

# ***The Chicago Manual of Style Guide***

Based on the latest (17<sup>th</sup>) edition

## **Introduction:**

Part III of *The Chicago Manual of Style* examines source citations (CMOS chapters 14 and 15).

There are two systems from which to choose when citing sources using Chicago: (1) notes and bibliography, and (2) author-date. The first system uses single-spaced endnotes or footnotes and a corresponding single-spaced bibliography at the end of your written work; the second system uses in-text citations (usually in parentheses) and a corresponding single-spaced reference list at the end of your written work. Please verify with your teacher which system you are expected to use.

The notes and bibliography system is often used in the humanities (e.g., history and the arts), whereas the author-date system is commonly used in the sciences and social sciences.

This guide provides examples of both citation systems.

Properly citing sources avoids plagiarism (stealing someone else's words or ideas). You must acknowledge the work done by others (e.g., when you quote someone). See CMOS 14.1.

The 17<sup>th</sup> edition of Chicago includes expanded and new information about how to cite various electronic forms of communication, such as blogs and social media. See CMOS 6.50 for the use of "such as".

Further information about Chicago can be found at: [www.chicagomanualofstyle.org](http://www.chicagomanualofstyle.org), as well as in the print manual available in your Learning Commons.

### **Adapted from:**

University of Chicago Press. *The Chicago Manual of Style*. 17<sup>th</sup> ed. Chicago: University of Chicago Press, 2017.

**Created by:**

**HCDSB Secondary School Librarians**

Last revised June 2019

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## Sample Title Page

- Center the title 1/3 down from the top of the page.
- If there is a subtitle, put the main title on a single line, place a colon at the end, and begin the subtitle on a new line underneath the main title. This should be double-spaced.
- Center name halfway down from the top of the page.
- Center class, instructor, and date on double-spaced lines below the name.

Beauty and Frailty:  
Body Image in the Victorian Period

Cindy Smith

HIS 2000

Professor Spanbauer

February 8, 2019

## Sample Citation for Endnote/Footnote Page

- Name and page number are at the top right of the page.
- Margins are 1 inch, text is double spaced.
- Page 1 is the title page. Start the paper with page 2. The title page is not numbered.
- The first line of the footnote should be indented. The footnotes are single spaced, with a space in between each footnote.
- A short rule separates the footnotes from the rest of the text.

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If you were quoting or paraphrasing something from *Song Time*, this is an example of where you would put the footnote indicator at the end of the sentence.<sup>1</sup> The footnote is at the bottom of the page.

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<sup>1</sup> Peter Smith, *Song Time* (New York: Penguin Press, 2019), 215-218.

## Sample Bibliography and References Page

- For Notes and Bibliography style, label the comprehensive list of sources “Bibliography”.
- For Author-Date style, “References” is the label to use.
- Double space between entries, but not within each entry.
- List references alphabetically according to author’s last name, organization, or title.

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### Bibliography

Andrews, Susan. “Music and the Brain.” *Classical Vibrations* 111, no. 2 (April 2018): 165-76.

“The danger of a single story – Chimamanda Ngozi Adichie.” Produced by TED. October 7, 2009, YouTube video, 19:16. <https://www.youtube.com/watch?v=D9Ihs241zeg>

Lalonde, Edward, O., John H. Smith, Robert M. Culp, and Stewart Michaels. *The Social Organization of Reading*. Chicago: University Press, 2017.

Mead, Rebecca. “The Prophet of Dystopia,” *New Yorker*, April 17, 2017.

Siple, Stanley, and John Smith. *Curiosity in Libraries*. Toronto: Stanford & Son, 2018.

Tucker, Ruth A. “Mother Teresa.” *Christian History* 22, no.1 (Feb. 2000): 20. *General OneFile*, Gale (accessed March 20, 2019).

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### References

Lalonde, Edward O., John H. Smith, Robert M. Culp, and Stewart Michaels. 2017. *The Social Organization of Reading*. Chicago: University Press.

Siple, Stanley, and John Smith. 2018. *Curiosity in Libraries*. Toronto: Stanford & Son.

Smith, Peter. 2019. *Song Time*. New York: Penguin Press.

