Chicago Manual of Style (CMS) Footnotes/Endnotes & Bibliography

TOWSON UNIVERSITY
Albert S. Cook Library
Research & Instruction

The *Chicago Manual of Style (CMS)* includes two types of documentation styles: notes **(N)** and bibliography **(B)** format used in the humanities and an author-date format used in physical, natural, and social sciences. This guide illustrates examples in the notes/bibliography format; for author-date format, see the Cook Library CMS (Author-Date) Style sheets. Examples are based on the 16th edition (2010) of the *Chicago Manual of Style* (REF Z253.U69 and online); the bracketed page numbers refer to the description of that rule within the manual.

Formatting of Footnotes/endnotes with bibliography: {p. 660-666}

- **Footnotes** are numbered notes that appear at the bottom of each page of your paper.
- **Endnotes** are formatted exactly the same as footnotes, but appear at the end of your paper, in one long list.
- For the first footnote/endnote, use a numeral in normal font starting with "1" and continue numbering in this manner. Do not use superscript font within the footnote/endnote entry.
- Footnotes/endnotes are double spaced, and the first line only is indented from the left margin.
- In addition to footnotes/endnotes, your paper will also have a bibliography: a list of all of the sources you cited in your paper, arranged in alphabetical order by last name of each author. These entries should also be double spaced, and the first line only is flush with the left margin; the second and all subsequent lines should be indented.

Note: Single spacing is used in this guide for brevity; the 2.8 Formatting rule on p. 59 of *CMS* states that all notes, bibliography, and the paper itself should be double spaced. Many professors request students to single space footnotes/endnotes, and single space within each bibliography entry, but double space between entries. **The final authority for the bibliographic form in your paper is your professor; check specifically for the preferred spacing pattern.**

Using Latin abbreviations for subsequent footnote/endnote entries: In the past, if an author's work was cited more than once, Latin abbreviations such as *op. cit.* and *ibid* were used. The current edition of the *CMS* recommends not using these and instead advocates the use of a **short entry**. More information can be found on p. 667-668 of the *CMS*. **Short entries** will be shown in the first three examples below.

Basic Citations for Books

Citations for books should include the following information in this order whenever possible: {p. 693-694}

1. Full name of author(s) or editor as author or corporate/institutional author
2. Title and subtitle
3. Editor, compiler, or translator in addition to author
4. Edition (only if not the first edition)
5. Volume information: total number of volumes of an entire multivolume work cited, individual volume of an multivolume work, title of individual volume if different from set
6. Series title and number (if applicable)
7. Facts of publication: city, publisher, and date
8. Page information for footnote/endnote entries
9. For electronic books: URL or DOI [digital object identifier], or type of medium (Kindle, etc.)

******Remember to single space after all commas, colons, and periods.***

Examples: Books

One Author: {p. 695}

(N) 1. Oliver Sachs, *Musicophilia: Tales of Music and the Brain* (New York: Knopf, 2007), 53.
Short Entry: 2. Sachs, *Musicophilia,* 55.
(B) Sachs, Oliver. *Musicophilia: Tales of Music and the Brain.* New York: Knopf, 2007.

Two or Three Authors: {p. 695}

(N) 12. Geoffrey C. Ward and Ken Burns, *The War: An Intimate History, 1941-1945* (New York: Knopf, 2007), 76.

Short Entry: 13. Ward and Burns, *War*, 86-88.

(B) Ward, Geoffrey C., and Ken Burns. *The War: An Intimate History, 1941-1945*. New York: Knopf, 2007.

Four or More Authors: {p. 696} – Note: *For the footnote/endnote, list only the first author, followed by the abbreviation, et al.*

(N) 10. Henry Cleaver et al., *Meditation as an Alternative Therapy* (Chicago: University of Chicago Press, 2009), 43.

Short Entry: 11. Cleaver et al., *Meditation*, 50.

(B) Cleaver, Henry, Juanita Warren, Henry Fink, and Sally Chasen. *Meditation as an Alternative Therapy*. Chicago: University of Chicago Press, 2009.

Editor or Translator in Place of Author: {p. 699}

(N) 3. Simone Blanding, ed., *Women Playwrights for the New Millennium* (New York: Garden City Press, 2003), 99.

