

# CHICAGO STYLE BIBLIOGRAPHY SUMMARY

THE CHICAGO MANUAL OF STYLE (CMOS) IS A WIDELY RESPECTED STYLE GUIDE THAT GOVERNS ACADEMIC AND PROFESSIONAL WRITING, PARTICULARLY IN THE HUMANITIES AND SOCIAL SCIENCES. UNDERSTANDING HOW TO CONSTRUCT A BIBLIOGRAPHY IN CHICAGO STYLE IS CRUCIAL FOR ANY WRITER AIMING FOR CLARITY, CONSISTENCY, AND ACADEMIC INTEGRITY. THIS ARTICLE PROVIDES A COMPREHENSIVE OVERVIEW OF THE CHICAGO STYLE BIBLIOGRAPHY SUMMARY, DETAILING ITS PURPOSE, COMPONENTS, AND FORMATTING REQUIREMENTS FOR VARIOUS SOURCE TYPES. WE WILL EXPLORE THE FUNDAMENTAL PRINCIPLES BEHIND CREATING A WELL-ORGANIZED BIBLIOGRAPHY, DIFFERENTIATING BETWEEN THE AUTHOR-DATE AND NOTES-BIBLIOGRAPHY SYSTEMS. FURTHERMORE, THIS GUIDE WILL DELVE INTO THE SPECIFICS OF CITING COMMON SOURCES SUCH AS BOOKS, JOURNAL ARTICLES, WEBSITES, AND MORE, OFFERING PRACTICAL EXAMPLES TO ENSURE CORRECT APPLICATION. MASTERING THE CHICAGO STYLE BIBLIOGRAPHY SUMMARY NOT ONLY ENHANCES THE CREDIBILITY OF YOUR WORK BUT ALSO FACILITATES READERS' ABILITY TO LOCATE AND VERIFY YOUR SOURCES.

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## UNDERSTANDING THE PURPOSE OF A CHICAGO STYLE BIBLIOGRAPHY

A BIBLIOGRAPHY, OFTEN REFERRED TO AS A "WORKS CITED" OR "REFERENCES" LIST IN OTHER STYLES, SERVES AS A COMPREHENSIVE INVENTORY OF ALL THE SOURCES A WRITER HAS CONSULTED AND DRAWN UPON IN THEIR WORK. IN THE CONTEXT OF THE CHICAGO MANUAL OF STYLE, THE BIBLIOGRAPHY'S PRIMARY PURPOSE IS TO PROVIDE READERS WITH THE NECESSARY INFORMATION TO LOCATE AND VERIFY THE SOURCES USED, THEREBY SUPPORTING THE AUTHOR'S ARGUMENTS AND DEMONSTRATING THE RESEARCH UNDERTAKEN. IT IS A TESTAMENT TO ACADEMIC HONESTY, ACKNOWLEDGING THE CONTRIBUTIONS OF OTHERS AND PREVENTING PLAGIARISM. BEYOND MERE ACKNOWLEDGMENT, A WELL-CRAFTED BIBLIOGRAPHY ENHANCES THE SCHOLARLY CREDIBILITY OF YOUR WRITING AND ALLOWS FOR DEEPER ENGAGEMENT WITH YOUR SUBJECT MATTER.

THE BIBLIOGRAPHY ACTS AS A ROADMAP FOR YOUR READERS, GUIDING THEM TO THE ORIGINAL MATERIALS THAT INFORMED YOUR RESEARCH. THIS IS PARTICULARLY IMPORTANT IN ACADEMIC SETTINGS WHERE RIGOROUS VERIFICATION OF CLAIMS IS PARAMOUNT. BY METICULOUSLY LISTING EACH SOURCE, YOU EMPOWER YOUR AUDIENCE TO EXPLORE THE EVIDENCE FIRSTHAND, ASSESS THE VALIDITY OF YOUR INTERPRETATIONS, AND POTENTIALLY CONDUCT THEIR OWN RELATED RESEARCH. ULTIMATELY, A CHICAGO STYLE BIBLIOGRAPHY SUMMARY IS MORE THAN JUST A LIST; IT'S AN INTEGRAL PART OF THE RESEARCH AND COMMUNICATION PROCESS.

## KEY COMPONENTS OF A CHICAGO STYLE BIBLIOGRAPHY ENTRY

EACH ENTRY IN A CHICAGO STYLE BIBLIOGRAPHY, REGARDLESS OF THE SOURCE TYPE, IS CONSTRUCTED WITH SEVERAL ESSENTIAL PIECES OF INFORMATION. THESE COMPONENTS WORK TOGETHER TO UNIQUELY IDENTIFY A SOURCE AND PROVIDE ENOUGH DETAIL FOR RETRIEVAL. WHILE THE SPECIFIC ORDER AND PUNCTUATION MAY VARY, THE CORE ELEMENTS REMAIN CONSISTENT. ACCURACY IN THESE DETAILS IS PARAMOUNT FOR THE EFFECTIVENESS OF YOUR BIBLIOGRAPHY.

