Chicago Manual of Style Citation Guide

The Chicago Manual of Style (CMS) is frequently used in the humanities and the arts. It requires the use of footnotes or endnotes, as well as a bibliography.

- **Notes** consist of two parts: a *number* in the text and a *note* either at the bottom of the page (*footnote*) or at the end of the paper (*endnote*). Notes are numbered sequentially throughout an article, book, or paper.
- **Bibliographies** are lists of sources used, alphabetized by the first item in the entry. Entries frequently (but not always) begin with the last name of the author. If the work has no identifiable author, start the citation with the work's title.

**All CMS citations should be single-spaced, unless otherwise specified by your course instructor.**

This guide provides examples of how to cite different types of resources in both notes and bibliographies.


Also available online at [http://www.chicagomanualofstyle.org/](http://www.chicagomanualofstyle.org/)

**SINGLE AUTHOR:**


**Tip:** Subsequent references to sources already fully cited should be shortened whenever possible. Shortened references typically require only the author’s last name, an abbreviated title, and the page number. For example:


**MORE THAN ONE AUTHOR:**


**Tip:** List authors in the same order they’re listed on the title page, not alphabetically. For four or more authors, list all of the authors in the bibliography; in the note, list only the first author, followed by *et al.*

**EDITOR INSTEAD OF AUTHOR:**


**CHAPTER OR OTHER PART OF A BOOK:**


JOURNAL ARTICLE:


Tip: In the bibliography, list the page range for the entire article. In a note, list only the specific page(s) you consulted for the information being referenced. For items retrieved from a commercial database, add a stable URL to the end of the citation if one is available. If not, include the name of the database and, in parentheses, any identification number provided with the source. For example:


NEWSPAPER OR POPULAR MAGAZINE:

Tip: 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 include a note, see the example below:


WEBSITE:


Tip: A website citation can often be limited to a mention in the text or in a note (“As of July 19, 2008, the McDonald’s Corporation listed on its website . . .”). If a more formal citation is desired, include as much of the following information as possible: the author of the content, the owner/sponsor of the site, the title of the page, and a URL. Also include a publication date or date of modification if available. If not, include an access date.

Need help? Have more questions? Drop by the Reference Desk in the Wilkens Library, call us at x4343 or email: refdesk@capecod.edu