

Chicago Manual of Style Citation Guide to Print Resources
University of Mary Washington Libraries

These sets of citations provide examples of—and illustrate the differences between—foot/endnotes and bibliography references. This listing is not comprehensive; researchers needing more information should consult Kate Turabian’s *A Manual for Writers of Term Papers, Theses, and Dissertations* (8th edition), or *The Chicago Manual of Style* (16th edition). Note: *The Chicago Manual of Style* is available online to those affiliated with UMW. It is listed in the UMW Libraries’ “Citing Resources” subject guide and in the “Databases A – Z” section under “C.”

In the following sets of references, the foot/endnote appears first (indented), followed by its corresponding bibliography entry (hanging indentation). The note numbers are followed by periods, similar to the examples in Turabian. In research papers be sure to use superscript 1, 2, 3, etc.

Entries are single-spaced to save space (and pages if students want to copy this document). Professors, however, may prefer double-spaced citations, so check with them.

Table of Contents

Books by One Author	2
Books by Two and Three Authors	3
Books by More Than Three Authors	4
Edited and Translated Books	4-5
Edited and Translated Works of Authors	5
Books in Editions Other Than the First	6
Books in Series	7
Multivolume Works (Sets)	7
Multivolume Works (Individual Volumes)	8-9
Essays in an Author’s Own Book and in a Book Edited by Someone Else	9
Dictionaries and Encyclopedias	10
Magazine Articles	11-12
Journal Articles	12-13
Newspaper Articles	14
Correspondence	15
Unpublished Interviews and Personal Communications	15
Theses and Dissertations	16
Secondary Sources of Quotations (One Source Quoted in Another)	16
Book Reviews	17-18
Subsequent References (Ibid. and Shortened References)	19-20

Books by One Author

The various parts of a book citation include the author's name, the title of the book (italicized), the place of publication (if more than one city is noted, cite just the first), the publisher (you may omit an initial "The" in the publisher's name and such words as "and Company" or "and Co. "), and the copyright date. The page number(s) cited appear at the end of the note.

In foot/endnotes, commas are not used before suffixes such as "Jr." and "IV" (see Edward Curtis and James Schlesinger examples). Commas are, however, included in the corresponding bibliography references. Colons usually precede subtitles of works, but use a comma if the subtitle is a date or dates (see John Colville citations).

The note appears first (indented) followed by its corresponding bibliography entry (hanging indentation).

1. John Colville, *The Fringes of Power: 10 Downing Street Diaries, 1939-1955* (New York: W. W. Norton, 1985), 651-52.

Colville, John. *The Fringes of Power: 10 Downing Street Diaries, 1939-1955*. New York: W. W. Norton, 1985.

2. Edward E. Curtis IV, *Islam in Black America: Identify, Liberation, and Difference in African-American Islamic Thought* (Albany: State University of New York Press, 2002), 169.

Curtis, Edward E., IV. *Islam in Black America: Identify, Liberation, and Difference in African-American Islamic Thought*. Albany: State University of New York Press, 2002.

3. Michele Gillespie, *Free Labor in an Unfree World: White Artisans in Slaveholding Georgia, 1789-1860* (Athens: University of Georgia Press, 2000), 187.

Gillespie, Michele. *Free Labor in an Unfree World: White Artisans in Slaveholding Georgia, 1789-1860*. Athens: University of Georgia Press, 2000.

4. James D. Hart, *The Popular Book: A History of America's Literary Taste* (New York: Oxford University Press, 1950), 101-2.

Hart, James D. *The Popular Book: A History of America's Literary Taste*. New York: Oxford University Press, 1950.

5. Arthur M. Schlesinger Jr., *The Age of Jackson* (Boston: Little, Brown, 1945), 133.

Schlesinger, Arthur M., Jr. *The Age of Jackson*. Boston: Little, Brown, 1945.

Books by Two Authors

The various parts of a book citation include the authors' names, the title of the book (italicized), the place of publication (if more than one city is noted, cite just the first), the publisher (you may omit an initial "The" in the publisher's name and such words as "and Company" or "and Co."), and the copyright date. The page number(s) cited appear at the end of the note. Notice how the suffixes Jr. and III are treated (see also page 2 of this guide). Notice, too, the "with" in the third set of references.

The note appears first (indented) followed by its corresponding bibliography entry (hanging indentation).

1. Otis W. Coan and Richard G. Lillard, *America in Fiction*, 5th ed. (Palo Alto, CA: Pacific Books, 1967), 23-25.

Coan, Otis W., and Richard G. Lillard. *America in Fiction*. 5th ed. Palo Alto, CA: Pacific Books, 1967.

2. Peter W. Cookson Jr. and Caroline Hodges Persell, *Preparing for Power: America's Elite Boarding Schools* (New York: Basic Books, 1985), 146-47.

Cookson, Peter W., Jr., and Caroline Hodges Persell. *Preparing for Power: America's Elite Boarding Schools*. New York: Basic Books, 1985.

3. James A. Baker III with Thomas M. DeFrank, *The Politics of Diplomacy: Revolution, War, and Peace, 1989-1992* (New York: Putnam, 1995), 23.

Baker, James A., III, with Thomas M. DeFrank. *The Politics of Diplomacy: Revolution, War, and Peace, 1989-1992*. New York: Putnam, 1995.

