

## Chicago Manual of Style

The following entries illustrate the citation style according to *Chicago Manual of Style*, 16<sup>th</sup> Edition. A slight modification of Chicago style is known as Turabian style, which is geared more toward the types of citation students encounter; please refer to Kate L. Turabian's *Manual for Writers of Research Papers, Theses, and Dissertations*, 7th edition. Chicago/Turabian features two basic documentation systems: Notes-Bibliography (used in the humanities) and the Author-Date style (used in the social, physical, and natural sciences). Proper citation acknowledges the creators of each source and helps your readers find the original source if they would like more information. This handout will focus on the Notes-Bibliography style most commonly used in the humanities.

The humanities style presents detailed bibliographic information in a note—sometimes a footnote on the page where a source is used, and sometimes as an endnote on the final page of the paper. Citation information is often repeated in a bibliography at the end of a paper, too, but confirm with your instructor if a bibliography is needed, and if you should use endnotes or footnotes.

A few general rules for the notes-bibliography version of CMS/Turabian:

- For Notes, include the author's name as it is listed in the article (FirstName LastName). In bibliographic entries, authors' names are inverted (LastName, FirstName); for each additional author, use traditional name order.
- For bibliography/references pages, indent each line of the citation after the first line one-half inch.
- Always locate a date of publication or the date of the last update, but if there is not one, use *n.d.* (no date).
- Titles of shorter works (e.g., articles, song, poems, short stories) are placed in quotation marks: "Title." Titles of longer works (e.g., books, journals, albums, movies) are italicized: *Title*.
- The list of sources at the end of a Note-Bibliography style paper is called Bibliography.
- Once you have provided the bibliographic information for a source, each additional citation requires only the author's last name, a shortened version of the title, and the page or pages cited. Follow the formatting guidelines for titles. When you have two consecutive notes from the same source, use *Ibid.* (which means "in the same place") and the page number; just use *Ibid.* if the page number is the same as the previous citation.

Please note that the two major differences between citations in notes and citations in bibliographies: (1) authors' names are traditional order in notes (FirstName LastName) and inverted in bibliographies (LastName, FirstName); (2) notes use commas for punctuation rather than the mix of commas and periods used in bibliographies. If you have questions about format in CMS, please refer to [Questions and Answers](#) section on the *Chicago Manual of Style Online*. You have full access to the CMS Online through OSU Libraries. If you're off campus, be sure to go to [library.osu.edu](http://library.osu.edu) and click on "Off-Campus Sign-In." You do not have to subscribe individually.

There are many citation generators available on the internet, and University Libraries even has a premium subscription to the bibliography service EasyBib. As useful as citation generators can be, they are not foolproof. You should use citation generators with caution and always be sure that all of the pertinent information is included in the final citation by checking against a style guide such as the print version of the [Chicago Manual of Style, 16<sup>th</sup> Edition](#) (available on Reserve at the Science and Engineering Library); the [Chicago Manual of Style Online](#) (use 16<sup>th</sup> edition); [Manual for Writers of Research Papers, Theses, and Dissertations, 7th edition](#); [Bedford-St. Martin's Research and Documentation Online](#); or [Purdue OWL](#).

## ELECTRONIC & MULTIMEDIA SOURCES

In the 21<sup>st</sup> century, many reliable resources are available online as well as in print. Please note that the *Chicago Manual of Style*, 16<sup>th</sup> Edition requires that all online sources are identified by a Digital Object Identifier (DOI) or if a DOI is not available, the stable URL. Only include access dates if there is no date of publication or date of last update.

Special note about citing electronic sources: technology is continually changing, but citation style guides do not change as quickly. This means it can be difficult to figure out what the approved standard is for citation of new media sources. If you ever have any questions, always ask your instructor, visit the Writing Center, ask a librarian, or visit the University Libraries research and writing tutoring center.

Guide to the abbreviations below: N=Note B=Bibliography

### Generic forms for online and multimedia sources

Below are the generic formats for citing online and multimedia sources. When in doubt, use this format.

N: 1. FirstName LastName of Performer, Writer or Creator, *Title of Text*, indication of format/medium, running time, publication date, URL.

