

CMOS 17 STYLE SHEET – NOTES AND BIBLIOGRAPHY STYLE

General Rules When Writing a Bibliography

1. **Title:** Your references should begin at the end of the report, on a separate page. The title of this page is “**Bibliography**”.
 - The heading should be centred and **not** underlined.
 - Do not use quotation marks for the title
 - Leave two blank lines between “Bibliography” and your first entry.
2. **Alphabetical arrangement:** All items are arranged alphabetically by last name of author.
 - Use the author's given names and surname as listed on the title page of a book or other stand-alone work or at the head of a journal article or the like. If there is more than one author, list them in the order in which they appear with the source.
 - Use “and,” not an ampersand, “&,” for multi-author entries.
 - For two to three authors, write out all names.
 - For four to ten authors, write out all names in the bibliography but only the first author’s name plus “et al.” in notes and parenthetical citations.
 - When a source has no identifiable author, cite it by its title, both on the references page and in shortened form (up to four keywords from that title) in parenthetical citations throughout the text.
3. Begin all entries at the left margin; extra lines are indented ½” (hanging indentation).
4. **Capitalize** each word in the titles of articles, books, etc., but do not capitalize articles, short prepositions, or conjunctions unless one is the first word of the title or subtitle: *Gone with the Wind*, *The Art of War*, *There Is Nothing Left to Lose*
5. **Individual entries are usually single-spaced, with a double-space separating entries.**
6. **Italicize** titles of books, webpages, and databases.
7. **Punctuation:** Note the use of specific punctuation - quotations (“”), commas, periods (.), where applicable.

8. **Copyright date:** If several dates are listed, the most recent should be cited.

- If you cannot ascertain the publication date of a printed work, use the abbreviation “n.d.”

9. Write out publishers' names in full.

10. If you cannot name a specific page number when called for, you have other options: section (sec.), equation (eq.), volume (vol.), or note (n.).

General Rules When Writing Footnotes

1. Note numbers should begin with “1” and follow consecutively throughout a given paper.

2. In the text:

- Note numbers are **superscripted**.
- Note numbers should be **placed at the end of the clause or sentence** to which they refer and should be placed after all punctuation, except for the dash.

3. In the notes themselves:

- **Note numbers are full-sized, not raised, and followed by a period** (superscripting note numbers in the notes themselves is also acceptable).
- **Begin all entries with a ½” indentation.** All subsequent lines should be **formatted flush left**.
- Place commentary after source documentation when a footnote contains both; **separate commentary and documentation by a period**.
- Do not repeat the hundreds digit in a page range if it does not change from the beginning to the end of the range.
- Do not use “p” or “pp” before the page number.

4. The first time the in-text reference is footnoted, you must include a complete footnote e.g.

1. James Smith, *The First and Last War*, (New York, Hamilton, 2003), 2.

- If the citation has already been cited it may be shortened to author's last name, shortened title, and page referenced number. e.g.

2. Smith, *The First*, 220-221.

- If the citation has been referenced immediately prior, the note may be shortened even further to *ibid* with the page number. e.g.

3. *Ibid.*, 786.

PRINT SOURCES

Book

N:

1. First name Last name, *Title of Book* (Place of publication: Publisher, Year of publication), page number.

1. John Green. *The Fault in Our Stars* (New York: Dutton Books, 2012), 6.

B:

Last name, first name. *Title of work: Capital letter also for subtitle*. Location: Publisher, Year of Publication.

Green, John. *The Fault in Our Stars*. New York: Dutton Books, 2012.

Book with Two Authors to Seven Authors

N:

2. Scott Lash and John Urry, *Economies of Signs & Space* (London: Sage Publications, 1994), 241-51.

B:

Lash, Scott, and John Urry. *Economies of Signs & Space*. London: Sage Publications, 1994.

Book with an editor

N:

3. Peter Chilson, "The Border," in *The Best American Travel Writing 2008*, ed. Anthony Bourdain (Boston: Houghton Mifflin, 1964), 200.

