The Chicago Manual of Style

A Guide from the Landmark College Library

The Chicago Manual of Style offers two systems of documentation:

- the **Footnotes and Bibliography System (Humanities Style)** and
- the **In-Text Citations and References List System (Scientific Style)**

Please ask your instructor which he or she prefers you use.

For a full explanation, please see **The Chicago Manual of Style: The Essential Guide for Writers, Editors, and Publishers,** 15th ed, 2003.

Table of Contents

Footnotes and Bibliography System

The Footnotes and Bibliography System (Humanities Style) is often used by writers in Literature, History, and the Arts. It includes:

Footnotes are numbered entries used to document paraphrased or quoted text in your paper. Place them at the bottom of the page on which you paraphrased or quoted text.

A **Bibliography** is an alphabetical list by author of the sources cited in your notes. Place this list at the end of your paper on its own page(s).

Books

Basic Formats - here are the basic forms that each citation takes, depending on the type of material you are citing.

Basic Format for a BOOK

Footnote: Author's Full Name, *Title*, Page Number(s).

Bibliographic Entry: Author's Last Name, First Name. *Title*. Place of Publication: Publisher, Year of Publication.

Basic Format for an EDITED BOOK

Footnote: Editor's Full Name, ed. *Title,* Page Number(s).

Bibliographic Entry: Editor's Last Name, First Name, ed. *Title*. Place of Publication: Publisher, Year of Publication.

Basic Format for an ESSAY FROM A REFERENCE BOOK

Footnote: *Title of Reference Book,* [if other than first edition, list ed. here], s.v. "Title of Essay."
Bibliographic Entry: [Usually not listed in a Bibliography – see CMS sec. 17.238]

Basic Format for an ONLINE BOOK

Footnote: Author's Full Name, *Title* URL.

Bibliographic Entry: Author's Last Name, First Name. *Title*. Place of Publication: Publisher, Date of Publication. Name of Online Database, URL (access date).

Examples

Books	Footnote or Endnote	Bibliographic Entry
Single Author	[1]Victoria Finlay, *Color: a Natural History of the Palette*, 223	Finlay, Victoria. *Color: a Natural History of the Palette.* New York: Ballantine, 2002.
Two Authors	[2]Luigi Luca Cavalli-Sforza and Francesco Cavalli-Sforza, *The Great Human Diasporas,* 257-259.	Cavalli-Sforza, Luigi Luca and Francesco Cavalli-Sforza. *The Great Human Diasporas.* Cambridge: Persues Books, 1995.
More Than Three Authors	[3]Oren Lyons and others, *Exiled in the Land of the Free: Democracy, Indian Nations, and the U.S. Constitution*, 332.	Lyons, O., J. Mohawk, V. DeLoria, Jr., L. Hauptman, H. Berman. *Exiled in the Land of the Free: Democracy, Indian Nations, and the U.S. Constitution*, Sante Fe, NM: Clear Light Publishers, 1992.
Translated Work	[4]Carlos M. Fernandez-Shaw, *The Hispanic Presence in North America: from 1492 to Today,* trans. Alfonso Bertodano Stourton and others, 47-50.	Fenandez-Shaw, Carlos M. *The Hispanic Presence in North America: from 1492 to Today.* Translated by Alfonso Bertodano Stourton and others. New York: Facts on File, 1999.
Undated Work Also Lacking Publisher Information	[5]Miguel de Cervantes Saavedra. *Don Quijote de la Mancha,* 155-156.	Cervantes Saavedra, Miguel de. *Don Quijote de la Mancha.* New York, n.d.
Edited Book	[5]Kirk D. Werner, ed., *Turning Points in World History: The American Revolution,* 154-164.	Werner, Kirk D., ed. *Turning Points in World History: The American Revolution.* San Diego, CA: Greenhaven, 2000.

