

CHICAGO MANUAL OF STYLE BIBLIOGRAPHY EXAMPLES FOR UNPUBLISHED WORKS

CHICAGO MANUAL OF STYLE BIBLIOGRAPHY EXAMPLES FOR UNPUBLISHED WORKS ARE CRUCIAL FOR ACADEMIC AND PROFESSIONAL WRITING, ENSURING PROPER ATTRIBUTION AND CLARITY WHEN CITING MATERIALS THAT HAVEN'T BEEN FORMALLY PUBLISHED. NAVIGATING THE NUANCES OF CITING THESE SOURCES CAN BE COMPLEX, REQUIRING A THOROUGH UNDERSTANDING OF THE CHICAGO MANUAL OF STYLE (CMOS) GUIDELINES. THIS ARTICLE PROVIDES COMPREHENSIVE GUIDANCE AND DETAILED EXAMPLES FOR CREATING ACCURATE BIBLIOGRAPHIES OF UNPUBLISHED WORKS, COVERING A RANGE OF COMMON SCENARIOS. WE WILL EXPLORE HOW TO CITE DISSERTATIONS, THESES, MANUSCRIPTS, PERSONAL CORRESPONDENCE, LECTURES, AND OTHER UNIQUE UNPUBLISHED MATERIALS, ALL IN ACCORDANCE WITH THE LATEST CMOS EDITION. BY MASTERING THESE EXAMPLES, WRITERS CAN CONFIDENTLY PRESENT THEIR RESEARCH AND ACKNOWLEDGE ALL SOURCES, NO MATTER THEIR PUBLICATION STATUS.

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UNDERSTANDING UNPUBLISHED WORKS IN CMOS

THE CHICAGO MANUAL OF STYLE (CMOS) RECOGNIZES THAT NOT ALL VALUABLE SOURCES HAVE UNDERGONE THE FORMAL PUBLICATION PROCESS. UNPUBLISHED WORKS, WHETHER THEY ARE CREATIVE MANUSCRIPTS, RESEARCH PAPERS IN PROGRESS, PERSONAL LETTERS, OR LECTURE NOTES, REQUIRE SPECIFIC CITATION METHODS TO ENSURE INTELLECTUAL HONESTY AND TO GUIDE READERS TO THE SOURCE MATERIAL. THE CORE PRINCIPLE REMAINS THE SAME AS FOR PUBLISHED WORKS: PROVIDE ENOUGH INFORMATION FOR THE READER TO LOCATE AND VERIFY THE SOURCE. HOWEVER, THE ELEMENTS REQUIRED FOR AN ENTRY WILL DIFFER BASED ON THE NATURE AND ACCESSIBILITY OF THE UNPUBLISHED MATERIAL.

WHEN CONSTRUCTING A BIBLIOGRAPHY ENTRY FOR AN UNPUBLISHED WORK, CMOS EMPHASIZES CLARITY AND COMPLETENESS. THE GOAL IS TO DESCRIBE THE WORK ACCURATELY AND PROVIDE CONTEXT ABOUT ITS AVAILABILITY. THIS OFTEN INVOLVES SPECIFYING THE TYPE OF WORK, ITS AUTHOR OR CREATOR, THE DATE IT WAS CREATED, AND CRUCIALLY, ITS CURRENT LOCATION OR ACCESSIBILITY. FAILING TO PROPERLY CITE UNPUBLISHED MATERIALS CAN LEAD TO ACCUSATIONS OF PLAGIARISM OR A LACK OF ACADEMIC RIGOR. THEREFORE, UNDERSTANDING THESE SPECIFIC GUIDELINES IS PARAMOUNT FOR ANY RESEARCHER RELYING ON SUCH SOURCES.