Thoreau, Henry David. 2016. “Walking.” In *The Making of the American Essay*, edited by John D’Agata, 167-95. Minneapolis: Graywolf Press.

Weissenstein, Michael. 2019. “Prince Charles, Camilla tour Old Havana on royal visit.” *Toronto Sun*, March 25, 2019. <https://www.thestar.com/news/world/americas/2019/03/25/prince-charles-camilla-tour-old-havana-on-royal-visit.html>

## Print Publications

<b>Book with one author:</b> See <i>CMOS</i> 14.106 and 15.9	
Notes and Bibliography System	Author-Date System
<p><i>Endnote/Footnote:</i></p> <p>1. First name Last name, <i>Title of Book</i> (Place of publication: Publisher, Year of publication), page number.</p> <p>1. Peter Smith, <i>Song Time</i> (New York: Penguin Press, 2019), 215-218.</p> <p><i>Shortened note:</i></p> <p>1. Author last name, <i>Title</i>, page number.</p> <p>1. Smith, <i>Song Time</i>, 250.</p> <p><i>Bibliography entry (in alphabetical order by the author's last name):</i></p> <p>Last name, First name. <i>Title of Book</i>. Place of publication: Publisher, Year of publication.</p> <p>Smith, Peter. <i>Song Time</i>. New York: Penguin Press, 2019.</p>	<p><i>In-text citation:</i></p> <p>(Author last name Year, page number)</p> <p>(Smith 2019, 215-218)</p> <p><i>Reference list entry (in alphabetical order by the author's last name):</i></p> <p>Last name, First name. Year of Publication. <i>Title of Book</i>. Place of publication: Publisher.</p> <p>Smith, Peter. 2019. <i>Song Time</i>. New York: Penguin Press.</p>
<b>Book with two or three authors:</b> See <i>CMOS</i> 14.23 and 15.9	
Notes and Bibliography System	Author-Date System
<p><i>Endnote/Footnote:</i></p> <p>1. Stanley Siple and John Smith, <i>Curiosity in Libraries</i> (Toronto: Stanford &amp; Son, 2018), 12.</p> <p><i>Shortened note:</i></p> <p>2. Siple and Smith, <i>Curiosity in Libraries</i>, 12.</p> <p><i>Bibliography entry (in alphabetical order by the author's last name):</i></p> <p>Siple, Stanley, and John Smith. <i>Curiosity in Libraries</i>. Toronto: Stanford &amp; Son, 2018.</p>	<p><i>In-text citation:</i></p> <p>(Siple and Smith 2018, 12)</p> <p><i>Reference list entry (in alphabetical order by the author's last name):</i></p> <p>Siple, Stanley, and John Smith. 2018. <i>Curiosity in Libraries</i>. Toronto: Stanford &amp; Son.</p>

**Book with four or more authors:** See CMOS 14.76 and 15.9  
(Only invert the first-listed name in bibliographies and reference lists.)

Notes and Bibliography System	Author-Date System
<p><i>Endnote/Footnote:</i></p> <p>1. Edward O. Lalonde et al., <i>The Social Organization of Reading</i>. (Chicago: University Press), 262.</p> <p><i>Shortened note:</i></p> <p>2. Lalonde et al., <i>Social Organization of Reading</i>, 262.</p> <p><i>Bibliography entry (in alphabetical order by the author's last name):</i></p> <p>Lalonde, Edward, O., John H. Smith, Robert M. Culp, and Stewart Michaels. <i>The Social Organization of Reading</i>. Chicago: University Press, 2017.</p>	<p><i>In-text citation:</i></p> <p>(Lalonde et al. 2017, 262)</p> <p><i>Reference list entry (in alphabetical order by the author's last name):</i></p> <p>Lalonde, Edward O., John H. Smith, Robert M. Culp, and Stewart Michaels. 2017. <i>The Social Organization of Reading</i>. Chicago: University Press.</p>

**Chapter in an edited book:** See CMOS 14.23 and 15.36  
(In endnotes/footnotes, cite specific pages. In the bibliography and reference lists, include the page range for the chapter.)