B:

Chilson, Peter. "The Border." In *The Best American Travel Writing 2008*, edited by Anthony Bourdain, 44-51. Boston: Houghton Mifflin, 1964.

Encyclopedia

First name last name, "Encyclopedia Article," *Encyclopedia Title*. # ed. # vols. Edited by First Name Last Name. (City of publication: Publisher, Year of publication), page #.

N:

4. Mogens Herman Hansen, "Athenian Democracy," *The Oxford Classical Dictionary*, 3rd ed. (Oxford, U.K: Oxford University Press, 1996), 200.

B:

Last name, First name. *Encyclopedia Title*. # ed. # vols. Edited by First Name Last Name. City of publication: Publisher, Year of publication

Hansen, Mogens Herman. "Athenian Democracy." In *The Oxford Classical Dictionary*. 3rd ed. Oxford, U.K: Oxford University Press, 1996.

An essay, poem, or chapter from a book that is a collection of several authors' works

N:

5. Edward B. Tylor, *Researches into the Early Development of Mankind and the Development of Civilization*, ed. Paul Bohannon (Chicago: University of Chicago Press, 1964), 194.

B:

Tylor, Edward B. *Researches into the Early Development of Mankind and the Development of Civilization*, Edited by Paul Bohannon. Chicago: University of Chicago Press, 1964.

A poem, a short story, an essay or a chapter from a collection of works by one author

N:

6. Gloria Anzaldua, "How to Tame a Wild Tongue," in *Borderlands: The New Mestiza – La Frontera*, (San Francisco: Aunt Lute Book Company, 1987): 53-64.

B:

Anzaldua, Gloria. "How to Tame a Wild Tongue." In *Borderlands: The New Mestiza – La Frontera*. San Francisco: Aunt Lute Book Company, 1987.

Or

Anzaldua, Gloria. *Borderlands: The New Mestiza – La Frontera*. San Francisco: Aunt Lute Book Company, 1987. See esp. chap. 5, "How to Tame a Wild Tongue."

An introduction to a book

N:

Author, foreward/preface/introduction to *Title* (Place of publication: Publisher, Year of publication), Page number.

7. Frederic G. Reamer, foreword to *Social Justice and Social Work*, edited by Michael J. Austin (Los Angeles: Sage, 2014), xiv.

B:

Author. Foreward/Preface/Introduction to *Title*, Page number. Place of publication: Publisher, Year of publication.

Reamer, Frederic G. Foreword to *Social Justice and Social Work*, edited by Michael J. Austin, xiii-xv. Los Angeles: Sage, 2014.

A translation of a book

N:

Author's First Name Last Name, Title of Book, Trans. Name. (City Published: Publisher, Year of Publication), page number.

8. Haruki Murakami, *Kafka on the Shore*, trans. Phillip Gabriel. (New York: Vintage International, 2006), 165.

B:

Author's Name, Last Name First. Title of Book. Translator's Name. City Where Published: Publisher, Year of Publication.

Murakami, Haruki. *Kafka on the Shore*. Translated by Phillip Gabriel. New York: Vintage International, 2006.

Electronic Resources

Here are some common features you should try and find before citing electronic sources in CMOS style. Not every Web page will provide all of the following information. However, collect as much of the following information as possible both for your citations and for your research notes:

- Author and/or editor names (if available)
- Do not use access dates unless publication dates are unavailable.
- It is acceptable for formally published resources simply to list the domain name (e.g. Google Books), as interested readers should be able to search for and find the cited source based on the full facts of publication

- Shortened versions of a URL, provided by third-party services (an intended for use with social media) should **never** be used.
- Provide DOIs instead of URLs whenever possible.
- Article name in headline format
- Title of the website, project, or book in italics.
- Any version numbers available, including editions (ed.), revisions, posting dates, volumes (vol.), or issue numbers (no.).
- Publisher information, including the publisher name and publishing date.
- Take note of any page numbers (p. or pp.) or paragraph numbers (par. or pars.).
- URL (including the https://) DOI or permalink.