CITING DISSERTATIONS AND THESES

DISSERTATIONS AND THESES, WHILE OFTEN AVAILABLE THROUGH UNIVERSITY ARCHIVES OR DATABASES, ARE CONSIDERED UNPUBLISHED WORKS UNTIL THEY ARE FORMALLY PUBLISHED IN A DIFFERENT FORMAT. THE CMOS APPROACH TO CITING THESE INVOLVES PROVIDING THE AUTHOR'S NAME, THE TITLE OF THE WORK (ITALICIZED), THE DEGREE SOUGHT, THE UNIVERSITY, AND THE YEAR OF THE DEGREE. IF THE DISSERTATION OR THESIS IS ACCESSIBLE ONLINE THROUGH A DATABASE LIKE PROQUEST, THAT INFORMATION SHOULD ALSO BE INCLUDED.

DISSERTATIONS AND THESES AVAILABLE ONLINE

FOR DISSERTATIONS AND THESES FOUND IN ACADEMIC DATABASES, THE ENTRY SHOULD INCLUDE THE AUTHOR, TITLE, DEGREE, UNIVERSITY, AND YEAR, FOLLOWED BY THE DATABASE NAME AND THE ACCESSION NUMBER OR URL. THIS ALLOWS READERS TO ACCESS THE WORK ELECTRONICALLY IF THEY HAVE THE NECESSARY SUBSCRIPTIONS OR PERMISSIONS.

- AUTHOR'S LAST NAME, FIRST NAME. "TITLE OF DISSERTATION/THESIS." PhD DISS. OR MA THESIS, UNIVERSITY NAME, YEAR. DATABASE NAME, ACCESSION NUMBER OR URL.

DISSERTATIONS AND THESES AVAILABLE IN PRINT OR ARCHIVAL FORM

IF A DISSERTATION OR THESIS IS ONLY AVAILABLE IN PHYSICAL FORM, SUCH AS IN A UNIVERSITY LIBRARY'S SPECIAL COLLECTIONS OR ARCHIVES, THE CITATION WILL FOCUS ON ITS PHYSICAL LOCATION. THE DATABASE INFORMATION IS OMITTED, AND THE ENTRY MIGHT SPECIFY THE ARCHIVE OR LIBRARY WHERE IT CAN BE FOUND.

- AUTHOR'S LAST NAME, FIRST NAME. "TITLE OF DISSERTATION/THESIS." PhD DISS. OR MA THESIS, UNIVERSITY NAME, YEAR. LOCATION (E.G., UNIVERSITY ARCHIVES, SPECIAL COLLECTIONS).

CITING MANUSCRIPTS AND DRAFTS

MANUSCRIPTS, WHETHER UNPUBLISHED NOVELS, DRAFTS OF ACADEMIC PAPERS, OR HISTORICAL DOCUMENTS, REQUIRE CAREFUL CITATION. THE KEY IS TO ACCURATELY DESCRIBE THE DOCUMENT AND ITS PROVENANCE. CMOS GENERALLY TREATS MANUSCRIPTS AS UNPUBLISHED WORKS UNLESS THEY HAVE BEEN FORMALLY PUBLISHED IN SOME CAPACITY. THE TITLE OF THE MANUSCRIPT IS TYPICALLY ITALICIZED.

UNPUBLISHED MANUSCRIPTS IN PERSONAL POSSESSION OR ARCHIVES

WHEN CITING A MANUSCRIPT THAT IS HELD BY AN INDIVIDUAL OR AN ARCHIVE, THE ENTRY SHOULD INCLUDE THE AUTHOR'S NAME, THE TITLE OF THE MANUSCRIPT, A DESCRIPTION OF THE WORK (E.G., "UNPUBLISHED MANUSCRIPT"), AND ITS CURRENT LOCATION. FOR ARCHIVAL MATERIALS, THE SPECIFIC COLLECTION AND REPOSITORY ARE ESSENTIAL.

- AUTHOR'S LAST NAME, FIRST NAME. TITLE OF MANUSCRIPT. YEAR. TYPE OF DOCUMENT (E.G., UNPUBLISHED MANUSCRIPT, DRAFT). LOCATION (E.G., AUTHOR'S PRIVATE COLLECTION; ARCHIVE NAME, COLLECTION NAME, BOX NUMBER).