Books by Three Authors

The various parts of a book citation include the authors' names, the title of the book (italicized), the place of publication (if more than one city is noted, cite just the first), the publisher (you may omit an initial "The" in the publisher's name and such words as "and Company" or "and Co."), and the copyright date. The page number(s) cited appear at the end of the note.

The note appears first (indented) followed by its corresponding bibliography entry (hanging indentation).

4. Wayne C. Booth, Gregory G. Colomb, and Joseph M. Williams, *The Craft of Research* (Chicago: University of Chicago Press, 1995), 42-45.

Booth, Wayne, Gregory G. Colomb, and Joseph M. Williams. *The Craft of Research*. Chicago: University of Chicago Press, 1995.

Books by More Than Three Authors

The various parts of a book citation include the authors' names, the title of the book (italicized), the place of publication (if more than one city is noted, cite just the first), the publisher (you may omit an initial "The" in the publisher's name and such words as "and Company" or "and Co."), and the copyright date. The page number(s) cited appear at the end of the note.

For books by more than three authors, the foot/endnote should include the name of the first author followed by "et al." or "and others." In bibliography references usually all the authors are listed, though it is permissible to cite just the first one, followed by "et al." or "and others."

Foot/Endnote:

5. Cornelia Meigs et al., *A Critical History of Children's Literature*, rev. ed. (New York: Macmillan, 1969), 516.

Or:

5. Cornelia Meigs and others, *A Critical History of Children's Literature*, rev. ed. (New York: Macmillan, 1969), 516.

Bibliography Reference:

Meigs, Cornelia, Anne Thaxter Eaton, Elizabeth Nesbitt, and Ruth Hill Viguers. *A Critical History of Children's Literature*. Rev. ed. New York: Macmillan, 1969.

Or:

Meigs, Cornelia, and others. *A Critical History of Children's Literature*. Rev. ed. New York: Macmillan, 1969.

Edited and Translated Books

The various parts of a book citation include the editor's / editors' name(s), the title of the book (italicized), the place of publication (if more than one city is noted, cite just the first), the publisher (you may omit an initial "The" in the publisher's name and such words as "and Company" or "and Co."), and the copyright date. The page number(s) cited appear at the end of the note. (See page 9 for citing books of essays.)

The note appears first (indented) followed by its corresponding bibliography entry (hanging indentation).

1. Joey Green, ed., *The Cornell Widow Hundredth Anniversary Anthology, 1894-1994* (Ithaca, NY: Cornell Widow, 1981), 19-20.

Green, Joey, ed. *The Cornell Widow Hundredth Anniversary Anthology, 1894-1994*. Ithaca, NY: Cornell Widow, 1981.

2. Mary Ellen Snodgrass, ed., *Celebrating Women's History: A Women's History Month Resource Book* (Detroit: Gale Research Co., 1996), 190-91.

Snodgrass, Mary Ellen, ed. *Celebrating Women's History: A Women's History Month Resource Book*. Detroit: Gale Research Co., 1996.

3. Catherine Clinton and Nina Silber, eds., *Divided Houses: Gender and the Civil War* (New York: Oxford University Press, 1993), 401-2.

Clinton, Catherine, and Nina Silber, eds. *Divided Houses: Gender and the Civil War*. New York: Oxford University Press, 1993.

4. Arthur M. Schlesinger Jr., and Morton White, eds., *Paths of American Thought* (Boston: Houghton Mifflin, 1963), 576.

Schlesinger, Arthur M., Jr., and Morton White, eds. *Paths of American Thought*. Boston: Houghton Mifflin, 1963.

Edited and Translated Works of Authors

The edited or translated work of an author appears under that author's name, not the name of the editor or translator. The editor's or translator's name follows the title of the book. Next appears the place of publication (if more than one city is noted, cite just the first) and the publisher (you may omit an initial "The" in the publisher's name and such words as "and Company" or "and Co."), and the copyright date. The page number(s) cited appear at the end of the note.

The note appears first (indented) followed by its corresponding bibliography entry (hanging indentation).

1. Benjamin Franklin, *A Benjamin Franklin Reader*, ed. Walter Isaacson (New York: Simon & Schuster, 2003), 24.

Franklin, Benjamin. *A Benjamin Franklin Reader*. Edited by Walter Isaacson. New York: Simon & Schuster, 2003.

2. Jean Andrew Wahl, *A Short History of Existentialism*, trans. Forrest Williams and Stanley Maron (New York: Philosophical Library, 1949), 43.

Wahl, Jean Andrew. *A Short History of Existentialism*. Translated by Forrest Williams and Stanley Maron. New York: Philosophical Library, 1949.

Books in Editions Other Than the First

From Turabian, eighth edition, section 17.1.3: “When a book is reissued with significant content changes, it may be called a ‘revised’ edition or a ‘second’ (or subsequent) edition. This information usually appears on the book’s title page and is repeated, along with the date of the edition, on the copyright page. When you cite an edition other than the first, include the number or description of the edition after the title. . . . Include the publication date only of the edition you are citing, not of any previous editions.” In other words, if the copyright page of a book lists more than one date, use the most recent one.

*Note abbreviations below for “second revised edition,” “third edition,” “revised and enlarged edition,” and “second edition.” In the first example, William L. O’Neill is the author of the second revised edition of *Feminism in America: A History*. It was published in 1988 by Transaction Books of New Brunswick, New Jersey.*

See section 14.119 of The Chicago Manual of Style for inclusion of the original copyright date of an older work cited in a modern edition.

