

Chicago Stylesheet

- Alfred C. O'Connell Library -

*This handout covers Chicago style basics, formatting, and many examples for sources noted throughout your paper and in the **Bibliography** list at the end of your paper.*

Always consult your professor to learn their requirements for citation and formatting.

Chicago Style 101

1. Cover page? Yes!
2. Margins = 1 inch
3. Spacing = Double

Citing sources:

- **Bibliography** (list of all sources used in your paper)
&
- **Footnotes** (most common)
or
- **Endnotes** (less common)

Guide Contents:

Bibliography & Footnote examples

| | |
|--------------------------|-------|
| Books | p. 1 |
| - Part of a Book | p. 5 |
| Articles | p. 7 |
| - Magazines | p. 8 |
| - Journals | p. 10 |
| Websites | p. 11 |
| Multimedia | p. 12 |
| Other Sources | p. 13 |
| - Primary Sources | p. 15 |

| | |
|--------------------|------------|
| General Rules | p. 16 – 18 |
| Sample Paper pages | p. 19 – 20 |

Books

1. One Author
2. Two or Three Authors
3. Four or More Authors
4. Author or Editor Unknown
5. Sacred Books
6. Edited or Translated Book
7. Encyclopedias & Dictionaries
8. Chapter or Part of a Book
9. Multivolume Books
10. eBooks (Countrywatch, SUNY Press, EBSCOHost, Google Books, Kindle, etc.)

- Genesee Community College -

1. One Author

BIBLIOGRAPHY:

The basic format for a book **Bibliography** entry is:

Author Last Name, Author First Name. *Title of Book*. Place of Publication: Name of Publisher, Year of Publication.

Arrange multiple bibliography entries from the same author in alphabetical order by book/article title.

Bragdon, Kathleen J. *The Columbia Guide to American Indians of the Northeast*. New York: Columbia University Press, 2001.

Off, Carol. *Bitter Chocolate: Anatomy of an Industry*. New York: New Press, 2006.

FULL NOTE:

The basic format for a book **Full footnote/endnote** entry is:

1. Author Name, *Title of Book* (Place of Publication: Name of Publisher, Year of Publication), specific page number being cited.

Include city and state of publisher unless the state is part of the publisher's name, or it is a well-known location

1. Kathleen J. Bragdon, *The Columbia Guide to American Indians of the Northeast* (New York: Columbia University Press, 2001), 25.

2. Carol Off, *Bitter Chocolate: Anatomy of an Industry* (New York: New Press, 2006), 9.

SHORT NOTE:

The basic format for a book **Short footnote/endnote** entry is:

1. Author Last Name, *Shortened Book Title*, page number.

Short notes are used for multiple citations from the same source. **After a source has been fully cited the first time**, a short note should be used for each future citation from that source.

3. Bragdon, *Columbia Guide*, 26.

Note: Titles shorter than **four** words are not shortened. Do not include initial articles – *The Old Man and the Sea*, would become *Old Man*.

4. Bragdon, 26.

#4 is also from the Bragdon book. Because you are following a Bragdon footnote with another Bragdon footnote from the same book, **you may leave out the shortened title, but you must include the page number**, even if it's the same page number as the previous note.

5. Off, *Bitter Chocolate*, 73.

2. Two or Three Authors

BIBLIOGRAPHY:

Boatwright, Mary T., Daniel J. Gargola, and Richard J.A. Talbert. *The Romans: From Village to Empire*. New York: Oxford University Press, 2004.

Cook, William R., and Ronald B. Herzman. *The Medieval World View: An Introduction*. New York: Oxford University Press, 2003.

Note: In a Bibliography entry, only the first author's name is reversed.

FULL NOTE:

1. William R. Cook and Ronald B. Herzman, *The Medieval World View: An Introduction* (New York: Oxford University Press, 2003), 35.

2. Mary T. Boatwright, Daniel J. Gargola, and Richard J.A. Talbert, *The Romans: From Village to Empire* (New York: Oxford University Press, 2004), 347.

SHORT NOTE:

3. Cook and Herzman, *Medieval World*, 42.

4. Boatwright, Gargola, and Talbert, *Romans*, 349.

3. Four or More Authors

BIBLIOGRAPHY:

For works with **four to ten** authors or editors, list **all** names in the bibliography entry.

For works with **more than ten** authors or editors, list **only** the first seven names in the bibliography entry followed by et al.

Dick, Howard, Vincent J. H. Houben, Thomas Lindblad, and Thee Kian Wie. *The Emergence of a National Economy: An Economic History of Indonesia, 1800-2000*. Honolulu: University of Hawaii Press, 2002.

Note: In a Bibliography entry, only the first author's name is reversed. Do not include state of publisher if it is a part of the publisher's name.

FULL NOTE:

Use only the name of the **first** author or editor in the note, followed by "et al." with no comma placed between the author or editor's name and "et al."

1. Howard Dick et al., *The Emergence of a National Economy: An Economic History of Indonesia, 1800-2000* (Honolulu: University of Hawaii Press, 2002), 45.