B: Lastname, Firstname of Performer, Writer or Creator. *Title of Text*. Indication of Medium, Running Time. Publication Date. URL.

### General website homepage

Website citations can be limited to an in-text mention. However, you can use the format below for the homepage of a website. Please note that generally, websites and pages within websites are cited only in the notes. However, some instructors may want bibliographic entries too, so we have provided some examples below.

N: 1. *CNN.com*, accessed July 26, 2012, <http://www.cnn.com/>.

B: *CNN*. Accessed July 26, 2012. <http://www.cnn.com/>.

### Page within website

Use the format below for pages within a website. If you are using anything other than the homepage of a website, you will use this format. Sometimes there will not be an author, and sometimes there will a staff or organizational author.

#### No author/ Staff author/Individual author

N: 1. "Salem Witchcraft Trials: Who Was Put to Death - Expedition Week - National Geographic Channel," National Geographic, accessed July 25, 2012, <http://channel.nationalgeographic.com/channel/expedition-week/salem-witch-trials-victims/>.

2. CNN Wire Staff, "Researchers List Top 10 Airports for Spreading Disease CNN.com," *CNN*, last modified on July 26, 2012, [http://www.cnn.com/2012/07/26/travel/airports-disease/index.html?hpt=hp\\_t3](http://www.cnn.com/2012/07/26/travel/airports-disease/index.html?hpt=hp_t3).

3. Andrew Curry, "Mystery of Lost Roman City Solved: Ancients Greened the Desert?" National Geographic, July 18, 2012, <http://news.nationalgeographic.com/news/2012/07/120717-palmyra-roman-city-syria-science-farming-world-ancient/>.

B: CNN Wire Staff. "Researchers List Top 10 Airports for Spreading Disease - CNN.com." *CNN*. last modified on July 26, 2012. [http://www.cnn.com/2012/07/26/travel/airports-disease/index.html?hpt=hp\\_t3](http://www.cnn.com/2012/07/26/travel/airports-disease/index.html?hpt=hp_t3).

Curry, Andrew. "Mystery of Lost Roman City Solved: Ancients Greened the Desert?" National Geographic. July 18, 2012. <http://news.nationalgeographic.com/news/2012/07/120717-palmyra-roman-city-syria-science-farming-world-ancient/>.

"Salem Witchcraft Trials: Who Was Put To Death - Expedition Week - National Geographic Channel." National Geographic. <http://channel.nationalgeographic.com/channel/expedition-week/salem-witch-trials-victims/>.

### **Personal/Professional site (individual)**

Use the format below for websites developed by and dedicated to individuals (both personal and professional). If you are using a page within the website, be sure to use the appropriate page name.

N: 1. Daryl Vocat, "What's New?" Daryl Vocat's professional website, June 16, 2012.  
<http://www.darylvocat.com/>.

### **Film, television, music, and other recordings**

Below are the generic forms for notes and bibliographic entries for recordings. Be sure that the information that appears on the far right side of the Bibliography and References corresponds to the signal words used in the text.

N: 1. Group, Composer or Performer, *Title*, Medium, Recording Company or Publisher, Catalog Number, Year of Release.

B: Group, Composer or Performer. *Title*. Medium. Recording Company. Year of Release.

OR

Group, Composer or Performer. *Title*. Medium. Publisher, Catalog Number. Year of Release.

### **Film (in theater)**

For films, what is usually referenced directly and therefore the most important is the title.

N: 1. *Titanic-3D*, directed by James Cameron and Jon Landau, performed by Leonardo DiCaprio and Kate Winslet, Paramount Pictures, 20th Century Fox and Lightstorm Entertainment, 2012, film.

2. *Kill the Irishman*, directed by Jonathan Hensleigh, performed by Ray Stevenson, Christopher Walken, and Vincent D'Onofrio, Anchor Bay Films, 2011, film.

B: *Kill the Irishman*. Directed by Jonathan Hensleigh. Performed by Ray Stevenson, Christopher Walken, and Vincent D'Onofrio. Anchor Bay Films, 2011. Film.

*Titanic-3D*. Directed by James Cameron and Jon Landau. Performed by Leonardo DiCaprio and Kate Winslet. Paramount Pictures, 20th Century Fox and Lightstorm Entertainment, 2012. Film.

