

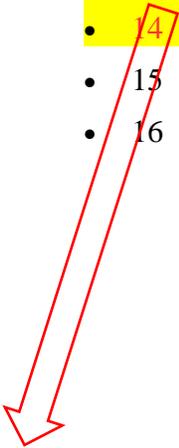
## **Chicago Manual – under “C” in library’s “find a database”**

### **Some key sections:**

- 7.46 dividing URLs
- 8.22 capitalization – civil titles (e.g., president)
- 8.38 ethnic/national groups (e.g., African American)
- 8.66 organizations (e.g., Populist Party)
- 9.2 numbers (e.g., fifty [not 50], sixty-five [not 65], one hundred [not 100]), two thousand [not 2000])
- 9.18 percentages (e.g., 50 percent, not 50% or fifty percent)
- 9.60 inclusive numbers and en-dash (e.g., from 64 to 94, not from 64-94)
- 9.61 inclusive numbers (e.g., 97-98 [not 97-8], 197-98, 1097-98)
- 10.3 when and how to use abbreviations (e.g., Civilian Conservation Corps v. CCC)
- 10.4 when to use and not use periods with abbreviations (e.g., p.m., et al., e.g., PhD)
- 10.5-10.6 acronyms and abbreviations (e.g., YMCA, HIV)
- 10.12 initials in personal names (e.g., P. D. James)
- 10.13 abbreviations of titles with names (e.g., Sen. Corey Booker but Senator Booker)
- 10.18 abbreviation of reverend and honorable (e.g., Rev. John Smith but the Reverend John Smith)
- 10.19 use of Jr.
- 10.27 postal abbreviations for states in citations (e.g., NY, not N.Y.)
- 14.193 newspaper names (e.g., the *Richmond (VA) Times-Dispatch*, not *The Richmond Times-Dispatch*)

## Chicago Manual table of contents:

- Part I · The Publishing Process
- Part II · Style and Usage
- 5 Grammar and Usage *by Bryan A. Garner*
- 6 Punctuation
- 7 Spelling, Distinctive Treatment of Words, and Compounds
- 8 Names, Terms, and Titles of Works
- 9 Numbers
- 10 Abbreviations
- 11 Languages Other than English
- 12 Mathematics in Type
- 13 Quotations and Dialogue
- Part III · Source Citations and Indexes
- 14 Notes and Bibliography
- 15 Author-Date References
- 16 Indexes



### **14: Notes and Bibliography**

#### Source Citations: An Overview

- 14.1 The purpose of source citations
- 14.2 Chicago's two systems of source citation

## Sources Consulted Online

- 14.6 Electronic resource identifiers
- 14.7 Uniform resource locators (URLs)
- 14.8 Digital Object Identifiers (DOIs)
- 14.10 Short forms for URLs
- 14.12 Access dates
- 14.13 “Last modified” and other revision dates
- 14.18 URLs and line breaks

## Basic Format, with Examples and Variations

- 14.19 Notes and bibliography—an overview
- 14.20 Basic structure of a note
- 14.21 Basic structure of a bibliography entry
- 14.22 Page numbers and other locators
- 14.23 Notes and bibliography—examples and variations

## Notes

### Note Numbers

- 14.24 Numbers in text versus numbers in notes
- 14.25 Sequencing of note numbers and symbols
- 14.26 Placement of note number
- 14.27 Note numbers with chapter and article titles and subheads
- 14.28 Multiple citations and multiple note references

### Shortened Citations

- 14.29 When to use shortened citations
- 14.30 Basic structure of the short form
- 14.31 Cross-reference to full citation
- 14.32 Short form for authors’ names
- 14.33 Short form for titles of works

- 14.34 Shortened citations versus “ibid”

### Commentary and Quotations in Notes

- 14.37 Citations plus commentary in a note
- 14.38 Quotation within a note
- 14.39 Substantive notes
- 14.40 Paragraphing within long notes
- 14.41 Footnotes that break across pages in a printed work
- 14.42 “See” and “cf.”

