

CHICAGO STYLE BIBLIOGRAPHY FORMAT SAMPLE

UNDERSTANDING THE CHICAGO STYLE BIBLIOGRAPHY FORMAT: A COMPREHENSIVE GUIDE AND SAMPLE

CHICAGO STYLE BIBLIOGRAPHY FORMAT SAMPLE IS A CRUCIAL ELEMENT FOR ACADEMIC AND PROFESSIONAL WRITING, ENSURING PROPER ATTRIBUTION OF SOURCES AND ADHERENCE TO SCHOLARLY CONVENTIONS. THIS GUIDE DELVES DEEP INTO THE INTRICACIES OF THE CHICAGO MANUAL OF STYLE (CMOS) BIBLIOGRAPHIC ENTRIES, PROVIDING A DETAILED EXPLANATION OF ITS PRINCIPLES AND PRACTICAL EXAMPLES. WE WILL EXPLORE THE TWO PRIMARY CITATION SYSTEMS WITHIN CHICAGO: THE NOTES-BIBLIOGRAPHY SYSTEM AND THE AUTHOR-DATE SYSTEM, HIGHLIGHTING THEIR UNIQUE REQUIREMENTS. FURTHERMORE, THIS ARTICLE WILL OFFER A ROBUST COLLECTION OF SAMPLE ENTRIES FOR VARIOUS SOURCE TYPES, FROM BOOKS AND JOURNAL ARTICLES TO WEBSITES AND MULTIMEDIA, EMPOWERING WRITERS TO ACCURATELY FORMAT THEIR BIBLIOGRAPHIES. MASTERING THESE FORMATTING NUANCES IS ESSENTIAL FOR PRESENTING CREDIBLE RESEARCH AND AVOIDING PLAGIARISM, MAKING THIS A VITAL RESOURCE FOR STUDENTS, RESEARCHERS, AND ANYONE ENGAGED IN SCHOLARLY COMMUNICATION.

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UNDERSTANDING THE CHICAGO STYLE BIBLIOGRAPHY

THE CHICAGO MANUAL OF STYLE (CMOS) OFFERS A COMPREHENSIVE FRAMEWORK FOR ACADEMIC AND PROFESSIONAL WRITING, WITH ITS BIBLIOGRAPHIC FORMATTING BEING A CORNERSTONE FOR ACADEMIC INTEGRITY. A CHICAGO STYLE BIBLIOGRAPHY, ALSO KNOWN AS A REFERENCE LIST OR WORKS CITED PAGE, SERVES AS A DETAILED RECORD OF ALL THE SOURCES A WRITER HAS CONSULTED AND CITED WITHIN THEIR WORK. ITS PRIMARY PURPOSE IS TO ALLOW READERS TO LOCATE AND VERIFY THE ORIGINAL SOURCES, THEREBY LENDING CREDIBILITY TO THE AUTHOR'S RESEARCH AND ARGUMENTS. ADHERING TO THE CHICAGO STYLE DEMONSTRATES METICULOUS ATTENTION TO DETAIL AND RESPECT FOR INTELLECTUAL PROPERTY. THIS SECTION WILL LAY THE GROUNDWORK FOR UNDERSTANDING THE FUNDAMENTAL ASPECTS OF CONSTRUCTING AN ACCURATE AND EFFECTIVE CHICAGO STYLE BIBLIOGRAPHY.

THE TWO CHICAGO CITATION SYSTEMS: NOTES-BIBLIOGRAPHY VS. AUTHOR-DATE

THE CHICAGO MANUAL OF STYLE PRESENTS TWO DISTINCT BUT RELATED CITATION SYSTEMS: THE NOTES-BIBLIOGRAPHY SYSTEM AND THE AUTHOR-DATE SYSTEM. UNDERSTANDING THE DIFFERENCES AND APPROPRIATE USES OF EACH IS PARAMOUNT

FOR CORRECTLY FORMATTING YOUR BIBLIOGRAPHY. THE CHOICE BETWEEN THESE SYSTEMS OFTEN DEPENDS ON THE SPECIFIC ACADEMIC DISCIPLINE OR THE REQUIREMENTS OF A PARTICULAR PUBLISHER OR INSTRUCTOR.