- **AUTHOR(S)/EDITOR(S)/CREATOR(S):** THE NAME(S) OF THE INDIVIDUAL OR GROUP RESPONSIBLE FOR THE WORK. LAST

NAME IS TYPICALLY LISTED FIRST FOR THE PRIMARY AUTHOR.

- **TITLE OF SOURCE:** THE FULL TITLE OF THE WORK, INCLUDING ANY SUBTITLES, ITALICIZED FOR STANDALONE WORKS (LIKE BOOKS) OR PUT IN QUOTATION MARKS FOR PARTS OF LARGER WORKS (LIKE JOURNAL ARTICLES).
- **TITLE OF CONTAINER:** FOR SOURCES THAT ARE PART OF A LARGER COLLECTION OR PUBLICATION (E.G., AN ARTICLE IN A JOURNAL, A CHAPTER IN AN EDITED BOOK), THIS REFERS TO THE TITLE OF THAT LARGER WORK.
- **OTHER CONTRIBUTORS:** NAMES OF EDITORS, TRANSLATORS, ILLUSTRATORS, OR OTHER INDIVIDUALS WHO PLAYED A SIGNIFICANT ROLE IN THE CREATION OR DISSEMINATION OF THE SOURCE.
- **VERSION:** INFORMATION ABOUT THE EDITION OR VERSION OF THE SOURCE, ESPECIALLY FOR BOOKS OR SOFTWARE.
- **NUMBER:** FOR PERIODICALS, THIS WOULD INCLUDE THE VOLUME AND ISSUE NUMBERS.
- **PUBLISHER:** THE NAME OF THE COMPANY OR ORGANIZATION THAT PUBLISHED THE WORK.
- **PUBLICATION DATE:** THE YEAR THE WORK WAS PUBLISHED. SPECIFIC DATES MAY BE REQUIRED FOR CERTAIN ONLINE SOURCES.
- **LOCATION:** THIS CAN INCLUDE PAGE NUMBERS FOR ARTICLES OR CHAPTERS, URLS FOR WEBSITES, OR DOI (DIGITAL OBJECT IDENTIFIER) FOR ONLINE ARTICLES.

## THE NOTES-BIBLIOGRAPHY SYSTEM VS. AUTHOR-DATE SYSTEM

THE CHICAGO MANUAL OF STYLE OFFERS TWO PRIMARY CITATION SYSTEMS, EACH WITH ITS OWN APPROACH TO IN-TEXT CITATIONS AND THE FINAL BIBLIOGRAPHY. UNDERSTANDING THE DISTINCTION IS CRUCIAL FOR SELECTING THE APPROPRIATE SYSTEM FOR YOUR WRITING CONTEXT.

### THE NOTES-BIBLIOGRAPHY SYSTEM

THIS SYSTEM IS COMMONLY USED IN THE HUMANITIES, PARTICULARLY IN LITERATURE, HISTORY, AND THE ARTS. IN-TEXT CITATIONS ARE HANDLED THROUGH NUMBERED FOOTNOTES OR ENDNOTES, WHICH APPEAR AT THE BOTTOM OF THE PAGE OR THE END OF THE DOCUMENT, RESPECTIVELY. THE BIBLIOGRAPHY, PRESENTED AT THE END OF THE WORK, LISTS ALL SOURCES CITED IN THE NOTES, ALPHABETIZED BY THE AUTHOR'S LAST NAME. THE FIRST CITATION OF A SOURCE IN THE NOTES IS USUALLY A FULL CITATION, WHILE SUBSEQUENT CITATIONS ARE SHORTENED. THE BIBLIOGRAPHY ENTRIES PROVIDE COMPLETE BIBLIOGRAPHIC INFORMATION FOR ALL SOURCES.

THE NOTES-BIBLIOGRAPHY SYSTEM ALLOWS FOR MORE EXTENSIVE COMMENTARY AND DISCURSIVE NOTES ALONGSIDE THE CITATION ITSELF. THIS CAN BE BENEFICIAL FOR PROVIDING TANGENTIAL INFORMATION OR ELABORATING ON A POINT WITHOUT DISRUPTING THE MAIN TEXT'S FLOW. THE BIBLIOGRAPHY IN THIS SYSTEM AIMS TO PROVIDE A COMPREHENSIVE RECORD OF THE RESEARCH THAT HAS INFORMED THE TEXT.

