NOTES & BIBLIOGRAPHY

Guidelines:
Chicago has two systems of documentation, Notes and Bibliography and Author-Date. Notes and Bibliography is generally used in literature, history and the arts. The author-date system is more often used in the physical and natural and social sciences.

In Notes and Bibliography, each source cited must appear in the notes – either endnotes or footnotes. The bibliography may include all these sources along with other sources consulted but not cited. On the other hand, you might not have a bibliography at all if your notes are complete. Check with your professor for preferences.

In Author-Date, each source cited will be acknowledged with a parenthetical citation. The References at the end will give complete bibliographic information. All sources in the References must be cited in the paper.

Paper layout
• Double space throughout, with no extra space between paragraphs.
• Use 1” margins on all sides. Margin should be left justified.
• Single space after all punctuation.
• Chicago style does not have a recommended font; however, a serif style such as Times New Roman and a font size of 10-12 are advisable.
• References or Bibliography should be at the end of the paper.

NOTES:
• Number consecutively. Indent the first line.
• Use full note citation the first time the title appears. In subsequent entries, use a shortened note citation.
• In shortened notes, use shortened titles if the title is more than four words. The Civitas Anthology of African American Slave Narratives could be shortened to Civitas Anthology or to Slave Narratives. 14.28
• Notes in text are superscript, numbered consecutively at the end of a sentence or phrase and after the punctuation.² In Word, use References/ Insert Footnote. 14.20-23.
• If the same source is noted twice or more, it gets a new number each time. If it immediately follows the other (with no different sources in between) use ibid. and the new page numbers. 14.29.
• Notes can also serve as an explanation. 2. Nat Turner believed God had chosen him to lead his people out of slavery.
• Single space each entry. Double space between entries.

BIBLIOGRAPHY:
• A bibliography will list all sources consulted even if not cited.
• Bibliographies list sources alphabetically by the first author’s last name, or, if there is no author, by the title. All authors (up to ten) are used. Over ten, use only the first seven. 14.76
• Use a hanging indent.
• Annotated Bibliographies use a bibliographic entry followed by a description of the work. Length can vary. 14.59
• With complete notes, a bibliography may not be needed. Consult your professor for preferences.
• Single space each entry. Double space between entries.

JOURNALS:
• Use a DOI when available. A DOI (digital object identifier) is a number assigned to an article at publication that will permanently identify that article. You can put a DOI into a DOI resolver to find the article. Try it at http://dx.doi.org/.
• Use a stable URL if there is no DOI. Many databases have a stable URL available, but it can be hard to find. In EBSCO databases, it is called permalink. In JSTOR, you find it on the results page under the item information tab. In Project Muse, just use the article URL.
• Use the database name if there is no DOI or stable URL.
# NOTES

Example with appropriate spacing.

<table>
<thead>
<tr>
<th>#</th>
<th>Author First name Last name, &quot;Title of Article,&quot; in Book Title, ed. Editor (Place of Publication: Publisher, date), page.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Greenberg, Speed of Light, 78-79. (Shortened Note)</td>
</tr>
<tr>
<td>4.</td>
<td>Chad Boult et al., Guided Care: A New Nurse-Physician Partnership in Chronic Care (New York: Springer, 2009), 16.</td>
</tr>
</tbody>
</table>
Journal with a DOI 14.184

Journal Using a Stable URL: 14.184

Journal from a Database, No DOI or Stable URL 14.271

Newspapers 14.203-210
Note: Newspaper articles are generally cited only in text or in notes.

Blogs 14.243-246
Note: Because of the way blogs are named and dated, they are treated like magazine articles. Unless frequently cited, they are generally included only in notes.

WEB PAGES 14.243-245
Note: If you can’t locate a revision date or a publication date, use date of access.

Online Video 14.280

Personal Communications 14.222-223
Note: These generally are cited only in text or in notes.
24. Katherine Perrson (President, Lone Star College-Kingwood), in discussion with the author, August, 2010.

Example with appropriate spacing.


BOOKS 14.68+

One Author 14.75 (Edition 14.118)

Two or Three Authors or Editors 14.76 (Two publishers 14.145)

Four or More Authors 14.76
**BOOKS (Continued)** 14.68+

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**MAGAZINES and JOURNALS** 14.170-175

**Magazines and Newspapers** 14.170-174
Note: Magazines and newspapers are generally cited only in notes.

**Journals** 14.175


**Electronic Journals**

Note: See “Guidelines” for help with DOIs and URLs.

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