Notes and Bibliography System	Author-Date System
<p><i>Endnote/Footnote:</i></p> <p>1. Henry David Thoreau, "Walking," in <i>The Making of the American Essay</i>, ed. John D'Agata (Minneapolis: Graywolf Press, 2016), 177-78.</p> <p><i>Shortened note:</i></p> <p>2. Thoreau, "Walking," 182.</p> <p><i>Bibliography entry (in alphabetical order by the author's last name):</i></p> <p>Thoreau, Henry David. "Walking." In <i>The Making of the American Essay</i>, edited by John D'Agata, 167-95. Minneapolis: Graywolf Press, 2016.</p>	<p><i>In-text citation:</i></p> <p>(Thoreau 2016, 177-78)</p> <p><i>Reference list entry (in alphabetical order by the author's last name):</i></p> <p>Thoreau, Henry David. 2016. "Walking." In <i>The Making of the American Essay</i>, edited by John D'Agata, 167-95. Minneapolis: Graywolf Press.</p>

**Magazine article:** See *CMOS* 14.188 and 15.49

(A specific page number of a magazine article may be cited using endnotes/footnotes or in-text citation, but not in a bibliography or reference list.)

<b>Notes and Bibliography System</b>	<b>Author-Date System</b>
<p><i>Endnote/Footnote:</i></p> <p>1. Rebecca Mead, “The Prophet of Dystopia,” <i>New Yorker</i>, April 17, 2017, 43.</p> <p><i>Shortened note:</i></p> <p>2. Mead, “Dystopia,” 47.</p> <p><i>Bibliography entry (in alphabetical order by the author’s last name):</i></p> <p>Mead, Rebecca. “The Prophet of Dystopia,” <i>New Yorker</i>, April 17, 2017.</p>	<p><i>In-text citation:</i></p> <p>(Mead 2017, 43)</p> <p><i>Reference list entry (in alphabetical order by the author’s last name):</i></p> <p>Mead, Rebecca. 2017. “The Prophet of Dystopia.” <i>New Yorker</i>, April 17, 2017.</p>

**Journal article:** See *CMOS* 14.174 and 15.48

<b>Notes and Bibliography System</b>	<b>Author-Date System</b>
<p><i>Endnote/Footnote:</i></p> <p>1. Susan Andrews, “Music and the Brain,” <i>Classical Vibrations</i> 111, no. 2 (April 2018): 170.</p> <p><i>Shortened note:</i></p> <p>2. Andrews, “Music,” 172-73.</p> <p><i>Bibliography entry (in alphabetical order by the author’s last name):</i></p> <p>Andrews, Susan. “Music and the Brain.” <i>Classical Vibrations</i> 111, no. 2 (April 2018): 165-76.</p>	<p><i>In-text citation:</i></p> <p>(Andrews 2018, 170)</p> <p><i>Reference list entry (in alphabetical order by the author’s last name):</i></p> <p>Andrews, Susan. 2018 “Music and the Brain.” <i>Classical Vibrations</i> 111, no. 2 (April): 165-76.</p>



**Newspaper article:** See *CMOS* 14.191-200 and 15.49

(Do not include the word *The* from a newspaper's title in citations. Newspaper and magazine articles are usually cited only in endnotes/footnotes or parenthetical references, not in bibliographies and reference lists.)

<b>Notes and Bibliography System</b>	<b>Author-Date System</b>
<p><i>Endnote/Footnote:</i></p> <p>1. Christine Hughes, "Libraries Support Students During School Year," <i>New York Times</i>, January 22, 2019, Arts section, New York edition.</p> <p><i>Shortened note:</i></p> <p>1. Hughes, "Libraries Support."</p> <p><i>Bibliography entry (in alphabetical order by the author's last name):</i></p> <p>Hughes, Christina. "Libraries Support Students During School Year." <i>New York Times</i>, January 22, 2019, Arts section, New York edition.</p>	<p><i>In-text citation:</i></p> <p>(Hughes 2019)</p> <p><i>Reference list entry (in alphabetical order by the author's last name):</i></p> <p>Hughes, Christina. 2019. "Libraries Support Students During School Year." <i>New York Times</i>, January 22, 2019. Arts section, New York edition.</p>

## Internet/Web Publications

If a date of publication or revision is unavailable, include an access date. Record *n.d.* only in a reference list entry and in-text citation. See *CMOS* 14.12, 15.44 and 15.50.

