



School of Liberal Arts

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***Chicago Manual of Style (CMS) 15<sup>th</sup> Edition***

College students often encounter more than one style of documentation: most history classes and some humanities classes require students to follow the *Chicago Manual of Style (CMS)*. Since there are two very different forms the CMS takes, it is important to find out whether your professor wants you to use the notes and bibliography or the author-date style. This handout covers the following matters:

- 1) Footnotes/Endnotes and Bibliography,
- 2) The author-date style, and
- 3) Organizing the Reference List, Bibliography, or Works Cited for CMS

The following rules and many of the examples are derived from *The Chicago Manual of Style 15<sup>th</sup> edition*.

**1. Footnotes/Endnotes and Bibliography**

Usually when you are required to provide footnotes (citation information at the bottom of the page) or endnotes (citation information at the end of the document/ essay), a bibliography is also required.

The number you add at the end of your citation will direct the reader to the appropriate footnote or endnote.

**Text:**

In his latest book, Salman Rushdie states "Doris knew little about the environment around her."<sup>1</sup>  
(The superscript number can be formed automatically either by choosing that font or by using Insert and Footnote.)

***Example of a citation of a book with one author:***

**Footnote or Endnote:**

1. Salman Rushdie. *The Ground Beneath Her Feet*. (New York: Henry Holt, 1999), 23.

**Bibliographic Entry:**

Rushdie, Salman. *The Ground Beneath Her Feet*. New York: Henry Holt, 1999.

***Example of a citation of a book with two authors:***

**Footnote or Endnote:**

2. Kurt Johnson and Steve Coates, *Nabokov's Blues: The Scientific Odyssey of a Literary Genius* (Cambridge, MA: Zoland Books, 1999), 77.

**Bibliographic Entry:**

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

***Example of a citation of a book with three authors:***

**Footnote or Endnote:**

3. David Johnson, Stephen Michaels, and Daniel Day, *The Life and Time of the USA*. (Boston, MA: Longman, 2000).

**Bibliographic Entry:**

Johnson, David, Stephen Michaels, and Daniel Day, *The Life and Time of the USA*. (Boston, MA: Longman, 2000).

***Example of a citation of a book with more than three authors:***

**Footnote or Endnote:**

4..Simon Hass, et. al. *Women and Mental Health* (Baltimore: Johns Hopkins University Press, 1996), 243.

**Bibliographic Entry:**

Hass, Simon, et. al. *Women and Mental Health*. Baltimore: Johns Hopkins University Press, 1996.

***Example of a citation of a book with editor in place of author:***

**Footnote or Endnote:**

5. Ori Z. Soltes, ed., *Georgia Art and Civilization through the Ages* (London: Phillip Wilson, 1999), 280.

**Bibliographic Entry:**

Soltes, Ori Z., ed. *Georgia Art and Civilization through the Age*. London: Phillip Wilson, 1999.

***Example of a citation of a book with edition other than the first:***

**Footnote or Endnote:**

5. Karen V. Harper–Dorton, and Martin Herbert, *Working with Children, Adolescents, and Their Families*, 3<sup>rd</sup> ed. (Chicago: Lyceum Books, 2002), 43.

**Bibliographic Entry:**

Harper–Dorton, Karen V., and Martin Herbert. *Working with Children, Adolescents, and Their Families*, 3<sup>rd</sup> ed. Chicago: Lyceum Books, 2002).

**Example of a citation of a work in an anthology:**

**Footnote or Endnote:**

6. Anne Carr and Douglas J. Schuurman, "Religion and Feminism: A Reformist Christian Analysis," in *Religion, Feminism, and the Family*, ed. Anne Carr and Mary Stewart (Louisville, KY: John Knox Press, 1996), 11-32.

**Bibliographic Entry:**

Carr, Ann, and Douglas J. Schuurman. "Religion and Feminism: A Reformist Christian Analysis," in *Religion, Feminism, and the Family*, ed. Anne Carr and Mary Stewart, Louisville, KY: John Knox Press, 1996.

**Example of a citation of a journal article:**

**Footnote or Endnote:**

7. Paul Thompson, "Democracy and Popular Power in Beijing," *Radical America* 22 (September-October 1988): 22.

**Bibliographic Entry:**

Thompson, Paul. "Democracy and Popular Power in Beijing." *Radical America* 22 September-October 1988: 15-28.

## 2. Parenthetical Text Citation and Reference-list Entries in Author-date Style

In the author-date system, sources are cited in the text, usually in parentheses, by the author's last name, the publication date of the work cited, and a page number if needed. (this style is similar to APA format—but not identical.)

Full details appear in the bibliography—usually titled "References" or "Works Cited" – in which the year of publication appears immediately after the author's name. Initials often replace authors' given names.

### **Text:**

All of Eurasia was affected by climatic oscillations during Pleistocene glacials and interglacials (Frenzel 1968)... Behavioral observations can provide useful insights into evolutionary relationships, as Morris and Morris (1966, 1-24) first tried to show for the giant panda.

Reference-list entries:

Frenzel, B. 1968. The Pleistocene vegetation of northern Eurasia. *Science* 161:637-49.

Morris, R., and D. Morris. 1966. *Men and pandas*. New York: McGraw-Hill.

### 3. Organizing the Reference List/ Bibliography/or Works Cited for CMS

- First, title the references, bibliography, or works cited page depending on the format you are using (without quotations, underlining, or italics).
- Then, make sure the sources are arranged in alphabetical order – by the last name of the first author listed on the source or (if no author is given) by the first important work of the title (excluding *a*, *an*, or *the*).
- As you list each source, use hanging indentation (the first line is flush to the left and each subsequent line is indented). Begin each source citation with the author's last name. Use initials for the first and middle names. Do not list degrees, like M.D. or Ph.D.

## General Documentation for books:

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

**Title:** full title of the book, including subtitle if there is one.

**Editor, compiler, or translator:** if any, if listed on title page in addition to author.

**Edition:** if not the first.

**Volume:** total number of volumes if multivolume work is referred to as a whole; individual number 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:** or numbers if applicable.

## General Documentation for Articles:

**Author:** full name for author(s)

**Title:** title and subtitle of article or column (for newspaper)

**Periodical:** title of periodical

**Issue:** volume, issue number, date, etc.

**Page:** exact page for a note; inclusive pages for the bibliography

**URL:** for online periodicals, give the URL