The note appears first (indented) followed by its corresponding bibliography entry (hanging indentation).

1. William L. O’Neill, *Feminism in America: A History*, 2nd rev. ed. (New Brunswick, NJ: Transaction Books, 1988), 224-25.

O’Neill, William L. *Feminism in America: A History*. 2nd rev. ed. New Brunswick, NJ: Transaction Books, 1988.

2. James M. McPherson, *Ordeal by Fire: The Civil War and Reconstruction*, 3rd ed. (Boston: McGraw-Hill, 2001), 19.

McPherson, James M. *Ordeal by Fire: The Civil War and Reconstruction*. 3rd ed. Boston: McGraw-Hill, 2001.

3. Carl Van Doren, *The American Novel, 1789-1938*, rev. and enl. ed. (New York: Macmillan, 1940), 358.

Van Doren, Carl. *The American Novel, 1789-1938*. Rev. and enl. ed. New York: Macmillan, 1940.

4. James Playsted Wood, *Magazines in the United States*, 2nd ed. (New York: Ronald Press, 1956), 154.

Wood, James Playsted. *Magazines in the United States*. 2nd ed. New York: Ronald Press, 1956.

Books in Series

Books are occasionally published as volumes in named series. Notice that the title of the series (not in italics) follows the italicized title of the book. If the titles in a series are numbered, include the volume or issue number after the name of the series (see Leonard B. Irwin citations).

The note appears first (indented) followed by its corresponding bibliography entry (hanging indentation).

1. Alexander Cowie, *The Rise of the American Novel*, American Literature Series (New York: American Book Co., 1951), 116.

Cowie, Alexander. *The Rise of the American Novel*. American Literature Series. New York: American Book Co., 1951.

2. Rachel Ginnis Fuchs, *Abandoned Children: Foundlings and Child Welfare in Nineteenth-Century France*, SUNY Series in Modern European Social History (Albany: State University of New York Press, 1984), 278.

Fuchs, Rachel Ginnis. *Abandoned Children: Foundlings and Child Welfare in Nineteenth-Century France*. SUNY Series in Modern European Social History. Albany: State University of New York Press, 1984.

3. Leonard B. Irwin, *A Guide to Historical Fiction for the Use of Schools, Libraries and the General Reader*, 10th ed., new and rev, McKinley Bibliographies, vol. 1 (Brooklawn, NJ: McKinley Pub. Co., 1971), 122.

Irwin, Leonard B. *A Guide to Historical Fiction for the Use of Schools, Libraries and the General Reader*. 10th ed., new and rev. McKinley Bibliographies, vol. 1. Brooklawn, NJ: McKinley Pub. Co., 1971.

Multivolume Works (Sets)

If an entire multivolume work is cited, include the number of volumes after the title. If the volumes were published in different years, indicate the dates in the reference (see Frank Freidel citations).

The note appears first (indented) followed by its corresponding bibliography entry (hanging indentation).

4. H. H. Asquith, *Memories and Reflections, 1852-1927*, 2 vols. (Boston: Little, Brown, 1928).

Asquith, H. H. *Memories and Reflections, 1852-1927*. 2 vols. Boston: Little, Brown, 1928.

5. Frank Freidel, *Franklin D. Roosevelt*, 4 vols. (Boston: Little, Brown, 1952-1973).

Freidel, Frank. *Franklin D. Roosevelt*. 4 vols. Boston: Little Brown, 1952-1973.

Multivolume Works (Individual Volumes)

The various parts of a book citation include the author's name, the title of the book (italicized), the place of publication (if more than one city is noted, cite just the first), the publisher (you may omit an initial "The" in the publisher's name and such words as "and Company" or "and Co."), and the copyright date. The page number(s) cited appear at the end of the note.

If an individual volume of a multivolume work has no title of its own, cite the volume number in the note, followed by a colon and the page reference(s). In the following H. H. Asquith example, pages 52-53 are cited from volume 2. In the Kirkendall essay, page 1178 from volume 3 is cited.

The note appears first (indented) followed by its corresponding bibliography entry (hanging indentation).

1. H. H. Asquith, *Memories and Reflections, 1852-1927* (Boston: Little, Brown, 1928), 2: 52-53.

Asquith, H. H. *Memories and Reflections, 1852-1927*. Vol. 2. Boston: Little, Brown, 1928.

2. Richard S. Kirkendall, "Election of 1948," in *History of American Presidential Elections, 1789-2008*, 4th ed., ed. Gil Troy, Arthur M. Schlesinger Jr., and Fred L. Israel (New York: Facts on File, 2012), 3:1178.

Kirkendall, Richard S. "Election of 1948." In *History of American Presidential Elections, 1789-2008*, 4th ed., edited by Gil Troy, Arthur M. Schlesinger Jr., and Fred L. Israel. Vol. 3, 1157-97. New York: Facts on File, 2012.

If a volume in a multivolume work has its own title, cite both it and the general title. The individual volume title (The Apprenticeship in below citations) may either precede or follow the title of the entire set (Franklin D. Roosevelt in below citations):

Foot/Endnote:

3. Frank Freidel, *Franklin D. Roosevelt*, vol. 1, *The Apprenticeship* (Boston: Little, Brown, 1952), 87-88.

Or:

3. Frank Freidel, *The Apprenticeship*, vol. 1 of *Franklin D. Roosevelt* (Boston: Little, Brown, 1952), 87-88.

Bibliography Reference:

Freidel, Frank. *Franklin D. Roosevelt*. Vol. 1, *The Apprenticeship*. Boston: Little, Brown, 1952.