Corporate Author	[7]National Research Council, *Economic Indicators for the Nation*, 212.	National Research Council. *Economic Indicators for the Nation.* Washington, DC: National Academy Press, 2000.
Chapter or Essay in a Book	[8]Wendell Berry, "A Remarkable Man," in *What Are People For?*, 17-29.	Berry, Wendell. "A Remarkable Man." Chap. 2 in *What Are People For?*. San Francisco: North Point Press, 1990.
Essay from a Reference Book	[9]*Encyclopedia of Aesthetics,* s.v. "Genius: Conceptual and Historical Overview." ("s.v. stands for "sub verbo" or "under the word." It is used to cite alphabetically-arranged works. **OR if the reference work is a second edition or later:** [9]*Encyclopedia of Aesthetics*, 2nd ed., s.v. "Genius: Conceptual and Historical Overview.	**Usually not listed in a Bibliography (see Chicago Manual of Style sec. 17.238)**
Online Book/ebook **(reproduction of previously published book)** Example: A book from NetLibrary	[10]Michael Faraday, *The Chemical History of a Candle,* 147-150.	Faraday, Michael. *The Chemical History of a Candle.* New York: The Author, 1860. NetLibrary e-book.

Articles

Basic Formats

Basic Format from a MAGAZINE ARTICLE (print)

Footnote: Author's Full Name, "Title of Article," Specific Page Number(s).

Bibliographic Entry: Author's Last Name, First Name. "Title of Article." *Title of Periodical*, Date of Issue, Inclusive Page Number(s).

Basic Format for an ONLINE JOURNAL ARTICLE (without pages numbers)

Footnote: Author's Full Name, "Title of Article," URL.

Bibliographic Entry: Author's Last Name, First Name. "Title of Article." *Title of Journal* Volume (Month and Year of Issue), URL (access date).

Basic Format for an ONLINE DATABASE ARTICLE (with page numbers)

Footnote: Author's Full Name, "Title of Article," URL .

Bibliography: Author's Last Name, First Name. "Title of Article," *Title of Journal* Volume No. (Date of Issue), Page Number(s), URL (access date).

Examples

Articles	Footnote or Endnote	Bibliographic Entry
Article from a Monthly Magazine	[11]Andy Aaron, Ellen Eide, and John F. Pitrelli, "Conversational Computers," 67-68. [Specific page references are given in the note, and inclusive pages in the bibliographic entry]	Aaron, Ellen Eide, and John F. Pitrelli. "Conversational Computers." *Scientific American*, June 2005, 64-69. [Specific page references are given in the note, and inclusive pages in the bibliographic entry]
Article from a Weekly Magazine	[12]Jerry Adler, "How the Dinosaurs Lived - and Died," 48.	Adler, Jerry. "How the Dinosaurs Lived – and Died." *Newsweek*, June 27, 2005, 44-52.
Article from a Journal	[13]Simon Dennis, "A Memory-Based Theory of Verbal Cognition," 169.	Dennis, Simon. "A Memory-Based Theory of Verbal Cognition." *Cognitive Science* 29, no. 2

		(March/April 2005): 145-193.
	[For articles from journals with pages numbered consecutively throughout a volume or year, simply include the volume number and page numbers for both the note and bibliography, as there is no need for issue information.]	[For articles from journals with pages numbered consecutively throughout a volume or year, simply include the volume number and page numbers for both the note and bibliography, as there is no need for issue information.]
Reprint of Article from a Magazine, Newspaper, or Journal Example: *Annual Editions* articles	[14] Heather Pringle, "New Women of the Ice Age," 144.	Pringle, Heather. "New Women of the Ice Age." Annual Editions: Physical Anthropology (1999/2000): 144-149. Previously published in *Discover* (April 1998): 62-69.
Book Review Article	[20]Ray Olson, review of *Given*, by Wendell Berry, 1742.	Olson, Ray. Review of *Given*, by Wendell Berry. Booklist 101, no. 19/20 (June1 & 15): 1742-1743.
Article Accessed through an Electronic Database Examples of Databases: Academic Search Premier, CQ Researcher	[15]David Kowalewski, "Teaching Deep Ecology: a Student Assessment," http://search.epnet.com/login.aspx?direct=true&db=aph&an=7239040 (accessed May 21, 2005)	Kowalewski, David. "Teaching Deep Ecology: a Student Assessment." *Journal of Environmental Education* 33 (Summer 2002): 25-26, http://search.epnet.com/login.aspx?direct=true&db=aph&an=7239040 (accessed May 21, 2005)
Article (without page numbers) **from an Online Magazine, Journal, or**	[21]Regina Schrambling, "NaCl," review of *Salt: a World History,* by Mark Kurlansky, http://query.nytimes.com/gst/fullpage (accessed June 26, 2005).	Regina Schrambling, "NaCl." Review of *Salt: a World History*, by Mark Kurlansky. *New York Times Book Review,* February 24, 2002. http://query.nytimes.com/gst/fullpage (accessed June 26,