<b>Person as Website Author:</b> See <i>CMOS</i> 14.207 and 15.50 (For author-date, if there is no date found, use <i>n.d.</i> along with the date of access.)	
<b>Notes and Bibliography System</b>	<b>Author-Date System</b>
<p><i>Endnote/Footnote:</i></p> <p style="padding-left: 40px;">1. First name Last name, “Title of webpage,” Title of website, last modified date in month day and year order, URL.</p> <p style="padding-left: 40px;">1. Amanda Mabillard, “Hamlet Study Guide,” Shakespeare Online, last modified September 10, 2018, <a href="http://www.shakespeare-online.com/plays/hamlet/hamletresources.html">http://www.shakespeare-online.com/plays/hamlet/hamletresources.html</a>.</p> <p><i>Shortened Note :</i></p> <p style="padding-left: 40px;">1. Last name of author, “Title of webpage.”</p> <p style="padding-left: 40px;">1. Mabillard, “Hamlet Study Guide.”</p> <p><i>Bibliography entry (in alphabetical order by the author’s last name):</i></p> <p style="padding-left: 40px;">Last name, First name. “Title of webpage.” Title of website. Last modified date in month day and year order. URL.</p> <p style="padding-left: 40px;">Mabillard, Amanda. “Hamlet Study Guide.” Shakespeare Online. Last modified September 10, 2018. <a href="http://www.shakespeare-online.com/plays/hamlet/hamletresources.html">http://www.shakespeare-online.com/plays/hamlet/hamletresources.html</a>.</p>	<p><i>In-text citation:</i></p> <p style="padding-left: 40px;">(Last name Year)</p> <p style="padding-left: 40px;">(Mabillard 2018)</p> <p><i>Reference list entry (in alphabetical order by the author’s last name):</i></p> <p style="padding-left: 40px;">Last name, First name. Year. “Title of webpage.” Title of website. Last modified date in month day and year order. URL.</p> <p style="padding-left: 40px;">Mabillard, Amanda. 2018. “Hamlet Study Guide.” Shakespeare Online. Last modified September 10, 2018. <a href="http://www.shakespeare-online.com/plays/hamlet/hamletresources.html">http://www.shakespeare-online.com/plays/hamlet/hamletresources.html</a>.</p>

**Organization as Website Author:** See CMOS 14.207, 15.37 and 15.50

(When there is no author given, begin the Endnote and Bibliography with the title of the webpage in quotations, followed by the organization. For author-date, if there is no date found, use n.d. along with the date of access.)

<b>Notes and Bibliography System</b>	<b>Author-Date System</b>
<p><i>Endnote/Footnote:</i></p> <p>1. "Title of webpage," Organization, accessed date in month day and year order, URL.</p> <p>1. "Devotionals," Bible Gateway, accessed February 13, 2019, <a href="https://www.biblegateway.com/devotionals/">https://www.biblegateway.com/devotionals/</a>.</p> <p><i>Shortened Note:</i></p> <p>1. "Devotionals."</p> <p><i>Bibliography entries (in alphabetical order by the author's last name or organization name):</i></p> <p>Bible Gateway. "Devotionals." Accessed February 13, 2019. <a href="https://www.biblegateway.com/devotionals/">https://www.biblegateway.com/devotionals/</a>.</p> <p><b>When using a specific article on a website:</b></p> <p><i>Endnote/Footnote:</i></p> <p>2. "Title of article," Title of webpage, Organization, date, URL.</p> <p>2. "Thesis Guide," Academics, Western University, last modified 2019, <a href="https://grad.uwo.ca/academics/thesis/index.html">https://grad.uwo.ca/academics/thesis/index.html</a>.</p> <p><i>Shortened Note:</i></p> <p>1. Organization, "Title of article."</p> <p>1. Western University, "Thesis Guide."</p> <p><i>Bibliography entries (in alphabetical order by the author's last name or organization name):</i></p> <p>Organization. "Title of article." Title of webpage. Last modified date in month day and year order. URL.</p>	<p><i>In-text citation:</i></p> <p>(Organization Year)</p> <p>(Bible Gateway, n.d.)</p> <p><i>Reference list entry (in alphabetical order by the author's last name or organization name):</i></p> <p>Bible Gateway. n.d. "Devotionals." Accessed February 13, 2019. <a href="https://www.biblegateway.com/devotionals/">https://www.biblegateway.com/devotionals/</a>.</p> <p><b>When using a specific article on a website:</b></p> <p><i>In-text citation:</i></p> <p>(Organization Year)</p> <p>(Western University 2019)</p> <p><i>Reference list entry (in alphabetical order by the author's last name or organization name):</i></p> <p>Organization. Date. "Title of article." Title of webpage. Last modified date in month day and year order. URL.</p>