### Footnotes versus Endnotes

- 14.43 Footnotes and endnotes—an overview
- 14.57 Several citations in one note

## Bibliographies

### Overview

- 14.61 Relationship of bibliographies to notes
- 14.62 Format and placement of bibliography
- 14.63 Dividing a bibliography into sections
- 14.64 Kinds of bibliographies

### Arrangement of Entries

- 14.65 Alphabetical order for bibliography entries
- 14.66 Arrangement of bibliography entries with more than one author

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

- 14.67 The 3-em dash in bibliographies—some caveats
- 14.68 The 3-em dash for one repeated name
- 14.69 The 3-em dash for more than one repeated name
- 14.70 The 3-em dash for an institutional name

- 14.71 Alphabetical order for titles by the same author

**The following sections follow the general order of book information in notes and bibliographies, e.g., author, then title, then publication info (with place, then publisher, then date). (Sometimes, additional info is needed, e.g., editor, series, edition).**

### Author's Name

- 14.72 Author's name—overview and related discussions
- 14.73 Form of author's name
- 14.74 Authors preferring initials
- 14.75 One author
- 14.76 Two or more authors (or editors)
- 14.77 Two or more authors (or editors) with same family name
- 14.78 Author's name in title
- 14.79 No listed author (anonymous works)
- 14.80 Pseudonyms
- 14.81 Cross-references for pseudonyms
- 14.82 Alternative real names
- 14.83 Authors known by a given name
- 14.84 Organization as author

### Title of Work

- 14.85 Additional discussion of titles
- 14.86 Italics versus quotation marks for titles of cited works
- 14.87 Capitalization of titles of cited works
- 14.88 Some permissible changes to titles of cited works
- 14.89 Subtitles in cited works and the use of the colon
- 14.90 Two subtitles in a cited work
- 14.91 Use of “or” with double titles
- 14.92 “And other stories” and such
- 14.93 Dates in titles of cited works

- 14.94 Quoted titles and other terms within cited titles of works
- 14.95 Italicized titles and other terms within cited titles of works
- 14.96 Question marks or exclamation points in titles of cited works
- 14.97 Older titles and very long titles
- 14.98 Non-English titles of cited works
- 14.99 Translated titles of cited works

### Books

- 14.100 Elements to include when citing a book
- 14.101 Form of author's name and title of book in source citations
- 14.102 Non-English bibliographic terms and abbreviations

### Editors, Translators, Compilers, or Cowriters

- 14.103 Editor in place of author
- 14.104 Editor or translator in addition to author
- 14.105 Other contributors listed on the title page

### Chapters or Other Parts of a Book

- 14.106 Chapter in a single-author book
- 14.107 Contribution to a multiauthor book
- 14.108 Several contributions to the same multiauthor book
- 14.110 Introductions, prefaces, afterwords, and the like
- 14.111 Letters in published collections

### Edition

- 14.113 Editions other than the first
- 14.114 Reprint editions and modern editions

### Multivolume Works

- 14.116 Volume numbers and page numbers
- 14.117 Citing a multivolume work as a whole

- 14.118 Citing a particular volume in a note
- 14.119 Citing a particular volume in a bibliography
- 14.120 Chapters and other parts of individual volumes
- 14.121 One volume in two or more books
- 14.122 Authors and editors of multivolume works

### Series

- 14.123 Series titles, numbers, and editors
- 14.124 Series or multivolume work?
- 14.125 Multivolume work within a series
- 14.126 “Old series” and “new series”

### Facts of Publication

- 14.127 Place, publisher, and date

### Place of Publication

- 14.128 Place and date only, for books published before 1900
- 14.129 Place of publication—city
- 14.130 When to specify state, province, or country of publication
- 14.131 City names in languages other than English
- 14.132 No place of publication

### Publisher's Name

- 14.133 Preferred form of publisher's name
- 14.134 Abbreviations and omissible parts of a publisher's name
- 14.135 “And” or ampersand in publisher's name
- 14.136 Non-English publishers' names
- 14.137 Self-published or privately published books
- 14.138 Parent companies, imprints, and such
- 14.139 Special academic imprints and joint imprints
- 14.140 Copublication

## Date of Publication

- 14.142 Publication date—general
- 14.143 New impressions and renewal of copyright
- 14.144 Multivolume works published over more than one year
- 14.145 No date of publication
- 14.146 Forthcoming publications

## Page, Volume, and Other Locating Information

- 14.147 Arabic versus roman numerals
- 14.148 Citing a range of page numbers or other specific locators
- 14.150 Abbreviations for “page,” “volume,” and so on
- 14.151 When to omit “p.” and “pp.”
- 14.152 ~~When to omit “vol.”~~
- 14.153 Page and chapter numbers
- 14.157 Citing numbered notes
- 14.158 Citing illustrations and tables