Electronic books are cited exactly as their print counterparts with the addition of a media marker at the end of the citation: Kindle edition, PDF e-book, Microsoft Reader e-book, Palm e-book, CD-ROM, etc. Books consulted online are also cited exactly as their print counterparts with the addition of a DOI (or URL) at the end of the citation

2. Date entries must be Month Day, Year e.g. April 20, 2018,

Generalized database article

N:

Author First Name Surname, "Article Title," *Journal Title* Volume, no. Issue (Year): page #,
DOI **OR** URL

9. Valerie Bunce, "Rethinking Recent Democritization: Lessons from the Postcommunist Experience," *World Politics* 55, no. 2 (2003): 168, <http://www.jstor.org/stable/25054217>.

B:

Last name, First name. "Article Title." *Periodical Title* volume, no. issue (year of publication). Page-page.
doi:xxxx **OR** URL

Bunce, Valerie. "Rethinking Recent Democritization: Lessons from the Postcommunist Experience." *World Politics* 55, no. 2 (2003): 167-192. <http://www.jstor.org/stable/25054217>.

Gale database article

N:

10. "The Missiles of 2018," *The Washington Post*, January 6, 2018, xx, accessed May 16, 2018, <http://link.galegroup.com/apps/doc/A521679605/WHIC?u=40nwss&sid=WHIC&xid=eed31be2>.

B:

The Washington Post. "The Missiles of 2018." January 6, 2018. Accessed May 16, 2018.
<http://link.galegroup.com/apps/doc/A521679605/WHIC?u=40nwss&sid=WHIC&xid=eed31be2>.

EBSCO database article

N:

11. Katynka Z. Martinez, "Pac-Man Meets the Minutemen: Video Games by Los Angeles Latino Youth," *National Civic Review* 100, no. 3. (Fall 2011): 52. *Academic Search Premier*, EBSCOhost (66793543)

B:

Martínez, Katynka Z. "Pac-Man Meets the Minutemen: Video Games by Los Angeles Latino Youth." *National Civic Review* 100, no. 3 (Fall 2011): 50-57. *Academic Search Premier*, EBSCOhost (66793543).

JSTOR database article

N:

12. Lee A. Jones and Thomas Weiss, "Agricultural Productivity Growth During the Decade of the Civil War," *The Journal of Economic History* 53, no. 3 (September 1993): 530. *JSTOR* (2122404).

B:

Jones, Lee A., and Thomas Weiss. "Agricultural Productivity Growth During the Decade of the Civil War." *The Journal of Economic History* 53, no. 3 (September 1993): 527-548. *JSTOR* (2122404.).

Internet

N:

Firstname Lastname, "Title of Web Page," Publishing Organization or Name of Website in Roman, publication date and/or access date if available, URL.

13. Richard G. Heck, Jr., "About the Philosophical Gourmet Report" last modified August 5, 2016. <http://rgheck.frege.org/philosophy/aboutpgr.php>

B:

Lastname, Firstname. "Title of Web Page." Publishing Organization or Name of Website in Roman. Publication date and/or access date if available. URL.

Heck, Jr., Richard G. "About the Philosophical Gourmet Report" last modified August 5, 2016. <http://rgheck.frege.org/philosophy/aboutpgr.php>

Online Encyclopedia

N:

14. *The Oxford Companion to Western Art*, s.v. "O'Keefe, Georgia," accessed June 14, 2011, <http://www.oxfordreference.com/ views/ENTRY.html?subview=Main&entry=t118.e1909>.

B:

"O'Keefe, Georgia." In *The Oxford Companion to Western Art*. Oxford, U.K: Oxford University Press, 2001-. Accessed June 14, 2011. <http://www.oxfordreference.com/views/ENTRY.html?subview=Main&entry=t118.e1909>.

Online dictionary

- Well-known reference works are **usually cited only in notes**, with the edition specified but not the publication facts. It is not necessary to list them in bibliographies. Other encyclopedias and dictionaries may be listed with their publication details and in both places.
- The abbreviation 's.v.' (sub verbo, Latin for "under the word") is used to identify the article's title that is not signed.

N:

Dictionary title, s.v. "Definition word," by First name Last name (if applicable), accessed Month Date, Year, URL.

