

## The Chicago Manual of Style Documentation

The *Chicago Manual of Style* has two different citation systems: the note/bibliography system mainly used by the humanities, and the author/date system used by the sciences. This handout will focus on the note/bibliography system.

### Creating Notes

The *Chicago* style uses endnotes or footnotes to cite sources within the paper. This system places a superscript number in the text which points to a **note**. The note will either be a **footnote** at the bottom of the page or an **endnote** at the end of the paper or chapter. The following is an example of endnotes being used. The author used the superscript in the paper and then adds the citation at the end of the paper in a list.

### Sample Paper

What happened at Fort Pillow?

Fort Pillow, Tennessee, which sat on a bluff overlooking the Mississippi River, had been held by the Union for two years. It was garrisoned by 580 men, 292 of them from the Sixth United States Colored Heavy and Light Cavalry, 285 from the white Thirteenth Tennessee Cavalry. Nathan Bedford Forrest's troops numbered about 1,500 men.<sup>1</sup>

The Confederates attacked Fort Pillow on April 12, 1864, and had virtually surrounded the fort by the time Forrest arrived on the battlefield. At 3:30 p.m., Forrest displayed a flag of truce and sent in a demand for unconditional surrender of the sort he had used before: "The conduct of the officers and men garrisoning Fort Pillow has been such as to entitle them to being treated as prisoners of war. . . . Should my demand be refused, I cannot be responsible for the fate of your command."<sup>2</sup> Union Major William Bradford, who had replaced Major Booth, killed earlier by sharpshooters, asked for an hour to consult. Forrest, worried

Endnote added after statistics in the text.

Endnote superscript number corresponds with number in list.

### Sample Endnotes at the end of the paper

Notes

1. John Cimprich and Robert C. Mainfort Jr., "Fort Pillow Revisited: New Evidence about an Old Controversy," *Civil War History* 28, no. 4 (1982): 293-94.
2. Quoted in Brian Steel Wills, *A Battle from the Start: The Life of Nathan Bedford Forrest* (New York: HarperCollins, 1992), 182.
3. Shelby Foote, *The Civil War, a Narrative: Red River to Appomattox* (New York: Vintage, 1986), 110.

### BOOKS

In all citations, if you are citing the same work more than once, use a shortened format after using the full format once. Also, if titles are four words or more, shorten them as well (see "One author").

**Author First Name Last Name, *Title of Book* (City of Publication: Publisher, Year of Publication), Page #.**

**One author:**

Fareed Zakaria, *The Post-American World* (New York: W.W. Norton & Co., 2008), 67.

Zakaria, *Post-American*, 97.

Here, after writing a full citation, a shortened citation is used thereafter.

**Two authors:**

Kurt Johnson and Steve Coates, *Nabokov's Blues: The Scientific Odyssey of a Literary Genius* (Cambridge, MA: Zoland Books, 1999), 125.

**For more than two authors:**

For three authors, list the names in the order found on the title page of the book. Before the last name, use the conjunction *and*. For more than three authors, list the first name, then add *and others*.

**Organization as author:**

University of Chicago Press, *The Chicago Manual of Style*, 15th ed. (Chicago: University of Chicago Press, 2003), 656.

## PERIODICALS

**First Last Name, "Article Title," Name of Publication, Date Published (Page # & Section when available).**

**Newspapers:**

Mike Royko, "Next Time, Dan, Take Aim at Arnold," *Chicago Tribune*, September 23, 1992, 13F.

**Magazines:**

Tracy Metz, "Behnisch, Behnisch & Partner Let the Environmentalists at the IBN- DLO Institute in Holland Practice What They Preach," *Architectural Record*, January 2000, 19.

**Online Magazines:**

Jessica Reaves, "A Weighty Issue: Ever-Fatter Kids," interview with James Rosen, *Time*, March 14, 2001, <http://www.time.com/time/nation/article/0,8599,102443.html> (accessed July 10, 2003).