Note: Do not include state of publisher if it is a part of the publisher's name.

SHORT NOTE:

2. Dick et al., *Emergence*, 67.

4. Author or Editor Unknown

BIBLIOGRAPHY:

Use the title or a descriptive phrase in place of an author or editor's name if there is no name available. Do **not** use articles (a, an, the) when alphabetizing these entries in the bibliography.

A True and Sincere Declaration of the Purpose and Ends of the Plantation Begun in Virginia, of the Degrees Which it Hath Received, and Means by Which it Hath Been Advanced. London, 1610.

Note: For books published before 1900 it is acceptable to only list the Place, Date of Publication.

FULL NOTE:

Use the title or a descriptive phrase in place of an author or editor's name if there is no name available.

1. *A True and Sincere Declaration of the Purpose and Ends of the Plantation Begun in Virginia, of the Degrees Which it Hath Received, and Means by Which it Hath Been Advanced* (London, 1610), 17.

Note: For books published before 1900 it is acceptable to only list the (Place, Date of Publication).

SHORT NOTE:

2. *True and Sincere*, 12.

5. Sacred Books

Religious works such as the Bible and the Qur'an are **not included in the Bibliography**, and they are cited by book, chapter, and verse, or in an equivalent manner.

FULL NOTE:

Gen. 1:9-13. (New Cambridge Paragraph Bible)

Qur'an 53:39-41.

6. Edited or Translated Book

BIBLIOGRAPHY:

Editor is abbreviated ed. (or eds. for more than one), and translator is abbreviated trans., and they are preceded by a comma **when there is no author**. The author's name comes before the translator's name, when you have one. When edited by/translated by comes after the title, it is spelled out fully.

Dudley, William and Bruno Leone, eds. *Opposing Viewpoints in American History: From Reconstruction to the Present*. San Diego: Greenhaven Press, 1996.

Thucydides. *History of the Peloponnesian War*. Translated by Rex Warner. East Rutherford, NJ: Penguin Group, 1972.

FULL NOTE:

Editor is abbreviated ed. (or eds. for more than one) and is preceded by a comma. The author's name comes before the translator's name (when you have one), and the word "translator" is abbreviated. When editors are listed after the title they are abbreviated as ed. (no "s") (see footnote #2 on p.7).

1. William Dudley and Bruno Leone, eds., *Opposing Viewpoints in American History: From Reconstruction to the Present* (San Diego: Greenhaven Press, 1996), 55.

2. Thucydides, *History of the Peloponnesian War*, trans. Rex Warner (East Rutherford, NJ: Penguin Group, 1972), 95.

SHORT NOTE:

In short notes the abbreviations are **not** included.

Dudley and Leone, *Opposing Viewpoints*, 55.

Thucydides, *History*, 95.

7. Encyclopedias & Dictionaries

Encyclopedias and dictionaries are generally cited in notes but **not** in the bibliography. **Make sure that your instructor allows you to cite from this kind of source before including it in your paper.** Include "s.v." which stands for *sub verbo* (Latin for "under the word"), this lets the reader know what entry you used. **Use this format for shorter entries from well-known reference books.**

FULL NOTE:

Encyclopedia Britannica, 15th ed. (2010), s.v. "mural."

Dictionary of American Biography (1937), s.v. "Wadsworth, Jeremiah."

Britannica Academic, s.v. "catapult," accessed March 12, 2018, <https://academic.eb.com/levels/collegiate/article/catapult/20771>.

Merriam-Webster Dictionary, s.v. "troll (v.)," accessed July 25, 2017, <https://www.merriam-webster.com/dictionary/troll>.

Note: #3 & #4 are from online sources.

8. Chapter or Part of a Book

BIBLIOGRAPHY:

*A work may be an essay, short story, poem, article or chapter that appears within a book that has an editor. When using a multivolume work, list the volume number before the page number or numbers (for example, volume two, pages 33 through 55 would appear as 2:33-55).

Note that the editor information is **not** abbreviated in the bibliography entry.

Clark, Hugh R. "Overseas Trade and Social Change in Quanzhou through the Song." In *Emporium of the World: Maritime Quanzhou*, edited by Angela Schottenhammer, 52-80. Berlin: Brill Press, 2001.

Note: The word "In" must appear in the citation in front of the work that the part came from.

FULL NOTE:

When using a multivolume work, list the volume number before the page number(s) (for example, volume two, page 35 would appear as 2:35). **Use this format for longer entries with authors from reference books.**

1. Hugh R. Clark, "Overseas Trade and Social Change in Quanzhou through the Song," in *Emporium of the World: Maritime Quanzhou*, ed. Angela Schottenhammer (Berlin: Brill Press, 2001), 52.

9. Multivolume Books

BIBLIOGRAPHY:

Bernal, Martin. *Black Athena: The Afroasiatic Roots of Classical Civilization*. Vol. 3, *The Linguistic Evidence*. New Brunswick, NJ: Rutgers University Press, 2006.

FULL NOTE:

1. Martin Bernal, *Black Athena: The Afroasiatic Roots of Classical Civilization*, vol. 3, *The Linguistic Evidence* (New Brunswick, NJ: Rutgers University Press, 2006), 453.