Newspaper		2005).
Daily Newspaper Article (print)	[17]Jane Brody, "Hello to College Joys: Keep Stress Off Campus," sec. F7.	News items from Daily newspapers are rarely listed in a bibliography, unless the newspaper is referred to several times and makes up a substantial part of the documentation.
Non-Daily Newspaper or Newsletter Article (print)	[18]Martha Ann Overland, "Higher Education and the Beyond," A32.	Overland, Martha Ann. "Higher Education and the Beyond." *Chronicle of Higher Education,* 1 July 2005, A32-A33.
Newspaper Article Accessed Through an Electronic Database Example of Database: Lexis-Nexis	[19]Victoria Colliver, "Green good for business; U.N. encourages companies to sign Global Compact," http://web.lexisnexis.com/98 (accessed July 3, 2005).	[articles from Daily newspapers are rarely listed in the bibliography, unless the newspaper is referred to several times and constitutes a substantial part of the documentation. **See CMS 17.191**]

Web Pages & Web Sites

What is the difference between a Web *Page* and a Web *Site*?

A *Web page* is a single Internet document (or "page") that is identified by a single web address and can be read by a Web browser such as Mozilla Firefox or Internet Explorer. It is usually one of many pages that make up a website and may be accessed by clicking a link from other pages within the website.

A *Web site* is made up of individual web pages. It is similar to a file folder that contains several individual documents. The links from the main (or "top") page of a web site lead you to the separate web pages within that site.

Basic Formats

Basic Format for WEB PAGES

Footnote: Web page author's Full Name, "Title of Web Page," Title or Owner of the site, URL (access date optional – use only for sources likely to have significant updates or in time-sensitive fields such as medicine or law).

Bibliography: Author's Last Name, First Name. "Title of Web Page," Title or Owner of the web page. URL.

Basic Format for WEBSITES

Footnote: Web site Author's Full Name, "Title of Website," Title or Owner of Website, URL (access date optional - use only for sources likely to have significant updates or in time-sensitive fields such as medicine or law).

Bibliography: Website Author's Last Name, First Name. "Title of Website." Owner of the Website. URL.

Examples

Web Sites and Web Pages	Footnote or Endnote	Bibliographic Entry
Web Page with Author, Title, Publisher, and Date	[22]Ronald F. Lee, "The Story of the Antiquities Act," U.S. Department of the Interior, National Parks Service, http://www.cr.nps.gov/history/hisnps/NPSHistory/antiq.htm	Lee, Ronald F. "The Story of the Antiquities Act." U.S. Department of the Interior, National Parks Service. http://www.cr.nps.gov/history/hisnps/NPSHistory/antiq.htm
Website Without an Author (the owner may stand in for the author)	[23] National Agricultural Library, "Species Profiles," http://www.invasivespecies.gov/profiles/main.shtml.	National Agricultural Library. "Species Profiles." *Invasive Species Archives.* http://www.invasivespecies.gov/profiles/main.shtml

Interviews and Personal Communications

Basic Formats

Basic Format for a PUBLISHED INTERVIEW

Footnote: Full Name of Interviewee, "Title of Interview," page(s).

Bibliographic Entry: Last Name of Interviewee, First Name. Interview by Name of Interviewer. *Title of Publication*, volume/issue information: page(s).

Basic Format for an UNPUBLISHED INTERVIEW

Footnote: Full Name of Interviewee, interview by [your name], Date of Interview, Place of Interview.

Bibliographic Entry: Last Name of Interviewee, First Name. Interview by [your name]. Format of Interview, Date of Interview. Place of Interview.

Basic Format for a PERSONAL COMMUNICATION

Footnote: Full Name of Person Who Communicated with You, Format of Communication, Date of Communication.

Bibliographic Entry:
[Not listed in a Bibliography – please see below.]

Examples

Interviews or Personal Communications	Footnote or Endnote	Bibliographic Entry
Interview, published	[24]Mark Pagel, "Behaviorist Seeks What Divides Us," interview by Kathy A. Svitil, 20-21.	Pagel, Mark. "Behaviorist Seeks What Divides Us." By Kathy A. Svitil. *Discover,* 26, no. 5 (May 2005): 20-21.
Interview, unpublished	[25]Birgit Stein, interview by Amy Stelland, tape recording, 16 August, 2005, City of Sausalito Branch Library, Sausalito, CA.	[Usually not included in your bibliography. **See CMS 17.205.**]
Personal Communication	[26]Scott Savage, letter to author, May 8, 2000.	Since personal communications are not usually available to the public, there is no need to list them in a bibliography.