Western University. "Thesis Guide." Academics. Last modified 2019. <a href="https://grad.uwo.ca/academics/thesis/index.html">https://grad.uwo.ca/academics/thesis/index.html</a> .	Western University. 2019. "Thesis Guide." Academics. Last modified 2019. <a href="https://grad.uwo.ca/academics/thesis/index.html">https://grad.uwo.ca/academics/thesis/index.html</a> .
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**Online Newspaper:** See *CMOS* 14.191 and 15.49

<b>Notes and Bibliography System</b>	<b>Author-Date System</b>
<p><i>Endnote/Footnote:</i></p> <p>1. First name Last name, "Title of article," <i>Newspaper</i>, Date in month day and year order, URL.</p> <p>1. Michael Weissenstein, "Prince Charles, Camilla tour Old Havana on royal visit," <i>Toronto Star</i>, March 25, 2019, <a href="https://www.thestar.com/news/world/americas/2019/03/25/prince-charles-camilla-tour-old-havana-on-royal-visit.html">https://www.thestar.com/news/world/americas/2019/03/25/prince-charles-camilla-tour-old-havana-on-royal-visit.html</a>.</p> <p><i>Shortened Note:</i></p> <p>1. Last name, "First few words of the title."</p> <p>1. Weissenstein, "Prince Charles, Camilla tour."</p> <p><i>Bibliography entry (in alphabetical order by the author's last name or organization name):</i></p> <p>Last name, First name of author. "Title of article." <i>Newspaper</i>, Date in month day and year order. URL.</p> <p>Weissenstein, Michael. "Prince Charles, Camilla tour Old Havana on royal visit." <i>Toronto Star</i>, March 25, 2019. <a href="https://www.thestar.com/news/world/americas/2019/03/25/prince-charles-camilla-tour-old-havana-on-royal-visit.html">https://www.thestar.com/news/world/americas/2019/03/25/prince-charles-camilla-tour-old-havana-on-royal-visit.html</a>.</p>	<p><i>In-text citation:</i></p> <p>(Last name of author Year)</p> <p>(Weissenstein 2019)</p> <p><i>Reference list entry (in alphabetical order by the author's last name or organization name):</i></p> <p>Last name, First name of author. Year. "Title of article." <i>Newspaper</i>, Date in month day and year order. URL.</p> <p>Weissenstein, Michael. 2019. "Prince Charles, Camilla tour Old Havana on royal visit." <i>Toronto Sun</i>, March 25, 2019. <a href="https://www.thestar.com/news/world/americas/2019/03/25/prince-charles-camilla-tour-old-havana-on-royal-visit.html">https://www.thestar.com/news/world/americas/2019/03/25/prince-charles-camilla-tour-old-havana-on-royal-visit.html</a>.</p>