SHORT NOTE:

2. Bernal, *Black Athena*, 3:401-402.

10. eBooks

(Countrywatch, SUNY Press EBook Collection, EBSCOhost eBook Collection, Google Books, and books from eReader devices – Kindle, nook, iPad/Pod, etc.)

BIBLIOGRAPHY:

Beazley, C. Raymond. *Prince Henry the Navigator: The Hero of Portugal and of Modern Discovery*. New York: G. P. Putnam's Sons, 1901. <http://books.google.com/books?id=kSs6AQAAIAAJ&dq=editions%3A4hnJVD7Y2ZIC>.

Chew, Sing C. "Dark Ages: Ecological Crisis Phases and System Transition." In *Globalization and Global History*, edited by Barry K. Gills and William R. Thompson, 163-202. London: Routledge, 2006. eBook Collection (EBSCOhost).

Douglass, Frederick. *Narrative of the Life of Frederick Douglass*. Lexington, KY: SoHo Books, 2010. Kindle.

"Political Overview: Foreign Relations." In *Country Review: India*, edited by Denise Youngblood Coleman, 79-101. Houston: Countrywatch Publications, 2017. <http://www.countrywatch.com/pdfs/reviews/BcLcQLL3.01b.pdf>.

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| Note: Bibliography examples are in proper alphabetical order. |
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FULL NOTE:

1. “Political Overview: Foreign Relations,” in *Country Review: India*, ed. Denise Youngblood Coleman (Houston: Countrywatch Publications, 2017), 79, <http://www.countrywatch.com/pdfs/reviews/BcLcQLL3.01b.pdf>

Note: In order to find citation info for Countrywatch, click on **Country Review (PDF)** towards the bottom of the menu on the left side of the screen. Include a stable web address/URL, or else include the name of the database and a document or accession number/ID.

2. Sing C. Chew, “Dark Ages: Ecological Crisis Phases and System Transition,” in *Globalization and Global History*, ed. Barry K. Gills and William R. Thompson (London: Routledge, 2006), 165, eBook Collection (EBSCOhost).

Note: Only the single version of ed. is used, even if there are multiple editors, when the editors are not listed first.

3. C. Raymond Beazley, *Prince Henry the Navigator: The Hero of Portugal and of Modern Discovery* (New York: G. P. Putnam's Sons, 1901), 30, <http://books.google.com/books?id=kSs6AQAAIAAJ&dq=editions%3A4hnJVD7Y2ZIC>.

4. Frederick Douglass, *Narrative of the Life of Frederick Douglass* (Lexington, KY: SoHo Books, 2010), part III, Kindle.

Note: Indicate which specific chapter or section and which format/device you used if no page number is available.

Newspaper, Magazine, and Journal Articles

Note 1: See previous section above for how to cite from **online books**.

Newspaper
Magazine
Journal

1. Newspaper Article

The basic format for a newspaper article **Bibliography** entry is:

Author Last Name, Author First Name. “Title of Article.” *Title of Source*, Month Day, Year of Publication, edition/section. DOI **OR** stable web address/URL **OR** Name of Database (Document or Accession Number/ID).

BIBLIOGRAPHY:

Newspaper articles are not usually included in a bibliography. However, some instructors require them. **Always** follow the directions given by your instructor.

Do not include “The” as part of newspaper titles. Also, break long links after punctuation symbols.

Chazan, Guy. “Rapid German Expansion Fuels Overheating Fears.” *Financial Times*, January 31, 2018, British edition. https://link.galegroup.com/apps/doc/A525651610/ITOF?u=genc_main&sid=ITOF&xid=5397f087.

Garraty, John A. "Against Federal Creation of Jobs." *New York Times*, January 3, 1978, late city edition. <https://search.proquest.com/docview/123873277?accountid=45906>.

O'Brien, Matt. "The Labor Market Is the Best It's Been Since 1970 – but Not If You Want a Raise." *Washington Post*, June 6, 2018. https://www.washingtonpost.com/news/wonk/wp/2018/06/06/the-labor-market-is-the-best-its-been-since-1970-but-not-if-you-want-a-raise/?utm_term=.494a800f61fa.

FULL NOTE:

The basic format for a newspaper article **Full Footnote/endnote** entry is:

1. Author Name, "Title of Article," *Title of Source*, Month Day, Year of Publication, edition/section, DOI **OR** stable web address/URL **OR** Name of Database (Document or Accession Number/ID).

Do not include page numbers for newspaper articles. Include newspaper edition, if available.

2. Guy Chazan, "Rapid German Expansion Fuels Overheating Fears," *Financial Times*, January 31, 2018, British edition, https://link.galegroup.com/apps/doc/A525651610/ITOF?u=genc_main&sid=ITOF&xid=5397f087.

3. John A. Garraty, "Against Federal Creation of Jobs," *New York Times*, January 3, 1978, late city edition, <https://search.proquest.com/docview/123873277?accountid=45906>.

