Roman emperors, e.g., Cotton MSS, Caligula [Calig.] D.VII), the Harleian Manuscripts, the Sloane Manuscripts, and the Additional Manuscripts (Add. or Addit.).

1. Patent Rolls, 3 Rich. 2, pt. 1, m. 12d, NA (Calendar of Patent Rolls, 1377–1381, 470).
2. Hodgson to Halifax, 22 Feb. 1752, NA, CO 137:48.
3. Clarendon to Lumley, 16 Jan. 1869, NA, FO Belgium/133, no. 6.
4. [Henry Elsynge], “The moderne forme of the Parliaments of England,” BL, Add. MSS 26645.
5. Minutes of the General Court, 17 Apr. 1733, 3:21, BL, Add. MSS 25545.
6. Letter of a Bristol Man, BL, Add. MSS 33029:152–55.

## International Entities

### 14.304: Intergovernmental bodies

*The Bluebook* outlines the main reporters for international courts (such as the International Court of Justice), commissions, and tribunals. Also included are abbreviations for intergovernmental bodies such as the United Nations (and its principal organs), the European Union, and those devoted to specific areas such as human rights, trade, and health. The basic elements of citations to international law cases are similar to those used in US law citations (see [14.276–79](#)); for examples, consult *The Bluebook*. (In addition to intergovernmental bodies, *The Bluebook* covers about three dozen jurisdictions outside the United States.) For treaties, see [14.290](#).

### 14.305: United Nations documents

The United Nations makes many of its documents available online (in English)—including those published by the General Assembly and the Security Council and dating back to the first General Assembly in 1946. *The Bluebook* provides guidance primarily for citing documents in the Official Records, but it considers the website of the [United Nations](#) an acceptable alternative. In general, list by the authorizing body (and the author or editor where appropriate), the topic or title of the paper, the document number or code (if any), and the date. Series and publication numbers, place of publication, and a page reference may also be included. For documents consulted online, include a URL as the final element in the citation (see [14.6–18](#)).

1. UN Security Council, Resolution 2222, Protection of Civilians in Armed Conflict, S/RES/2222, ¶ 5 (May 27, 2015), <http://www.un.org/en/sc/documents/resolutions/2015.shtml>.
2. UN General Assembly, Resolution 67/18, Education for Democracy, A/RES/67/18 (Nov. 28, 2012), <http://www.un.org/en/ga/67/resolutions.shtml>.
3. S/RES/2222, ¶ 16.