### THE AUTHOR-DATE SYSTEM

FAVORED IN THE SOCIAL SCIENCES AND NATURAL SCIENCES, THE AUTHOR-DATE SYSTEM USES BRIEF IN-TEXT CITATIONS THAT INCLUDE THE AUTHOR'S LAST NAME AND THE YEAR OF PUBLICATION (E.G., (SMITH 2023)). THESE IN-TEXT CITATIONS CORRESPOND TO A REFERENCE LIST AT THE END OF THE DOCUMENT, WHICH CONTAINS FULL BIBLIOGRAPHIC DETAILS FOR ALL CITED SOURCES, ALPHABETIZED BY AUTHOR'S LAST NAME. UNLIKE THE NOTES-BIBLIOGRAPHY SYSTEM, THERE ARE NO SEPARATE

FOOTNOTES OR ENDNOTES FOR CITATIONS.

THE AUTHOR-DATE SYSTEM IS OFTEN PREFERRED FOR ITS CONCISENESS AND ITS EASE OF USE FOR READERS WHO WANT TO QUICKLY LOCATE A SOURCE BASED ON THE AUTHOR AND PUBLICATION DATE. THE REFERENCE LIST IN THIS SYSTEM IS DIRECTLY LINKED TO THE IN-TEXT CITATIONS, PROVIDING A CLEAR AND IMMEDIATE PATHWAY TO THE FULL SOURCE INFORMATION.

## FORMATTING GENERAL GUIDELINES FOR CHICAGO STYLE BIBLIOGRAPHIES

REGARDLESS OF WHICH SYSTEM YOU EMPLOY, CERTAIN FORMATTING CONVENTIONS ARE STANDARD FOR CHICAGO STYLE BIBLIOGRAPHIES. ADHERING TO THESE GUIDELINES ENSURES CONSISTENCY AND PROFESSIONALISM. THESE RULES APPLY TO BOTH THE NOTES-BIBLIOGRAPHY AND AUTHOR-DATE SYSTEMS, THOUGH MINOR DIFFERENCES MAY EXIST IN THE ORDER OF ELEMENTS.

- **ALPHABETICAL ORDER:** ALL ENTRIES IN THE BIBLIOGRAPHY OR REFERENCE LIST MUST BE ALPHABETIZED BY THE AUTHOR'S LAST NAME. IF A SOURCE HAS NO AUTHOR, IT IS ALPHABETIZED BY THE FIRST SIGNIFICANT WORD OF THE TITLE (EXCLUDING "A," "AN," AND "THE").
- **HANGING INDENT:** THE FIRST LINE OF EACH BIBLIOGRAPHY ENTRY IS FLUSH WITH THE LEFT MARGIN. SUBSEQUENT LINES OF THE SAME ENTRY ARE INDENTED. THE STANDARD INDENTATION IS USUALLY FIVE SPACES OR ONE-HALF INCH.
- **DOUBLE SPACING:** WHILE INDIVIDUAL ENTRIES MIGHT BE SINGLE-SPACED INTERNALLY, THE ENTIRE BIBLIOGRAPHY SHOULD BE DOUBLE-SPACED. SOME SCHOLARS PREFER DOUBLE-SPACING BETWEEN ENTRIES AS WELL, BUT THIS IS OFTEN A STYLISTIC CHOICE. CONSULT YOUR INSTRUCTOR OR PUBLISHER GUIDELINES.
- **PUNCTUATION:** PUNCTUATION IS CRITICAL AND SPECIFIC. PERIODS ARE USED TO SEPARATE MAJOR ELEMENTS WITHIN AN ENTRY, WHILE COMMAS OFTEN SEPARATE ELEMENTS WITHIN A SPECIFIC SECTION. TITLES OF BOOKS AND JOURNALS ARE ITALICIZED; TITLES OF ARTICLES AND CHAPTERS ARE PLACED IN QUOTATION MARKS.
- **CAPITALIZATION:** TITLES ARE TYPICALLY CAPITALIZED IN "TITLE CASE," MEANING MAJOR WORDS ARE CAPITALIZED, AND MINOR WORDS (ARTICLES, PREPOSITIONS, CONJUNCTIONS) ARE LOWERCASE UNLESS THEY ARE THE FIRST OR LAST WORD OF THE TITLE OR SUBTITLE.

## CITING BOOKS IN A CHICAGO STYLE BIBLIOGRAPHY

BOOKS ARE A FOUNDATIONAL SOURCE TYPE, AND THEIR CITATION FORMAT IN CHICAGO STYLE IS RELATIVELY STRAIGHTFORWARD, WITH VARIATIONS DEPENDING ON WHETHER THE BOOK IS PART OF A SERIES, HAS MULTIPLE AUTHORS, OR IS AN EDITED VOLUME.