THE NOTES-BIBLIOGRAPHY SYSTEM

THE NOTES-BIBLIOGRAPHY SYSTEM, OFTEN FAVORED IN THE HUMANITIES (LITERATURE, HISTORY, ARTS), USES FOOTNOTES OR ENDNOTES TO CITE SOURCES WITHIN THE TEXT. THESE NOTES PROVIDE DETAILED INFORMATION ABOUT THE SOURCE AT THE POINT OF CITATION. THE BIBLIOGRAPHY, APPEARING AT THE END OF THE WORK, PROVIDES A CONSOLIDATED, ALPHABETIZED LIST OF ALL SOURCES CITED IN THE NOTES. EACH BIBLIOGRAPHIC ENTRY IS TYPICALLY PRESENTED IN A MORE COMPLETE FORM THAN A BRIEF IN-TEXT CITATION, OFFERING ALL NECESSARY PUBLICATION DETAILS.

THE AUTHOR-DATE SYSTEM

THE AUTHOR-DATE SYSTEM, MORE COMMON IN THE SOCIAL SCIENCES AND NATURAL SCIENCES, USES PARENTHETICAL CITATIONS IN THE TEXT THAT INCLUDE THE AUTHOR'S LAST NAME AND THE YEAR OF PUBLICATION (E.G., (SMITH 2020)). THIS SYSTEM REQUIRES A REFERENCE LIST AT THE END OF THE DOCUMENT, WHICH CONTAINS ALPHABETIZED ENTRIES CORRESPONDING TO THE IN-TEXT CITATIONS. THE REFERENCE LIST IN THIS SYSTEM IS USUALLY MORE CONCISE THAN IN THE NOTES-BIBLIOGRAPHY SYSTEM, FOCUSING ON PROVIDING ENOUGH INFORMATION FOR THE READER TO IDENTIFY AND LOCATE THE SOURCE EASILY.

GENERAL PRINCIPLES OF CHICAGO STYLE BIBLIOGRAPHY FORMATTING

REGARDLESS OF WHICH OF THE TWO CHICAGO CITATION SYSTEMS YOU EMPLOY, SEVERAL GENERAL PRINCIPLES GUIDE THE CONSTRUCTION OF YOUR BIBLIOGRAPHY. THESE PRINCIPLES ENSURE CONSISTENCY, CLARITY, AND EASE OF USE FOR YOUR READERS. UNDERSTANDING THESE OVERARCHING RULES WILL MAKE THE PROCESS OF FORMATTING INDIVIDUAL ENTRIES MUCH SMOOTHER. KEY AMONG THESE IS THE STRICT ADHERENCE TO PUNCTUATION, CAPITALIZATION, AND THE ORDER OF ELEMENTS WITHIN EACH ENTRY.

THE BIBLIOGRAPHY IS ALWAYS ALPHABETIZED BY THE AUTHOR'S LAST NAME. IF A SOURCE HAS NO AUTHOR, IT IS ALPHABETIZED BY THE FIRST SIGNIFICANT WORD OF THE TITLE (IGNORING ARTICLES LIKE "A," "AN," AND "THE"). INDENTATION IS ALSO CRUCIAL; TYPICALLY, THE FIRST LINE OF EACH ENTRY IS FLUSH WITH THE LEFT MARGIN, AND SUBSEQUENT LINES ARE INDENTED (THIS IS KNOWN AS A HANGING INDENT). WHILE THIS CAN BE CHALLENGING TO IMPLEMENT IN PLAIN TEXT, IT IS A STANDARD PRACTICE IN FORMAL DOCUMENTS.

SAMPLE ENTRIES FOR COMMON SOURCE TYPES

TO EFFECTIVELY ILLUSTRATE CHICAGO STYLE BIBLIOGRAPHY FORMATTING, IT IS ESSENTIAL TO PROVIDE CONCRETE EXAMPLES FOR THE MOST FREQUENTLY ENCOUNTERED SOURCE TYPES. THESE SAMPLES DEMONSTRATE HOW TO HANDLE VARIATIONS IN AUTHORIAL ATTRIBUTION, TITLE PRESENTATION, AND PUBLICATION DETAILS.