Video/DVDs, Musical Scores, and Sound Recordings

Basic Formats

Basic Format for a VIDEO/DVD

Footnote: *Title*, format, Year of Publication.

Bibliographic Entry: *Title*. Format, Length of Film in Minutes. Publisher, Place of Publication, Year of Publication.

Basic Format for a MUSICAL SCORE

Footnote: Composer's Full Name, *Title*, Name of Performer(s), Name of Conductor [if available].

Bibliographic Entry: Composer's Last Name, First Name. *Title*. Name of Performer(s). Name of Conductor [if available]. Publisher and Catalog No. [if available].

Basic Format for a SOUND RECORDING

Footnote: Author's Full name, *Title*, read by Name of Reader, format of work [sound cassette, CD, etc.].

Bibliographic Entry: Author's Last Name, First Name. *Title*. Read by Name of Reader. Publisher. Format of Work [sound cassette, CD, etc.].

Examples

Videos/DVDs and Sound Recordings	Footnote or Endnote	Bibliographic Entry
DVD	[27]*Etre et Avoir* (*To Be and to Have*)**,** DVD, 2004**.**	*Etre et Avoir (To Be and to Have)***,** DVD. Directed by Nicolas Philibert. New York: New Yorker Video, 2004.
Musical Score	[28]Hector Berlioz, *Symphonie Fantastique*, New	Berlioz, Hector. *Symphonie Fantastique*. New York Philharmonic. Leonard

	York Philharmonic, Leonard Bernstein.	Bernstein. Sony 60968.
Sound Recording	[29]William C. Davis, *Diary of a Confederate Soldier,* read by Dick Taylor, sound cassette.	Davis, William C. *Diary of a Confederate Solider.* Read by Dick Taylor. North Star Publishing Company, 1991. Sound cassette.

Images

Basic Formats

Basic Format for an IMAGE:

Footnote: Author's Full Name, *Title,* Page Number(s), Type of Image.

OR if electronic:

Footnote: Author's Full Name, *Title,* Type of Image, URL.

Bibliographic Entry: Author's Last Name, First Name. *Title*. Place of Publication: Publisher, Year of Publication, Type of Image, URL (date accessed) [if electronic].

Examples

Images	Footnote or Endnote	Bibliographic Entry
Image From a Book	[30]Richard Sobel, Public Opinion in U.S. Foreign Policy, 87, table 5.3.	Sobel, Richard. Public Opinion in U.S. Foreign Policy. Boston: Rowman and Littlefield, 1993. Table 5.3.
Online Image	[31] ThomasWells. *Lightening Strikes Tupelo Mississippi*, JPG, http://accuweather.ap.org/AW	Wells, Thomas. *Lightening Strikes Tupelo Mississippi*. Northeast Mississippi Daily Journal. From AccuNet/AP Multimedia Archive. JPG, http://accuweather.ap.org/AW (accessed July 25, 2005)

In-Text Citations and References System

The In -Text Citations and References System (Scientific Style) is often used by writers in the Physical, Natural, and Social Sciences. It includes:

> **In-Text Citations -** very brief descriptions of your source for a paraphrased or quoted piece of text. They are typed within parentheses and placed directly after a quote or if paraphrasing, just before a mark of punctuation, such as a comma or period.

> A **References List -** the complete list of sources you used to write your paper. Place your **References List** at the end of your paper on its own page(s) and arrange the entries alphabetically by author or if no author is given, by title.

Basic Elements of Citations, by Format

BOOKS
Elements of a Full Citation:

- Author: full name of author or authors; full name of editor or editors, or if no name if listed, name of institution standing in place of author.

- Title, including subtitle if there is one

- Edition, if not the first.

- Volumes: total number if multivolume work is referred to as a whole; individual if single volume of multivolume work is cited and title of individual volume if applicable.

- Series title, if applicable, and volume number within series if series is numbered

- Facts of publication: city, publisher, and date

- Page number(s), if applicable

- A URL for Internet sources or, for other electronic sources, an indication of the medium consulted (DVD, E-Book Library, etc.)