4. Matt O'Brien, "The Labor Market Is the Best It's Been Since 1970 – but Not If You Want a Raise," *Washington Post*, June 6, 2018, https://www.washingtonpost.com/news/wonk/wp/2018/06/06/the-labor-market-is-the-best-its-been-since-1970-but-not-if-you-want-a-raise/?utm_term=.494a800f61fa.

SHORT NOTE:

The basic format for a newspaper article **Short endnote/footnote** entry is:

1. Author Last Name, "Shortened Article Title."

Short notes are used for multiple references from the same source. **After a source has been fully cited the first time**, a short note should be used for each future reference to that source.

Titles shorter than **four** words are not shortened. Do not include initial articles – *The Old Man and the Sea*, would become *Old Man*.

4. Garraty, "Against Federal Creation."

5. Chazan, "Rapid German Expansion."

6. O'Brien, "Labor Market."

2. Magazine Article

BIBLIOGRAPHY:

The basic format for a magazine article **Bibliography** entry is:

Author Last Name, Author First Name. "Title of Article." *Title of Source*, Month Day, Year of Publication. DOI **OR** stable web address/URL **OR** Name of Database (Document or Accession Number/ID).

Chevedden, Paul E., Les Eigenbrod, Vernard Foley, and Werner Soedel. "The Trebuchet." *Scientific American*, July 1995. <http://library.genesee.edu/login?url=http://search.ebscohost.com/login.aspx?direct=true&db=a9h&AN=9507183367&site=ehost-live>.

Glain, Stephen. "Syria at a Crossroads." *Smithsonian*, July 2005. <http://www.smithsonianmag.com/travel/syria.html> (accessed May 15, 2012).

Hadingham, Evan. "Ready Aim Fire!" *Smithsonian*, January 2000. <http://library.genesee.edu/login?url=http://search.ebscohost.com/login.aspx?direct=true&db=rch&AN=2620699&site=eds-live>.

Note: Do not include "The" as part of magazine title, break long links after punctuation symbols, and do not include page numbers in Magazine Bibliography entries.

FULL NOTE:

The basic format for a magazine article **Full Footnote/endnote** entry is:

1. Author Name, "Title of Article," *Title of Source*, Month Day, Year of Publication, specific page number being cited (if available), DOI **OR** stable web address/URL **OR** Name of Database (Document or Accession Number/ID).

2. Evan Hadingham, "Ready Aim Fire!," *Smithsonian*, January 2000, <http://library.genesee.edu/login?url=http://search.ebscohost.com/login.aspx?direct=true&db=rch&AN=2620699&site=eds-live>.

3. Paul E. Chevedden et al., "The Trebuchet," *Scientific American*, July 1995, 66, <http://library.genesee.edu/login?url=http://search.ebscohost.com/login.aspx?direct=true&db=a9h&AN=9507183367&site=ehost-live>.

4. Stephen Glain, "Syria at a Crossroads," *Smithsonian*, July 2005, <http://www.smithsonianmag.com/travel/syria.html> (accessed May 15, 2012).

Note: Use et al. after first author for articles with 4 or more authors. Include page numbers in Magazine footnotes when available.

SHORT NOTE:

The basic format for a magazine article **Short endnote/footnote** entry is:

5. Author Last Name, "Shortened Article Title," page number.

6. Chevedden et al., "Trebuchet," 67.

Note: Titles shorter than **four** words are not shortened, but initial articles (A, An, The) are still omitted.

3. Journal Article

The basic format for a journal article **Bibliography** entry is:

Author Last Name, Author First Name. "Title of Article." *Title of Source* Volume number, no. issue number (Year of Publication): First page number-Last page number. DOI **OR** stable web address/URL **OR** Name of Database (Document or Accession Number/ID).

BIBLIOGRAPHY:

Buckley, Stephen A., Katherine A. Clark, and Richard P. Evershed. "Complex Organic Chemical Balms of Pharaonic Animal Mummies." *Nature* 431, no. 7006 (2004): 294-299. <https://search.proquest.com/docview/204511190?accountid=45906>.

Cohn, Jr., Samuel K. "The Black Death: End of a Paradigm." *American Historical Review* 107, no. 3 (2002): 703-738. <http://www.jstor.org/stable/2139205>.

Newton, Michael. "Jacobite Past, Loyalist Present." *E-Keltoi* 5 (2003): 31-62. http://www.uwm.edu/Dept/celtic/ekeltoi/volumes/vol5/5_2/newton_5_2.pdf.

Sweeney, Fionnghuala, and Alan Rice. "Liberating Sojourns? African Americans and Transatlantic Abolition 1845–1865." *Slavery & Abolition* 33, no. 2 (2012): 181-189. <https://doi.org/10.1080/0144039X.2012.669897>.

Notes: For publication date, only the year is required for journal articles. Do not include "The" as part of journal titles. Be sure to format DOIs as you see here. Bibliography examples are in proper alphabetical order.

FULL NOTE:

The basic format for a journal article **Full Footnote/endnote** entry is:

1. Author Name, "Title of Article," *Title of Source* Volume number, no. issue number (Year of Publication): specific page number being cited, DOI **OR** stable web address/URL **OR** Name of Database (Document or Accession Number/ID).