### **Film (DVD, Blu Ray)**

The Internet Movie Database (IMDb) is a great resource for locating information about movies and even television shows. Use the format below to cite movies that you view on DVDs, videotape, Blu Ray, or streaming.

N: 1. *The Hunger Games*, Blu Ray, directed by Gary Ross (2012; USA: Lionsgate Films, 2012).

B: *The Hunger Games*. Directed by Gary Ross. USA: Lionsgate Films, 2012. Blu Ray.

### **Television Program (single episode)**

Try to find out as much information as possible about the episode: who wrote, directed, and produced it? When and where did you view it? Use this citation format when you are citing episodes watched during the original airing or online. For television episodes viewed on DVDs, use the DVD format plus the title of the episode. Generally, television episodes are only cited in notes.

N: 1. *The Simpsons*, "Beware My Cheating Bart," Fox, April 15, 2012, written by Ben Joseph.

2. *Harry's Law*, "Search and Seize," NBC, March 25, 2012, written by Lawrence Broch, Christopher Ambrose, and David E. Kelley, directed by Jonathan Pontell, <http://www.nbc.com/harrys-law/episode->

guide/season-2/400844/search-and-seize/episode-215/475046/.

### Recording (whole album)

If available, include the recording number used by the record label; place the recording number after the record label name.

- N: 1. Adele, *21*, XL Records, 2011, CD.  
2. Nicki Minaj, *Pink Friday*, Universal Motown, 2011, MP3.

### Recording (single song)

- N: 1. Foo Fighters, "Rope," in *Wasting Light*, Roswell Records, 2011, <http://itunes.com>.  
2. Cee-Lo Green, "Forget You," by Cee-Lo Green, Bruno Mars, and P. Lawrence, In *The Lady Killer*, Elektra, 2010, MP3.

### Live Performance

Use the format below to cite a live performance such as a play, musical event, dance recital, etc.

- N: 1. *Dance Uptown: DIRT*, The Ohio State University, Plumb Hall Agricultural Arena, Columbus, May 26, 2012.  
2. *Robin Hood*, by Phillip J. Hickman, directed by John S. Kuhn, Schiller Park, Columbus, OH, June 23, 2012.

### Blogs

Blogs are no longer just people's personal diaries online: many blogs are considered to be authoritative and useful resources. In CMS, blog posts and comments are only cited as notes. However, if you are frequently citing a blog in your paper, you may choose to include it in your Bibliography. Special note from *Chicago Manual of Style*, 16<sup>th</sup> edition: "if the word "blog" is included in the title of the blog, there is no need to repeat it in parentheses after that title."

- N: 1. Cyrus Farivar, "Saving Throw: Securing Democracy with Stats, Spreadsheets, and 10-sided Dice," *Ars Technica* (blog), July 24, 2012 (8:00 p.m.), <http://arstechnica.com/tech-policy/2012/07/saving-american-elections-with-10-sided-dice-one-stats-profs-quest/>.  
2. Angela Watercutter, "BitTorrent Bundle Might Make Money for DJ Shadow," *Wired.com–Underwire* (blog), July 21, 2012 (8:15 p.m.), <http://www.wired.com/underwire/2012/07/dj-shadow-bittorrent-release/>

### Tweets

Tweets—postings from Twitter—can sometimes be useful for research projects. The CMS does not have an official format for citing tweets, but CMS suggests using the rules associated with blogs such as including the citation only in notes. Use the author's "real" name (if you can locate it) and handle (username). Accounts that are managed by a group of people, such as those for corporations or organizations, will not have a single author. Simply use the handle for the author name.

- N: 1. Sohaib Athar (ReallyVirtual), Twitter post, May 1, 2011, 3:58 p.m. <http://twitter.com/reallyvirtual>  
2. TheEconomist, Twitter post, July 26, 2012, 2:43p.m. <http://twitter.com/theeconomist>

### YouTube

A YouTube video citation requires the information you would gather for a video or film citation (creator, director, performers, title, date created—even if the creator is SuperCoolGuy32) as well as the information you would gather for a website and database (database/site name, URL, date accessed). For CMS, also include the length of videos. As with many other multimedia sources, YouTube videos are generally cited in the notes only.

