Tarrant County College Libraries
HOW TO DOCUMENT SOURCES IN CHICAGO STYLE
(CMS 17TH ED.; Notes and Bibliography)

This guide provides information regarding frequently cited sources using the *Chicago Manual of Style* published by the University of Chicago Press. The examples included here are formatted in the notes and bibliography system of source citation. For information regarding the parenthetical author-date system of source citation, please refer to chapter 15 of the *Chicago Manual of Style*. **The instructor for your class is the final authority on how to format your citations.**

NOTES AND BIBLIOGRAPHY OVERVIEW

The notes and supplemental bibliography provide the information necessary for your reader to locate and retrieve any source you cite in the body of your paper. Note numbers are written consecutively in the text of your paper and set as raised (superscript) numbers. You should include a note number each time you quote, paraphrase, or summarize a source. Each note reference number should correspond to a footnote (at the bottom of the page) or an endnote (at the end of a section of a paper). Footnotes and endnotes should include full publication details the first time you mention a source. Subsequent uses of the same source should have a condensed note.

> 1. Erin E. Murphy, *Inside the Cell: The Dark Side of Forensic DNA* (New York: Nation Books, 2015), 51-52.

Subsequent uses of the same source should have a shortened form consisting of the last name of the author, a shortened title (if the full title is more than 4 words), and page numbers. The shortened title should contain 1-3 key words from the main title as follows:

> 2. Murphy, *Inside the Cell*, 74.

The bibliography provides an alphabetical list of all the sources you used to prepare the paper. The bibliography is written on its own page at the end of your paper. Center the title "Bibliography" at the top and leave two blank lines before the first entry. In each bibliography entry, elements are separated by periods rather than commas and the first author's name is inverted. The bibliography is single-spaced, but you should leave one blank line between entries.

Bibliography

Constantakis, Sara, ed. *World of Forensic Science*. 2nd ed. Farmington Hills, MI: Gale
Cengage Learning, 2016.

Murphy, Erin E. *Inside the Cell: The Dark Side of Forensic DNA*. New York: Nation Books,
2015.

EXAMPLES AND VARIATIONS - BOOKS

Footnote (first use)

> 1. Firstname Lastname, *Title of Book* (Publisher's Location: Publisher, year), page(s) used.

Shortened Note (2nd and all other uses of the source)

> 2. Lastname, *Title*, page(s).

Bibliography

> Lastname, Firstname. *Title of Book*. Location: Publisher, year.

List the author first, followed by the title, publication facts, and the relevant page number(s). Use commas to separate most elements of a note and enclose publication details in parentheses. Use periods to separate elements of the bibliography entry.

- **Author**: Write the author's name in standard order (first name then last name) for the note. Invert the first author's name for each bibliography entry. Use the full first name or initials as they appear on the source itself. When listing a source with two or three authors, separate the names of authors with commas and use "and" before the last author.
- **Title**: Italicize the titles of books. Put titles of articles or chapters in quotation marks. Titles are capitalized according to headline style.
- **Publisher's Location, Name, and Date (in parentheses for notes only)**: List the city that appears on the title page. Omit state abbreviations unless the city may be confused with another city of the same name. Place a colon after the location. Use the full name of the publisher, but abbreviations such as Inc., Ltd., or Co. may be omitted.
- **Page Numbers**: In the notes only, provide the page number(s) for the passage you quoted, summarized, or paraphrased. Do not include the p. or pp. abbreviations. Page numbers are usually not used in the bibliography.

In the examples below, footnotes are numbered and use a half-inch, first-line indent. Bibliography entries use the hanging indent and are not numbered.

One author

> 1. Mark Seltzer, *Serial Killers: Death and Life in America's Wound Culture* (New York: Routledge, 1998), 122.
> 2. Seltzer, *Serial Killers*, 159.

> Seltzer, Mark. *Serial Killers: Death and Life in America's Wound Culture*. New York: Routledge, 1998.

One editor
Include the abbreviation ed. for editor, eds. for editors, or trans. for translator in the first note and bibliography entry.

> 1. Sara Constantakis, ed., *World of Forensic Science*, 2nd ed. (Farmington Hills, MI: Gale Cengage Learning, 2016), 33.
> 2. Constantakis, *World of Forensic Science*, 67.

> Constantakis, Sara, ed. *World of Forensic Science*. 2nd ed. Farmington Hills, MI: Gale Cengage Learning, 2016.

Two or three authors (or editors)
List all authors if there are fewer than four. Invert the first author's name only in the bibliography.