FOR EXAMPLE, CITING AN EARLY DRAFT OF A NOVEL WOULD LOOK SOMETHING LIKE THIS: HEMINGWAY, ERNEST. *THE SUN ALSO RISES*. 1925. TYPESCRIPT DRAFT. JOHN F. KENNEDY PRESIDENTIAL LIBRARY, ERNEST HEMINGWAY COLLECTION, BOX 12, FOLDER 5.

CITING PERSONAL CORRESPONDENCE AND COMMUNICATIONS

PERSONAL CORRESPONDENCE, SUCH AS LETTERS, EMAILS, AND PRIVATE MESSAGES, ARE CONSIDERED UNPUBLISHED WORKS. WHEN

CITING THESE, IT IS CRUCIAL TO PROTECT THE PRIVACY OF THE INDIVIDUALS INVOLVED. CMOS GUIDELINES SUGGEST THAT SUCH MATERIALS ARE GENERALLY NOT INCLUDED IN A BIBLIOGRAPHY UNLESS THEY HAVE BEEN MADE PUBLIC THROUGH PUBLICATION OR ARE ESSENTIAL FOR THE ARGUMENT AND PERMISSION HAS BEEN OBTAINED.

CITING PERSONAL LETTERS AND EMAILS

IF PERSONAL CORRESPONDENCE IS CITED, THE ENTRY SHOULD INCLUDE THE SENDER'S NAME, THE RECIPIENT'S NAME, THE DATE OF THE CORRESPONDENCE, AND ITS FORMAT (E.G., LETTER, EMAIL). THE LOCATION OF THE CORRESPONDENCE (E.G., IN THE AUTHOR'S POSSESSION, IN AN ARCHIVE) SHOULD ALSO BE NOTED. IT IS ADVISABLE TO USE INITIALS FOR RECIPIENTS OF PERSONAL LETTERS IN PUBLISHED WORKS TO MAINTAIN PRIVACY, UNLESS OTHERWISE AGREED UPON.

- SENDER'S LAST NAME, FIRST NAME, TO RECIPIENT'S LAST NAME, FIRST NAME, DATE. FORMAT (E.G., LETTER, EMAIL). LOCATION.

AN EXAMPLE MIGHT BE: SMITH, JOHN, TO JONES, MARY, OCTOBER 15, 2022. EMAIL. IN AUTHOR'S POSSESSION.

CITING LECTURES, SPEECHES, AND PRESENTATIONS

LECTURES, SPEECHES, AND CONFERENCE PRESENTATIONS, UNLESS PUBLISHED IN PROCEEDINGS OR OTHER FORMAL OUTLETS, ARE TYPICALLY TREATED AS UNPUBLISHED WORKS. THE CITATION SHOULD PROVIDE SUFFICIENT DETAIL FOR A READER TO UNDERSTAND THE CONTEXT AND, IF POSSIBLE, TO ACCESS A RECORDING OR TRANSCRIPT IF ONE EXISTS.

CITING DELIVERED LECTURES AND SPEECHES

WHEN CITING A LECTURE OR SPEECH, INCLUDE THE SPEAKER'S NAME, THE TITLE OF THE LECTURE OR SPEECH (IF APPLICABLE, ITALICIZED), THE OCCASION OR EVENT WHERE IT WAS DELIVERED, THE DATE, AND THE LOCATION. IF A TRANSCRIPT OR RECORDING IS AVAILABLE, THAT INFORMATION SHOULD ALSO BE PROVIDED.

- SPEAKER'S LAST NAME, FIRST NAME. "TITLE OF LECTURE/SPEECH." TYPE OF PRESENTATION (E.G., LECTURE, KEYNOTE ADDRESS, CONFERENCE PAPER). NAME OF EVENT OR INSTITUTION, DATE. LOCATION. AVAILABILITY (E.G., PERSONAL RECORDING, TRANSCRIPT AVAILABLE FROM SPEAKER).