- N: 1. *Meet the Technologists: Clean Energy Technologies as Solutions to Climate Change*, YouTube video, 1:35:40, posted by "CleanAirCoolPlanet," December 13, 2011, <http://www.youtube.com/watch?v=sQTmSivI1lo>  
2. *Ed Catmull, Pixar: Keep Your Crises Small*, YouTube video, 54:11, from a lecture recorded at 2007 Entrepreneurship Conference at the Stanford Graduate School of Business by the Stanford Graduate School of

Business on January 21, 2007, posted by “Standfordbusiness,” July 28, 2009,  
<http://www.youtube.com/watch?v=k2h2lvhzMDc>.

### Photographs and images

Although you may access a photo or image through Google Images, this is not where the photo is actually hosted. You must visit the actual website where the photograph is hosted in order to properly cite it. Many times, there will not be a title, date, or photographer, but gather as much information as possible. It is likely that any images or photographs you cite will be digital images; that is, you will be accessing the images online rather than film hard copies.

N: 1. Pete Souza, *Obama Family in the Oval Office*, 2009, White House, Washington D.C. in *Wikipedia*,  
[http://en.wikipedia.org/wiki/File:Obama\\_family\\_in\\_the\\_Oval\\_Office.jpg](http://en.wikipedia.org/wiki/File:Obama_family_in_the_Oval_Office.jpg).

2. Tuxxme, *Waiting for the Mother Ship*, August 11, 2011, Columbus, OH, in *Flickr*.  
<http://www.flickr.com/photos/tuxxme/7331751126/>

### Personal interview and personal communications

Unpublished interviews and personal communication are only cited within notes.

N: 1. Cynthia Selfe (distinguished professor and scholar) in discussion with the author, July 2012.

2. Ginger Jones (performance artist) in discussion with the author, June 2011.

### Periodicals accessed online (e.g., databases, electronic journals, online editions, e-magazines) and in print

Most likely, you will access journal articles through large databases such as Academic Search Complete or JSTOR that index hundreds (even thousands!) of journals and other periodicals. You can access databases for free from the University Libraries website. A DOI or stable URL must be included.

If no issue number is available, only include volume. Volume and issue information can usually be found in a few different places: at the top or bottom of the first page of an article; on one of the first pages of the journal issue; on the spine of the journal. Volume and issue are important for locating journals, especially for journals that have been in publication for many years and for journals that publish more than one issue per year. For print journals and magazines, you will use the same format for electronic journals and magazines, excluding the access date and URL. Typically, it is sufficient to cite newspaper and magazine articles and content entirely within the body of the paper.

Special note about electronic journals: electronic journals are periodicals that are digitally produced, published, and maintained. Some journals publish both a print and online version of issues; some have distinct online and print versions that feature different content; and many electronic journals are only online. For online resources, you will not have page numbers because very often the sources are websites, video projects, or other digital media projects that cannot be printed or paginated. You can often access electronic journals through Google and other non-library search engines, but they are also indexed by large databases like JSTOR and similar databases.

Please note that for any source with a corporate or organizational author, you will use the same format, with the corporation or organization name taking the place of the author.

### PDFs versus HTML-versions of journal articles

PDFs are the preferred format for electronic copies of print articles because PDFs are exact replicas of the source and include original formatting, such as page numbers and charts or other images. HTML stands for HyperText Markup Language, and it is a reformatting of the original article content. PDFs have the images appearing as in the original layout of the page, whereas in HTML they are inserted in text between the paragraphs, or as side-linked thumbnail images. If you have the option, use the PDF rather than HTML version of sources. Unless the instructor asks for it, do not include the access date. We've included it in the example so you can see where it would be placed if required.