> 1. Claire Hewson, Carl Vogel, and Dianna Laurent, *Internet Research Methods*, 2nd ed. (Los Angeles: SAGE, 2016), 149-51.
> 2. Hewson, Vogel, and Laurent, *Internet Research Methods*, 162.

> Hewson, Clare, Carl Vogel, and Dianna Laurent. *Internet Research Methods*. 2nd ed. Los Angeles: SAGE, 2016.

Four or more authors
If a book has four to ten authors, include only the name of the first author followed by et al. in the notes. Include all authors in the bibliography. See the *Chicago Manual of Style* (section 14.76) for special instructions for books with more than 10 authors.

> 1. Neil Cossons et al., *Milestones of Science and Technology: Making of the Modern World*, rev. ed. (Chicago: KWS, 2013), 178-9.
> 2. Cossons et al., *Milestones of Science*, 201.

> Cossons, Neil, Peter Morris, Lesley Henderson, and Philip Sayer. *Milestones of Science and Technology: Making of the Modern World*. Rev. ed. Chicago: KWS, 2013.

Book with author and editor or translator

> 1. Bill Nye, *Unstoppable: Harnessing Science to Change the World*, ed. Corey S. Powell (New York: St. Martin's Press, 2015), 202-04.
> 2. Nye, *Unstoppable*, 207.

Nye, Bill. *Unstoppable: Harnessing Science to Change the World*. Edited by Corey S. Powell. New York: St. Martin's Press, 2015.

No Author or Editor

If a book has no author or editor, place the title first in both notes and bibliography.

> 1.   *Webster's Spanish-English Dictionary for Students* (Springfield, MA: Federal Street Press, 2010), 18.
> 2.   *Webster's Spanish-English Dictionary*, 27.

Webster's Spanish-English Dictionary for Students. Springfield, MA: Federal Street Press, 2010.

Edition Other Than the First

Place the edition information after the title of the book. For numbered editions, use the abbreviation for the ordinal number that applies (1st, 2nd, 3rd, etc.), then add "ed." For a revised edition, use the abbreviation "rev. ed." for the notes and "Rev. ed." for the bibliography.

> 1.   Stephen P. Halbrook, *That Every Man be Armed: The Evolution of a Constitutional Right*, rev. ed. (Albuquerque: University of New Mexico Press, 2013), 77.
> 2.   Halbrook, *That Every Man*, 147.

Halbrook, Stephen P. *That Every Man be Armed: The Evolution of a Constitutional Right*. Rev. ed. Albuquerque: University of New Mexico Press, 2013.

Chapter from an Edited Book / Items in an Anthology

Include chapter author, chapter title, book title, editor(s), publication information, and relevant page(s).

> 1.   Simon Baron-Cohen, "Radical Behaviorism," in *This Idea Must Die*, ed. John Brockman (New York: Harper Perennial, 2015), 204.
> 2.   Baron-Cohen, "Radical Behaviorism," 205.

Baron-Cohen, Simon. "Radical Behaviorism." In *This Idea Must Die*, edited by John Brockman, 204-07. New York: Harper Perennial, 2015.

Encyclopedia Articles
Well-known (general) encyclopedias and dictionaries should be cited in the notes only. Include the edition number and date of the volume or set. Cite the specific item by "s.v." (sub verbo, meaning "under the word"). Specialized or subject-specific reference works should be cited with full publication details like any other book.

1. *Oxford English Dictionary*, 2nd ed. (1989), s.v. "kinetite."
2. Angus M. Gunn, ed., *Encyclopedia of Disasters: Environmental Catastrophes and Human Tragedies* (Westport, CT: Greenwood Press, 2008), 1:203.

Gunn, Angus M., ed. *Encyclopedia of Disasters: Environmental Catastrophes and Human Tragedies.* 2 vols. Westport, CT: Greenwood Press, 2008.

Group or Corporate Author (author is same as publisher)

1. American Diabetes Association, *The Diabetes Dictionary: What Every Person with Diabetes Needs to Know* (Alexandria, VA: American Diabetes Association, 2015), 19-20.

American Diabetes Association. *The Diabetes Dictionary: What Every Person with Diabetes Needs to Know*. Alexandria, VA: American Diabetes Association, 2015.

Government Agency as Author

1. U.S. Census Bureau, *Statistical Abstract of the United States*, 125th ed., (Washington, DC: Government Printing Office, 2006), 324-38.

U.S. Census Bureau. *Statistical Abstract of the United States*. 125th ed. Washington, DC: Government Printing Office, 2006.