FOR INSTANCE: ADAMS, JANE. "THE FUTURE OF URBAN PLANNING." KEYNOTE ADDRESS. ANNUAL CONFERENCE OF URBAN DESIGNERS, CHICAGO, IL, OCTOBER 20, 2023. PERSONAL RECORDING BY AUTHOR.

CITING ARCHIVAL MATERIALS AND UNPUBLISHED REPORTS

ARCHIVAL MATERIALS, SUCH AS DIARIES, OFFICIAL DOCUMENTS, AND UNPUBLISHED REPORTS HELD IN ARCHIVES OR SPECIAL COLLECTIONS, ARE A SIGNIFICANT CATEGORY OF UNPUBLISHED WORKS. THE CITATION FOR THESE MATERIALS REQUIRES PRECISION REGARDING THE AUTHOR, TITLE, DATE, AND THE SPECIFIC LOCATION WITHIN THE ARCHIVE.

CITING ITEMS FROM ARCHIVAL COLLECTIONS

WHEN CITING SPECIFIC ITEMS FROM ARCHIVAL COLLECTIONS, THE ENTRY SHOULD CLEARLY IDENTIFY THE CREATOR OF THE DOCUMENT, THE TITLE OR A DESCRIPTION OF THE DOCUMENT, THE DATE IT WAS CREATED, THE NAME OF THE ARCHIVE OR REPOSITORY, AND THE COLLECTION AND ITEM IDENTIFIER (E.G., BOX NUMBER, FOLDER NUMBER). THIS LEVEL OF DETAIL IS CRUCIAL FOR RESEARCHERS TO FIND THE EXACT ITEM REFERENCED.

- CREATOR'S LAST NAME, FIRST NAME (IF KNOWN). TITLE OR DESCRIPTION OF DOCUMENT. DATE OF DOCUMENT. ARCHIVE NAME, COLLECTION NAME, BOX NUMBER, FOLDER NUMBER.

A COMPREHENSIVE EXAMPLE WOULD BE: FRANKLIN, BENJAMIN. LETTER TO HIS SON WILLIAM FRANKLIN. MARCH 10, 1775. BENJAMIN FRANKLIN PAPERS, LIBRARY OF CONGRESS, MANUSCRIPT DIVISION, BOX 2, FOLDER 7.

CITING UNPUBLISHED REPORTS

UNPUBLISHED REPORTS, WHETHER INTERNAL COMPANY DOCUMENTS, GOVERNMENT REPORTS NOT YET FORMALLY RELEASED, OR RESEARCH REPORTS DISTRIBUTED PRIVATELY, ALSO FALL UNDER THIS CATEGORY. THE CITATION SHOULD INCLUDE THE AUTHORIZING BODY OR INDIVIDUAL, THE TITLE OF THE REPORT, THE DATE, AND ANY INFORMATION ABOUT ITS AVAILABILITY OR DISTRIBUTION.

- AUTHORIZING BODY OR INDIVIDUAL. TITLE OF REPORT. DATE. TYPE OF REPORT (E.G., UNPUBLISHED INTERNAL REPORT). LOCATION OR DISTRIBUTION INFORMATION.

FOR EXAMPLE: ENVIRONMENTAL PROTECTION AGENCY. ASSESSMENT OF AIR QUALITY IN THE OHIO RIVER VALLEY. 2021. UNPUBLISHED REPORT. AVAILABLE FROM EPA REGION 5 OFFICE.