### SINGLE-AUTHOR BOOKS

FOR A BOOK WITH A SINGLE AUTHOR, THE ENTRY TYPICALLY INCLUDES THE AUTHOR'S NAME, THE FULL TITLE OF THE BOOK (ITALICIZED), PUBLICATION INFORMATION (CITY OF PUBLICATION, PUBLISHER, AND YEAR OF PUBLICATION).

EXAMPLE (NOTES-BIBLIOGRAPHY):

SMITH, JOHN. *THE HISTORY OF CHICAGO*. CHICAGO: UNIVERSITY OF CHICAGO PRESS, 2022.

EXAMPLE (AUTHOR-DATE):

SMITH, JOHN. 2022. *THE HISTORY OF CHICAGO*. CHICAGO: UNIVERSITY OF CHICAGO PRESS.

## BOOKS WITH MULTIPLE AUTHORS

FOR BOOKS WITH TWO OR THREE AUTHORS, LIST ALL AUTHORS, WITH THE FIRST AUTHOR'S NAME INVERTED. FOR WORKS WITH MORE THAN THREE AUTHORS, LIST ONLY THE FIRST AUTHOR FOLLOWED BY "ET AL." (AND OTHERS).

EXAMPLE (TWO AUTHORS):

ADAMS, JANE, AND ROBERT LEE. *MODERN ARCHITECTURE*. NEW YORK: PENGUIN BOOKS, 2020.

## EDITED BOOKS

WHEN CITING AN ENTIRE EDITED BOOK, THE EDITOR(S) ARE LISTED FIRST, FOLLOWED BY "ED." OR "EDS."

EXAMPLE:

GARCIA, MARIA, ED. *READINGS IN CONTEMPORARY SOCIOLOGY*. BOSTON: PEARSON, 2021.

## BOOK CHAPTERS OR ARTICLES

IF YOU ARE CITING A SPECIFIC CHAPTER OR ARTICLE WITHIN AN EDITED BOOK, YOU WILL NEED TO INCLUDE THE AUTHOR OF THE CHAPTER, THE TITLE OF THE CHAPTER (IN QUOTATION MARKS), THE WORD "IN," THE TITLE OF THE BOOK (ITALICIZED), THE EDITOR(S), AND THE PAGE NUMBERS OF THE CHAPTER.

EXAMPLE:

CHEN, LI. "URBAN DEVELOPMENT PATTERNS." IN *READINGS IN CONTEMPORARY SOCIOLOGY*, EDITED BY MARIA GARCIA, 115-145. BOSTON: PEARSON, 2021.

## CITING JOURNAL ARTICLES IN A CHICAGO STYLE BIBLIOGRAPHY

JOURNAL ARTICLES ARE A COMMON SOURCE IN ACADEMIC RESEARCH. THE CITATION FORMAT FOR JOURNAL ARTICLES IN CHICAGO STYLE REQUIRES SPECIFIC DETAILS TO ENSURE EASY RETRIEVAL FROM ACADEMIC DATABASES OR PRINT JOURNALS.

## JOURNAL ARTICLES WITH DOIs

WHEN A DIGITAL OBJECT IDENTIFIER (DOI) IS AVAILABLE FOR A JOURNAL ARTICLE, IT IS THE PREFERRED METHOD FOR IDENTIFYING THE ARTICLE ONLINE.

EXAMPLE (NOTES-BIBLIOGRAPHY):

WILLIAMS, SARAH. "THE IMPACT OF SOCIAL MEDIA ON POLITICAL DISCOURSE." *JOURNAL OF COMMUNICATION STUDIES* 45, no. 3 (2023): 210-235. [HTTPS://DOI.ORG/10.1080/00219916.2023.1234567](https://doi.org/10.1080/00219916.2023.1234567).

EXAMPLE (AUTHOR-DATE):

WILLIAMS, SARAH. 2023. "THE IMPACT OF SOCIAL MEDIA ON POLITICAL DISCOURSE." *JOURNAL OF COMMUNICATION STUDIES* 45, no. 3 (2023): 210-235. [HTTPS://DOI.ORG/10.1080/00219916.2023.1234567](https://doi.org/10.1080/00219916.2023.1234567).

## JOURNAL ARTICLES WITHOUT DOIs (ACCESSED ONLINE)

IF A DOI IS NOT AVAILABLE, BUT THE ARTICLE IS ACCESSED ONLINE THROUGH A DATABASE OR JOURNAL WEBSITE, YOU SHOULD

PROVIDE THE JOURNAL NAME, VOLUME, ISSUE, DATE, PAGE NUMBERS, AND THE URL OR DATABASE NAME.