Books

FORMATTING A BOOK ENTRY REQUIRES ATTENTION TO THE AUTHOR'S NAME, THE BOOK'S TITLE, AND ITS PUBLICATION INFORMATION. THE TITLE OF THE BOOK IS ITALICIZED. FOR THE NOTES-BIBLIOGRAPHY SYSTEM, THE ORDER IS TYPICALLY AUTHOR, TITLE, PUBLICATION CITY: PUBLISHER, YEAR.

- AUTHOR, FIRST NAME LAST NAME. *BOOK TITLE: SUBTITLE IF ANY*. PUBLICATION CITY: PUBLISHER, YEAR.
- FOR THE AUTHOR-DATE SYSTEM, IT'S SIMILAR BUT OFTEN OMITTS THE PUBLICATION CITY FOR NEWER EDITIONS OR READILY AVAILABLE ONLINE SOURCES. AUTHOR, FIRST NAME LAST NAME. YEAR. *BOOK TITLE: SUBTITLE IF ANY*. PUBLICATION CITY: PUBLISHER.

JOURNAL ARTICLES

JOURNAL ARTICLES REQUIRE SPECIFIC DETAILS TO ENSURE THEY CAN BE LOCATED ACCURATELY. THIS INCLUDES THE AUTHOR(S), ARTICLE TITLE, JOURNAL TITLE, VOLUME AND ISSUE NUMBERS, YEAR OF PUBLICATION, AND PAGE NUMBERS OR DOI. THE JOURNAL TITLE IS ITALICIZED, WHILE THE ARTICLE TITLE IS IN QUOTATION MARKS.

- AUTHOR, FIRST NAME LAST NAME. "TITLE OF ARTICLE." *JOURNAL TITLE* VOLUME, no. ISSUE (YEAR): PAGE NUMBERS. DOI IF AVAILABLE.
- EXAMPLE (NOTES-BIBLIOGRAPHY): SMITH, JOHN. "THE IMPACT OF TECHNOLOGY ON MODERN COMMUNICATION." *JOURNAL OF DIGITAL STUDIES* 15, no. 2 (2022): 45-62.
[HTTPS://DOI.ORG/10.1080/12345678.2022.0000000](https://doi.org/10.1080/12345678.2022.0000000).
- EXAMPLE (AUTHOR-DATE): SMITH, JOHN. 2022. "THE IMPACT OF TECHNOLOGY ON MODERN COMMUNICATION." *JOURNAL OF DIGITAL STUDIES* 15 (2): 45-62. [HTTPS://DOI.ORG/10.1080/12345678.2022.0000000](https://doi.org/10.1080/12345678.2022.0000000).

MAGAZINES AND NEWSPAPERS

ENTRIES FOR MAGAZINES AND NEWSPAPERS SHARE SIMILARITIES WITH JOURNAL ARTICLES BUT OFTEN INCLUDE A SPECIFIC DATE RATHER THAN JUST THE YEAR, AND THEY ARE TYPICALLY LESS FORMAL IN TERMS OF PAGE NUMBERING. THE ARTICLE TITLE IS IN QUOTATION MARKS, AND THE MAGAZINE/NEWSPAPER TITLE IS ITALICIZED.

- AUTHOR, FIRST NAME LAST NAME. "TITLE OF ARTICLE." *MAGAZINE/NEWSPAPER TITLE*, MONTH DAY, YEAR. PAGE NUMBERS.
- EXAMPLE: JOHNSON, EMILY. "A NEW ERA FOR URBAN PLANNING." *CITY TIMES*, OCTOBER 26, 2023. A1, A4.

WEBSITES AND ONLINE RESOURCES

CITING ONLINE RESOURCES CAN BE COMPLEX DUE TO THE VARIETY OF FORMATS AND THE POTENTIAL FOR CONTENT TO CHANGE. KEY ELEMENTS INCLUDE AUTHOR (IF ANY), TITLE OF THE SPECIFIC PAGE OR ARTICLE, THE NAME OF THE WEBSITE, THE DATE OF PUBLICATION OR LAST UPDATE, AND THE URL. THE DATE ACCESSED IS ALSO OFTEN INCLUDED, ESPECIALLY IF THE CONTENT IS LIKELY TO BE UPDATED OR REMOVED.