PERIODICALS
Elements of a Full Citation:

- Author's or authors' name(s)

- Title and subtitle of article or column

- Title of periodical

- Issue information (volume, issue number, date)

- Page reference (where appropriate)

- For online periodicals, a URL

Web Sites and Web Pages
Elements of a Full Citation:

- Author(s) of web page

- Title of the page

- Title or owner of the site

- URL

- Copyright date and/or date of revision: **omit**, unless required by your instructor, the information is know not to be permanent (a news site, for example), or the information is frequently updated.

| | • Date you accessed the website or web page included in notes only

[Citations of web pages and sites are usually only included in your notes. They are only included in your bibliography if you are not using notes.] |

INTERVIEWS and PERSONAL COMMUNICATIONS
Elements of a Full Citation:

- Name of the person Interviewed or person with whom you communicated
- Name of the interviewer or recipient
- Format of the communication (e-mail, letter, tape recording, etc.)
- Date of the interview or communication

AUDIOVISUAL MATERIALS
Elements of a Full Citation:

- Name of the composer, producer, performer, or other person primarily responsible for the content
- Title of the work
- Medium (CD, DVD, VHS, etc.)
- Number of discs or tapes
- If using individual DVD scenes, or extras, cite the disc number and title
- Publisher's name
- Identifying number of the material (sound recordings only)
- Copyright date or date of production

IMAGES
- Follow the principles above and add the image form (table, figure, photograph, JPG, GIF, etc.) after the page number in notes or the copyright date in books (printed matter). Add it after the title for an electronic source.

Examples

Books	**In-Text Citation**	**Reference**

Single Author	Your paraphrased text or a "quoted passage" (DeLoria 2002, 118)	DeLoria, V. 2002. *Evolution, creationism, and other modern myths: a Critical inquiry.* Golden, CO: Fulcrum Publishing.
Two Authors	Your paraphrased text or a "quoted passage" (Cavalli-Sforza and Cavalli-Sforza 1995, 189-190)	Cavalli-Sforza, L.L., and F. Cavalli-Sforza. 1995. *The great human diasporas.* Cambridge: Persues Books.
More Than Three Authors	Your paraphrased text or a "quoted passage" (Lyons et al 1992, 161)	Lyons, O., H. Berman, V. DeLoria, Jr., L. Hauptman, and J. Mohawk. 1992. *Exiled in the land of the free: Democracy, Indian nations, and the U.S. constitution.* Sante Fe, NM: Clear Light Publishers.
Translated Work	Your paraphrased text or a "quoted passage" (Stourton 1999, 209-210)	Fenandez-Shaw, C. M. 1999. *The hispanic presence in North America: From 1492 to today.* Trans. by Alfonso Bertodano Stourton and others. New York: Facts on File, 1999.
Undated Work Also Lacking Publisher Information	Your paraphrased text or a "quoted passage" (Cervantes Saavedra [n.d.], 31)	Cervantes Saavedra, M. de. n.d. *Don Quijote de la Mancha.* New York.
Edited Book	Your paraphrased text or a "quoted passage" (Werner 2000, 156-157)	Werner, K. D., ed. 2000. *Turning points in world history: The American revolution.* San Diego, CA: Greenhaven.
Corporate Author	Your paraphrased text or a "quoted passage" (National Research Council 2000, 211)	National Research Council. 2000. *Economic indicators for the nation.* Washington, DC: National Academy Press.
Chapter or Essay in a	Your paraphrased text or a "quoted passage" (Berry 1990,	Berry, W. A Remarkable Man. Chap. 2 in *What are people*

Book	Chap. 2)	*for?* 1990. San Francisco: North Point Press.
Essay from a Reference Book	Your paraphrased text or a "quoted passage"(*Encyclopedia of Aesthetics,* s.v. "Genius: Conceptual and Historical Overview") ("s.v. stands for "sub verbo" or "under the word." It is used to cite alphabetically-arranged works. **OR if the reference work is a second edition or later:** [9]*Encyclopedia of Aesthetics*, 2nd ed., s.v. "Genius: Conceptual and Historical Overview.	**Usually not listed in a Reference (see Chicago Manual of Style sec. 17.238)**
Online Book/ebook **(reproduction of previously published book)** *Example: A book from NetLibrary*	Your paraphrased text or a "quoted passage" (Faraday 1860, 148)	Faraday, M. 1860. *The chemical history of a candle*. New York: The Author. NetLibrary e-book.