EXAMPLE:

DAVIS, MICHAEL. "RENEWABLE ENERGY TRENDS." *ENVIRONMENTAL SCIENCE QUARTERLY* 12, no. 1 (2023): 55-70.  
[HTTPS://WWW.ENVIRONMENTALSCIENCEJOURNAL.COM/ARTICLE/12/1/55](https://www.environmentalsciencejournal.com/article/12/1/55).

## JOURNAL ARTICLES FROM PRINT JOURNALS

FOR ARTICLES FOUND IN PRINT JOURNALS, THE CITATION OMITTS THE URL OR DOI AND FOCUSES ON THE PUBLICATION DETAILS.

EXAMPLE:

BROWN, EMILY. "LITERARY MODERNISM AND THE URBAN EXPERIENCE." *MODERNIST STUDIES REVIEW* 30, no. 2 (2022): 150-175.

## CITING WEBSITES AND ONLINE SOURCES IN A CHICAGO STYLE BIBLIOGRAPHY

THE INTERNET HAS BECOME AN INDISPENSABLE SOURCE FOR RESEARCH. CITING WEBSITES AND ONLINE MATERIALS REQUIRES CAREFUL ATTENTION TO DETAIL, AS THE INFORMATION CAN BE MORE DYNAMIC AND LESS STANDARDIZED THAN PUBLISHED BOOKS OR ARTICLES.

### WEBSITES AS A WHOLE

WHEN CITING AN ENTIRE WEBSITE, INCLUDE THE NAME OF THE WEBSITE, THE ORGANIZATION THAT SPONSORS IT (IF DIFFERENT), AND THE URL. IT'S ALSO GOOD PRACTICE TO INCLUDE AN ACCESS DATE, AS WEBSITE CONTENT CAN CHANGE.

EXAMPLE:

NATIONAL MUSEUM OF AMERICAN HISTORY. "COLLECTIONS." SMITHSONIAN INSTITUTION. ACCESSED OCTOBER 26, 2023.  
[HTTPS://AMERICANHISTORY.SI.EDU/COLLECTIONS](https://americanhistory.si.edu/collections).

### SPECIFIC WEB PAGES

FOR A SPECIFIC PAGE ON A WEBSITE, INCLUDE THE AUTHOR (IF AVAILABLE), THE TITLE OF THE PAGE (IN QUOTATION MARKS), THE NAME OF THE WEBSITE (ITALICIZED), THE PUBLISHER OR SPONSORING ORGANIZATION, THE PUBLICATION DATE (IF AVAILABLE), AND THE URL. AN ACCESS DATE IS HIGHLY RECOMMENDED.

EXAMPLE:

JOHNSON, ROBERT. "UNDERSTANDING CLIMATE CHANGE." *NASA CLIMATE*. NATIONAL AERONAUTICS AND SPACE ADMINISTRATION, MAY 15, 2023. ACCESSED OCTOBER 26, 2023.  
[HTTPS://CLIMATE.NASA.GOV/UNDERSTANDING-CLIMATE-CHANGE](https://climate.nasa.gov/understanding-climate-change).

## ONLINE NEWS ARTICLES AND BLOG POSTS

THESE ARE TREATED SIMILARLY TO SPECIFIC WEB PAGES, WITH ATTENTION PAID TO THE AUTHOR, TITLE, PUBLICATION NAME (USUALLY ITALICIZED), DATE, AND URL.

EXAMPLE:

LEE, DAVID. "THE FUTURE OF ARTIFICIAL INTELLIGENCE." *TECHCRUNCH*, SEPTEMBER 10, 2023.

## CITING OTHER COMMON SOURCE TYPES

BEYOND BOOKS AND JOURNALS, WRITERS FREQUENTLY CONSULT A VARIETY OF OTHER SOURCES. CHICAGO STYLE PROVIDES SPECIFIC GUIDELINES FOR CITING THESE AS WELL.

### NEWSPAPER ARTICLES

SIMILAR TO JOURNAL ARTICLES, BUT WITH LESS FORMAL REQUIREMENTS REGARDING VOLUME AND ISSUE NUMBERS. INCLUDE THE AUTHOR, ARTICLE TITLE, NEWSPAPER TITLE (ITALICIZED), DATE, AND PAGE NUMBERS OR URL.

EXAMPLE:

RODRIGUEZ, SOFIA. "LOCAL ELECTION RESULTS ANALYZED." *CHICAGO TRIBUNE*, NOVEMBER 8, 2022, A1, A6.

### DISSERTATIONS AND THESES

INCLUDE THE AUTHOR, DISSERTATION/THESIS TITLE (ITALICIZED), DEGREE TYPE, UNIVERSITY, AND YEAR. IF ACCESSED ONLINE THROUGH A DATABASE LIKE PROQUEST, INCLUDE THAT INFORMATION.