2. Samuel K. Cohn, Jr., "The Black Death: End of a Paradigm," *American Historical Review* 107, no. 3 (2002): 716, <http://www.jstor.org/stable/2139205>.

3. Fionnghuala Sweeney and Alan Rice, "Liberating Sojourns? African Americans and Transatlantic Abolition 1845–1865," *Slavery & Abolition* 33, no. 2 (2012): 188, <https://doi.org/10.1080/0144039X.2012.669897>.

4. Michael Newton, "Jacobite Past, Loyalist Present," *E-Keltoi* 5 (2003): 32, http://www.uwm.edu/Dept/celtic/ekeltoi/volumes/vol5/5_2/newton_5_2.pdf.

5. Stephen A. Buckley, Katherine A. Clark, and Richard P. Evershed, "Complex Organic Chemical Balms of Pharaonic Animal Mummies," *Nature* 431, no. 7006 (2004): 295, <https://search.proquest.com/docview/204511190?accountid=45906>.

Notes: Do not include "The" as part of journal titles. Use a stable web address or permalink.

SHORT NOTE:

6. Buckley, Clark, and Evershed, "Complex Organic," 296.
7. Cohn, "Black Death," 718.
8. Sweeney and Rice, "Liberating Sojourns," 200.

Websites and Multimedia

Citations for websites are usually dealt with as notes and **not** as entries in the bibliography; however, your instructor may require you to list websites in your bibliography. **Personal communications** and **legal works** are **NOT** included in the bibliography. **Always** check with your instructor and follow their assignment guidelines carefully.

See **Books – 10. eBooks** (p. 6) for how to cite from **online books** from places such as **Google Books**, **Countrywatch**, etc.

1. Basic Websites & Blogs
2. Video & Film Recordings
3. Photographs

1. Basic Websites & Blogs

• **BIBLIOGRAPHY:**

The basic format for a website/blog **Bibliography** entry is:

Author Last Name, Author First Name. "Title of Article or Page within a Website." Sponsor/Owner of Website or Database. Publication Date/Date of Last Revision/Modification **OR** an Access Date, [timestamp if necessary]. Web address/URL.

Websites are **not** usually included in a bibliography. **Always** follow the directions given by your instructor and include websites in your bibliography if required to do so. Titles of blogs should be italicized, titles of web pages should not. Insert the words "**last updated**," "**last revised**," or "**accessed**," as necessary.

Bartlett, Thomas. "The 1798 Irish Rebellion." BBC History. Last updated February 17, 2011. http://www.bbc.co.uk/history/british/empire_seapower/irish_reb_01.shtml.

"Beer and World History." Beer Institute. Accessed July 25, 2018. <http://www.beerinstitute.org/news-media/additional-beer-resources/beer-world-history/>

"Chocolate Pot." Victoria and Albert Museum. 2012. <http://www.vam.ac.uk/users/node/9274>

Livius. "Neanderthals Made Fire." *The History Blog*. July 28, 2018, 10:36. <http://www.thehistoryblog.com/archives/52051>

• **FULL NOTE:**

The basic format for a website **Full Footnote/endnote** entry is:

1. Author Name, "Title of Article or Page within a Website," Sponsor/Owner of Website or Database, Publication Date/Date of Last Revision/Modification **OR** an Access Date, [timestamp if necessary], web address/URL.

2. "Beer and World History," Beer Institute, accessed July 25, 2018, <http://www.beerstitute.org/news-media/additional-beer-resources/beer-world-history/>.

Note: When a site has no author, start with the title.

3. Thomas Bartlett, "The 1798 Irish Rebellion," BBC History, last updated February 17, 2011, http://www.bbc.co.uk/history/british/empire_seapower/irish_reb_01.shtml.

4. "Chocolate Pot," Victoria and Albert Museum, 2012, <http://www.vam.ac.uk/users/node/9274>.

• **SHORT NOTE:**

The basic format for a website **Short endnote/footnote** entry is:

5. Author Last Name, "Shortened Website Title."

6. "Beer and World History."

7. Livius, "Neanderthals."

2. Video & Film Recordings

Online multimedia includes such items as MP3s, MPEGs, streaming services (Netflix, Amazon, Hulu) etc. Include the type of media (if appropriate), the access date (if required) and the web address/URL (if applicable).

• **BIBLIOGRAPHY:**

Renck, Johan, dir. *Vikings*. Season 1, episode 1, "Rites of Passage." Aired March 3, 2013, on History Channel. <https://www.amazon.com/dp/B00BOL22GY>.

Stephen Sommers, Stephen, dir. *The Adventures of Huck Finn*. 1993; Burbank, CA: Walt Disney Pictures, 2002. DVD.

Yankovic, "Weird" Al. "Amish Paradise." YouTube video, 3:24. Posted October 2, 2009. <http://youtu.be/IOfZLb33uCg>.