Articles	In-Text Citation	Reference
Article from a Monthly	Your paraphrased text or a "quoted passage" (Eide and Pitrelli, 2005, 26)	Aaron, E.E., and J.F. Pitrelli. 2005. Conversational computers. *Scientific American* 292, no.6.

Magazine		
Article from a Weekly Magazine	Your paraphrased text or a "quoted passage" (Adler, 2005, 48)	Adler, J. 2005. How the dinosaurs lived – and died. *Newsweek,* June 27.
Article from a Journal	Your paraphrased text or a "quoted passage" (Dennis, 2005, 169)	Dennis, S. A. 2005. Memory-based theory of verbal cognition. *Cognitive Science* 29, no. 2.
Reprint of Article from a Magazine, Newspaper, or Journal Example: *Annual Editions* articles	Your paraphrased text or a "quoted passage" (Pringle, "New Women of the Ice Age," 144)	Pringle, H. 1999/2000. New women of the Ice Age. *Annual Editions: Physical Anthropology*: 144-149. Previously published in *Discover*, April 1998.
Book Review Article	Your paraphrased text or a "quoted passage" (Olson 2005)	Olson, R. 2005. Review of *Given*, by Wendell Berry. *Booklist* 101, no.19/20:1742.
Article Accessed through an Electronic Database Examples of Databases: *Academic Search Premier, CQ Researcher*	Your paraphrased text or a "quoted passage" (Kowalewski, 2002, 26)	Kowalewski, D. 2002. Teaching deep ecology: A student assessment. *Journal of Environmental Education* 33 (Summer). http://search.epnet.com/login.aspx?direct=true&db=aph&an=7239040 (accessed May 21, 2005)
Article (without page numbers)	Your paraphrased text or a "quoted passage" (Macklin, 2003)	Macklin, R. 2003. Applying the four principles. *Journal of Medical Ethics* 29.

		http://jme.bmjjournals.com/cgi/ content/full/29/5/275 (accessed July 3, 2005).
Daily Newspaper Article (print)	Your text giving the "Title of Article and author, if available" (New York Times, 26 August, 2003)	No corresponding reference needed. **See CMS 17.191**
Non-Daily Newspaper or Newsletter Article (print)	Your paraphrased text or a "quoted passage" (Overland 2005, A33)	Overland, M. A. July 2005, A32-A33. Higher education and the beyond. *Chronicle of Higher Education.*
Newspaper Article Accessed Through an Electronic Database Example of Database: *Lexis-Nexis*	Your paraphrased text or a "quoted passage" (Colliver 2005)	

Web Sites and Web Pages	**In-Text Citation**	**Reference**
Web Page with Author, Title, Publisher, and Date	Your text or "quoted passage" (Redefining Progress, n.d.)	Redefining Progress. n.d. Contents of the GPI. Washington: Redefining Progress, http://www.rprogress.org/newprograms/sustIndi/gpi/gpi_contents.shtml (accessed July 1, 2005).

Website Without an Author	Your text or "quoted passage" (National Agricultural Library, 2005)	National Agricultural Library. Species Profiles. *Invasive Species Archives.* http://www.invasivespecies.gov/profiles/main.shtml (accessed July 1, 2005)

Interviews or Personal Communications	In-Text Citation	Reference
Interview, published	Your paraphrased text or a "quoted passage" (Svitil, May 2005, 21)	Pagel, Mark. May 2005. Behaviorist seeks what divides us: Interview with Mark Pagel. By Kathy A. Svitil. *Discover,* 26, no. 5.
Interview, unpublished	Your paraphrased text or a "quoted passage" (Stelland, 2005)	Stein, Birgit. 2005. Interview by Amy Stelland. Tape recording. August 16. City of Sausalito Branch Library, Sausalito, CA.
Personal Communication	Your paraphrased text or a "quoted passage" (S. Savage, pers, comm..)	Since personal communications are not usually available to the public, there is no need to list them in your References. **See CMS 17.209**

Videos/DVDs and Sound Recordings	In-Text Citation	Reference
DVD	[mention in running text – see CMS 17.265]	*Etre et Avoir (To Be and to Have)*. DVD. 2004. Directed by Nicholas Philibert. New York: New Yorker Video.