- AUTHOR, FIRST NAME LAST NAME (IF KNOWN). "TITLE OF WEBPAGE." *NAME OF WEBSITE*. PUBLICATION DATE (IF AVAILABLE). ACCESSED MONTH DAY, YEAR. URL.
- EXAMPLE: NATIONAL MUSEUM OF AMERICAN HISTORY. "THE STORY OF THE STAR-SPANGLED BANNER." *SMITHSONIAN*

NATIONAL MUSEUM OF AMERICAN HISTORY. LAST MODIFIED MAY 15, 2023. ACCESSED NOVEMBER 10, 2023.
[HTTPS://WWW.SI.EDU/EXHIBITIONS/STAR-SPANGLED-BANNER-2775](https://www.si.edu/exhibitions/star-spangled-banner-2775).

CHAPTERS IN EDITED BOOKS

WHEN CITING A SPECIFIC CHAPTER OR ESSAY WITHIN A LARGER EDITED COLLECTION, IT'S CRUCIAL TO IDENTIFY BOTH THE AUTHOR OF THE CHAPTER AND THE EDITORS OF THE BOOK, ALONG WITH THE BOOK'S TITLE AND PUBLICATION DETAILS.

- AUTHOR, FIRST NAME LAST NAME. "TITLE OF CHAPTER." IN *BOOK TITLE*, EDITED BY EDITOR FIRST NAME LAST NAME AND EDITOR SECOND NAME LAST NAME, PAGE NUMBERS OF CHAPTER. PUBLICATION CITY: PUBLISHER, YEAR.
- EXAMPLE: WILLIAMS, DAVID. "THE EVOLUTION OF DEMOCRACY." IN *ESSAYS ON POLITICAL PHILOSOPHY*, EDITED BY SARAH BROWN AND MICHAEL LEE, 112-135. NEW YORK: ACADEMIC PRESS, 2021.

DISSERTATIONS AND THESES

DISSERTATIONS AND THESES ARE ACADEMIC WORKS THAT REQUIRE SPECIFIC FORMATTING, OFTEN INCLUDING THE DEGREE AWARDED AND THE INSTITUTION.

- AUTHOR, FIRST NAME LAST NAME. "TITLE OF DISSERTATION/THESIS." DEGREE TYPE (E.G., PhD DISS., MA THESIS). DEPARTMENT, UNIVERSITY. YEAR OF PUBLICATION.
- EXAMPLE: GARCIA, MARIA. "INVESTIGATING CLIMATE CHANGE IMPACTS ON COASTAL ECOSYSTEMS." PhD DISS., DEPARTMENT OF ENVIRONMENTAL SCIENCE, UNIVERSITY OF CALIFORNIA, BERKELEY, 2020.

AUDIOVISUAL MATERIALS

FOR FILMS, VIDEOS, OR SOUND RECORDINGS, THE FORMAT WILL INCLUDE THE TITLE, DIRECTOR/PRODUCER, AND RELEASE INFORMATION. FOR THE NOTES-BIBLIOGRAPHY SYSTEM, THE MEDIUM IS OFTEN SPECIFIED.

- TITLE OF FILM/VIDEO. DIRECTED BY DIRECTOR NAME. PRODUCTION COMPANY, YEAR. MEDIUM (E.G., DVD, STREAMING).
- EXAMPLE: *PARASITE*. DIRECTED BY BONG JOON-HO. CJ ENTERTAINMENT, 2019. BLU-RAY.

FORMATTING SPECIFIC ELEMENTS

BEYOND THE GENERAL STRUCTURE, THE PRECISE FORMATTING OF INDIVIDUAL ELEMENTS WITHIN A CHICAGO STYLE BIBLIOGRAPHY ENTRY IS CRITICAL. SUBTLE DIFFERENCES IN PUNCTUATION, CAPITALIZATION, AND THE ARRANGEMENT OF INFORMATION CAN SIGNIFICANTLY IMPACT THE ACCURACY AND READABILITY OF YOUR CITATIONS.

AUTHOR NAMES

IN THE NOTES-BIBLIOGRAPHY SYSTEM, AUTHOR NAMES ARE LISTED AS FIRST NAME LAST NAME IN THE BIBLIOGRAPHY. IN THE AUTHOR-DATE SYSTEM, THIS IS ALSO THE STANDARD. FOR MULTIPLE AUTHORS, THE FIRST AUTHOR'S NAME IS REVERSED (LAST NAME, FIRST NAME), AND SUBSEQUENT AUTHORS ARE LISTED AS FIRST NAME LAST NAME. FOR MORE THAN TWO OR THREE AUTHORS (DEPENDING ON EDITION AND PREFERENCE), YOU MIGHT USE "ET AL." AFTER THE FIRST AUTHOR'S NAME IN THE BIBLIOGRAPHY, THOUGH THE NOTES-BIBLIOGRAPHY SYSTEM GENERALLY PREFERS LISTING ALL AUTHORS UP TO TEN.