EXAMPLE:

PATEL, ANYA. *THE EVOLUTION OF AMERICAN URBAN PLANNING*. PhD DISS., UNIVERSITY OF CALIFORNIA, BERKELEY, 2021. PROQUEST DISSERTATIONS PUBLISHING.

### GOVERNMENT DOCUMENTS

CITE BY THE ISSUING AGENCY, TITLE, AND PUBLICATION DETAILS. SPECIFIC FORMATS CAN VARY WIDELY DEPENDING ON THE TYPE OF DOCUMENT.

EXAMPLE:

UNITED STATES. DEPARTMENT OF HEALTH AND HUMAN SERVICES. *NATIONAL HEALTH STATISTICS REPORT: HEALTH TRENDS IN 2022*. WASHINGTON, DC: GOVERNMENT PUBLISHING OFFICE, 2023.

### INTERVIEWS

FOR UNPUBLISHED INTERVIEWS, INCLUDE THE INTERVIEWEE'S NAME, THE INTERVIEWER'S NAME, THE DATE, AND THE LOCATION OR METHOD OF THE INTERVIEW (E.G., "PERSONAL INTERVIEW," "EMAIL INTERVIEW").

EXAMPLE:

THOMPSON, MARK. INTERVIEW BY SARAH JENKINS. JANUARY 15, 2023. PERSONAL INTERVIEW.

## ALPHABETIZING AND ORGANIZING YOUR BIBLIOGRAPHY

THE METICULOUS ORGANIZATION OF YOUR BIBLIOGRAPHY IS AS IMPORTANT AS THE ACCURACY OF ITS ENTRIES. A WELL-

ORGANIZED BIBLIOGRAPHY ENHANCES READABILITY AND PROFESSIONALISM.

## ALPHABETICAL ORDER BY AUTHOR'S LAST NAME

THE PRIMARY RULE FOR ORGANIZATION IS ALPHABETICAL ORDER, BASED ON THE AUTHOR'S LAST NAME. IF AN AUTHOR HAS MULTIPLE WORKS, LIST THEM CHRONOLOGICALLY BY PUBLICATION DATE. IF THE AUTHOR HAS MULTIPLE WORKS FROM THE SAME YEAR, USE LETTERS (A, B, C) AFTER THE YEAR TO DISTINGUISH THEM, ENSURING THAT THE IN-TEXT CITATIONS ALSO CORRESPOND.

## HANDLING SOURCES WITHOUT AUTHORS

WHEN A SOURCE LACKS A NAMED AUTHOR, ALPHABETIZE IT BY THE FIRST SIGNIFICANT WORD OF ITS TITLE. THIS MEANS IGNORING ARTICLES LIKE "A," "AN," AND "THE" AT THE BEGINNING OF THE TITLE. FOR EXAMPLE, A WORK TITLED "THE GREAT GATSBY" WOULD BE ALPHABETIZED UNDER "G."

## MULTIPLE WORKS BY THE SAME AUTHOR

IF YOU CITE MULTIPLE WORKS BY THE SAME AUTHOR, LIST THEM IN CHRONOLOGICAL ORDER OF PUBLICATION. FOR EXAMPLE, IF YOU CITE A BOOK FROM 2020 AND ANOTHER FROM 2023, THE 2020 BOOK WILL APPEAR FIRST IN YOUR BIBLIOGRAPHY. IF THERE ARE MULTIPLE WORKS FROM THE SAME YEAR, USE THE SUFFIXES 'A', 'B', 'C' AFTER THE YEAR TO DISTINGUISH THEM, BOTH IN THE BIBLIOGRAPHY AND IN YOUR IN-TEXT CITATIONS.

## ORGANIZING DIFFERENT TYPES OF SOURCES (IF NECESSARY)

WHILE NOT STRICTLY REQUIRED BY CMOS, SOME WRITERS CHOOSE TO ORGANIZE THEIR BIBLIOGRAPHIES BY SOURCE TYPE (E.G., BOOKS, ARTICLES, WEBSITES) IF THEY HAVE A VERY LARGE AND DIVERSE NUMBER OF SOURCES. HOWEVER, THE STANDARD PRACTICE IS A SINGLE, ALPHABETIZED LIST. CONSULT YOUR INSTRUCTOR OR PUBLISHER'S GUIDELINES FOR ANY SPECIFIC REQUIREMENTS.

## COMMON PITFALLS IN CHICAGO STYLE BIBLIOGRAPHIES

EVEN EXPERIENCED WRITERS CAN FALL INTO COMMON TRAPS WHEN CREATING A CHICAGO STYLE BIBLIOGRAPHY. AWARENESS OF THESE POTENTIAL ERRORS CAN HELP YOU AVOID THEM.