Musical Score	[mention in running text – see CMS 17.265]	Berlioz, H. *Symphonie Fantastique.* New York Philharmonic. Leonard Bernstein. Sony 609.CD.
Sound Recording	[mention in running text – see CMS 17.265]	Davis, W. C. 1991. *Diary of a Confederate Solider.* Read by Dick Taylor. North Star Publishing Company. Sound cassette.

Images	In-Text Citation	Reference
Image From a Book	[mention in running text – see CMS 17.265]	Sobel, R. 1993. Public Opinion in U.S. Foreign Policy. Boston: Rowman and Littlefield. Table 5.3.
Online Image	[mention in running text – see CMS 17.265]	Wells, T. *Lightening Strikes Tupelo Mississippi*. Northeast Mississippi Daily Journal. From AccuNet/AP Multimedia Archive. JPG, http://accuweather.ap.org/AW (accessed July 25, 2005)

Formatting

Footnotes

The Chicago Manual of Style prefers footnotes that use regular numbers followed by a period and space (example: 1.)

However, because Microsoft Word automatically formats footnotes using the superscript form (example [1]), we use the superscript form ([1]) in this handout. Please see your instructor for his or her preference.
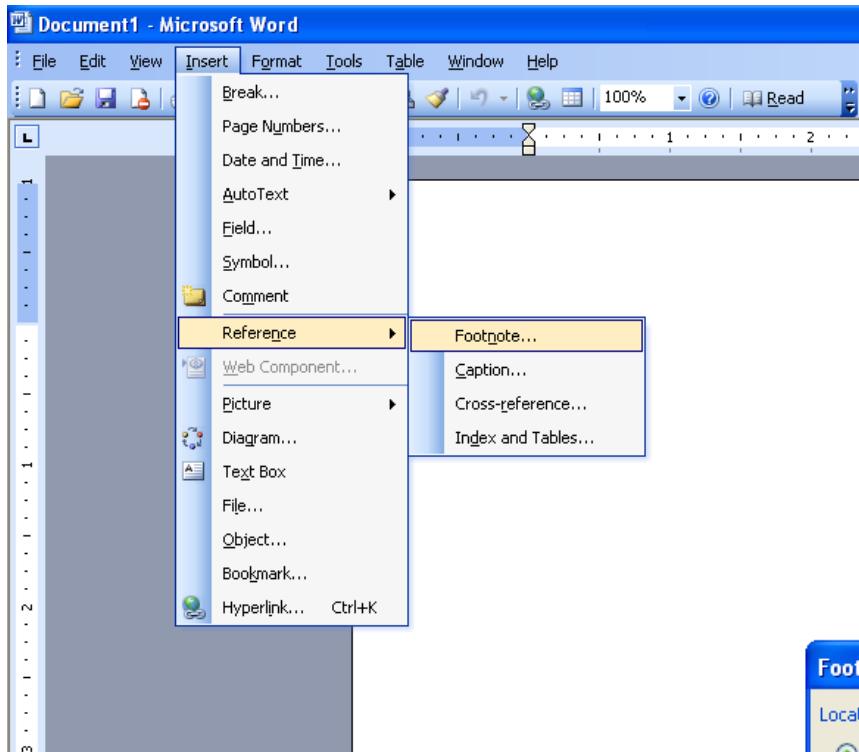
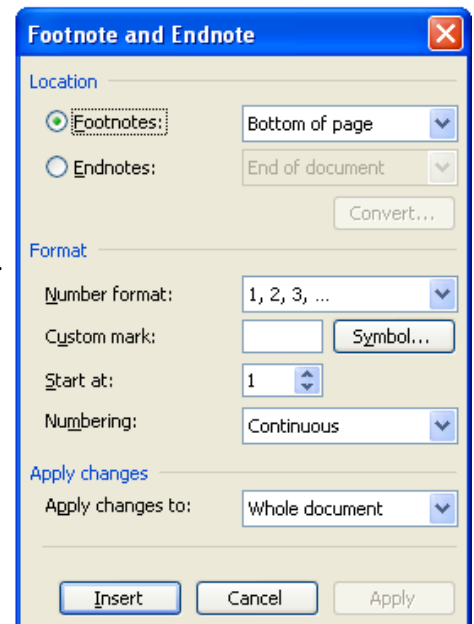## How to Use Microsoft Word's Footnotes Function:

1) Place your cursor after the text in which you have just paraphrased or quoted a source.

Example:

2) Click the **Insert Footnote**.

