Chicago has 2 systems of documentation:

» **Notes & Bibliography**: generally used in literature, history, and the arts.

   Each source cited must appear in the notes (either footnotes or endnotes). 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**.

» **Author-Date**: more often used in the physical and natural and social sciences.

   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.

### NOTES & BIBLIOGRAPHY

#### General rules: Notes

» **Number consecutively.** Indent the first line.

» **Single space each entry.** Double space between entries.

» **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 *Slave Narratives*. [14.28]

» **Notes in text are superscript, numbered consecutively, and appear at the end of a sentence or phrase after the punctuation.** [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 use **ibid.** and the new page numbers. [14.29]

» **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 (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.**

#### General rules: Bibliography

» **A bibliography will list all sources consulted even if not cited in the paper.**

» **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]
NOTES

» Notes can also serve as an explanation, e.g. 2. John Doe discovered this the previous year.

#. Author-Firstname Lastname, “Title of Article,” in Book Title, ed. Editor (Place of Publication: Publisher, date), page.

BOOKS [14.68+]

One Author [14.75; Edition 14.118]
2. Greenberg, Speed of Light, 78-79. [Shortened Note]

Two or Three Authors or Editors [14.76; Two publishers 14.145]

Four or More Authors [14.76]
4. Chad Boult et al., Guided Care: A New Nurse-Physician Partnership in Chronic Care (New York: Springer, 2009), 16.

No Author [14.79]
Note: You can use an organization name as author even if it is not listed on the title page. [14.80]

Contribution to a Multi-Author Book [14.112, With editor and translator 14.88]

Article in a Multi-Volume Work [14.1 25+] 

Encyclopedia or Other Well-Known Work [14.247-248 Cite in notes]

Electronic Book
Note: If page numbers are not available, use chapter or section information.

Online [14.167]

Downloaded [14.166]

MAGAZINES AND JOURNALS
Note: See “Journals” on page 1 for details about DOIs and URLs.

Magazines [14.1 99]
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.
23. Katherine Perrson (President, Lone Star College-Kingwood), in discussion with the author, August, 2010.

BIBLIOGRAPHY


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]

No Author  [14.79]

Contribution to a Multi-Author Book  [14.112; With editor and translator 14.88]

Article in a Multi-Volume Work  [14.125+]

Electronic Books
Electronic Book Online  [14.167]
http://www.gutenberg.org/etext/84.

Electronic Book Downloaded  [14.166]

MAGAZINES AND JOURNALS

Magazines and Newspapers [14.170-174]: generally cited only in notes.

Journal with a DOI  [14.184]

Journal Using a Stable URL  [14.184]

Journal from a Database, No DOI or Stable URL  [14.271]
Psychology and Behavioral Sciences Collection.

WEB PAGES  [14.245]
Note: If you can't locate a revision date or a publication date, use date of access.


Online Video  [14.280]
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.

**In-Text Citations:**

- The in-text citations follow the quotation or information cited.
- Citations should follow the referenced information and precede the *punctuation* (Sheldon 2009, 99).
- At the end of the block quote, include the citation after the final punctuation. (Smith 2013, 14)
- One, two, or three authors are all cited. Four or more authors, use *et al.* (Manning et al. 2010, 91).
- Separate two or more references within a single parenthetical citation using semicolons (Sheldon 2009, 99; Manning et al. 2010, 91)
- Several references to the same publication within the same paragraph can be cited at the end of the paragraph. If the page numbers differ, the first citation (Chicago, 798), will be complete. Subsequent citations need only the page number (799).
- If there are no page numbers (e.g. from an online source) use section information (Young 2010, introduction).

**Reference Citations**

The Reference list should be placed at the end of the document. It differs from the Bibliography citations mainly in the placement of the publication date and the page numbers. Entries should be in alphabetical order.

**Books** [15.9]

**One Author**


**Two or Three Authors or Editors**


**Four or More Authors**


**No Author** [15.32-15.33]

Note: You can use an organization name as author even if it is not listed on the title page.


**Contribution to a Multi-Author Book**

BOOKS contin.

Article in a Multi-Volume Work [15.49]

Electronic Book
 Note: If the page numbers are not available, use chapter or section information.

Online [15.38]
http://www.gutenberg.org/etext/84.

Downloaded [14.166]

MAGAZINES AND JOURNALS
 Note: See “Journals” on page 1 for details about DOIs and URLs.

Magazine

Newspapers [15.47]
Note: Newspaper articles are generally cited only in text, e.g.: “Darla Guillen of the Houston Chronicle (January 5, 2015) reported that…. If there is no author, use the newspaper name. A Reference example is provided if you choose to use it.


Journal with a DOI

Journal using a stable URL

Journal from a Database, no DOI or stable URL [14.271]

WEBSITES [15.51]

Blogs [14.243-246]
Note: Because of the way blogs are named and dated, they are treated like magazine articles.

Online Video [14.280]

Personal Communication [15.48]
These are generally cited in-text (Shannon Hausinger, pers. comm.).