Or:

Freidel, Frank. *The Apprenticeship*. Vol. 1 of *Franklin D. Roosevelt*. Boston: Little, Brown, 1952.

In the following citations, Tom Nawrocki is the author of the essay “Hugh Fullerton.” It appears on pages 113 to 120 in volume 171 of the reference set Dictionary of Literary Biography. Volume 171 (edited by Richard Orodener) has its own title, Twentieth-Century American Sportswriters. The work was published in 1996 by Gale Research in Detroit.

4. Tom Nawrocki, “Hugh Fullerton,” in *Twentieth-Century American Sportswriters*, ed. Richard Orodener, vol. 171, *Dictionary of Literary Biography* (Detroit: Gale Research, 1996), 115-16.

Nawrocki, Tom. “Hugh Fullerton.” In *Twentieth Century American Sportswriters*, edited by Richard Orodener, 113-20. Vol. 171, *Dictionary of Literary Biography*. Detroit: Gale Research, 1996.

Essays (In an Author’s Own Book)

In the following citations, Willie Morris is the author of the essay “Weep No More My Lady.” It appears on pages 90-94 of his book Terrains of the Heart and Other Essays on Home, published in 1981 by Yoknapatawpha Press in Oxford, Mississippi. Observe that in foot/endnotes, the cited page number is listed last, while in bibliographies the pagination of the entire essay (pages 90-94 in this case) follows the title of the book.

The note appears first (indented) followed by its corresponding bibliography entry (hanging indentation).

1. Willie Morris, “Weep No More My Lady,” in *Terrains of the Heart, and Other Essays on Home* (Oxford, MS: Yoknapatawpha Press, 1981), 92.

Morris, Willie. “Weep No More My Lady.” In *Terrains of the Heart, and Other Essays on Home*, 90-94. Oxford, MS: Yoknapatawpha Press, 1981.

Essays (In a Book Edited by Someone Else)

In the following citations, Lee Coyle is the author of the essay “Kenneth Roberts and the American Historical Novel.” The essay appears in the book Popular Literature in America: A Symposium in Honor of Lyon N. Richardson. This volume is edited by James C. Austin and Donald A. Koch and was published in 1972 by Bowling Green University Popular Press in Bowling Green, Ohio. Observe that in foot/endnotes, the cited page number is listed last, while in bibliographies the pagination of the entire essay (pages 70-77 in this instance) follows the name(s) of the editor(s).

The note appears first (indented) followed by its corresponding bibliography entry (hanging indentation).

2. Lee Coyle, “Kenneth Roberts and the American Historical Novel,” in *Popular Literature in America: A Symposium in Honor of Lyon N. Richardson*, ed. James C. Austin and Donald A. Koch (Bowling Green, OH: Bowling Green University Popular Press, 1972), 71.

Coyle, Lee. “Kenneth Roberts and the American Historical Novel.” In *Popular Literature in America: A Symposium in Honor of Lyon N. Richardson*, edited by James C. Austin and Donald A. Koch, 70-77. Bowling Green, OH: Bowling Green University Popular Press, 1972.

Dictionaries and Encyclopedias

According to section 14.247 of *The Chicago Manual of Style*, “*Well-known reference books, such as major dictionaries and encyclopedias, are normally cited in notes rather than in bibliographies. The facts of publication are often omitted, but the edition (if not the first) must be specified. References to an alphabetically arranged work cite the item (not the volume or page number) preceded by s.v. (sub verbo, “under the word”; pl. s.vv.)*”

Following are two examples of note citations to reference works (indented).

1. *Encyclopedia Americana*, international ed., s.v. “Kickapoo Indians.”
2. *American National Biography*, s.v. “Stanton, Elizabeth Cady.”

The *Chicago Manual of Style* writes in section 14.247 that “*certain reference works . . . may appropriately be listed with their publication details.*”

3. Dennis H. Cremin, “Waterfront,” in *The Encyclopedia of Chicago*, ed. James R. Grossman, Ann Durkin Keating, and Janice L. Reiff (Chicago: University of Chicago Press, 2004), 865.

Turabian’s A Manual for Writers points out in section 16.2.3 that “*you may choose to include in your bibliography a specific work . . . that is critical to your argument or frequently cited.*” Below are some sample citations to books; see other sections of this guide for additional examples.

The note appears first (indented) followed by its corresponding bibliography entry (hanging indentation).

4. Richard S. Kirkendall, “Election of 1948,” in *History of American Presidential Elections, 1789-2008*, 4th ed., ed. Gil Troy, Arthur M. Schlesinger Jr., and Fred L. Israel (New York: Facts on File, 2012), 3:1178.

Kirkendall, Richard S. “Election of 1948.” In *History of American Presidential Elections, 1789-2008*, 4th ed., edited by Gil Troy, Arthur M. Schlesinger Jr., and Fred L. Israel. Vol. 3, 1157-97. New York: Facts on File, 2012.