• **FULL NOTE:**

1. "Weird" Al Yankovic, "Amish Paradise," YouTube video, 3:24, posted by "alyakovicVEVO," October 2, 2009, <http://youtu.be/IOfZLb33uCg>.

2. *Vikings*, season 1, episode 1, "Rites of Passage," directed by Johan Renck, written by Michael Hirst, featuring Travis Fimmel, Katheryn Winnick, and Clive Standen, aired March 3, 2013, on History Channel, <https://www.amazon.com/dp/B00BOL22GY>.

3. *The Adventures of Huck Finn*, directed by Stephen Sommers (1993; Burbank, CA: Walt Disney Pictures, 2002), DVD.

3. Photographs

Use this format for photos you have personally taken.

- **BIBLIOGRAPHY:**

Relics. Photograph by John Smith. Medina, NY: Cobblestone Museum, 2018.

- **FULL NOTE:**

1. *Relics*. Photograph by John Smith. (Medina, NY: Cobblestone Museum, 2018).

Other Sources

1. National Archives - Civil War Service Records
2. Interviews - Published
3. Interviews - Unpublished
4. Lectures/Course Materials
5. Personal Communications
6. Legal Citation - Laws and Statutes
7. Legal Citation - United States Supreme Court Decisions
8. Primary Sources
9. Secondary Sources

1. National Archives - Civil War Service Records

- **BIBLIOGRAPHY:**

Federal Pension Record: Marvin M. Campbell: 13th Regiment, NY Infantry, Union, Civil War (1861-1865). Washington, DC: National Archives and Records Administration, 2012.

- **FULL NOTE:**

1. *Federal Pension Record: Marvin M. Campbell: 13th Regiment, NY Infantry, Union, Civil War (1861-1865)*, (Washington, DC: National Archives and Records Administration, 2012).

2. Interviews - Published

Interviews must include the name of the person who was interviewed, name of the interviewer, brief identifying information and place, and/or date of the interview.

- **BIBLIOGRAPHY:**

Dyson, Michael Eric. "Interview with Michael Eric Dyson." By Ray Suarez. *NewsHour with Jim Lehrer*, PBS, (January 18, 2000).

- **FULL NOTE:**

1. Michael Eric Dyson, interview by Ray Suarez, *NewsHour with Jim Lehrer*, PBS, January 18, 2000.

3. Interviews - Unpublished

• **FULL NOTE:**

1. Howard Zinn, interview by John Brown, June 30, 2018.

2. John Joseph (WWII Veteran), interview by Gail Smith, Genesee Community College, April 4, 2017.

4. Lectures/Course Materials

The speaker/author, title, material type, location, and date of the speech/material should all be provided.

• **BIBLIOGRAPHY:**

Swanson, Garth. "Rosie the Riveter: Women in the Workforce, WWII and Beyond." Power Point presentation for HIS 102 online, Genesee Community College, Summer 2017.

Warren, Nina. "The Virtues of Vegetables in Ancient Mediterranean Culture and Diet." Lecture, Genesee Community College, Batavia, NY, August 3, 2016.

• **FULL NOTE:**

1. Nina Warren, "The Virtues of Vegetables in Ancient Mediterranean Culture and Diet" (lecture, Genesee Community College, Batavia, NY, August 3, 2016).

2. Garth Swanson, "Rosie the Riveter: Women in the Workforce, WWII and Beyond" (Power Point presentation for HIS 102 online, Genesee Community College, Summer 2017).

5. Personal Communications

• **FULL NOTE:**

1. Howard Zinn, email message to author, June 1, 2018.

6. Legal Citation - Laws and Statutes

• **FULL NOTE:**

1. Telecommunications Act of 1996, Pub. L. No. 104-104, 110 Stat. 56 (1996).

2. N.Y. Const. art. XI, § 2.

| |
|---|
| <p>Note: Article and amendment numbers use Roman numerals (I, II, III) and section and clause numbers use Arabic numerals (1, 2, 3).</p> |
|---|

7. Legal Citation - United States Supreme Court Decisions

Do **not** use versus or vs. for U.S. Supreme Court citations; only v. is acceptable.

• BIBLIOGRAPHY/FULL NOTE:

1. *Marbury v. Madison*, 5 U.S. 137 (1803).

Note: 5 U.S. 137 = Volume, Name of Book Series, Page number.

8. Primary Sources

• BIBLIOGRAPHY:

Tranquillus, C. Suetonius. "The Life of Nero." In *The Lives of the Twelve Caesars*. Translated by J. C. Rolfe. 1914 Loeb Classical Library edition, LacusCurtius, 2011.
<http://penelope.uchicago.edu/Thayer/E/Roman/Texts/Suetonius/12Caesars/Nero.html>.

Note: Include website information for primary sources found online.

• FULL NOTE:

1. C. Suetonius Tranquillus, "The Life of Nero," in *The Lives of the Twelve Caesars*, trans. J. C. Rolfe, Loeb Classical Library edition (1914; LacusCurtius, 2011), 6.1, <http://penelope.uchicago.edu/Thayer/E/Roman/Texts/Suetonius/12Caesars/Nero.html>.