(B) Blanding, Simone, ed. *Women Playwrights for the New Millennium.* New York: Garden City Press, 2003.

Editor or Translator in Addition to Author: {p. 700}

(N) 8. Monica Freedman*, A Rose for Hawthorne*, trans. John Simmons (Cambridge, MA: Harvard University Press, 2006), 81.

(B) Freedman, Monica. *A Rose for Hawthorne.* Translated by John Simmons. Cambridge, MA: Harvard University Press, 2006.

Chapter or Part of a Book: {p. 708}

(N) 14. Percy Rugan, "Statistics and the College Student," in *Statistical Methods for Today's Educators*, ed. James Carbody and Helen Smith (New York: Harper & Row, 2000), 66.

(B) Rugan, Percy. "Statistics and the College Student." In *Statistical Methods for Today's Educators*, edited by James Carbody and Helen Smith, 60 – 79. New York: Harper & Row, 2000.

Encyclopedia Entry – Signed Article: {p. 755-756}

(N) 21. Oliva Markuson, "Judy Chicago," In *Encyclopedia of Women Artists of the 20th Century* (Boston: Commonwealth Press, 2008), 43.

(B) Markuson, Olivia. "Judy Chicago." In *Encyclopedia of Women Artists of the 20th Century.* Boston: Commonwealth Press, 2008.

Electronic Book in Database: {p. 763}

(N) 9. Harriet Ford, *Sign Language for Elementary School Teachers* (New York: Oxford University Press, 2009), 33, Ebrary Academic Complete.

(B) Ford, Harriet. *Sign Language for Elementary School Teachers.* New York: Oxford University Press, 2009. Ebrary Academic Complete.

Electronic Books on the Internet: {p. 727} **Note**: *if a DOI (digital object identifier) is not given, end the citation with the URL for the document*

(N) 13. Edwin Newsome, *Business Plans for Success* (Ottawa: Professional Press, 2001), doi:10.1193/bcbpfors/85648375.001.0002.

(B) Newsome, Edwin. *Business Plans for Success*. Ottawa: Professional Press, 2001. doi:10.1193/bcbpfors/85648375.001.0002.

Basic Citations for Journal Articles

Journal articles should include the following pieces of information (if available) in this order: {p. 729}

1. Full name of the authors(s)
2. Title and subtitle of the article
3. Title of journal/magazine
4. Issue information: volume number, issue number, month, year
5. Specific page reference for footnote/endnote; total pagination for bibliography entry
6. For electronically retrieved articles, (if required by your instructor), a date of access
7. For electronically retrieved articles, a URL or a DOI (digital object identifier), or database name – Note: check with your instructor to see which of these pieces of information is preferred

******Remember to single space after all commas, colons, and periods.***

Examples: Journal and Periodical Articles

Article in a Print Journal: {p. 730-734}

(N) 12. Francis Jemison, "Dance Therapy: A New Approach," *Journal of Research in Dance* 12, no. 2 (2008): 24.

(B) Jemison, Francis. "Dance Therapy: A New Approach." *Journal of Research in Dance* 12, no. 2 (2008): 20-26.

Article in an Online Journal: {p. 733-734} Note: *If DOI is not given, use article URL. Access dates are not usually listed, but if your professor requires one, place it just before the DOI or URL.*

(N) 16. Patrick Courser, "Crime Statistics and their Use in Training Programs," *Crime and Justice Quarterly* 47, no.3 (December 2008): 515, doi: 10.1088/458933.

(B) Courser, Patrick. "Crime Statistics and their Use in Training Programs." *Crime and Justice Quarterly* 47, no.3 (December 2008): 512-520. doi:10.1088/458933.

Article Retrieved from a Database: {p. 763} Note: *Add name of database and an accession number for the article if given. If no accession number exists, add a stable URL <u>only</u> if it refers specifically to that <u>particular</u> article, otherwise, just list the name of the database.*

(N) 9. Beth James, "The Long and the Short of QR Codes," *Technology Today* 19, no. 1 (Winter 2010): 299, http://jstor.org/stable/876789.

(B) James, Beth. "The Long and the Short of QR Codes." *Technology Today* 19, no. 1 (Winter 2010): 290-299. http://jstor.org/stable/876789.

Or

(N) 10. Roberto Salkin, "Teaching Music from the Inside Out," *20th Century Music Teacher* (June 2009): 15, Lexis-Nexis Academic.