15. Oxford Dictionaries, s.v. "food baby," accessed October 22, 2013, <http://www.oxforddictionaries.com/definition/english/food-baby>.

A Blog

- Blog titles should be set in italics and blog entries should be set in quotation marks.
- Generally, blog entries and comments are **cited only as notes**.
- If you frequently cite a blog, however, then you may choose to include it in your bibliography. Note: if the word "blog" is included in the title of the blog, there is no need to repeat it in parentheses after that title.

N:

16. J. Robert Lennon, "How Do You Revise?," Ward Six (blog), September 16, 2010 (8:39 a.m.), <http://wardsix.blogspot.com/2010/09/how-do-you-revise.html>.

B:

Lennon, J. Robert. "How Do You Revise?" Ward Six (blog), September 16, 2010 (8:30 a.m.), <http://wardsix.blogspot.com/2010/09/how-do-you-revise.html>.

Images

- Images are generally **cited in notes, not bibliographies**.
- If the image has no title, provide a brief description as a title.
- Provide as much information as possible to direct your reader to the image you are citing. When citing a page in a print document, the illustration number (if available) follows the page number. Use the words table, graph, figure (abbreviated as fig.) when it is used in the source text.
- For an image used in a PowerPoint presentation, put the image url or a brief citation in a small font directly under the image. Do not make a list of image citations at the end of your presentation.
- Important! If you have an image that you found using Google images, do not cite Google images as the source. Click on "view this image in its original context" and cite the web page where the image is published. The image url should never end in ".jpg".

A photograph in a book, with a known author or news agency

N:

17. New China News Agency, Japanese tanks, in *The Rape of Nanking*, by Iris Chang (New York: Basic Books, 1997), 146.

B:

New China News Agency. Japanese tanks. In *The Rape of Nanking*, by Iris Chang. New York: Basic Books, 1997.

A photograph in a book, with an unknown author

N:

18. "Angiogram of the Head," in *Encyclopedia of the Human Body* (New York: DK Publishing, 2002).

B:

"Angiogram of the Head." In *Encyclopedia of the Human Body*. New York: DK Publishing, 2002.

A photograph with an author, found on a website

N:

19. Dorothea Lange, "Destitute Pea Pickers in California. Mother of Seven Children. Age Thirty-two. Nipomo, California," Library of Congress Prints & Photographs Online Catalog, <http://www.loc.gov/rr/print/catalog.html>.

B:

Lange, Dorothea. "Destitute Pea Pickers in California. Mother of Seven Children. Age Thirty-two. Nipomo, California." Library of Congress Prints & Photographs Online Catalog. <http://www.loc.gov/rr/print/catalog.html>.

Twitter

N:

First Name Last Name, Twitter post, Monday Day, Year, Time, Tweet URL.

20. Jane Goodall Institute, Twitter post, July 27, 2014, 2:02 p.m., <https://twitter.com/JaneGoodallInst>.

B

Last name, First name. Twitter Post. Month Day, Year, Time. Tweet URL.

Jane Goodall Institute. Twitter post. July 27, 2014, 2:02 p.m. <https://twitter.com/JaneGoodallInst>.

Online Video

N:

21. "IBM's Watson Wins Person of the Year at the 15th Annual Webby Awards," YouTube video, 2:47, posted by "TheWebbyAwards," June 13, 2011, <http://www.youtube.com/watch?v=makDyycHvmw&feature=fvhl>.

B:

"IBM's Watson Wins Person of the Year at the 15th Annual Webby Awards." YouTube video, 2:47. Posted by "TheWebbyAwards," June 13, 2011. <http://www.youtube.com/watch?v=makDyycHvmw&feature=fvhl>.

Other Resources

- Citation of films follows the style used for books, with the addition of medium type.
- A portion of a video is cited as a chapter of a book, using chapter numbers that are provided if the medium is DVD, or a description if the medium is VHS.
- Additional material that is included on a DVD is cited as a chapter.

N:

Firstname Lastname, *Title of Work*, Format, directed/performed by Firstname Lastname (Original release year; City: Studio/Distributor, Video release year), Medium.