In the following citations, Tom Nawrocki is the author of the essay “Hugh Fullerton.” It appears on pages 113 to 120 in volume 171 of the reference set Dictionary of Literary Biography. Volume 171 (edited by Richard Orodener) has its own title, Twentieth-Century American Sportswriters. The work was published in 1996 by Gale Research in Detroit.

5. Tom Nawrocki, “Hugh Fullerton,” in *Twentieth-Century American Sportswriters*, ed. Richard Orodener, vol. 171, *Dictionary of Literary Biography* (Detroit: Gale Research, 1996), 115-16.

Nawrocki, Tom. “Hugh Fullerton.” In *Twentieth Century American Sportswriters*, edited by Richard Orodener, 113-20. Vol. 171, *Dictionary of Literary Biography*. Detroit: Gale Research, 1996.

Magazine Articles

Titles of magazine articles are surrounded by quotation marks in citations while titles of the magazines themselves are italicized. Notice that volume numbers are omitted in citations to magazine articles. A comma (not a colon) separates the magazine's date from the page number(s).

In the first set of citations, S. L. Carson wrote the article "The Second Tragic Lincoln." It was published on pages 36-37 of the February 1985 issue of American History Illustrated.

The note appears first (indented) followed by its corresponding bibliography entry (hanging indention).

1. S. L. Carson, "The Second Tragic Lincoln," *American History Illustrated*, February 1985, 37.

Carson, S. L. "The Second Tragic Lincoln." *American History Illustrated*, February 1985, 36-37.

2. Bernard A. Weisberger, "Paul Revere: The Man, the Myth, and the Midnight Ride," *American Heritage*, April 1977, 26.

Weisberger, Bernard A. "Paul Revere: The Man, the Myth, and the Midnight Ride." *American Heritage*, April 1977, 24-37.

3. "Authors and Editors," *Publishers' Weekly*, October 9, 1967, 21.

"Authors and Editors." *Publishers' Weekly*, October 9, 1967, 21-22.

4. William C. MacCarty III, "A Prescription You Can Live With," *Virginia Wildlife*, September 2002, 25.

MacCarty, William C., III. "A Prescription You Can Live With." *Virginia Wildlife*, September 2002, 24-26.

5. Martha Brant and Michael Isikoff, "Going after Greed," *Newsweek*, July 15, 2002, 23.

Brant, Martha, and Michael Isikoff. "Going after Greed." *Newsweek*, July 15, 2002, 20-23.

6. Henry F. Pringle and Katherine Pringle, "Rebellious Parson," *Saturday Evening Post*, February 10, 1951, 157.

Pringle, Henry F., and Katherine Pringle. "Rebellious Parson." *Saturday Evening Post*, February 10, 1951, 30, 156-58.

Magazine Articles (Issue Numbers)

If a magazine is published in issues (not volumes), include the issue number, preceded by “no.,” after the title. (When a title ends with a question mark or an exclamation point, regular punctuation used with notes—comma or colon—is omitted.) In the first set of citations, James Agee wrote the article “America, Look at Your Shame!” It was published on pages 34-39 of the January/February 2003 issue of the Oxford American. This is issue number 43 of the magazine.

The note appears first (indented) followed by its corresponding bibliography entry (hanging indentation).

7. James Agee, “America, Look at Your Shame!” *Oxford American*, no. 43 (January/February 2003), 37.

Agee, James. “America, Look at Your Shame!” *Oxford American*, no. 43 (January/February 2003), 34-39.

Journal Articles

Titles of journal articles are surrounded by quotation marks in citations while the titles of the journals themselves are italicized. Notice that volume numbers (and issue numbers, if known) are included in citations to journal articles. In the first set of citations, Henry Kamen’s article appears on pages 210 to 230 of the June 1977 issue of the Journal of Modern History, (volume 49, issue number 2). A colon (not a comma) separates the date of the issue from the page number(s).

The note appears first (indented) followed by its corresponding bibliography entry (hanging indentation).

1. Henry Kamen, “A Forgotten Insurrection of the Seventeenth Century: The Catalan Peasant Rising of 1688,” *Journal of Modern History* 49, no. 2 (June 1977): 224.

Kamen, Henry. “A Forgotten Insurrection of the Seventeenth Century: The Catalan Peasant Rising of 1688.” *Journal of Modern History* 49, no. 2 (June 1977): 210-30.

2. Lawrence E. Klein, “Gender and the Public/Private Distinction in the Eighteenth Century: Some Questions about Evidence and Analytic Procedure,” *Eighteenth-Century Studies* 29, no. 1 (Fall 1995): 102.

Klein, Lawrence E. “Gender and the Public/Private Distinction in the Eighteenth Century: Some Questions about Evidence and Analytic Procedure.” *Eighteenth-Century Studies* 29, no. 1 (Fall 1995): 97-109.

3. Susan S. Lukesh and R. Ross Holloway, “The Non-Fraud of the Middle Bronze Age Stone Goddess from Ustica: A Reverse Piltdown Hoax,” *Antiquity* 76 (December 2002): 975-76.

Lukesh, Susan S., and R. Ross Holloway. “The Non-Fraud of the Middle Bronze Age Stone Goddess from Ustica: A Reverse Piltdown Hoax.” *Antiquity* 76 (December 2002): 974-79.

4. Jacquelyn Dowd Hall, Robert Korstad, and James Leloudis, "Cotton Mill People: Work, Community, and Protest in the Textile South, 1880-1940," *American Historical Review* 91, no. 2 (April 1986): 277.