- **INCONSISTENT PUNCTUATION:** THE PRECISE PUNCTUATION OF CHICAGO STYLE IS CRUCIAL. MISPLACED PERIODS, COMMAS, OR QUOTATION MARKS CAN RENDER AN ENTRY INCORRECT. DOUBLE-CHECK EACH ELEMENT.
- **INCORRECT CAPITALIZATION:** ADHERING TO TITLE CASE FOR TITLES OF BOOKS AND JOURNALS, AND SENTENCE CASE FOR TITLES OF ARTICLES AND CHAPTERS, IS IMPORTANT.
- **MISSING OR INCORRECT PUBLICATION INFORMATION:** FORGETTING TO INCLUDE THE PUBLISHER, YEAR, OR PAGE NUMBERS, OR GETTING THEM WRONG, CAN MAKE A SOURCE IMPOSSIBLE TO LOCATE.
- **IMPROPER USE OF HANGING INDENTS:** A CONSISTENT HANGING INDENT IS A HALLMARK OF PROPER FORMATTING. ENSURE THE FIRST LINE IS FLUSH LEFT AND SUBSEQUENT LINES ARE INDENTED.

- **MIXING CITATION SYSTEMS:** CONFUSING THE NOTES-BIBLIOGRAPHY SYSTEM WITH THE AUTHOR-DATE SYSTEM, OR USING ELEMENTS OF ONE IN THE OTHER, LEADS TO SIGNIFICANT ERRORS.
- **IGNORING DOIs OR URLS:** FOR ONLINE SOURCES, NOT INCLUDING THE DOI OR A STABLE URL MAKES RETRIEVAL DIFFICULT FOR THE READER.
- **INCORRECT ALPHABETIZATION:** ERRORS IN ALPHABETIZING ENTRIES, ESPECIALLY THOSE WITH SIMILAR AUTHOR NAMES OR NO AUTHORS, CAN DISRUPT THE ORGANIZATION OF YOUR BIBLIOGRAPHY.

## ADVANCED CONSIDERATIONS FOR YOUR BIBLIOGRAPHY

AS YOU BECOME MORE FAMILIAR WITH CHICAGO STYLE, YOU MIGHT ENCOUNTER MORE COMPLEX SOURCE TYPES OR SPECIFIC REQUIREMENTS THAT NECESSITATE A DEEPER UNDERSTANDING OF THE MANUAL'S NUANCES.

### CITING MULTIMEDIA SOURCES

THIS INCLUDES CITING FILMS, TELEVISION EPISODES, MUSIC RECORDINGS, AND PODCASTS. THE FORMAT WILL DEPEND ON WHETHER YOU ARE CITING THE ENTIRE WORK OR A SPECIFIC PART, AND IT WILL INVOLVE DETAILS LIKE DIRECTORS, PERFORMERS, PRODUCERS, NETWORK, AND RELEASE DATES.

### CITING ARCHIVAL MATERIALS

WHEN WORKING WITH PRIMARY SOURCE MATERIALS FOUND IN ARCHIVES, THE CITATION WILL TYPICALLY INCLUDE THE COLLECTION NAME, BOX AND FOLDER NUMBERS, AND THE REPOSITORY WHERE THE MATERIALS ARE HOUSED. DETAILED DESCRIPTIONS ARE OFTEN NECESSARY.

### CITING SPEECHES AND LECTURES

THE FORMAT FOR CITING SPOKEN PRESENTATIONS WILL INVOLVE THE SPEAKER'S NAME, THE TITLE OF THE SPEECH (IF ANY), THE EVENT, DATE, AND LOCATION OF DELIVERY. IF THE SPEECH IS PUBLISHED OR RECORDED, THAT INFORMATION IS ALSO INCLUDED.

### NAVIGATING PUBLISHER OR INSTRUCTOR-SPECIFIC GUIDELINES

IT IS IMPERATIVE TO REMEMBER THAT WHILE THE CHICAGO MANUAL OF STYLE PROVIDES A COMPREHENSIVE FRAMEWORK, INDIVIDUAL PUBLISHERS, ACADEMIC JOURNALS, OR INSTRUCTORS MAY HAVE THEIR OWN SPECIFIC FORMATTING REQUIREMENTS OR PREFERENCES. ALWAYS CONSULT ANY STYLE GUIDES OR INSTRUCTIONS PROVIDED BY YOUR PUBLISHER OR PROFESSOR AND ADHERE TO THEM STRICTLY. THESE SPECIFIC GUIDELINES MAY MODIFY OR EXPAND UPON THE GENERAL RULES OUTLINED HERE.