GENERAL PRINCIPLES FOR UNPUBLISHED WORKS

BEYOND THE SPECIFIC EXAMPLES, CERTAIN OVERARCHING PRINCIPLES GUIDE THE CITATION OF ALL UNPUBLISHED WORKS IN CMOS. CONSISTENCY IS KEY; ONCE A FORMAT IS CHOSEN FOR A PARTICULAR TYPE OF UNPUBLISHED SOURCE, IT SHOULD BE APPLIED THROUGHOUT THE BIBLIOGRAPHY. THE PRIMARY GOAL IS ALWAYS TO PROVIDE ENOUGH INFORMATION FOR THE READER TO LOCATE THE SOURCE. THIS OFTEN MEANS INCLUDING DETAILS ABOUT THE PHYSICAL FORMAT, CURRENT LOCATION, AND ANY ACCESS RESTRICTIONS.

THE DISTINCTION BETWEEN A BIBLIOGRAPHY AND A NOTES-BIBLIOGRAPHY SYSTEM IS ALSO RELEVANT. WHILE A BIBLIOGRAPHY LISTS ALL SOURCES CONSULTED, A NOTES-BIBLIOGRAPHY SYSTEM USES FOOTNOTES OR ENDNOTES FOR INITIAL CITATIONS, WITH A BIBLIOGRAPHY AT THE END. THE SPECIFIC DETAILS REQUIRED FOR EACH ENTRY MIGHT VARY SLIGHTLY DEPENDING ON WHICH SYSTEM IS EMPLOYED, BUT THE CORE INFORMATION NEEDED TO IDENTIFY THE UNPUBLISHED WORK REMAINS CONSISTENT.

COMMON PITFALLS TO AVOID

WHEN CITING UNPUBLISHED WORKS, WRITERS OFTEN FALL INTO COMMON TRAPS THAT CAN UNDERMINE THE CREDIBILITY OF THEIR RESEARCH. ONE FREQUENT MISTAKE IS FAILING TO PROVIDE SUFFICIENT DETAIL ABOUT THE SOURCE'S LOCATION, LEAVING READERS UNABLE TO FIND IT. ANOTHER PITFALL IS TREATING A WORK AS UNPUBLISHED WHEN IT ACTUALLY HAS BEEN PUBLISHED IN A RECOGNIZED FORM, SUCH AS AN ARTICLE IN A JOURNAL OR A CHAPTER IN A BOOK.

INCONSISTENT FORMATTING IS ANOTHER COMMON ISSUE. FOR EXAMPLE, ITALICIZING TITLES FOR SOME MANUSCRIPTS BUT NOT OTHERS, OR VARYING THE WAY ARCHIVAL INFORMATION IS PRESENTED. IT IS ALSO CRUCIAL TO BE MINDFUL OF PRIVACY CONCERNS WHEN CITING PERSONAL COMMUNICATIONS; ALWAYS ENSURE CONSENT HAS BEEN OBTAINED OR THAT PRIVACY IS ADEQUATELY PROTECTED BY OMITTING IDENTIFIABLE DETAILS WHERE APPROPRIATE.

FAQ SECTION

Q: WHAT IS THE PRIMARY DIFFERENCE IN CITING UNPUBLISHED WORKS COMPARED TO PUBLISHED WORKS IN CMOS?

A: THE PRIMARY DIFFERENCE LIES IN THE INFORMATION PROVIDED REGARDING ACCESSIBILITY AND LOCATION. PUBLISHED WORKS TYPICALLY HAVE STANDARD IDENTIFYING INFORMATION LIKE PUBLISHER AND ISBN, WHEREAS UNPUBLISHED WORKS REQUIRE DETAILS ABOUT WHERE THEY CAN BE FOUND (E.G., ARCHIVE, PERSONAL COLLECTION) AND THEIR PHYSICAL FORMAT.

Q: DO I NEED TO INCLUDE ALL PERSONAL CORRESPONDENCE I'VE EVER RECEIVED IN MY BIBLIOGRAPHY?

