CHICAGO-TURABIAN MANUAL OF STYLE: ENDNOTES AND BIBLIOGRAPHY

PLAGIARISM

When you use the words or original ideas of another person, you must cite that person's work in your essay. If you use the exact words from another person, you must use quotation marks to indicate that those words are not your own in addition to citing them. While paraphrasing or rewording another work in your essay does not require quotation marks, a citation is still necessary. Failure to cite information is PLAGIARISM.

The Chicago Manual of Style (16th edition) uses many different citation systems, all of which can be modified to suit the individual preferences of the professor. For this reason, be sure to follow the instructions provided by your professor or instructor. This handout is a basic guideline to *The Chicago Manual of Style*'s author-date system and may not match the exact specifications of your professor.

FOOTNOTES, ENDNOTES, AND BIBLIOGRAPHIES

The Chicago Manual of Style basic citation system generally uses a bibliography in conjunction with a system of endnotes, footnotes, or both. Notes should generally be numbered and correspond to superscripted reference numbers within the text of your document. When used in addition to a bibliography, a notation needs only a shortened citation, while the rest of the source's publication facts should be included in the bibliography. Notes that do not correspond with a bibliography must cite a work's full publication information using a full note citation. Due to the flexibility of the *Chicago Manual of Style*, this handout will focus on the system that utilizes short citation endnotes in conjunction with a bibliography.

ENDNOTES

Endnotes occur at the end of a document prior to the bibliography. Endnotes that correspond with a bibliography use the short citation form, which should include enough information to lead the reader to the appropriate bibliographic entry. Generally, the short form should include the author's name, the main title of the work, and the appropriate page number(s). The abbreviation *Ibid.* (*ibidem*, "the same place") should be used when citing information from the same author used in the note immediately preceding *ibid. Ibid* thus takes the place of the author's name and the title of the work.

Note: *Ibid.* should not be used for a note that cites multiple sources and only refers to the preceding notation.

Ex:

1. Ron Eyerman and Andrew Jamison, *Music and Social Movements,* 51.

2. Ibid., 76.

SHORT FORM VS. LONG FORM ENDNOTES

When citing a source for the first time, or when using endnotes without a bibliography, you must use the long form endnote which provides the author's name, the title of the work, the source's

publication information enclosed in parentheses, and concludes with the appropriate page numbers followed by a period. Once you have cited a given source in a note, all subsequent notations may be shortened. Using the short form, you must at minimum provide the author's last name and the appropriate page numbers, though the author's full name and title of the work are also acceptable. Below are a series of notes as you would see in a paper following *The Chicago Manual of Style* utilizing endnotes with a bibliography. The first and fourth entries show a long form notation (note 1) and a subsequent short form notation (note 4).

Ex:
   1. Ute Frevert, *Women in German History from Bourgeois Emancipation to Sexual Liberation* (New York: Berg Publishers, 1989), 89.

   2. Ibid., 84-86.

   3. Jeri A. Sechzer et al., eds., *Women and Mental Health* (Baltimore: Johns Hopkins University Press, 1996), 243.

   4. Frevert, 197.

BIBLIOGRAPHIES

Your bibliography should begin with the heading "Bibliography." Bibliographic entries should include an alphabetical list of all of the sources you used in your work. Furthermore, you may include other relevant sources that you consulted but did not note in the body of your work. Entries should begin with the author's last name first. The elements of each citation should be separated by periods and the publication facts should not be enclosed in parentheses. Do not use *ibid.* in your bibliography.

Ex:

Last name, first name. *Title of book*. City of publication: Publishing company, Year.

Frevert, Ute. *Women in German History from Bourgeois Emancipation to Sexual Liberation*. New York: Berg Publishers, 1989.

CITATION SAMPLES

Below are a few citation examples beginning with a bibliographic entry, followed by examples of a long and short form notation. Please consult *The Chicago Manual of Style* for more citation examples.

BOOK WITH SINGLE AUTHOR OR EDITOR

Last name, first name. *Title*. City of publication: Publishing company, Year.

   1. Author's full name, *Title* (City of publication: Publishing company, Year), Pages.

Shields, David. *The Thing about Life Is That One Day You'll Be Dead.* New York: Alfred A. Knopf, 2008.

1. David Shields, *The Thing about Life Is That One Day You'll Be Dead* (New York: Alfred A. Knopf, 2008), 82-90.

3. Shields, 102.

BOOK WITH MULTIPLE AUTHORS

Last name, first name, and 2ⁿᵈ Author's name. *Title*. City of publication: Publishing company, Year.

  1. Author's full name and 2ⁿᵈ Author's full name, *Title* (City of publication: Publishing company, Year), Pages.

Eyerman, Ron, and Andrew Jamison. *Music and Social Movements: Mobilizing Traditions in the Twentieth Century*. Cambridge: Cambridge University Press, 1998.

  1. Ron Eyerman and Andrew Jamison, *Music and Social Movements: Mobilizing Traditions in the Twentieth Century* (Cambridge: Cambridge University Press, 1998), 27.

  4. Eyerman and Jamison, 29.

BOOK WITH AUTHOR AND EDITOR/TRANSLATOR

Last name, first name. *Title*. Translated by/Edited by ____. City of publication: Publishing company, Year.

  1. Author's full name, *Title*, trans./ed. by ____ (City of publication: Publishing company, Year), Pages.

Braun, Lily. *Selected Writings on Feminism and Socialism*. Edited by Alfred G. Meyer. Indianapolis: Indiana University Press, 1987.

  4. Lily Braun, *Selected Writings on Feminism and Socialism*, ed. by Alfred G. Meyer (Indianapolis: Indiana University Press, 1987), 45.

  6. Braun, 29.

CHAPTER IN AN EDITED BOOK

Last name, first name. "Title." In *Title of Book*, edited by ____, pages of section. City of publication: Publishing company, Year.

  1. Author's full name, "Title of Chapter/Section," in *Title of Book*, ed. by ____ (City of publication: Publishing company, Year), Pages.

Coon, Caroline. "Punk Crosses the Atlantic." In *The Pop, Rock, and Soul Reader: Histories and Debates, the Second Edition*, edited by David Brackett, 368-373. New York: Oxford University Press, 2009.

  4. Caroline Coon, "Punk Crosses the Atlantic," in *The Pop, Rock, and Soul Reader: Histories and Debates, the Second Edition*, edited by David Brackett (New York: Oxford University Press, 2009), 368.

9. Coon, 368.

JOURNAL ARTICLE

Last name, first name. "Article Title." *Title of Journal* **volume number, issue number (Year): Pages.**
    Doi or url if article is online.

  1. Author's full name, "Article Title," *Title of Journal* **volume number, issue number (Year): Pages, doi or url if article is online.**

Isaac, Bary. "The Aztec 'Flowery War': A Geopolitical Explanation." *Journal of Anthropological Research* 39, no. 4 (1989): 415-432. http://www.jstor.org/stable/3629865

  1. Bary Isaac, "The Aztec 'Flowery War': A Geopolitical Explanation," *Journal of Anthropological Research* 39, no. 4 (1989): 420, http://www.jstor.org/stable/3629865

  8. Isaac, 420.