## Electronic Books

- 14.159 Books requiring a specific application or device (e-books)
- 14.160 Page or location numbers in electronic formats
- 14.161 Books consulted online
- 14.162 Freely available electronic editions of older works
- 14.163 Books on CD-ROM and other fixed media

## Periodicals

- 14.164 “Periodicals” defined
- 14.165 Information to be included
- 14.166 Journals versus magazines
- 14.167 Basic structure of a periodical citation
-

## Journals

**(Journals = scholarly publication. See website comparison of journals and magazines.)**

- 14.168 Journal article—author’s name
- 14.169 Journal article—title
- 14.170 Title of journal
- 14.171 Journal volume, issue, and date
- 14.174 Journal page references
- 14.175 Journal articles consulted online
- 14.176 Access dates for journal articles
- 14.177 Article page numbers in relation to volume or issue numbers
- 14.178 Journal special issues
- 14.185 Short titles for articles
- 14.186 Abstracts

## Magazines

- 14.188 Basic citation format for magazine articles
- 14.189 Magazine articles consulted online

## Newspapers

- 14.191 Basic citation format for newspaper articles
- 14.192 Newspaper headlines
- 14.193 Titles of newspapers
- 14.195 Regular columns or features
- 14.196 Letters to the editor and readers’ comments
- 14.199 Unsigned newspaper articles
- 14.200 News services and news releases

## Reviews

**NOTE: See library's short guide for using Chicago Manual for documenting non-print sources.**

- 14.201 Basic citation format for reviews
- 14.202 Book reviews
- 14.203 Reviews of plays, movies, television programs, concerts, and the like
- 14.204 Unsigned reviews

### Websites, Blogs, and Social Media

- 14.205 Websites, blogs, and social media defined
- 14.206 Titles for websites, blogs, and social media

### Interviews and Personal Communications

- 14.211 Unpublished interviews
- 14.212 Unattributed interviews
- 14.213 Published or broadcast interviews
- 14.214 Personal communications

### Papers, Contracts, and Reports

- 14.215 Theses and dissertations
- 14.216 Unpublished manuscripts

### Manuscript Collections

- 14.221 Overview and additional resources
- 14.222 Note forms versus bibliography entries
- 14.223 Specific versus generic titles for manuscript collections
- 14.224 Dates for manuscript collections
- 14.225 Folios, page numbers, and such for manuscript collections
- 14.226 "Papers" and "manuscripts"
- 14.227 Location of depositories

- 14.228 Collections of letters and the like
- 14.229 Examples of note forms for manuscript collections
- 14.230 Examples of bibliography entries for manuscript collections
- 14.231 Letters and the like in private collections

## Special Types of References

### Reference Works

**Note: Only in rare situations are reference sources cited in research papers. They are finding aids, not primary or secondary sources.**

- 14.232 Reference works consulted in physical formats
- 14.233 Reference works consulted online
- 14.234 Citing individual reference entries by author

### Artwork and Illustrations

- 14.235 Citing paintings, photographs, and sculpture
- 14.236 Citing exhibition catalogs
- 14.237 Citing maps

Scriptural References 14.238-14.241

Classical Greek and Latin References 14.242-14.252

Classic English Poems and Plays 14.253-14.254

Musical Scores 14.255-14.256

Scientific Databases 14.257

Patents and Standards 14.258-14.259

## ⇒ Citations Taken from Secondary Sources

- 14.260 Citations taken from secondary sources

## Audiovisual Recordings and Other Multimedia

- 14.261 Multimedia—elements of the citation
- 14.262 Discographies, filmographies, and the like

## Recordings and Live Performances

- 14.263 Musical recordings
- 14.264 Recorded readings, lectures, audiobooks, and the like
- 14.265 Video and film recordings
- 14.266 Live performances

## Online Multimedia and Apps

- 14.267 Videos, podcasts, and other online multimedia
- 14.268 Multimedia app content

## Legal and Public Documents 14.269-14.275

### Cases and Court Decisions

- 14.276 Cases or court decisions—basic elements
- 14.277 United States Supreme Court decisions
- 14.278 Lower federal-court decisions
- 14.279 State- and local-court decisions

### Constitutions 14.280

### Legislative and Executive Documents 14.281-14.292

### Canada 12.293-12.296

### United Kingdom 14.297-014.303

International Entities 14.304-14.305