Electronic Books (e-books from a library database)

1. Elin Kelsey, and Doc White, *Watching Giants: The Secret Lives of Whales* (Berkeley: University of California Press, 2008), 32, ProQuest Ebook Central.

Kelsey, Elin, and Doc White. *Watching Giants: The Secret Lives of Whales*. Berkeley: University of California Press, 2008. ProQuest Ebook Central.

EXAMPLES AND VARIATIONS - PERIODICALS
(Magazines, Journals, and Newspapers)

Footnote (first use)

> 1. Firstname Lastname, "Article Title," *Title of Magazine or Journal* volume number, issue (date): page(s) used.

Shortened footnote

> 1. Lastname, "Article," page(s) used.

Bibliography

> Lastname, Firstname. "Article Title." *Title of Magazine or Journal* volume number, issue number (date): page range of article.

Include the author's name, title of the article, title of the periodical, volume and issue information (for journal articles only), and the relevant page(s). In the notes, separate each of the elements with a comma. In the bibliography, use periods to separate elements.

- **Author:** Write the author's name as listed in the article itself. For articles with two or three authors, use the word "and" instead of the ampersand (&). Invert the author's name for the bibliography entry, but not in the notes.
- **Article Title:** Use quotation marks around the title of an article and use headline-style capitalization.
- **Periodical Title:** Titles of periodicals should be italicized and capitalized. You may omit initial articles such as "The" or "An" at the beginning of a magazine or journal title.
- **Volume/Issue (journal articles only):** List the volume number immediately after the title followed by a comma. Use the "no." abbreviation before the issue number. Do not italicize the volume number or the issue number.
- **Date of publication:** Enclose the date of publication in parentheses for journal articles. Include the season or month (if known). Give the exact date of publication for magazine and newspaper articles. Do not enclose publication dates for magazines and newspapers in parentheses.
- **Page Numbers:** In the notes, include only the page(s) you quoted, summarized, or paraphrased. Do not include "p." or "pp." abbreviations. In the bibliography, include the full page range of the article.

Journal Article (in print)
A journal is usually a scholarly or academic source containing articles written by subject experts and intended for educational purposes. For journal articles written by two or more authors, follow the same pattern for books with multiple authors.

      1. Linda Shopes, "Community Oral History: Where We Have Been, Where We Are Going," *Oral History* 43, no. 1 (Spring 2015): 104.

      2. Shopes, "Community Oral History," 107.

Shopes, Linda. "Community Oral History: Where We Have Been, Where We Are Going." *Oral History* 43, no. 1 (Spring 2015): 97-106.

Online Journal Article (not from a library database)
In addition to the information required to cite print articles, you should provide retrieval information such as the DOI (digital object identifier) or URL (uniform resource locator) if the source is freely available online. Include the DOI or URL at the end of the citation.

      1. Eli Thorkelson, "Experience, Reflexive Socialization and Disciplinary Order in Anthropology," *Michigan Discussions in Anthropology* 18, no. 1 (2010): 5-6, https://quod.lib.umich.edu/cgi/p/pod/dod-idx/experience-reflexive-socialization-and-disciplinary-order.pdf?c=mdia;idno=0522508.0018.101;format=pdf.

      2. Lauren B. Nosanov et al., "Winner in the Ring: Advantages of the Watusi Collar in Management of Post-Burn Neck Scar Contractures," *Burns Open* 1, no. 1 (July 2017): 12, https://doi.org/10.1016/j.burnso.2017.05.001.

Nosanov, Lauren B., Rebekah R. Allely, Robel T. Beyene, E. Shannon Walters, and Jeffrey W. Shupp. "Winner in the Ring: Advantages of the Watusi Collar in Management of Post-Burn Neck Scar Contractures." *Burns Open* 1, no. 1 (July 2017): 9-15. https://doi.org/10.1016/j.burnso.2017.05.001.

Journal Article (from a library database)
If the source (e-book or article) is <u>only</u> available through a library subscription database, provide the database name instead of the URL.

      1. Aimee Nienstadt, "The Insufficiency of the Law Surrounding Food Allergies," *Pace Law Review* 36, no. 2 (2016): 595, HeinOnline.

Nienstadt, Aimee. "The Insufficiency of the Law Surrounding Food Allergies." *Pace Law Review* 36, no. 2 (2016): 595-623, HeinOnline.

Magazine Article (in print)
Magazine articles are usually written for a general audience and are cited differently than journal articles. Do not use volume or issue numbers for weekly or monthly magazines. Instead, use the most specific date available. Unlike journal articles, do not put the date in parentheses.