## FAQ

## **Q: WHAT IS THE PRIMARY DIFFERENCE BETWEEN THE NOTES-BIBLIOGRAPHY SYSTEM AND THE AUTHOR-DATE SYSTEM IN CHICAGO STYLE?**

A: THE PRIMARY DIFFERENCE LIES IN HOW IN-TEXT CITATIONS ARE PRESENTED. THE NOTES-BIBLIOGRAPHY SYSTEM USES FOOTNOTES OR ENDNOTES FOR CITATIONS, WHILE THE AUTHOR-DATE SYSTEM USES PARENTHETICAL CITATIONS WITH THE AUTHOR'S LAST NAME AND YEAR OF PUBLICATION.

## **Q: DO I NEED TO INCLUDE AN ACCESS DATE FOR ALL ONLINE SOURCES IN MY CHICAGO STYLE BIBLIOGRAPHY?**

A: INCLUDING AN ACCESS DATE IS HIGHLY RECOMMENDED FOR ALL ONLINE SOURCES, ESPECIALLY FOR WEB PAGES, AS THEIR CONTENT CAN CHANGE OR DISAPPEAR. FOR ARTICLES WITH STABLE DOIs, THE ACCESS DATE IS LESS CRITICAL BUT STILL GOOD PRACTICE.

## **Q: HOW DO I FORMAT AN ENTRY FOR A BOOK WITH THREE AUTHORS IN A CHICAGO STYLE BIBLIOGRAPHY?**

A: FOR BOOKS WITH UP TO THREE AUTHORS, YOU LIST ALL AUTHORS. THE FIRST AUTHOR'S NAME IS INVERTED (LAST NAME FIRST), FOLLOWED BY A COMMA, THEN THE SECOND AUTHOR'S NAME (FIRST NAME FIRST), FOLLOWED BY A COMMA, AND THEN THE THIRD AUTHOR'S NAME (FIRST NAME FIRST).

## **Q: WHAT IS A HANGING INDENT, AND HOW IS IT USED IN A CHICAGO STYLE BIBLIOGRAPHY?**

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 OF THAT ENTRY ARE INDENTED. THIS HELPS DISTINGUISH INDIVIDUAL ENTRIES AND IMPROVES READABILITY.

## **Q: IF I CITE MULTIPLE WORKS BY THE SAME AUTHOR IN MY CHICAGO STYLE BIBLIOGRAPHY, HOW SHOULD I ORDER THEM?**

A: WHEN CITING MULTIPLE WORKS BY THE SAME AUTHOR, YOU SHOULD LIST THEM CHRONOLOGICALLY BY PUBLICATION DATE, WITH THE EARLIEST WORK APPEARING FIRST. IF MULTIPLE WORKS WERE PUBLISHED IN THE SAME YEAR, YOU DISTINGUISH THEM BY ADDING LOWERCASE LETTERS (A, B, C) AFTER THE YEAR IN BOTH THE BIBLIOGRAPHY AND IN-TEXT CITATIONS.

## **Q: HOW SHOULD I CITE A WEBSITE THAT DOESN'T LIST AN AUTHOR?**

A: IF A WEBSITE DOES NOT HAVE A CLEAR AUTHOR, YOU SHOULD START THE CITATION WITH THE TITLE OF THE SPECIFIC PAGE (IN QUOTATION MARKS), FOLLOWED BY THE NAME OF THE WEBSITE (ITALICIZED), THE PUBLISHER OR SPONSORING ORGANIZATION, THE PUBLICATION DATE (IF AVAILABLE), AND THE URL.

## **Q: IS IT ACCEPTABLE TO ABBREVIATE PUBLISHER NAMES IN A CHICAGO STYLE BIBLIOGRAPHY?**

A: GENERALLY, NO. CHICAGO STYLE PREFERS THE FULL PUBLISHER NAME. HOWEVER, SOME VERY COMMON PUBLISHERS MIGHT HAVE WIDELY ACCEPTED ABBREVIATIONS, BUT IT'S BEST TO ERR ON THE SIDE OF CAUTION AND USE THE FULL NAME UNLESS OTHERWISE SPECIFIED BY A SPECIFIC STYLE GUIDE OR INSTRUCTOR.

## Q: WHEN DO I USE QUOTATION MARKS VERSUS ITALICS FOR TITLES IN A CHICAGO STYLE BIBLIOGRAPHY?

A: IN CHICAGO STYLE, TITLES OF STANDALONE WORKS, SUCH AS BOOKS, JOURNALS, AND WEBSITES, ARE ITALICIZED. TITLES OF SHORTER WORKS THAT ARE PART OF A LARGER WORK, SUCH AS ARTICLES IN JOURNALS, CHAPTERS IN BOOKS, OR SPECIFIC WEB PAGES, ARE PLACED IN QUOTATION MARKS.

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