Note: Provide book, chapter, and/or section information if you have it.

9. Secondary Sources

Citations from secondary sources ("quoted in...") are discouraged; authors are expected to review each item cited. If the original source is not available, both the original and secondary sources must be listed in the citation.

• FULL NOTE:

1. Hugh Hencken, *Tarquinius and Etruscan Origins* (London: Thames & Hudson, 1968): 116, quoted in Michael Grant, *The Etruscans* (New York: Charles Scribner's Sons, 1980), 9.

Note: In this case, 116 is the page number from the **original** source and 9 is the page number from the book **you** used.

General Rules

Authors

- Always include full names whenever you can. See basic format boxes for formatting guidelines.

Bibliography

- **One to ten** authors/editors are all listed.
- Only the **first author's name is reversed**, commas follow the names of **all** authors, and the word "and" **always** precedes the last author (Smith, John, Jane Doe, and John Q. Public.)
- For **more than ten** authors, list **only the first seven** authors followed by "et al."

Footnotes/Endnotes

- For an item with **four or more** authors or editors only the name of the first author/editor is included followed by the words "et al." with no comma between them (see 3. Four or More Authors on p. 4 and 2. Magazine Article on pp. 9 - 10).

Titles

- Capitalize all important words – first word of the title, first word of the subtitle (right after the colon) and all other major words. Do **not** capitalize words such as: a, an, the, against, between, in, of, to, and, but, for, and so, **unless** they are the first word of the title or the subtitle.
- Leave out initial articles from titles of periodicals (newspapers, magazines, and journals) (*Lancet*, **not** *The Lancet*; *New York Times*, **not** *The New York Times*).
- Put the following titles in *italics* – *books, periodicals, plays, movies, TV & radio programs, operas, album titles, paintings, statues, and cartoons.*
- Put the following titles in "quotation marks" – "periodical articles," "book chapters," "short stories," "poems," "specific songs," and "photographs."
- Titles of books are taken from the title page (first printed page of the book) and not from the cover. If the title on the title page starts with any of the initial articles "A," "An," or "The" include it in your citation, but be sure to alphabetize by the second word.
- When titles or subtitles end with question marks or exclamation points they are **not** followed by a colon or period (see Magazine example on p. 9 and the Sweeney Journal article example on p. 11). However, if a comma should come next, be sure to include it (see Magazine full note #2 on p. 10).

Page numbers

Newspapers

- **Bibliography & Footnotes/Endnotes:** Do not include page numbers, instead end with edition (late edition) or section number/name. (sec. 1/sec. A/Sports section).

Magazines

- **Bibliography:** Do not include page numbers.
- **Footnotes/Endnotes:** Include specific page number(s). For items without page numbers you may include either a paragraph number (para.) or a section heading (sec.) to indicate the specific section, but this is **not** required.

Journals

- **Bibliography:** Include page range (250 – 265).
- **Footnotes/Endnotes:** Include specific page number(s). For items without page numbers you may include either a paragraph number (para.) or a section heading (sec.) to indicate the specific section, but this is **not** required.

Dates

- Do **not** put magazine and newspaper article dates in parentheses. For newspaper and magazines articles use Month Day, Year format - February 16, 2018.
- For books and journal articles just use the year.

Publishers

- Shorten publishers names by removing such words as *The, Inc., Co., & Co.,* and *Publishing Co.*
- Do not include state of publisher if it is a part of the publisher's name.
- Include states only for lesser known cities, but always include D.C. with Washington.

Abbreviations

Bibliography

- "Edited by" and "Translated by" are spelled out fully.

Footnotes/Endnotes

- "Edited by" and "Translated by" are abbreviated as (ed.) and (trans.).

Formatting in the Body of the Paper

***There are two notation styles in Chicago: endnotes and footnotes.
Pick ONE style and use it throughout the entire paper.***

- Note numbers in text are formatted as superscript, which is half a space above the line. To get a superscript number in Microsoft Word 2013 or 2010, place your cursor where you want to insert a note, click on the References tab and then click on either Insert Footnote or Insert Endnote. Neither version of Word will create Notes/Bibliography entries in the current version of Chicago (17th ed.). If you use this feature, double check against this stylesheet.

Footnotes/Endnotes

- **Endnotes** appear on a separate page (or pages) at the **end** of the body of the paper but **before** the bibliography. The heading for the **endnotes** page(s) should consist only of the word **Notes**. **Footnotes** appear at the **bottom** of each page.
- The first line of the note must be indented half an inch. Only the first line should be indented, not the entire note. Single-space each note and double-space between notes, **unless** your instructor has given you other directions. Microsoft Word does **not** do either of these things automatically when creating notes.
- The font size of notes should be 2 sizes smaller than the font size used in the main body of the paper. A paper with a text font size of **12 point** should have notes with a font size of **10 point**. In order for notes to be readable, do not make the font size smaller than **9 point**.

Bibliography

- The entries in a Bibliography are listed alphabetically by authors' last names (or by title when no author is given).

