Chicago-Style Citation Quick Guide

Notes and Bibliography System

Books ........................................................................................................................................ 1
One author .................................................................................................................................. 1
Two authors ................................................................................................................................. 2
Four or more authors .................................................................................................................. 2
Editor, translator, or compiler instead of author ...................................................................... 2
Chapter, essay, or other part of a book ....................................................................................... 2
Proceedings ................................................................................................................................. 2
Books published electronically ..................................................................................................... 2
Journals, Magazines, and Newspapers ......................................................................................... 3
Scholarly journal article ............................................................................................................. 3
Popular magazine article ........................................................................................................... 3
Newspaper article ....................................................................................................................... 3
Article in an online journal, magazine or newspaper ................................................................. 4
Websites ...................................................................................................................................... 4
Government Documents ........................................................................................................... 4

Introduction

This guide uses The Chicago Manual of Style, Chicago: University of Chicago Press, 16th ed., 2010. Main Ref Desk Z253 .U69 2010. For examples of additional types of sources, see chapter 14 of that manual. The complete Chicago Manual of Style (CMOS) is also available online for Bowdoin College users.¹ Many of the examples and quoted text are taken from that manual.

The Chicago Manual of Style presents two basic documentation systems, the humanities style (Notes and Bibliography) and the Author-Date system. This quick guide covers the Notes and Bibliography system. Notes may be in the form of footnotes or endnotes. In formatting notes, indent the first line; in the bibliography, indent the second and subsequent lines. Most types of sources require two entries, a footnote or endnote and a bibliography entry. In this guide, the note examples begin with a number.

"In many cases the contents of the print and electronic forms of the same publication are intended to be identical. [...] In practice, because there is always the potential for differences, intentional or otherwise, authors should cite the version consulted." (CMOS 14.10)

Books

One author

|------|------------------------------------------------------------------------------------------|

### Two authors


*Source: CMOS 14.18, 14.76.*

### Four or more authors


*Source: CMOS 14.18, 14.76.*

### Editor, translator, or compiler instead of author

For editor(s) or compiler(s), substitute ed., eds., comp., or comp.


*Source: CMOS 14.18, 14.87.*

### Chapter, essay, or other part of a book


*Source: CMOS 14.18, 14.112.*

### Proceedings

Treat a paper included in published proceedings of a meeting like a chapter in a book (CMOS 14.226).

### Books published electronically

See also Introduction, above. For books downloaded from a library or bookseller having a printed counterpart, it is sufficient to cite the electronic edition, e.g., Kindle edition (CMOS 14.166). Other books consulted online should include the URL or DOI (CMOS 14.167). If an e-book does not have stable page numbers, provide chapter, section, or other locator (CMOS 14.166).
“Chicago does not […] require access dates in its published citations […] unless no date of publication or revision can be determined from the source.” (CMOS 14.7) Nevertheless, some publishers, disciplines, or professors may require an access date.


**Journals, Magazines, and Newspapers**

**Scholarly journal article**

Show volume, issue, and date. Provide the page consulted in the note; provide the article’s range of pages in the bibliography.


**Popular magazine article**

Show date only; do not include the volume or issue numbers.


**Newspaper article**

Newspaper and magazine articles may be cited in running text (“As Sheryl Stolberg and Robert Pear noted in a *New York Times* article on February 27, 2010, …”) instead of in a note, and they are commonly omitted from a bibliography.

If you do wish to list a newspaper in a note and bibliography, see these examples; note that page numbers are omitted, since they can vary in different editions of the newspaper.

**Article in an online journal, magazine or newspaper**

See also Introduction, above. “Chicago does not […] require access dates in its published citations […] unless no date of publication or revision can be determined from the source.” (CMOS 14.7) Nevertheless, some publishers, disciplines, or professors may require an access date.

Include a DOI (Digital Object Identifier) if available, otherwise include a URL (CMOS 14.184). If neither is available, include the name of the database and any identification number (CMOS 14.271).

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**BIBLIOGRAPHIC ENTRY**


Websites

Web sites may be cited in running text (“On its website, the Evanston Public Library Board of Trustees states …”) instead of in an in-text citation, and they are commonly omitted from a bibliography or reference list as well.

If you do wish to list a website in a note and bibliography, see the examples below. Include an access date or, if available, a date that the site was last modified.

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**Government Documents**

Please see separate *Chicago-Style Citation Quick Guide for Government Documents*.  

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