N: 1. Loren Kajikawa, "D'Angelo's Voodoo Technology: African Cultural Memory and the Ritual of Popular Music Consumption," *Black Music Research Journal* 32, no. 1 (2012): 150, doi:

10.5406/blacmusiresej.32.1.0137

B: Kajikawa, Loren. "D'Angelo's Voodoo Technology: African Cultural Memory and the Ritual of Popular Music Consumption." *Black Music Research Journal* 32, no. 1 (2012): 137-59. doi: 10.5406/blacmusiresej.32.1.0137

### Electronic Journals

N: 1. Jennifer Haley-Brown, "Risky Writing in Unsafe Spaces: Wikipedia as a FYC Venue," *Kairos: A Journal of Rhetoric, Composition, and Pedagogy* 16, no. 3 (2012), <http://www.technorhetoric.net/16.3/praxis/hea-et-al/haley-brown/public.html>

B: Haley-Brown, Jennifer. "Risky Writing in Unsafe Spaces: Wikipedia as a FYC Venue." *Kairos: A Journal of Rhetoric, Composition, and Pedagogy* 16, no. 3 (2012). <http://kairos.technorhetoric.net/16.3/praxis/hea-et-al/haley-brown/index.html>

### Books accessed electronically

Many books are available online as ebooks (electronic books) through services such as GoogleBooks and through the OSU library system. If you read a book on a Kindle, Nook, other e-reader, or on a library or home computer, then you are accessing the electronic version and should use the format below.

N: 1. Mark Bracher, *Radical Pedagogy: Identity, Generativity, and Social Transformation* (Basingstoke: Palgrave Macmillan, 2009), <http://library.ohio-state.edu/record=b6677592~S7>.

B: Bracher, Mark. *Radical Pedagogy: Identity, Generativity, and Social Transformation*. Basingstoke: Palgrave Macmillan, 2009. EBook.

### Reviews

Reviews can focus on books, movies, music, software, and more. Many academic journals have a section dedicated to reviews. Below is the format for a review found in the online edition of a major newspaper; reviews in print sources use the same format, excluding the access date and URL.

N: 1. Liesl Schillinger, "Buccaneers and Bullion," review of *Silver: Return to Treasure Island* by Andrew Motion, *The New York Times*, (August 23, 2012) accessed August 27, 2012, <http://www.nytimes.com/2012/08/26/books/review/silver-return-to-treasure-island-by-andrew-motion.html?ref=review>

### Published interviews

N: 1. James Cameron, "James Cameron on Chinese Filmmakers, Censorship and Potential Co-Productions," interview by Edward Wong, *The New York Times*, May 5, 2012, Media & Advertising sec. <http://mediadecoder.blogs.nytimes.com/2012/05/05/james-cameron-on-chinese-filmmakers-censorship-and-potential-co-productions/>

### Encyclopedia or dictionary article

Encyclopedia articles often do not have specific authors listed, but many will have the primary authors listed at the very beginning or end of the entry. Be aware that encyclopedias are for finding general information rather than specialized details. Use the format below to cite any encyclopedia article and to cite something from Wikipedia—but be aware that most instructors will not accept Wikipedia as a valid resource for academic research projects. The abbreviation *s.v.* (*sub verbo*, meaning "under the word") is used to identify the article's title.

Special note from *Chicago Manual of Style*, 16<sup>th</sup> edition: "Well-known online reference works, such as major dictionaries and encyclopedias, are normally cited, like their printed counterparts, in notes rather than in bibliographies."

N: 1. *Encyclopedia Britannica Online*, s.v. "Olympic Games," by Maurice Abrahams and David C. Young, accessed July 31, 2012, <http://www.britannica.com/>

2. *MedlinePlus*, s.v. "Insomnia," last modified August 16, 2011, Accessed July 25, 2012, <http://www.nlm.nih.gov/medlineplus/encyclopedia.html>

### **Dissertations and theses**

Dissertations can be a great research resource. Often, they are not published anywhere other than through dissertation and theses databases. CMS requires slightly different information in notes and bibliographies for dissertations and theses. Notes include the stable URL for the document while the Bibliographic entry contains the suggested identification number provided by the database (usually at the bottom of the entry).

N: 1. Melanie M. Hughes, "Politics at the Intersection: A Cross-national Analysis of Minority Women's Legislative Representation" (PhD Dissertation, The Ohio State University, 2008), Permalink: [http://rave.ohiolink.edu/etdc/view?acc\\_num=osu1217434642](http://rave.ohiolink.edu/etdc/view?acc_num=osu1217434642).