B:

Lastname, Firstname. *Title of Work*. Format. Directed/Performed by Firstname Lastname. Original Release Year. City: Studio/Distributor, Video release year. Medium.

Movie

N:

22. *Plan 9 From Outer Space*, DVD (1959; Chatsworth, CA: Image Entertainment, 2000).

B:

Plan 9 From Outer Space. 1959. DVD. Chatsworth, CA: Image Entertainment, 2000.

Television Program (viewed on television)

B:

TV series name. "Episode Title." Episode number (if available). Directed by First name Last name. Written by First name Last name. Name of network, Month Date, Year of original air date.

House, M.D. "Simple Explanation." Directed by Greg Yaitanes. Written by Leonard Dick. Fox Broadcasting, April 6 2009.

Song on Album

N:

Name of group or composer or performer, *Title*, Recording date, Recording Company or Publisher, Track Number on *Name of Album*, Year of Release, Medium.

23. Bob Dylan, "Workingman's Blues #2," recorded February 2006, track 3 on *Modern Times*, Columbia. compact disc.

B:

Name of group or composer or performer. *Title*. Recording date. Recording Company or Publisher, Medium.

Dylan, Bob. "Workingman's Blues #2." Recorded February 2006. Track 3 on *Modern Times*. Columbia. Compact disc.

Personal Interview

- In citations for interviews and personal communications, the name of the person interviewed or the person from whom the communication is received should be listed first. This is followed by the name of the interviewer or recipient, if given, and supplemented by details regarding the place and date of the interview/communication.
- Unpublished interviews and personal communications (such as face-to-face or telephone conversations, letters, e-mails, or text messages) are best **cited in text or in notes** rather than in the bibliography.
- Published interviews should be like periodical articles or book chapters.

Unpublished Interview

N:

24. Harvey Kail, interview by Laurie A. Pinkert, March 15, 2009, interview 45B, transcript.

Published or Broadcast Interview

N:

25. Carrie Rodriguez, interview by Cuz Frost, *Acoustic Café*, 88.3 WGWG FM, November 20, 2008.

B:

Rodriguez, Carrie. *Acoustic Café*. By Cuz Frost. 88.3WGWG FM, November 20, 2008.

Personal Communications

- Personal communications are usually fully integrated within the text or contained within a note. They rarely appear as bibliographic entries.
- Email addresses or the like belonging to an individual are generally omitted, and can should only be cited with permission of the owner.

N:

26. Patricia Burns, e-mail message to author, December 15, 2008.

Podcast

- For all podcasts, provide as much information as possible; not all of the following information will be available.
- Possible addition identifiers may include Producer, Director, etc.

N:

27. Darcy Steinke, interview with Sam Tanenhaus and Dwight Garner, New York Times Book Review, podcast audio, April 22, 2007,
<http://podcasts.nytimes.com/podcasts/2007/04/20/21bookupdate.mp3>.

B:

Steinke, Darcy. Interview with Sam Tanenhaus and Dwight Garner. New York Times Book Review. Podcast audio. April 22, 2007.
<http://podcasts.nytimes.com/podcasts/2007/04/20/21bookupdate.mp3>.

Musical Score

N:

Author First Name Author Last Name, *Title of Book*, Series Titles, volume information
 (Publication location: Publisher, Date of Publication), page nos.

28. Hermann Matthias Werrecore, *Cantum quinque vocum quos motetta vocant--: liber primus (1559)*, ed. by Christine Suzanne Getz, Recent Researches in the music of the Renaissance, vol. 151 (Middleton, WI: A-R Editions, 2008), 23.

B:

Author Last Name, Author First Name. *Title of score*. Series Title, volume information.
 Publication location: Publisher, Date of Publication.

Werrecore, Hermann Matthias. *Cantum quinque vocum quos motetta vocant--: liber primus (1559)*. Edited by Christine Suzanne Getz. Recent Researches in the music of the Renaissance, vol. 151. Middleton, WI: A-R Editions, 2008.