<b>Online Database:</b> See <i>CMOS</i> 14.175	
<b>Notes and Bibliography System</b>	<b>Author-Date System</b>
<p><i>Endnote/Footnote:</i></p> <p>1. First name Last name of author. “Title of article,” <i>Journal</i> issue, no.# (Date): page #, Database.</p> <p>1. Ruth A. Tucker. “Mother Teresa,” <i>Christian History</i> 19, no.1 (Feb. 2000): 20, Gale.</p> <p><i>Shortened Note:</i></p> <p>1. Last name, “Title of article,” page #.</p> <p>1. Tucker, “Mother Teresa,” 20.</p> <p><i>Bibliography entry (in alphabetical order by the author’s last name or organization name):</i></p> <p>Last name, First name of author. “Title of article.” <i>Journal</i> issue, no. # (Date): page #. <i>Database</i>, Main database (date of access in month day and year order).</p> <p>Tucker, Ruth A. “Mother Teresa.” <i>Christian History</i> 22, no.1 (Feb. 2000): 20. <i>General OneFile</i>, Gale (accessed March 20, 2019).</p>	<p><i>In-text citation:</i></p> <p>(Last name of author Year, page #)</p> <p>(Tucker 2000, 20)</p> <p><i>Reference list entry (in alphabetical order by the author’s last name):</i></p> <p>Last name, First name of author. Year. “Title of article.” <i>Journal</i> issue (number): page #.</p> <p>Tucker, Ruth A. 2000. “Mother Teresa.” <i>Christian History</i> 19 (1): 20. <i>General OneFile</i>, Gale (accessed March 20, 2019).</p>

**E-book:** See *CMOS* 14.159 and the author-date sample citations on the Chicago website. (Include a URL or the name of the database.)

<b>Notes and Bibliography System</b>	<b>Author-Date System</b>
<p><i>Endnote/Footnote:</i></p> <p>1. First name Last name author, <i>Title of book</i> (City of publication: Publisher, year), chapter #/page numbers, device.</p> <p>1. Jane Austen, <i>Emma</i> (New York: Penguin Classics, 2007), chap. 2, Kindle.</p> <p><i>Shortened note:</i></p> <p>1. Austen, <i>Emma</i>, chap. 2</p> <p><i>Bibliography entry (in alphabetical order by the author’s last name):</i></p>	<p><i>In-text citation:</i></p> <p>(Last name of author Year, chapter #)</p> <p>(Austen 2007, chap. 2)</p> <p><i>Reference list entry (in alphabetical order by the author’s last name):</i></p>

Austen, Jane. <i>Emma</i> . New York: Penguin Classics, 2007. Kindle.	Austen, Jane. 2007. <i>Emma</i> . New York: Penguin Classics. Kindle.
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**Online Book:** See *CMOS* 14.160, 14.161, 14.162, and 15.9

Notes and Bibliography System	Author-Date System
<p><i>Endnote/Footnote:</i></p> <p>1. Susan Orlean, <i>The Library Book</i> (New York: Simon &amp; Schuster, 2018), 5, <a href="https://books.google.ca/books?id=OcNWDwAAQBAJ">https://books.google.ca/books?id=OcNWDwAAQBAJ</a>.</p> <p><i>Shortened note:</i></p> <p>1. Orlean, <i>The Library Book</i>, 5.</p> <p><i>Bibliography entry (in alphabetical order by the author's last name):</i></p> <p>Orlean, Susan. <i>The Library Book</i>. New York: Simon &amp; Schuster, 2018. <a href="https://books.google.ca/books?id=OcNWDwAAQBAJ">https://books.google.ca/books?id=OcNWDwAAQBAJ</a>.</p>	<p><i>In-text citation:</i></p> <p>(Orlean 2018, 5)</p> <p><i>Reference list entry (in alphabetical order by the author's last name):</i></p> <p>Orlean, Susan. 2018. <i>The Library Book</i>. New York: Simon &amp; Schuster. <a href="https://books.google.ca/books?id=OcNWDwAAQBAJ">https://books.google.ca/books?id=OcNWDwAAQBAJ</a>.</p>

**Online Encyclopedia:** See *CMOS* 14.233-14.234 and 15.47

(Use s.v., which stands for sub verbo or “under the word”, to indicate you are citing a specific entry in an encyclopedia or dictionary.)