> 1. Lev Grossman, "Inside Apple's Code War: The World's Most Powerful Tech Company is Fighting the FBI on Terrorism," *Time,* March 28, 2016, 46.
> 2. Grossman, "Inside Apple's Code War," 46.

> Grossman, Lev. "Inside Apple's Code War: The World's Most Powerful Tech Company is Fighting the FBI on Terrorism." *Time*, March 28, 2016.

Magazine Article (online or in a library database)
Include a stable URL for online magazine articles or the name of the library database at the end of the citation.

> 1. Kea Krause, "The Hunt for Wonder Drugs at the North Pole," *Atlantic Monthly*, April 17, 2018, https://www.theatlantic.com/science/archive/2018/04/searching-the-arctic-seas-for-lifesaving-drugs/557231/.
> 2. Stephen Witt, "The Man Who Broke the Music Business," *New Yorker*, April 27, 2015, 54, Student Resources in Context from Gale.

> Witt, Stephen. "The Man Who Broke the Music Business." *New Yorker*, April 27, 2015. Student Resources in Context from Gale.

Newspaper Article (print)
For American newspapers that are not well-known, include the city and/or state in parentheses after the title. Page numbers are not required for print newspaper articles.

> 1. Rick Hampson, "Baby Boomers Reclaim the Political Stage," *USA Today*, May 23, 2016.
> 2. Zach Irby, "Ballad Health Announces Elimination of 150 Positions," *Bristol (TN) Herald Courier*, April 17, 2018.

Newspaper Article (library database or online)

> 1. Isaac Simpson, "The Drink: Former Mayor of Flint Shares His Experience of the Flint Water Crisis," *New York Observer*, March 6, 2017, Newsbank Access World News.
> 2. John Schwartz, "Environmental Activists Take to Local Protests for Global Results," *New York Times*, March 19, 2016, https://nyti.ms/2kxOZsf.

Newspaper articles are often cited in the footnotes only, and usually a separate bibliography entry is not required. If you do need to cite a newspaper article in the bibliography, include author's name, article title, name of the newspaper, full date, and database name or URL if accessed online.

> Hampson, Rick. "Baby Boomers Reclaim the Political Stage." *USA Today*, May 23, 2016.

> Schwartz, John. "Environmental Activists Take to Local Protests for Global Results." *New York Times*, March 19, 2016. https://nyti.ms/2kxOZsf.

OTHER ONLINE SOURCES

Article or Document from a Website (with author and date)
Access dates may be required for websites, blogs, and social media pages if a publication date or date of most recent update is not available.

> 1.   Christopher Ratcliff, "Say Goodbye to Google: 14 Alternative Search Engines," Search Engine Watch, February 25, 2016, https://searchenginewatch.com/2016/02/25/saygoodbye-to-google-14-alternative-search-engines/.

> Ratcliff, Christopher. "Say Goodbye to Google: 14 Alternative Search Engines." Search Engine Watch. February 25, 2016. https://searchenginewatch.com/2016/02/25/saygoodbye-to-google-14-alternative-search-engines/.

Document from a Website (without author or date)
Begin with the title of the document if there is no author. Include the format of the document in parentheses if the nature of the source might otherwise be unclear. Access dates may be required for websites, blogs, and social media pages if publication date is not available.

> 1.   "5 Things You Should Know about Stress," Health and Education Publications, National Institute of Mental Health, accessed January 25, 2018, https://www.nimh.nih.gov/health/publications/stress/index.shtml.

> "5 Things You Should Know about Stress." Health and Education Publications, National Institute of Mental Health. Accessed January 25, 2018. https://www.nimh.nih.gov/health/publications/stress/index.shtml.

Blog Posts
Blog posts are cited like online newspaper articles. Access dates may be required for websites, blogs, and social media pages if a publication date is not available. As with online newspaper articles, blogs are often cited only in the footnotes. See your professor for clarification.

> 1.   Andromeda Yelton, "Adventures with Parsing Django Uploaded CSV Files in Python 3," *Across Divided Networks* (blog), April 25, 2017, https://andromedayelton.com/.

Artwork Viewed Online

Titles of artwork are typed in italics. If the artwork is held in a physical collection, include the medium, size, and location information in the citation. If the artwork is viewed online, include a URL at the end of the citation. Typically, works of art do not need to be cited in the bibliography. See your professor for clarification.