TITLES

THE CAPITALIZATION OF TITLES IN CHICAGO STYLE FOLLOWS A PRINCIPLE OF "TITLE CASE" FOR MAJOR WORKS (BOOKS, JOURNALS, MAGAZINES) AND OFTEN "SENTENCE CASE" FOR ARTICLES AND CHAPTERS WITHIN THOSE WORKS. BOOK TITLES AND JOURNAL TITLES ARE ITALICIZED. TITLES OF SHORTER WORKS LIKE ARTICLES, CHAPTERS, OR INDIVIDUAL WEB PAGES ARE ENCLOSED IN QUOTATION MARKS. THIS DISTINCTION IS VITAL FOR CLARITY.

PUBLICATION INFORMATION

PUBLICATION INFORMATION INCLUDES THE CITY OF PUBLICATION, PUBLISHER, AND YEAR. THE CITY IS FOLLOWED BY A COLON, AND THEN THE PUBLISHER'S NAME, FOLLOWED BY A COMMA AND THE YEAR OF PUBLICATION. FOR JOURNALS, THE VOLUME AND ISSUE NUMBERS ARE PROVIDED, FOLLOWED BY THE YEAR IN PARENTHESES (IN THE AUTHOR-DATE SYSTEM) OR DIRECTLY (IN THE NOTES-BIBLIOGRAPHY SYSTEM). FOR ONLINE SOURCES, THE DATE OF ACCESS AND THE URL ARE CRUCIAL.

PAGE NUMBERS

PAGE NUMBERS ARE TYPICALLY LISTED IN A RANGE (E.G., 45-62) FOR ARTICLES OR CHAPTERS. FOR BOOKS, IF YOU ARE CITING A SPECIFIC PAGE, YOU MIGHT INDICATE IT IN YOUR NOTE, BUT THE BIBLIOGRAPHY ENTRY ITSELF USUALLY PROVIDES THE FULL PAGE RANGE OF THE WORK OR THE COMPLETE PUBLICATION DETAILS. WHEN REFERENCING A SPECIFIC PART OF A JOURNAL ARTICLE, THE RANGE OF THE ENTIRE ARTICLE IS GIVEN IN THE BIBLIOGRAPHY.

ALPHABETIZING YOUR CHICAGO STYLE BIBLIOGRAPHY

ALPHABETIZATION IS A FUNDAMENTAL ORGANIZATIONAL PRINCIPLE FOR ANY CHICAGO STYLE BIBLIOGRAPHY. SOURCES ARE ARRANGED ALPHABETICALLY BY THE AUTHOR'S LAST NAME. IF A SOURCE HAS NO AUTHOR, IT IS ALPHABETIZED BY THE FIRST SIGNIFICANT WORD OF THE TITLE, IGNORING ARTICLES LIKE "A," "AN," OR "THE." FOR EXAMPLE, "THE GREAT GATSBY" WOULD BE ALPHABETIZED UNDER "G," NOT "T." IF MULTIPLE WORKS BY THE SAME AUTHOR ARE INCLUDED, THEY ARE THEN SUB-ALPHABETIZED BY TITLE. FOR THE AUTHOR-DATE SYSTEM, IF TWO OR MORE WORKS BY THE SAME AUTHOR WERE PUBLISHED IN THE SAME YEAR, THEY ARE FURTHER DIFFERENTIATED BY ADDING LOWERCASE LETTERS (E.G., 2020A, 2020B) AFTER THE YEAR, BOTH IN THE PARENTHETICAL CITATIONS AND THE BIBLIOGRAPHY ENTRIES.

COMMON PITFALLS TO AVOID IN CHICAGO BIBLIOGRAPHIES

WHILE THE CHICAGO STYLE PROVIDES CLEAR GUIDELINES, SEVERAL COMMON MISTAKES CAN LEAD TO INACCURACIES AND INCONSISTENCIES IN BIBLIOGRAPHIES. BEING AWARE OF THESE PITFALLS CAN HELP WRITERS PRODUCE MORE POLISHED AND PROFESSIONAL WORK.