Notes and Bibliography System	Author-Date System
<p><i>Endnote/Footnote:</i></p> <p>1. <i>Name of encyclopedia</i>, s.v. “Name of entry,” by First name Last name of author, date in month day and year order, URL.</p> <p>1. <i>Canadian Encyclopedia Online</i>, s.v., “Karst Landform,” by D.C. Ford, last modified March 6, 2015, <a href="https://www.thecanadianencyclopedia.ca/en/article/karst-landform">https://www.thecanadianencyclopedia.ca/en/article/karst-landform</a>.</p> <p><i>Shortened Note:</i></p> <p>1. <i>Name of encyclopedia online</i>, s.v.. “Title of entry.”</p> <p>1. <i>Canadian Encyclopedia Online</i>, s.v. “Karst Landform.”</p>	<p><i>In-text citation:</i></p> <p>(<i>Name of encyclopedia</i> Year, s.v. “Name of entry”)</p> <p>(<i>Canadian Encyclopedia Online</i> 2015, s.v. “Karst Landform”)</p>

<p><i>Bibliography entry (in alphabetical order by the author or creator's last name):</i></p> <p>Ford, D.C. "Karst Landform." In <i>Canadian Encyclopedia Online</i>. Article published February 7, 2006; last modified March 6, 2015.  <a href="https://www.thecanadianencyclopedia.ca/en/article/karst-landform">https://www.thecanadianencyclopedia.ca/en/article/karst-landform</a>.</p>	<p><i>Reference list entry (in alphabetical order by the author or creator's last name):</i></p> <p>Ford, D.C. 2015. "Karst Landform."  <i>Canadian Encyclopedia Online</i>.  <a href="https://www.thecanadianencyclopedia.ca/en/article/karst-landform">https://www.thecanadianencyclopedia.ca/en/article/karst-landform</a>.</p>
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**Social Media:** See *CMOS* 14.209 and 15.52  
(For Twitter, the title is the first 160 characters of the tweet. The screen name goes after the author's name in parentheses. If only the screen name is known, use in place of the author.)

<b>Notes and Bibliography System</b>	<b>Author-Date System</b>
<p><i>Endnote/Footnote:</i></p> <p>1. First name Last name (@username),  "Post/First 160 characters of the tweet," Social Media Website name, Date of publication in month day and year order, time of publication, URL.</p> <p>1. Justin Trudeau (@JustinTrudeau),  "Investing in infrastructure isn't just about building roads, bridges, and transit-it's about making your life easier, and making your community an even better,"  Twitter, February 6, 2019, 11:56 a.m.,  <a href="https://twitter.com/JustinTrudeau/status/1093236976482959366">https://twitter.com/JustinTrudeau/status/1093236976482959366</a>.</p> <p><i>Shortened Note:</i></p> <p>1. Trudeau, "Investing in infrastructure."</p>	<p><i>In-text citation:</i></p> <p>(Last name of author Year)</p> <p>(Trudeau 2019)</p>
<p><i>Bibliography entry (in alphabetical order by the author's last name):</i></p> <p>Trudeau, Justin (@JustinTrudeau). "Investing in infrastructure isn't just about building roads, bridges, and transit-it's about making your life easier, and making your community an even better." Twitter, February 6, 2019, 11:53 a.m.  <a href="https://twitter.com/JustinTrudeau/status/1093236976482959366">https://twitter.com/JustinTrudeau/status/1093236976482959366</a>.</p>	<p><i>Reference list entry (in alphabetical order by the author's last name):</i></p> <p>Trudeau, Justin (@JustinTrudeau). 2019.  "Investing in infrastructure isn't just about building roads, bridges, and transit-it's about making your life easier, and making your community an even better." Twitter, February 6, 2019.  <a href="https://twitter.com/JustinTrudeau/status/1093236976482959366">https://twitter.com/JustinTrudeau/status/1093236976482959366</a>.</p>

**Personal Communication:** See *CMOS* 14.211 and 15.53  
 (Emails and texting are forms of personal communication. These typically only require an in-text citation in author-date, or a note in notes and bibliography. Information about the interviewed and the interviewer should be included.)

Notes and Bibliography System	Author-Date System
<p><i>Endnote/Footnote:</i></p> <p>1. Angela Philbin, interview by author. Scranton, PA, January 9, 2019.</p> <p><i>Shortened Note:</i></p> <p>1. Philbin, interview.</p>	<p><i>In-text citation:</i></p> <p>(Angela Philbin, interview)</p>