**Journals:**

M. Fernandez, "Arbitrating Labor-Management Disputes," *North American Labor Relations* 12, no. 3 (1989): 28.

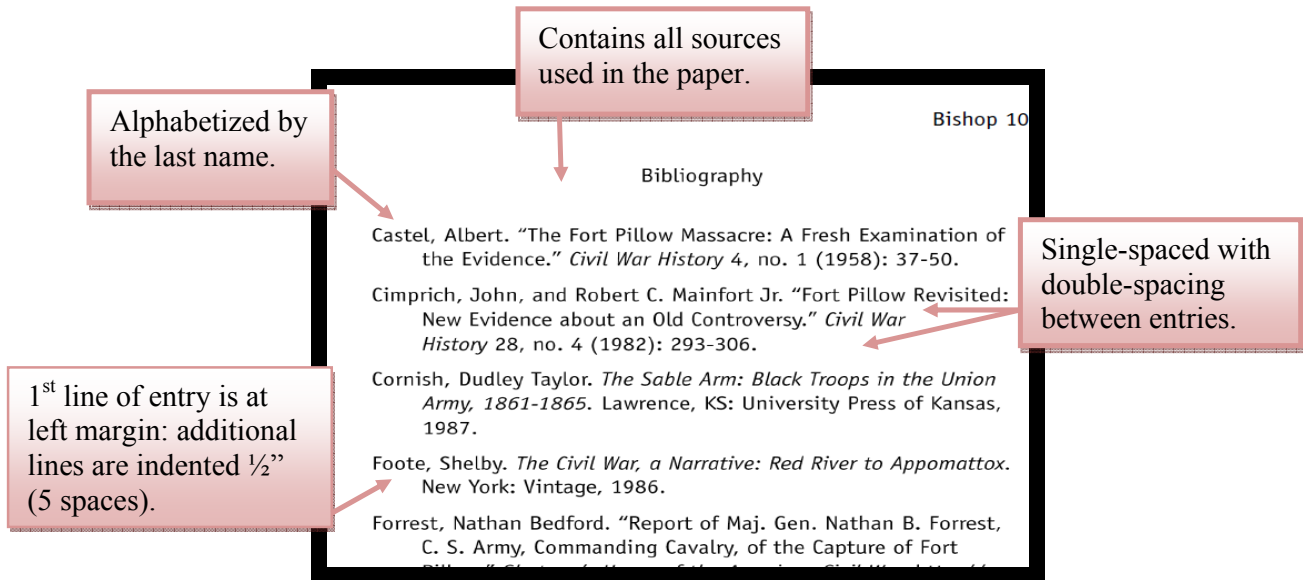
**Electronic Journals:**

M. Tornikoski and others, "Radio Spectra and Variability of Gigahertz-Peaked Spectrum Radio Sources and Candidates," *Astronomical Journal* 121, no. 3 (2001),  
http://www.journals.uchicago.edu/Aj/journal/issues/v121n3/200486/200486.html (accessed January 7, 2002).

**WEBSITES**

The National Archives, "Census Records," *The National Archives*, http://archives.gov (accessed June 1, 2003).

### Creating the Bibliography



**BOOKS**

**Author's last name, first name. Title of Book. Publication City: Publisher, year of publication.**

**One author:**

Zakaria, Fareed. *The Post-American World*. New York: W.W Norton & Co., 2008.

**Two or three authors:**

Johnson, Kurt, and Steve Coates. *Nabokov's Blues: The Scientific Odyssey of a Literary Genius*. Cambridge, MA: Zoland Books, 1999.

**More than three authors:**

For more than three authors, use the inverted name for the first name, then list the rest with the first initial followed by the last name. The conjunction *and* precedes the last author added.

## PERIODICALS

**Author's Last Name, First Name. "Title of Article." Newspaper/Magazine Title, Date of Publication, section or page number.**

### Newspapers:

Royko, Mike. "Next Time, Dan, Take Aim at Arnold," *Chicago Tribune*, September 23, 1992, 13 F.

### Magazines:

Metz, Tracy. "Behnisch, Behnisch & Partner Let the Environmentalists at the IBN-DLO Institute in Holland Practice What They Preach." *Architectural Record*, January 2000, 19.

### Online Magazines:

Reaves, Jessica. "A Weighty Issue: Ever-Fatter Kids." Interview with James Rosen, *Time*, March 14, 2001, [http://www.time.com/time/nation/article/0.8599,102443,00.html](http://www.time.com/time/nation/article/0,8599,102443,00.html) (accessed July 10, 2003).

### Journals:

**Author Last Name, First Initial. "Title of Article." *Title of Journal* Volume Number, Issue Number (Year Published): Pages.**

Fernandez, M. "Arbitrating Labor-Management Disputes." *North American Labor Relations* 12, no. 3 (1989): 14-39.

### Electronic Journals:

Tornikoski, M., I. Jussila, P. Johansson, M. Lainela, and E. Valtaoja. "Radio Spectra and Variability of Gigahertz-peaked Spectrum Radio Sources and Candidates." *Astronomical Journal* 121, no. 3 (March 2001): 1306-18. <http://www.journals.uchicago.edu/Aj/journal/issues/v121n3/200486/200486.html> (accessed January 7, 2002).

## WEBSITES

Sometimes, all information cannot be obtained. Find as much as you can.

**Author's or Editor's Last Name, First Name (if available). "Title of Page, Posting, or Document." Title of the Site or Description such as Home Page. Date of electronic publication, last update, or posting. Name of institution or organization associated with the site. <URL> (Access date) .**

The National Archives. "Census Records." *The National Archives*. <http://.archives.gov> (accessed May 2, 2008).

Sources: University of Chicago Press, *The Chicago Manual of Style*, 15th ed. (Chicago: University of Chicago Press, 2003), 656.

Hacker, Diana. "The Chicago Manual of Style." *Diana Hacker Online*. [http://dianahacker.com/resdoc/p04\\_c10\\_s2.html](http://dianahacker.com/resdoc/p04_c10_s2.html) (accessed August 26, 2008).

Texas A&M University Writing Center. "The Chicago Manual of Style Guide." *University Writing Center Online*. <http://writingcenter.tamu.edu/content/view/131/74/> (accessed August 25, 2008).

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