B: Hughes, Melanie M. "Politics at the Intersection: A Cross-national Analysis of Minority Women's Legislative Representation." PhD Diss., The Ohio State University, 2008. OhioLink ETD. (osu1217434642)

### **BOOKS & PERIODICALS IN PRINT**

Although you are likely to access many of your resources online, not all valid and useful resources are available online. Books are often the easiest citations to complete because the format has not changed much over the years, and in CMS, the format for all sources (both print and electronic) is pretty similar. For Notes, be sure to place publication information in parenthesis. Below are a variety of book and periodical types that you may have to cite.

#### **Books**

##### **Generic format for books and other print sources**

N: 1. Firstname Lastname, *Title of Book* (Place of publication: Publisher, Year of publication), page number.

B: Lastname, Firstname. *Title of Book*. Place of publication: Publisher, Year of publication.

##### **Single author (or editor)**

N: 1. Milad Doueihi, *Digital Cultures*, (Cambridge, MA: Harvard University Press, 2011), 33.

B: Doueihi, Milad. *Digital Cultures*. Cambridge, MA: Harvard University Press, 2011.

##### **Two to three authors (or editors)**

N: 1. Craig M. Baehr and Bob Schaller, *Writing for the Internet: A Guide to Real Communication in Virtual Space*, (Santa Barbara, CA: Greenwood Press, 2010), 38-40.

B: Baehr, Craig M., and Bob Schaller. *Writing for the Internet: A Guide to Real Communication in Virtual Space*. Santa Barbara, CA: Greenwood Press, 2010.

##### **Four or more authors (or editors)**

N: 1. Lester Faigley et al., *Picturing Texts*, (New York: W.W. Norton, 2004), 45.

B: Faigley, Lester, Diana George, Anna Palchik, and Cynthia Selfe. *Picturing Texts*. New York: W.W. Norton, 2004.

##### **Book: Author with an editor (edited book)**

Sometimes, books will have both an author and an editor. Use the format below for an edited book by a single author. Use the same format for translated books, but replace "edited by First LastName" with "translated by First LastName." If a book is both edited and translated, put the editor before the translator.

N: 1. Benjamin Franklin, *The Autobiography*, edited by Kenneth Silverman, (New York, NY: Penguin, 1986), 41-45.

B: Franklin, Benjamin. *The Autobiography*. Edited by Kenneth Silverman. New York, NY: Penguin, 1986.

**Book: Author with an editor (chapter or other part of a book)**

Use the format below for sources that are smaller parts of a larger edited work including introductions, prefaces, and forwards.

N: 1. Shelley Cobb, "More Than Baby Mamas: Black Mothers and Hip-Hop Feminism," In *Gender, Race, and Class in Media : A Critical Reader*, ed. Gail Dines and Jean M. Humez, 3rd ed. (Thousand Oaks, CA: SAGE Publications, 2011), 140.

B: Cobb, Shelley. "More Than Baby Mamas: Black Mothers and Hip-Hop Feminism." In *Gender, Race, and Class in Media: A Critical Reader*, edited by Gail Dines and Jean M. Humez, 137-45. 3rd ed. Thousand Oaks, CA: SAGE Publications, 2011.

**Book: Two or more works by the same author**

For multiple works by the same author, use the standard format for Notes and Citations; in the Bibliography and Reference list, list in alphabetical order by titles.

**Periodical: Article in magazine**

Please note that most newspapers and magazines are only cited in the body of the paper.

Example: In his June 2012 *Vanity Fair* article "A Splash of Marilyn," Lawrence Schiller claims...

As always, if your instructor wants a bibliographic entry, include one. We have provided an example to guide you.

**Monthly magazine**

N: 1. Lawrence Schiller, "A Splash of Marilyn," *Vanity Fair*, (June 2012), 103.

**Weekly magazine**

N: Vivienne Walt, "Take the Money and Run," *Time*, 34, (July 30, 2012).

**No author**

N: "A Future Without Oil," *U. S. News and World Report*, (2006, June 25), 17-18.

**Periodical: Letter To The Editor**

Do not provide a title to the letter, even if the newspaper provides one. Like other periodicals, letters to the editor are typically cited within the body of the paper.

N: 1. Lisa Hamler-Fugitt, letter to the editor, *The Columbus Dispatch*, July 25, 2012.