

AFRICAN HUMANITIES RESEARCH AND DEVELOPMENT CIRCLE
(AHRDC)



African Humanities Research
& Development Circle

The Chicago Manual of Style Footnotes & Bibliography Style

The Chicago Manual of Style (CMS) includes two types of documentation styles: notes (N) and bibliography (B) format used in the humanities) and an author-date format used in physical, natural, and social sciences. This guide illustrates examples in the notes/bibliography format. Examples are based on the 16th edition (2010) of *The Chicago Manual of Style* (REF Z253.U69); the bracketed page numbers refer to the description of that rule within the manual. *JAHRD* uses footnotes not endnotes.

Footnote/Endnote with Bibliography Style Format: {p. 660-666}

- Footnotes are numbered notes that appear at the bottom of each page of your paper.
- Endnotes are formatted exactly the same as footnotes, but appear at the end of your paper, in one long list.
- For the first footnote/endnote, use a numeral in superscript font starting with “1” and continue in this manner.
- Footnotes/endnotes should be single spaced. If you do not alter the footnotes when you insert them, Microsoft Word default will set you footnotes spacing at single space.
- In addition to footnotes/endnotes, your paper will also have a bibliography: a list of all of the sources you cited in your paper, arranged in alphabetical order by last name of each author. These entries should also be single spaced.

Using Ibid. and op. cit.:

These are Latin abbreviations sometimes used in notes. If you cite the same source and page twice in succession, you may use the abbreviation, Ibid.; if only the page numbers are different, add a comma and the new page number. In the past, if an author's work was cited more than once, but the corresponding notes were not directly following each other, the author's name with op. cit., followed by a comma and a page number, were used. The current edition of the CMS recommends **not using** op. cit. and instead advocates the use of a short entry. More information can be found on p. 667-668 of the CMS. Short entries will be shown in the first three examples below.

Citations for books should include the following information in this order whenever possible: {p. 693- 694}

1. Full name of author(s) or editor as author or corporate/institutional author
2. Title and subtitle
3. Editor, compiler, or translator in addition to author
4. Edition (only if not the first edition)
5. Volume information: total number of volumes of an entire multivolume work cited, individual volume of a multivolume work, title of individual volume if different from set
6. Series title and number (if applicable)
7. Facts of publication: city, publisher, and date
8. Page information (if applicable)
9. For electronic books: URL or DOI [digital object identifier], or type of medium (Kindle, etc.)

*****Remember to single space after all commas, colons, and periods.**

Examples: Books

One Author: {p. 695}

(N) 1. Oliver Sachs, *Musicophilia: Tales of Music and the Brain* (New York: Knopf, 2007), 53. Short Entry: 2. Sachs, *Musicophilia*, 55.

(B) Sachs, Oliver. *Musicophilia: Tales of Music and the Brain*. New York: Knopf, 2007.

Two or Three Authors: {p. 695}

(N) 12. Geoffrey C. Ward and Ken Burns, *The War: An Intimate History, 1941-1945* (New York: Knopf, 2007), 76.

Short Entry: 13. Ward and Burns, *War*, 86-88.

(B) Ward, Geoffrey C., and Ken Burns. *The War: An Intimate History, 1941-1945*. New York: Knopf, 2007.

Four or More Authors: {p. 696} – Note: For the footnote/endnote, list only the first author, followed by the abbreviation, et al.

(N) 10. Henry Cleaver et al., *Meditation as an Alternative Therapy* (Chicago: University of Chicago Press, 2009), 43.

Short Entry: 11. Cleaver et al., *Meditation*, 50.

(B) Cleaver, Henry, Juanita Warren, Henry Fink, and Sally Chasen. *Meditation as an Alternative Therapy*. Chicago: University of Chicago Press, 2009.

Editor or Translator in Place of Author: {p. 699}

(N) 3. Simone Blanding, ed., *Women Playwrights for the New Millennium* (New York: Garden City Press, 2003), 99.

(B) Blanding, Simone, ed. *Women Playwrights for the New Millennium*. New York: Garden City Press, 2003.