      1.   Terry Winters, *Black Stone*, 2016, lithograph, 35 ¼ x 47 1/16" (89.5 x 119.5 cm), Museum of Modern Art, New York, https://www.moma.org/collection/works/215848?locale=en&sov_referrer=collection&with_images=true.

Winters, Terry. *Black Stone*. 2016. Lithograph, 35 ¼ x 47 1/16" (89.5 x 119.5 cm). Museum of
      Modern Art, New York. https://www.moma.org/collection/works/215848?locale=en&sov_referrer=collection&with_images=true.

Online Images and Photographs

Include an access date ONLY if the date of publication is not available or cannot be determined.

      1.   Yves Sorge, *#34c3 Gemstones*, February 1, 2018, photograph, Flickr, https://flic.kr/p/23WGBo3.
      2.   Barbara Bosworth, *Common Yellowthroat*, 2003, inkjet print, Denver Art Museum, https://denverartmuseum.org/exhibitions/barbara-bosworth-quiet-wonder.

Sorge, Yves. *#34c3 Gemstones*. February 1, 2018. Photograph. Flickr.
      https://flic.kr/p/23WGBo3.

Email or Interview

References to conversations held in person, through email, text messages, or social media may be given in a note, but rarely appear in the bibliography.

      1.   Janice Green, email message to author, May 4, 2016.
      2.   Geanie W. Morrison (member, Texas House of Representatives), in discussion with the author, February 2018.

AUDIOVISUAL MEDIA

Formats vary for citing audiovisual media. Consult pp. 869-875 (sections 14.261-14.268) of the *Chicago Manual of Style*, 17th edition, for additional examples not shown below.

DVD or Blu-ray
The footnote may include information about the entire film or may refer to an individual scene. Scene names are placed in quotation marks. Film names are italicized. Include both the date the film was originally produced as well as the release date of the DVD or Blu-ray.

1. *Ray*, directed by Taylor Hackford (2004; Universal City, CA: Universal Pictures, 2004), DVD.
2. "Somewhere Over the Rainbow," *The Wizard of Oz*, directed by Victor Fleming (1939; Burbank, CA: Warner Home Video, 2009), DVD.

Fleming, Victor, dir. "Somewhere Over the Rainbow." *The Wizard of Oz*. 1939; Burbank, CA: Warner Home Video, 2009. DVD.

Hackford, Taylor, dir. *Ray*. 2004; Universal City, CA: Universal Pictures, 2004. DVD.

Radio or Television Program (single episode)
If the program can be accessed online, include a URL at the end of the citation.

1. *This is Us*, season 2, episode 15, "The Car," NBC, February 6, 2018, written by Dan Fogelman, Isaac Aptaker, and Elizabeth Berger, directed by Ken Olin, https://www.nbc.com/this-is-us/episodes/season-2.
2. "A Look at the Latest Turn in the Russia Investigation," Tamara Keith, *All Things Considered*, aired December 4, 2017, on NPR.

Fogelman, Dan, Isaac Aptaker, and Elizabeth Berger. *This is Us*. Season 2, episode 15, "The Car." Directed by Ken Olin. Aired February 6, 2018, on NBC. https://www.nbc.com/this-is-us/episodes/season-2.

Podcast
Begin with main speaker or creator. Include episode name (if available), date recorded or uploaded, name of podcast or series, medium of recording, running time, and URL. Access date may be required. See your professor for clarification.

1. Wil Wheaton, "Tabletop: Kingdom Builder with Paul Scheer, Tara Platt, and Yuri Lowenthal," June 18, 2015, in *Tabletop*, video podcast, MP4 digital audio, 35:31, accessed March 28, 2018. https://geekandsundry.com/tabletop-kingdom-builder/.

Wheaton, Wil. "Tabletop: Kingdom Builder with Paul Scheer, Tara Platt, and Yuri Lowenthal." June 15, 2015. Video podcast, MP4 digital video, 35:31. Accessed March 28, 2018. https://geekandsundry.com/tabletop-kingdom-builder/.

YouTube Videos

Use creator's full name (if available) or list the screen name. Include the format (YouTube Video), running time, and publication date. If publication date cannot be determined, provide an access date.

1. dpanvideos, "D-PAN ASL Music Video: 'Call Me Maybe' by Carly Rae Jepsen," YouTube video, 3:47, July 13, 2015, https://youtu.be/bISv8rMSPto.

dpanvideos. "D-PAN ASL Music Video: 'Call Me Maybe' by Carly Rae Jepsen." YouTube Video, 3:47, July 13, 2015. https://youtu.be/bISv8rMSPto.