- **INCONSISTENT PUNCTUATION:** ENSURING COMMAS, PERIODS, AND COLONS ARE USED PRECISELY AS PRESCRIBED IS VITAL.
- **INCORRECT CAPITALIZATION:** ADHERING TO TITLE CASE FOR BOOK TITLES AND SENTENCE CASE FOR ARTICLE TITLES IS IMPORTANT.
- **MISSING ESSENTIAL INFORMATION:** FORGETTING TO INCLUDE DOIs FOR JOURNAL ARTICLES OR PUBLICATION DATES FOR ONLINE SOURCES CAN HINDER RETRIEVAL.
- **IMPROPER USE OF ITALICS AND QUOTATION MARKS:** MISAPPLYING THESE STYLISTIC ELEMENTS CAN LEAD TO CONFUSION.
- **INCORRECT ORDER OF ELEMENTS:** THE SEQUENCE OF AUTHOR, TITLE, PUBLISHER, AND DATE MATTERS SIGNIFICANTLY.
- **FAILURE TO ALPHABETIZE CORRECTLY:** MISTAKES IN SORTING ENTRIES CAN MAKE THE BIBLIOGRAPHY DIFFICULT TO NAVIGATE.

CONCLUSION: ACHIEVING CITATION EXCELLENCE

MASTERING THE CHICAGO STYLE BIBLIOGRAPHY FORMAT IS AN INDISPENSABLE SKILL FOR ACADEMIC AND PROFESSIONAL SUCCESS. BY UNDERSTANDING THE NUANCES OF THE NOTES-BIBLIOGRAPHY AND AUTHOR-DATE SYSTEMS, AND BY DILIGENTLY APPLYING THE PRINCIPLES OF FORMATTING FOR VARIOUS SOURCE TYPES, WRITERS CAN PRODUCE BIBLIOGRAPHIES THAT ARE BOTH ACCURATE AND READER-FRIENDLY. CONSISTENT APPLICATION OF THESE GUIDELINES NOT ONLY LENDS CREDIBILITY TO YOUR WORK BUT ALSO DEMONSTRATES A COMMITMENT TO SCHOLARLY RIGOR. THE EXAMPLES PROVIDED HEREIN SERVE AS PRACTICAL TOOLS TO AID IN THIS PROCESS, EMPOWERING YOU TO CITE YOUR SOURCES WITH CONFIDENCE AND PRECISION, ULTIMATELY ENHANCING THE OVERALL QUALITY AND IMPACT OF YOUR WRITING.

Q: WHAT IS THE MAIN DIFFERENCE BETWEEN THE NOTES-BIBLIOGRAPHY AND AUTHOR-DATE SYSTEMS IN CHICAGO STYLE?

A: THE MAIN DIFFERENCE LIES IN HOW SOURCES ARE CITED WITHIN THE TEXT AND HOW THE FINAL REFERENCE LIST IS STRUCTURED. THE NOTES-BIBLIOGRAPHY SYSTEM USES FOOTNOTES OR ENDNOTES FOR IN-TEXT CITATIONS AND PROVIDES A FULL, DESCRIPTIVE BIBLIOGRAPHY AT THE END. THE AUTHOR-DATE SYSTEM USES BRIEF PARENTHETICAL CITATIONS IN THE TEXT (AUTHOR, YEAR) AND A SHORTER REFERENCE LIST AT THE END.

Q: HOW DO I FORMAT THE AUTHOR'S NAME IN A CHICAGO STYLE BIBLIOGRAPHY?

A: FOR A SINGLE AUTHOR, LIST THE LAST NAME FIRST, FOLLOWED BY THE FIRST NAME (E.G., SMITH, JOHN). IF THERE ARE TWO OR THREE AUTHORS, REVERSE THE FIRST AUTHOR'S NAME AND LIST THE OTHERS AS FIRST NAME LAST NAME. FOR MORE THAN THREE AUTHORS, TYPICALLY THE FIRST AUTHOR IS LISTED FOLLOWED BY "ET AL." (THOUGH THE CMOS HAS SPECIFIC GUIDELINES FOR LISTING UP TO TEN AUTHORS).