Editor or Translator in Addition to Author: {p. 700}

(N) 8. Monica Freedman, *A Rose for Hawthorne*, trans. John Simmons (Cambridge, MA: Harvard University Press, 2006), 81.

(B) Freedman, Monica. *A Rose for Hawthorne*. Translated by John Simmons. Cambridge, MA: Harvard University Press, 2006.

Chapter or Part of a Book: {p. 708}

(N) 14. Percy Rugan, "Statistics and the College Student," in *Statistical Methods for Today's Educators*, ed. James Carbody and Helen Smith (New York: Harper & Row, 2000), 66.

(B) Rugan, Percy. "Statistics and the College Student." In *Statistical Methods for Today's Educators*, edited by James Carbody and Helen Smith, 60 – 79. New York: Harper & Row, 2000.

Encyclopedia Entry – Signed Article: {p. 755-756}

(N) 21. Oliva Markuson, "Judy Chicago," In *Encyclopedia of Women Artists of the 20th Century* (Boston: Commonwealth Press, 2008), 43.

(B) Markuson, Oliva. "Judy Chicago." In *Encyclopedia of Women Artists of the 20th Century*. Boston: Commonwealth Press, 2008.

Electronic Book in Database: {p. 763}

(N) 9. Harriet Ford, *Sign Language for Elementary School Teachers* (New York: Oxford University Press, 2009), 33, Ebrary Academic Complete.

(B) Ford, Harriet. *Sign Language for Elementary School Teachers*. New York: Oxford University Press, 2009. Ebrary Academic Complete.

Electronic Books on the Internet: {p. 727} Note: if a DOI (digital object identifier) is not given, end the citation with the URL for the document

(N) 13. Edwin Newsome, *Business Plans for Success* (Ottawa: Professional Press, 2001), doi:10.1193/bcbpfors/85648375.001.0002.

(B) Newsome, Edwin. *Business Plans for Success*. Ottawa: Professional Press, 2001. Doi:10.1193/bcbpfors/85648375.001.0002.

Journal Articles

Journal Articles should include the following pieces of information (if available) in this order: {p. 729}

1. Full name of the author(s)
2. Title and subtitle of the article
3. Title of periodical
4. Issue information: volume number, issue number, month, year
5. Page reference (if available)
6. If specifically required, a date of access
7. For online periodicals, a URL or a DOI (digital object identifier)

*****Remember to single space after all commas, colons, and periods.**

Article in a Print Journal: {p. 730-734}

(N) 12. Francis Jemison, "Dance Therapy: A New Approach," *Journal of Research in Dance* 12, no. 2 (2008): 24.

(B) Jemison, Francis. "Dance Therapy: A New Approach." *Journal of Research in Dance* 12, no. 2 (2008): 20-26.

Article in an Online Journal: {p. 733-734} Note: If DOI is not given, use article URL. Access dates are not usually listed, but if your professor requires one, place it just before the DOI or URL.

(N) 16. Patrick Courser, "Crime Statistics and their Use in Training Programs," *Crime and Justice Quarterly* 47, no.3 (December 2008): 515, doi: 10.1088/458933.

(B) Courser, Patrick. "Crime Statistics and their Use in Training Programs."

Crime and Justice Quarterly 47, no.3 (December 2008): 512-520.
doi:10.1088/458933.

Article Retrieved from a Database: {p. 763} Note: Add name of database and an accession number for the article if given. If no accession number exists, add a stable URL only if it refers specifically to that particular article, otherwise, just list the name of the database.

(N) 9. Beth James, "The Long and the Short of QR Codes," Technology Today 19, no. 1 (Winter 2010): 299, <http://jstor.org/stable/876789>.

(B) James, Beth. "The Long and the Short of QR Codes." Technology Today 19, no. 1 (Winter 2010): 290-299. <http://jstor.org/stable/876789>.

Or

(N) 10. Roberto Salkin, "Teaching Music from the Inside Out," 20th Century Music Teacher (June 2009): 15, Lexis-Nexis Academic.