Bibliography

- Anzaldua, Gloria. "How to Tame a Wild Tongue." In *Borderlands: The New Mestiza – La Frontera*. San Francisco: Aunt Lute Book Company, 1987.
- Chilson, Peter. "The Border." In *The Best American Travel Writing 2008*, edited by Anthony Bourdain, 44-51. Boston: Houghton Mifflin, 1964.
- Dylan, Bob. "Workingman's Blues #2." Recorded February 2006. Track 3 on *Modern Times*. Columbia. Compact disc.
- Green, John. *The Fault in Our Stars*. New York: Dutton Books, 2012.
- Hansen, Mogens Herman. "Athenian Democracy." In *The Oxford Classical Dictionary*. 3rd ed. Oxford, U.K: Oxford University Press, 1996.
- Heck, Jr., Richard G. "About the Philosophical Gourmet Report" last modified August 5, 2016. <http://rgheck.frege.org/philosophy/aboutpgr.php>
- Jane Goodall Institute. Twitter post. July 27, 2014, 2:02 p.m. <https://twitter.com/JaneGoodallInst>.
- Jones, Lee A., and Thomas Weiss. "Agricultural Productivity Growth During the Decade of the Civil War." *The Journal of Economic History* 53, no. 3 (September 1993): 527-548. JSTOR(2122404.).
- Lange, Dorothea. "Destitute Pea Pickers in California. Mother of Seven Children. Age Thirty-two. Nipomo, California." Library of Congress Prints & Photographs Online Catalog. <http://www.loc.gov/rr/print/catalog.html>.
- The Washington Post*. "The Missiles of 2018." January 6, 2018. Accessed May 16, 2018. <http://link.galegroup.com/apps/doc/A521679605/WHIC?u=40nwss&sid=WHIC&xid=eed31be2>.
- Plan 9 From Outer Space*. 1959. DVD. Chatsworth, CA: Image Entertainment, 2000.
- Rodriguez, Carrie. *Acoustic Café*. By Cuz Frost. 88.3WGWG FM, November 20, 2008.
- Werrecore, Hermann Matthias. *Cantuum quinque vocum quos motetta vocant--: liber primus (1559)*. Edited by Christine Suzanne Getz. Recent Researches in the music of the Renaissance, vol. 151. Middleton, WI: A-R Editions, 2008

CMOS Parenthetical Documentation

General Guidelines

- A prose quotation of five or more lines should be “blocked.”
- The block quotation should match the surrounding text, and it takes no quotation marks. To off-set the block quote from surrounding text, indent the entire quotation using the word processor’s indentation tool.
- It is also possible to off-set the block quotation by using a different or smaller font than the surrounding text.
- A prose quotation of five or more lines, or more than 100 words, should be blocked.
- CMOS recommends blocking two or more lines of poetry.
- A blocked quotation does not get enclosed in quotation marks.
- A blocked quotation must always begin a new line.
- Blocked quotations should be indented with the word processor’s indention tool.

In *Flowers of Freedom: Reframing Political Thought*, Rose eloquently sums up his argument in the following quotation:

In a society of control, a politics of conduct is designed into the fabric of existence itself, into the organization of space, time, visibility, circuits of communication. And these enwrap each individual life decision and action—about labour [sic], purchases, debts, credits, lifestyle, sexual contracts and the like—in a web of incitements, rewards, current sanctions and foreboding of future sanctions which serve to enjoin citizens to maintain particular types of control over their conduct. These assemblages which entail the securitization of identity are not unified, but dispersed, not hierarchical but rhizomatic, not totalized but connected in a web or relays and relations.

Bibliography:

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

EasyBib Staff. “How to Cite in Chicago: Citations and Formatting Guide.” *EasyBib*, 1 Jan. 2018, www.easybib.com/guides/citation-guides/chicago-turabian/. Accessed 16 May 2018.

Purdue OWL. “Chicago Manual of Style 17th Edition.” *Purdue University Online Writing Lab (OWL)*, 31 Jan. 2018, owl.english.purdue.edu/owl/resource/717/01/. Accessed 16 May 2018.