Long Quotations

- If a quotation continues for 100 or more words, it should be set as a block quotation. Block quotations should begin with a lowercase letter unless there is no material that precedes it. End the last sentence of the block quotation with a period followed by your footnote or endnote number.

For example:

Levy informs us that

tattooing has been practiced since before recorded history. In fact, it may have been one of the earliest art forms. No one knows for sure how or when tattooing was invented. Victoria Lautman suggests in *The New Tattoo* that it may have been discovered by accident, as often happened in human history. Perhaps some prehistoric person got ashes pressed into his or her skin when falling near a fire, liked the way it looked, and tried to reproduce it. Regardless of how humans discovered tattooing, we know they did discover it, perhaps in different ways and at different times in different places. Evidence tells us that tattooing had a long history in Europe, Japan, Egypt, Polynesia, Russia, Greece, Rome, and the Americas. The oldest evidence for tattooing comes from prehistoric Europe.¹

Sample Paper Pages

The first line of the note must be indented half an inch. Only the first line should be indented, not the entire note. Single-space each note with double-spacing between notes, unless your instructor has given you other directions. Microsoft Word **does not** do either of these things automatically when creating notes.

Your professor may prefer specific variations to the way your foot/endnotes and bibliography citations look, which may differ from the way they are presented in this guide.

Always consult your professor to learn if they have any special requirements for citations.

Follow your instructor's directions for what they want on your title page.

The History of the Tattoo

Alice O'Connell
History 101
September 19, 2011

Tattoos had been around for a very long time before Captain Cook gave them their name. The first documented tattoo is credited with belonging to Otzi the Iceman from around 3300 BC.¹ Otzi's tattoos were possibly therapeutic in nature owing to their design and location, but tattoos have been used a variety of ways since then. They have been used to mark criminals and military deserters, denote group status for tribal groups as well as for modern-day gangs, "to mark life-changing events such as coming of age,"² and finally as a means of self-expression.

Believe it or not, tattooing was once fashionable among the upper crust of society, due to the rarity of tattoos, the cost, and the amount of pain and time the process took, though they tended to get only small tattoos in discreet locations. With the invention of the first electric tattooing machine in 1891, tattoos could now be more cheaply spread to the masses. However, the machine soon died out³ and in fact tattoos began to be associated with the "tattooed lady" of circus fame was born.⁴

¹ Maarten Hesselt van Dinter, *The World of Tattoo: An Illustrated History* (Amsterdam: KIT Publishers, 2005), 25.

² Dinter, *World of Tattoo*, 49.

³ Katherine L. Krcmarik, "History of Tattooing," Michigan State University, last updated April 2003, <https://msu.edu/~krcmar1/individual/history.html>.

⁴ Krcmarik, "History of Tattooing."

Use the References tab to insert your footnotes. Be sure to indent the first line and double-space between each footnote - Word will not do this for you automatically.

Note that footnote entries have commas separating each part (Author, Title, etc.).

Dinter was my 1st footnote, since my 2nd note is also from him, it's a short note. The 3rd citation is the first from Krcmarik so it's full, but the next citation from her is short.

Sample Bibliography

The **Bibliography** list includes **all the sources used** in the research and writing of your paper and it should be on a separate page at the end of the paper, **single-spaced with double-spacing between entries**, and in **alphabetical order** by the authors' last names (or by title when no author is given, ignoring "A," "An," and "The").

Your professor may prefer specific variations to the way your foot/endnotes and bibliography citations look, which may differ from the way they are presented in this guide.

Always consult your professor to learn if they have any special requirements for citations.

6

Bibliography entries have periods separating each part (Author, Title, etc.).

Bibliography

Bailkin, Jordanna. "Making Faces: Tattooed Women and Colonial Regimes." *History Workshop Journal*, no. 59 (2005): 33-56. <http://www.jstor.org/stable/25472784>.

Dinter, Maarten Hesselt van. *The World of Tattoo: An Illustrated History*. Amsterdam: KIT Publishers, 2005.

Gilbert, Steve. *Tattoo History: A Source Book*. New York: Juno Books, 2000.

Keinlen, Alexis. "Skin Deep." *Herizons*, Fall 2005. <http://library.genesee.edu/login?url=http://search.ebscohost.com/login.aspx?direct=true&db=4> live.

Krcmarik, Katherine L. "History of Tattooing." Michigan State Uni 2003. <https://msu.edu/~krcmari1/individual/history.html>.

"Tradition Unbound: Tattoos Beyond Polynesia." *Skin Stories: Pacific Islanders in Communications*. 2003. <http://www.pbs.org/skinstories/history/beyond.html>.

Start with the title when you don't have an author and alphabetize by the first major title word, ignoring "A," "An," and "The."

For More Information

For more information, the *Chicago Manual of Style* (17th ed., 2017, REF LB2369 .C53 2017), is available at the Alfred C. O'Connell Library.

For help in deciding the difference between responsible writing and plagiarism, see the following websites: https://owl.purdue.edu/owl/research_and_citation/using_research/avoiding_plagiarism/index.html or <https://wts.indiana.edu/writing-guides/plagiarism.html>.

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