A: NO, NOT NECESSARILY. CMOS GENERALLY ADVISES AGAINST INCLUDING PERSONAL CORRESPONDENCE IN BIBLIOGRAPHIES UNLESS IT IS CRUCIAL TO YOUR ARGUMENT AND YOU HAVE OBTAINED PERMISSION TO CITE IT. THE FOCUS IS ON SOURCES THAT ARE ESSENTIAL FOR YOUR RESEARCH AND VERIFIABLE BY YOUR READERS.

Q: HOW DO I CITE AN UNPUBLISHED MANUSCRIPT THAT I FOUND ONLINE BUT ISN'T IN A FORMAL DATABASE?

A: IF AN UNPUBLISHED MANUSCRIPT IS AVAILABLE ONLINE THROUGH A WEBSITE OR REPOSITORY, YOU SHOULD PROVIDE THE AUTHOR, TITLE (ITALICIZED), YEAR, A DESCRIPTION (E.G., "UNPUBLISHED MANUSCRIPT"), AND THE URL. IF A SPECIFIC DATE OF ACCESS IS IMPORTANT, YOU CAN INCLUDE THAT AS WELL.

Q: IS THERE A SPECIFIC WAY TO CITE A DRAFT OF A BOOK THAT HAS SINCE BEEN PUBLISHED?

A: YES. IF YOU ARE CITING A SPECIFIC DRAFT OF A WORK THAT HAS SINCE BEEN PUBLISHED, YOU WOULD TREAT THE DRAFT AS AN UNPUBLISHED MANUSCRIPT, NOTING ITS FORM (E.G., TYPESCRIPT, HANDWRITTEN DRAFT) AND LOCATION. YOU WOULD STILL CITE THE PUBLISHED VERSION SEPARATELY IF YOU ALSO CONSULTED IT.

Q: WHAT IF I AM CITING A LECTURE THAT WAS RECORDED AND IS AVAILABLE ONLINE?

A: IF A LECTURE OR SPEECH YOU ARE CITING HAS BEEN RECORDED AND IS AVAILABLE ONLINE, YOU SHOULD TREAT IT SIMILARLY TO AN ONLINE UNPUBLISHED WORK. INCLUDE THE SPEAKER'S NAME, TITLE (IF APPLICABLE, ITALICIZED), THE EVENT AND DATE, AND THE URL OF THE RECORDING.

Q: HOW DETAILED SHOULD I BE WHEN DESCRIBING ARCHIVAL MATERIALS?

A: YOU SHOULD BE AS DETAILED AS NECESSARY FOR A READER TO LOCATE THE EXACT ITEM. THIS TYPICALLY INCLUDES THE CREATOR OF THE DOCUMENT, THE TITLE OR A CONCISE DESCRIPTION, THE DATE OF THE DOCUMENT, THE NAME OF THE ARCHIVE, AND SPECIFIC COLLECTION AND ITEM IDENTIFIERS (E.G., BOX, FOLDER, MANUSCRIPT NUMBER).

Q: CAN I USE INITIALS FOR PEOPLE MENTIONED IN PERSONAL CORRESPONDENCE I AM CITING?

A: CMOS OFTEN SUGGESTS USING INITIALS FOR RECIPIENTS OF PERSONAL LETTERS WHEN PUBLISHED TO PROTECT PRIVACY, UNLESS EXPLICIT PERMISSION IS GRANTED OTHERWISE. FOR THE SENDER, THEIR FULL NAME IS GENERALLY USED IF THEY ARE THE AUTHOR OF THE CITED WORK.

Q: WHAT IS THE DIFFERENCE BETWEEN CITING A THESIS AND A DISSERTATION IN CMOS?

A: WHILE THE CORE ELEMENTS ARE SIMILAR, THE KEY DIFFERENCE IS IN THE DEGREE DESIGNATION. YOU WOULD SPECIFY "PHD DISS." FOR A DOCTORAL DISSERTATION AND "MA THESIS" OR "MFA THESIS" FOR A MASTER'S THESIS, ALONG WITH THE UNIVERSITY AND YEAR.

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