Hall, Jacquelyn Dowd, Robert Korstad, and James Leloudis. "Cotton Mill People: Work, Community, and Protest in the Textile South, 1880-1940." *American Historical Review* 91, no. 2 (April 1986): 245-86.

Journal Articles (Series Statements and Issue Numbers)

Some journals are published in series (abbreviated as ser.), which may be numbered, lettered, or identified as old series or new series (abbreviated o.s. and n.s.). Set off series designations by commas. See top of preceding page for a brief explanation of a periodical citation.

The note appears first (indented) followed by its corresponding bibliography entry (hanging indentation).

5. Emily Clark and Virginia Meacham Gould, "The Feminine Face of Afro-Catholicism in New Orleans, 1727-1852," *William and Mary Quarterly*, 3rd ser., 59, no. 2 (April 2002): 418-19.

Clark, Emily, and Virginia Meacham Gould. "The Feminine Face of Afro-Catholicism in New Orleans, 1727-1852." *William and Mary Quarterly*, 3rd ser., 59, no. 2 (April 2002): 409-448.

6. Margaret Leech, "Legend and Hard Fact," *Yale Review*, n.s., 32 (Autumn 1942): 162.

Leech, Margaret. "Legend and Hard Fact." *Yale Review*, n.s., 32 (Autumn 1942): 161-63.

If a journal has no date of publication except a year, include the volume and issue numbers. For instance, in the following citations, Rosenmon's article, "The Rising Eye in Johnny Tremain," was published in 1979 in the journal Claflin College Review, volume 3, issue number 2, pages 44-48. (Johnny Tremain is italicized in the citation as it's the title of a book.)

7. John B. Rosenmon, "The Rising Eye in *Johnny Tremain*," *Claflin College Review* 3, no. 2 (1979): 45.

Rosenmon, John B. "The Rising Eye in *Johnny Tremain*." *Claflin College Review* 3, no. 2 (1979): 44-48.

If a journal is published in issues (not volumes), include the issue number, preceded by no., after the title. (When a title ends with a question mark or an exclamation point, regular punctuation used with notes—comma or colon—is omitted.)

8. Charles Kadushin, "Who Are the Elite Intellectuals?" *Public Interest*, no. 29 (Fall 1972): 116-117.

Kadushin, Charles. "Who Are the Elite Intellectuals?" *Public Interest*, no. 29 (Fall 1972): 109-125.

Newspaper Articles

From section 17.4,2 of Turabian: "Omit page numbers . . . because a newspaper may have several editions in which items may appear on different pages or may even be dropped. You may clarify which edition you consulted by adding final edition, Midwest edition, or some such identifier."

Note: Many professors prefer section and page numbers to be included, and some of the examples below illustrate this style. In the Orley Hood set of citations, A1 stands for section A, page 1. If the city's name is not part of the title, it should be added and italicized. If the city is not well known, add in parentheses the state's two-letter postal abbreviation. It is not necessary to include cities of publication for prominent newspapers such as the Christian Science Monitor or the Wall Street Journal.

With unsigned newspaper articles in bibliographies, "the name of the newspaper stands in place of the author" (Chicago Manual of Style, section 14.207). See last example below.

The note appears first (indented) followed by its corresponding bibliography entry (hanging indentation).

1. Rick Bragg, "To a Beloved Native Son, A Mississippi Farewell," *New York Times*, August 6, 1999, late edition.

Bragg, Rick. "To a Beloved Native Son, A Mississippi Farewell." *New York Times*, August 6, 1999, late edition.

2. Orley Hood, "Spotlight Shines on the People Who Played," *Jackson (MS) Clarion-Ledger*, June 30, 1996, A1.

Hood, Orley. "Spotlight Shines on the People Who Played." *Jackson (MS) Clarion-Ledger*, June 20, 1996, A1.

3. Jennifer Strobel, "Walking Together Forever," *Fredericksburg (VA) Free Lance-Star*, July 7, 2002.

Strobel, Jennifer. "Walking Together Forever." *Fredericksburg (VA) Free Lance-Star*, July 7, 2002.

4. Paul D. Thacker, "Wanted: Artists Willing to Dig," *Christian Science Monitor*, November 14, 2002, 17.

Thacker, Paul D. "Wanted: Artists Willing to Dig." *Christian Science Monitor*, November 14, 2002, 17.

5. "Novelist Roberts to Feature Bates' Literary Conference," *Lewiston (ME) Evening Journal*, February 26, 1951.

Lewiston (ME) Evening Journal. "Novelist Roberts to Feature Bates' Literary Conference." February 26, 1951.

Correspondence

According to section 14.233 of The Chicago Manual of Style, “In a note, the main element of a manuscript citation is usually a specific item (a letter, a memorandum, or whatever) and is thus cited first. In a bibliography, the main element is usually either the collection in which the specific item may be found, the author(s) of the items in the collection, or the depository for the collection.”

The note appears first (indented) followed by its corresponding bibliography entry (hanging indentation).

1. Archibald Howard to Kenneth Roberts, 2 December 1909, Kenneth Roberts Papers, Dartmouth College Library, Hanover, New Hampshire.

Roberts, Kenneth. Papers. Dartmouth College Library, Hanover, New Hampshire.