(B) Salkin, Roberto. "Teaching Music from the Inside Out." *20th Century Music Teacher* (June 2009): 10 – 18. Lexis-Nexis Academic.

Magazine Article from Monthly or Weekly Magazine: {p. 738}

(N) 18. Andy Helprin, "Road Rage: Tips for Motorists," *Glamour,* March 2009, 80.

(B) Helprin, Andy. "Road Rage: Tips for Motorists. *Glamour*, March 2009, 75-82.

***Online Newspaper Article:* {p. 739-740} Note:** *For print format, omit URL.*

(N) 7. John Bowman, "Farewell to the Parking Meter," *Chicago Tribune*, February 10, 2009, http://www.chicagotribune.com/2009/02/10/2009.html.

(B) Bowman, John. "Farewell to the Parking Meter," *Chicago Tribune*, February 10, 2009. http://www.chicagotribune.com/2009/02/10/2009.html.

Websites and Miscellaneous Examples

Document from Website: {p. 752-754} Note: *If "last modified" date for web document is not shown, in its place, use the term "accessed" followed by the date you viewed the document.*

(N) 36. Cynthia Forrest, "Best Tips for a Healthy Lifestyle," Eating Well, last modified December 2, 2013, http://www.eatingwell.com.

(B) Forrest, Cynthia. "Best Tips for a Healthy Lifestyle." Eating Well. Last modified December 2, 2013. http://www.eatingwell.com.

Entire Website: {p. 752-754}

(N) 19. "Nutrition Facts for Teen Mothers," Maryland State Department of Health and Mental Hygiene, last modified December 10, 2009, http://www.dhmd.md.us/nutrition_pregnancy.

(B) Maryland State Department of Health and Mental Hygiene. "Nutrition Facts for Teen Mothers." Last modified December 10, 2009. http://www.dhmd.md.us/nutrition_pregnancy.

Musical Composition: {p. 762-763}

(N) 15. Hector Berlioz, *Symphonie fantastique*, ed. Walter Piston (Mineola, NY: Dover Publications, 2000), 33.

(B) Berlioz, Hector. *Symphonie fantastique*. Edited by Walter Piston. Mineola, NY: Dover Publications, 2000.

Sound Recording: {p. 765 – 767}

(N) 4. Johannes Brahms, *Symphony No. 4*, Baltimore Symphony Orchestra, conducted by Marin Alsop, Naxos CDL 40395, 2009, compact disc.

(B) Brahms, Johannes. *Symphony No. 4*. Baltimore Symphony Orchestra. Conducted by Marin Alsop. Naxos CDL 40395, 2009, compact disc.

Video Recordings: {p. 767 – 768}

(N) 12. Jason Grimaud, *Suzanne Farrell: A Tribute,* directed by Donald Da Costa (New York: WNET, 2003), DVD.

(B) Grimaud, Jason. *Suzanne Farrell: A Tribute*. Directed by Donald Da Costa. New York: WNET, 2003. DVD.

Online multimedia (video clips, sound files): {p. 768-769}

(N) 3. "Leonard Bernstein Conducts Mahler's Fifth," YouTube video, 8:20, from a performance televised by CBS on March 14, 1969, posted by "lenniefan," November 10, 2008, http://www.youtube.com/watch?v=eiDRki59.

(B) "Leonard Bernstein Conducts Mahler's Fifth." YouTube video, 8:20. From a performance televised by CBS on March 14, 1969. Posted by "lenniefan," November 10, 2008. http://www.youtube.com/watch?v=eiDRki59.

For more help and additional citation examples, consult these websites. Be sure that the edition used for examples is the 2010, 16th ed. of the *CMS*:

Chicago Manual of Style Online – Note: Off campus access requires log in with NetID
http://proxy-tu.researchport.umd.edu/login?url=http://www.chicagomanualofstyle.org/home.html

Chicago Manual of Style Quick Guide :
http://www.chicagomanualofstyle.org/tools_citationguide.html

Research and Documentation Online – Chicago Manual of Style Examples:
http://bcs.bedfordstmartins.com/resdoc5e/

Owl Purdue Online Writing Lab – Chicago Manual of Style:
http://owl.english.purdue.edu/owl/resource/717/01/