The alternative format books contained in this file have been prepared by Assistive Technology Services for use with the Kurzweil 3000 reader. These materials are intended only for the designated ATS client. Further reproduction or distribution of this material is an infringement of copyright law.

3) Choose **Bottom of Page** as the location of your footnotes and **1,2,3** as the number format you want to use.

4) Choose **"1"** for the Start at: box and **"Continuous"** for the numbering system. Apply to **Whole Document.** Click **Insert.**

5) Type your footnote after the number that appears at the bottom of the page. Then place your cursor back in the text of your paper.
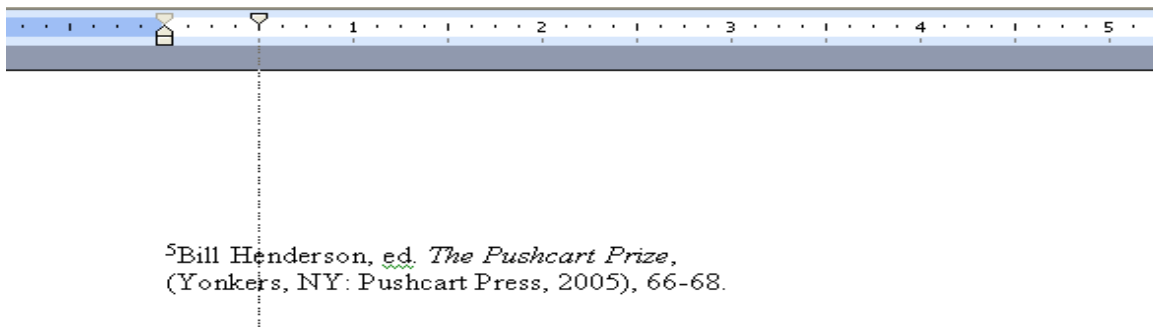
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1 Jerry Adler, "How the Dinosaurs Lived - and Died," *Newsweek*, 27 June 2005, 48.

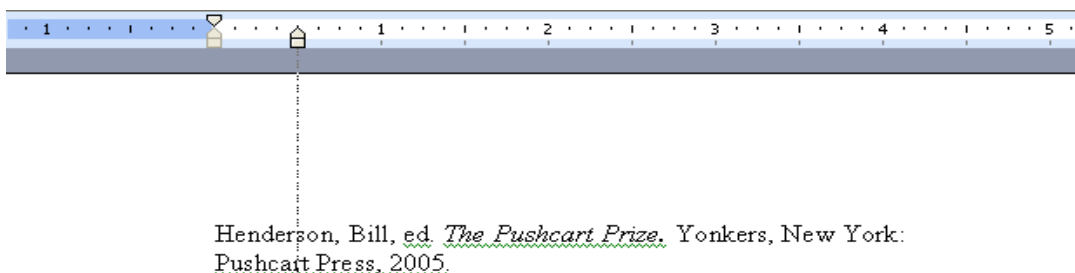# How to Indent Your Footnotes, Bibliographic, and Reference List Entries

How to use a **First Line Indent** to indent your Footnotes (if not using Microsoft Word's Footnote function):

1) Place your cursor at the beginning of the top line.
2) Click the top triangle of the ruler near the top of the screen
3) Drag the triangle to the half-inch mark (see below).

[5]Bill Henderson, ed. *The Pushcart Prize*, (Yonkers, NY: Pushcart Press, 2005), 66-68.

How to use a **Hanging Indent** to indent the second and subsequent lines of your **Bibliographic** or **Reference List** entries:

1) Place your cursor at the beginning of the second line.
2) Click the bottom triangle (**not** the rectangle below it) of the ruler near the top of the screen.
3) Drag the bottom triangle to the half-inch mark (see below).

Henderson, Bill, ed. *The Pushcart Prize*. Yonkers, New York: Pushcart Press, 2005.

finally... DON'T FORGET THE 3-EM DASH

The 3-EM dash (six hyphens strung together) is a quick way to note more than one entry by the same author, authors, or corporate author.

The different entries are arranged chronologically, from earliest to most recent works, NOT alphabetically.

Here is an example:

> Schuman, H., and J. Scott. 1987. Problems in the use of survey questions to measure public opinion. Science 236:957-59.
>
> ------. 1989. Generations and collective memories. *American Sociological Review* 54:359-81.

Need an example not listed here?
Please go to the Front Desk and ask for *The Chicago Manual of Style,* 7th ed.
A library staff member would be happy to help you find your example.