Q: SHOULD BOOK TITLES BE ITALICIZED OR IN QUOTATION MARKS IN A CHICAGO STYLE BIBLIOGRAPHY?

A: BOOK TITLES, JOURNAL TITLES, MAGAZINE TITLES, AND NEWSPAPER TITLES ARE ALWAYS ITALICIZED IN A CHICAGO STYLE BIBLIOGRAPHY. TITLES OF ARTICLES, CHAPTERS, ESSAYS, AND INDIVIDUAL WEB PAGES ARE ENCLOSED IN QUOTATION MARKS.

Q: WHAT INFORMATION IS REQUIRED FOR A JOURNAL ARTICLE CITATION IN CHICAGO

STYLE?

A: A JOURNAL ARTICLE CITATION TYPICALLY INCLUDES THE AUTHOR'S NAME, THE ARTICLE TITLE, THE JOURNAL TITLE (ITALICIZED), THE VOLUME AND ISSUE NUMBER, THE YEAR OF PUBLICATION, AND THE PAGE NUMBERS. A DIGITAL OBJECT IDENTIFIER (DOI) IS ALSO HIGHLY RECOMMENDED IF AVAILABLE.

Q: HOW DO I CITE A WEBSITE IN A CHICAGO STYLE BIBLIOGRAPHY?

A: CITING A WEBSITE REQUIRES THE AUTHOR'S NAME (IF KNOWN), THE TITLE OF THE SPECIFIC WEBPAGE OR DOCUMENT (IN QUOTATION MARKS), THE NAME OF THE WEBSITE (ITALICIZED), THE PUBLICATION OR LAST UPDATED DATE, AND THE URL. IT IS ALSO ADVISABLE TO INCLUDE THE DATE YOU ACCESSED THE INFORMATION.

Q: WHAT IS A HANGING INDENT IN CHICAGO STYLE AND WHY IS IT IMPORTANT?

A: A HANGING INDENT IS A FORMATTING STYLE WHERE THE FIRST LINE OF A BIBLIOGRAPHY ENTRY IS FLUSH WITH THE LEFT MARGIN, AND ALL SUBSEQUENT LINES ARE INDENTED. THIS MAKES IT EASIER FOR READERS TO IDENTIFY THE BEGINNING OF EACH NEW ENTRY AND SCAN THE LIST.

Q: HOW DO I ALPHABETIZE ENTRIES IN A CHICAGO STYLE BIBLIOGRAPHY WHEN THERE IS NO AUTHOR?

A: IF A SOURCE HAS NO AUTHOR, IT IS ALPHABETIZED BY THE FIRST SIGNIFICANT WORD OF THE TITLE. ARTICLES LIKE "A," "AN," AND "THE" ARE IGNORED FOR ALPHABETIZATION PURPOSES. FOR EXAMPLE, "THE ART OF WAR" WOULD BE ALPHABETIZED UNDER "A" FOR "ART."

Q: WHEN SHOULD I USE THE NOTES-BIBLIOGRAPHY SYSTEM VERSUS THE AUTHOR-DATE SYSTEM?

A: THE NOTES-BIBLIOGRAPHY SYSTEM IS GENERALLY PREFERRED IN THE HUMANITIES (E.G., LITERATURE, HISTORY, ART HISTORY), WHILE THE AUTHOR-DATE SYSTEM IS MORE COMMON IN THE SOCIAL AND NATURAL SCIENCES (E.G., SOCIOLOGY, POLITICAL SCIENCE, BIOLOGY). ALWAYS CHECK THE SPECIFIC REQUIREMENTS OF YOUR ASSIGNMENT, PUBLICATION, OR INSTITUTION.

Q: WHAT IS A DOI AND WHY IS IT IMPORTANT FOR CITING ONLINE SOURCES?

A: DOI STANDS FOR DIGITAL OBJECT IDENTIFIER. IT IS A UNIQUE STRING OF CHARACTERS THAT PROVIDES A PERSISTENT LINK TO AN ONLINE DOCUMENT, SUCH AS A JOURNAL ARTICLE. INCLUDING THE DOI MAKES IT EASIER FOR READERS TO LOCATE THE EXACT SOURCE, AS URLS CAN SOMETIMES CHANGE OR BREAK.

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