**YouTube:** See *CMOS* 14.267 and 15.57

Notes and Bibliography System	Author-Date System
<p><i>Endnote/Footnote:</i></p> <p>1. “Title of video,” produced by Name of copyright holder, Date of publication, YouTube video, length of video in minutes and seconds. URL.</p> <p>1. “The danger of a single story- Chimamanda Ngozi Adichie,” produced by TED, October 7, 2009, YouTube video, 19:16. <a href="https://www.youtube.com/watch?v=D9Ihs241zeg">https://www.youtube.com/watch?v=D9Ihs241zeg</a>.</p> <p><i>Shortened Note:</i></p> <p>1. “The danger of a single story – Chimamanda Ngozi Adichie.”</p> <p><i>Bibliography entry (in alphabetical order by the author or creator’s last name):</i></p> <p>“The danger of a single story – Chimamanda Ngozi Adichie.” Produced by TED. October 7, 2009, YouTube video, 19:16. <a href="https://www.youtube.com/watch?v=D9Ihs241zeg">https://www.youtube.com/watch?v=D9Ihs241zeg</a>.</p>	<p><i>In-text citation:</i></p> <p>(“Title of video” Year)</p> <p>(“The danger of a single story - Chimamanda Ngozi Adichie” 2009)</p> <p><i>Reference list entry (in alphabetical order by the author or creator’s last name):</i></p> <p>“The danger of a single story - Chimamanda Ngozi Adichie.” 2009. Produced by TED, October 7, 2009. YouTube video, 19:16. <a href="https://www.youtube.com/watch?v=D9Ihs241zeg">https://www.youtube.com/watch?v=D9Ihs241zeg</a>.</p>



## Additional Information:

- Shortened notes are now preferred over using *ibid.* to refer to the last item cited in your work. (See *CMOS* 13.66 and 14.34)
  1. Benedict, *Time to Read*, 3.
  2. Benedict, 4.
  3. Benedict, 6-8.
- Italics, underline and boldface. (See *CMOS* 2.15)
- Personal communications (email, text messages, telephone conversations, etc.) are rarely listed in a bibliography (see *CMOS* 14.214). In addition, paintings, photographs, and sculptures are usually only mentioned in the text (see *CMOS* 14.235).
- The manual has an extensive index where you can find specific information (e.g., how to use quotation marks)
- Notes and bibliography entries are easily changed into author-date references. (See *CMOS* 15.3)
- Text is double-spaced, while block quotations, notes, bibliography entries, table titles, and figure captions are single-spaced.
- Page numbers begin in the header of the first page of text
- *Turabian* is a shorter version of *CMOS*

## Glossary

(See *CMOS* 1.61 and the glossary at the end of *CMOS*)

**access date:** is the date you accessed online material. If the date of publication is unknown, Chicago requires an access date in citations of websites and other sources consulted online. (See *CMOS* 14.12 and 15.50)

**app:** an abbreviation for *application*. An app can be used to describe an interactive version of a publication such as a dictionary or other reference work.

**bibliography:** is a reference list at the end of a paper where the last names of authors are alphabetically arranged. The list is connected to the information provided in notes (endnotes or footnotes) or in-text citations in a paper.

**DOI:** the *Digital Object Identifier* is the permanent URL that begins with <https://doi.org/>. This type of URL is the preferred one to use (if available) when citing electronic sources. Many journals and books have DOIs. The DOI of the print version of the 17<sup>th</sup> edition of *The Chicago Manual of Style* is: <https://doi.org/10.7208/cmos17>

**edition:** used to describe a subsequent reissue of a publication in which its content is significantly revised. We are currently using the seventeenth edition of *The Chicago Manual of Style* published in 2017 (the first edition was published in 1906 by the University of Chicago Press).

**ISBN:** An abbreviation for *International Standard Serial Number*. Publishers usually assign an ISBN to each book in each format (e.g., cloth, paperback, or e-book format) under a system maintained by the International ISBN Agency.

**n.d.:** use *n.d.* (for *no date*) when a source's date of publication is unknown. Always use lowercase letters to write *n.d.* to avoid confusion with an author's name. Reference lists and in-text citations use the abbreviation for *no date*, as well as some notes and bibliography citations for audiovisual recordings. See *CMOS* 14.263, 15.44 and 15.50, as well as the *CMOS* chapter on abbreviations.

**URL:** the *Uniform Resource Locator* is the web address at the top of a website or webpage. URLs can change over time.