From The Chicago Manual of Style, section 14.241: “If only one item from a collection has been mentioned in text or in a note and is considered important enough to include in a bibliography, the entry will begin with the item.” See also section 14.240.

The note appears first (indented) followed by its corresponding bibliography entry (hanging indentation).

2. Kenneth Roberts to Julian Street, 31 March 1922, Julian Street Papers, Princeton University Library, Princeton, New Jersey.

Roberts, Kenneth. Letter to Julian Street, 31 March 1922. Julian Street Papers. Princeton University Library, Princeton, New Jersey.

Unpublished Interviews and Personal Communications

According to The Chicago Manual of Style, section 14.219, “Unpublished interviews are best cited in text or in notes, though they occasionally appear in bibliographies. Citations should include the names of both the person interviewed and the interviewer; brief identifying information, if appropriate; the place or date of the interview (or both, if known); and, if a transcript or recording is available, where it may be found.”

1. Kenneth Roberts, interview by Henry Morgan, July 8, 1937, transcript, Kenneth Roberts Papers, Dartmouth College Library, Hanover, New Hampshire.

From The Chicago Manual of Style, section 14.222: “References to conversations (whether face-to-face or by telephone) or to letters, e-mail or text messages, and the like received by the author are usually run in to the text or given in a note. They are rarely listed in a bibliography.”

For example, “In a telephone conversation with the author on November 1, 2015, sportswriter Frank O. Copley said that the umpire’s mistake cost the home team the baseball game.”

2. Frank O. Copley, e-mail message to author, November 1, 2015.

Theses and Dissertations

The note appears first (indented) followed by its corresponding bibliography entry (hanging indentation).

1. Mary Patricia Schoene, "Characterization, Action and Setting in Five Representative Novels of Kenneth Roberts" (master's thesis, Washington University, 1959), 65.

Schoene, Mary Patricia. "Characterization, Action and Setting in Five Representative Novels of Kenneth Roberts." Master's thesis, Washington University, 1959.

2. John Ira Kitch Jr., "From History to Fiction: Kenneth Roberts As an Historical Novelist" (PhD diss., University of Illinois, 1965), 16-17.

Kitch, John Ira, Jr. "From History to Fiction: Kenneth Roberts As an Historical Novelist." PhD diss., University of Illinois, 1965.

Secondary Sources of Quotations (One Source Quoted in Another)

From section 17.10 of Turabian: "Responsible researchers avoid repeating quotations that they have not actually seen in the original. If one source includes a useful quotation from another source, readers expect you to obtain the original to verify not only that the quotation is accurate but also that it fairly represents what the original meant. If the original source is unavailable, however, cite it as 'quoted in' the secondary source in your note." The first reference below (#3) refers to a magazine article quoted in a book while the second one (#4) refers to a book quoted in a book.

The note appears first (indented) followed by its corresponding bibliography entry (hanging indentation).

3. Hack Wilson, "How I Became 'Sunny Boy,'" *Baseball Digest*, October-November 1959, 17-18, quoted in Bruce A. Rubenstein, *Chicago in the World Series, 1903-2005* (Jefferson, NC: McFarland, 2006), 115-16.

Wilson, Hack. "How I Became 'Sunny Boy.'" *Baseball Digest*, October-November 1959, 17-18. Quoted in Bruce A. Rubenstein, *Chicago in the World Series, 1903-2005*. Jefferson, NC: McFarland, 2006.

4. Klaus Schwabe, *Woodrow Wilson: Revolutionary Germany and Peace-making, 1918-1919* (Chapel Hill: University of North Carolina Press, 1985), 19, quoted in Michael Beschloss, *The Conquerors: Roosevelt, Truman and the Destruction of Hitler's Germany, 1941-1945* (New York: Simon and Schuster, 2002), 11.

Schwabe, Klaus. *Woodrow Wilson: Revolutionary Germany and Peace-making, 1918-1919*. Chapel Hill: University of North Carolina Press, 1985, 19. Quoted in Michael Beschloss, *The Conquerors: Roosevelt, Truman and the Destruction of Hitler's Germany, 1941-1945*. New York: Simon and Schuster, 2002.

Book Reviews

According to section 14.214 of The Chicago Manual of Style (16th edition), in citations to reviews, include the name of the reviewer, the book review title, if any, “the words review of, followed by the name of the work reviewed and its author,” the title of the periodical in which the review appeared, and the date and pagination. (See top of page 13. If the review is from a newspaper, technically you do not have to include the page number(s), though your professor may prefer to have the pagination in your citations.)

Unsigned reviews are cited in the same way as unsigned newspaper articles (see last example, page 13). In bibliographies they are listed under the names of the periodicals in which the reviews appeared.

The same rules that distinguish citations to magazine articles from journal references (e.g., 1) commas vs. colons, and 2) volume numbers) apply to book reviews in these respective publications. See “Magazine Articles” (page 10) and “Journal Articles” (page 11).

The note appears first (indented) followed by its corresponding bibliography entry (hanging indentation).

Signed, titled review in a journal (includes journal volume number):

1. Andrew S. Trees, “The Importance of Being Alexander Hamilton,” review of *Alexander Hamilton*, by Ron Chernow, *Reviews in American History* 33 (March 2005): 9.

Trees, Andrew S. “The Importance of Being Alexander Hamilton.” Review of *Alexander Hamilton*, by Ron Chernow. *Reviews in American History* 33 (March 2005): 8-14.