(B) Salkin, Roberto. "Teaching Music from the Inside Out." 20th Century Music Teacher (June 2009): 10 – 18. Lexis-Nexis Academic.

Magazine Article: {p. 738}

(N) 18. Andy Helprin, "Road Rage: Tips for Motorists," Glamour, March 2009, 80.
Bibliography Entry:

(B) Helprin, Andy. "Road Rage: Tips for Motorists. Glamour, March 2009, 75-82.

Online Newspaper Article: {p. 739-740} Note: For print format, omit URL.

(N) 7. John Bowman, "Farewell to the Parking Meter," Chicago Tribune, February 10, 2009, <http://www.chicagotribune.com/2009/02/10/2009.html>.

(B) Bowman, John. "Farewell to the Parking Meter," Chicago Tribune, February 10, 2009. <http://www.chicagotribune.com/2009/02/10/2009.html>.

Interviews

1. Name of interviewee
2. Age /year of birth
3. Occupation
4. Interview location
5. Interview date

(N) 53. Howard Smith, b. 1956, professor, interviewed in Austin, Texas, February 16, 2022.

Short Entry: 19. Smith, interview cited.

(B) Smith, Howard. b. 1956, professor, interviewed in Austin, Texas, February 16, 2022.

Miscellaneous Examples

Website: {p. 752-754} **Note:** If “last modified” date for web document is not shown, in its place use the term “accessed” followed by the date you viewed the document.

(N) II. “Nutrition Facts for Teen Mothers,” Maryland State Department of Health and Mental Hygiene, last modified December 10, 2009,

http://www.dhmd.md.us/nutrition_pregnancy.

(B) Maryland State Department of Health and Mental Hygiene. “Nutrition Facts for Teen Mothers.” Last modified December 10, 2009.

http://www.dhmd.md.us/nutrition_pregnancy.

Musical Composition: {p. 762-763}

(N) 15. Hector Berlioz, *Symphonie fantastique*, ed. Walter Piston (Mineola, NY: Dover Publications, 2000), 33.

(B) Berlioz, Hector. *Symphonie fantastique*. Edited by Walter Piston. Mineola, NY: Dover Publications, 2000.

Sound Recording: {p. 765 – 767}

(N) 4. Johannes Brahms, *Symphony No. 4*, Baltimore Symphony Orchestra, conducted by Marin Alsop, Naxos CDL 40395, 2009, compact disc.

(B) Brahms, Johannes. *Symphony No. 4*. Baltimore Symphony Orchestra. Marin Alsop. Naxos CDL 40395, 2009, compact disc.

Video Recordings: {p. 767 – 768}

(N) 12. Jason Grimaud, *Suzanne Farrell: A Tribute*, directed by Donald Da Costa (New York: WNET, 2003), DVD.

(B) Grimaud, Jason. *Suzanne Farrell: A Tribute*. Directed by Donald Da Costa. New York: WNET, 2003. DVD.

Online multimedia (video clips, sound files): {p. 768-769}

(N) 3. “Leonard Bernstein Conducts Mahler’s Fifth,” YouTube video, 8:20, from a performance televised by CBS on March 14, 1969, posted by “lenniefan,”

November 10, 2008, <http://www.youtube.com/watch?v=eiDRki59>.

(B) “Leonard Bernstein Conducts Mahler’s Fifth.” YouTube video, 8:20. From a performance televised by CBS on March 14, 1969. Posted by “lenniefan,” November 10, 2008. <http://www.youtube.com/watch?v=eiDRki59>.

For more help and additional citation examples, consult these websites. Be sure that the edition used for examples is the 2010, 16th ed. of the CMS:

Chicago Manual of Style Online – Chicago Manual of Style Quick Guide:
http://www.chicagomanualofstyle.org/tools_citationguide.html

Research and Documentation Online – Chicago Manual of Style Examples:
<http://bcs.bedfordstmartins.com/resdoc5e/>

Owl Purdue Online Writing Lab – Chicago Manual of Style:
<http://owl.english.purdue.edu/owl/resource/717/01/>