Signed, untitled review in a journal (includes journal volume number):

2. Edward C. Kirkland, review of *Paul Revere and the World He Lived In*, by Esther Forbes, *Mississippi Valley Historical Review* 29 (September 1942): 258.

Kirkland, Edward C. Review of *Paul Revere and the World He Lived In*, by Esther Forbes. *Mississippi Valley Historical Review* 29 (September 1942): 257-59.

Signed, titled review in a magazine (no volume number):

3. John Peters, “Grand Finale,” review of *Harry Potter and the Deathly Hallows*, by J. K. Rowling, *Kirkus Reviews*, August 15, 2007, 810.

Peters, John. “Grand Finale.” Review of *Harry Potter and the Deathly Hallows*, by J. K. Rowling. *Kirkus Reviews*, August 15, 2007, 810.

Signed, titled review in a newspaper (no volume number):

4. Allan Nevins, "Rousing Tale of the French and Indian War," review of *Northwest Passage*, by Kenneth Roberts, *New York Herald Tribune Books*, July 4, 1937, 2.

Nevins, Allan. "Rousing Tale of the French and Indian War." Review of *Northwest Passage*, by Kenneth Roberts. *New York Herald Tribune Books*, July 4, 1937, 1-2.

Unsigned, titled review in a magazine (no volume number):

5. "For the Aesthetic Traveler," review of *All We Know*, by Lisa Cohen, *Newsweek*, July 16, 2012, 54.

Newsweek. "For the Aesthetic Traveler." Review of *All We Know*, by Lisa Cohen. July 16, 2012, 54.

Unsigned, titled review in a newspaper (no volume number; see page 13 for the use of postal abbreviations for states):

6. "The Wyeth Pictures," review of *Trending into Maine*, by Kenneth Roberts, *Portland (ME) Evening Express*, June 28, 1938, 4.

Portland (ME) Evening Express. "The Wyeth Pictures." Review of *Trending into Maine*, by Kenneth Roberts. June 28, 1938, 4.

Unsigned, untitled review in a magazine (no volume number; use same format for unsigned and untitled reviews in newspapers):

7. Unsigned review of *Strive and Succeed*, by Horatio Alger, Jr., *Literary World*, November 1, 1872, 93.

Literary World. Unsigned review of *Strive and Succeed*, by Horatio Alger, Jr. November 1, 1872, 93.

Subsequent References (Ibid.)

Once a work is cited in full form, it should not be cited in full again. When there are two consecutive citations to the same work, the abbreviation "Ibid." (for ibidem, "in the same place") is used to avoid repetition. In note number 3, the reference is to the same page as cited in note number 2, so the page number does not need to be included again. Note that Ibid. (followed by a period) is not in italics. See section 16.4.2 of Turabian.

1. Arthur M. Schlesinger Jr., *The Age of Jackson* (Boston: Little, Brown, 1945), 133.
2. Ibid., 134.
3. Ibid.
4. Ibid., 136-37.
5. Catherine Clinton and Nina Silber, eds. *Divided Houses: Gender and the Civil War* (New York: Oxford University Press, 1993), 401-2.
6. Ibid., 410.

*Keep in mind that Ibid. (don't forget the period) is used only when two notes to the same source follow one right after another. If note number 6 had cited Schlesinger's book instead of Clinton's and Silber's *Divided Houses*, then it would have included a shortened reference to *The Age of Jackson*, not Ibid. This is explained in the following section of this guide.*

Subsequent References (Shortened References)

As stated on the above section, once a work is cited in full form, it should not be cited in full again. When notes to the same work do not follow one right after another but are separated by notes to other sources, then shortened references are used. An example of a shortened reference is the author's last name and the appropriate page number of the item. If other works by the same author are cited, however, then titles or abbreviated titles must also be included to avoid ambiguity; in fact, some researchers prefer to include both authors and titles in their shortened references (see note number 5 on the next page).

Following are some sample notes that illustrate the use of shortened references as well as Ibid. See also section 16.4 of Turabian. Incidentally, as section 16.4.2 implies, writers can choose to use a shortened reference even in circumstances when it would be correct to use Ibid. See notes 3 and 10.

1. James M. McPherson, *Ordeal by Fire: The Civil War and Reconstruction*, 3rd ed. (Boston: McGraw-Hill, 2001), 34.
2. Catherine Clinton, *The Plantation Mistress: Woman's Work in the Old South* (New York: Pantheon Books, 1982), 27.

3. Ibid., 28-29. [Or, Clinton, *Plantation Mistress*, 28-29.]
4. James M. McPherson, *The Abolitionist Legacy: From Reconstruction to the NAACP* (Princeton: Princeton University Press, 1975), 258-59.
5. Clinton, 34. [Or, Clinton, *Plantation Mistress*, 34.]
6. James M. McPherson, *Abraham Lincoln and the Second American Revolution* (New York: Oxford University Press, 1991), 313.
7. McPherson, *Ordeal by Fire*, 42.
8. McPherson, *Abraham Lincoln*, 314.
9. Ibid.
10. Ibid., 320-21. [Or, McPherson, *Abraham Lincoln*, 320-21.]
11. McPherson, *Abolitionist Legacy*, 284.

Prepared by Jack Bales, jbales@umw.edu
Reference and Humanities Librarian
University of Mary Washington
Simpson Library
March 28, 2016