

# Chicago Manual of Style (CMOS) General Citation Guide

## General Rules

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| <ul style="list-style-type: none"> <li>• <b>Ibid.</b> is short for <i>ibidem</i>, Latin for “in the same place.” It may be laid out as follows:             <ul style="list-style-type: none"> <li><sup>1</sup> Ibid.</li> <li><sup>2</sup> Ibid., 243.</li> </ul> <p>The first note is for the same citation on the exact same page. The second note is for citations from the same source but on different pages.</p> </li> <li>• <b>Hanging indents</b> are used in bibliographies/reference lists. Paragraph indents are used for the first line in footnotes/endnotes.</li> <li>• <b>Include the full URL</b> for each citation of digital texts. Otherwise, if the URL is too long, the name of a database (e.g., JSTOR or Oxford English Dictionary) may be used instead.</li> <li>• <b>Alphabetize entries</b> according to author’s last name.</li> <li>• <b>Guessing is allowed</b> (within reason) whenever scholars consider certain information as unknown, such as the year of publication, the author’s name, the title of the work, etc. However, it is best to address any academic consensus available before guessing.</li> </ul> | <ul style="list-style-type: none"> <li>• <b>3-em dashes</b> are used in bibliographies/reference lists when citing more than one source by the same author. The first entry for that author should be a standard citation, but subsequent sources may replace the author’s name with the 3-em dash:             <p style="margin-left: 20px;">Stacey, Robin Chapman. “Divorce, Medieval Welsh Style.” <i>Speculum</i>, vol. 77, n. 4 (Oct. 2002), 1107-1127. Accessed May 8, 2019. <a href="http://www.jstor.org/stable/3301214">www.jstor.org/stable/3301214</a>.</p> <p style="margin-left: 20px;">———. “Law and Literature in Medieval Ireland and Wales.” In <i>Medieval Celtic Literature and Society</i>. Helen Fulton, Ed. Dublin: Four Courts Press, 2005.</p> </li> </ul> <p>* The 3-em dash cannot be used if there is more than one author for a source.</p> |
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### Subheads

**Basic Subhead Format:** All subheads should be in headline case, which means that each word in the subhead (except for prepositions and articles) should be capitalized. Lower-level headings may run into the text. Run-in heads should be set in *italics* or **boldface**, depending on the requirements of your institute and/or department, and end with a period.

**Example of an A-level subhead with 2 run-in B-levels:**

Sixteenth-Century Witchcraft

*The North Berwick Witches*. In 1590, East Lothian was rattled by...

*Involvement of the Crown*. King James VI was...

**Notes on Subheads:**

- Use with caution: most papers will not require subheads unless specified by an instructor or other set requirements.
- It is encouraged that no more than 3 subhead levels are used at once.
- Subheads should be evenly divided (e.g., 1 A-level with 2 B-levels, 2 A-levels, etc.).

### Illustrations/Charts and Tables

**Example of an Image Citation:**



Figure 1. Image of a Woman Forging Nature, Undated manuscript, circa 1405. (“The Personification of Nature Making Birds, Animals, and People,” *From Romance of the Rose* [n.d.]. Image courtesy of The J. Paul Getty Museum, Los Angeles, California.)

**Basic Image Citation Format:** Figure #. Caption Describing the Image, Year. (Type of Work by Author’s Full Name. “Title,” *Journal or Book Title* [Year Published]. Type of Work courtesy of Licensing/Publisher, Location.)

\* The information provided in parentheses is known as a credit line. Credit lines are used to avoid copyright issues when using visuals within a piece of writing.

**Notes on Images/Charts & Tables:**

- Charts are labelled exactly like illustrations.
- Charts and tables should only be used when the data set is too large or difficult to explain in sentence form.
- Illustrations should be near the first written description. Charts and tables should be closest to the first mention of them in the text.
- All images must remain with their captions. Do not split between pages.
- Continuous numbering is standard, but illustrations in different mediums should be labelled separately (e.g., Video 1, Map 1, Video 2, etc.).

### Note on Style Variations

- The Chicago Manual of Style encompasses a variety of citation styles, such as Turabian and CMS-Turabian.

### Additional Resource

Turabian, Kate L. *A Manual for Writers of Research Papers, Theses, and Dissertations*, 8th ed. Chicago: University of Chicago Press, 2010.

## Notes on Footnotes/Endnotes

- Footnotes and Endnotes: both share the same format, but endnotes should be referred to as *Notes*.

- Bibliography*: the appropriate term for identifying and/or labeling reference lists in the CMOS.

## Citation Format for Notes/Bibliographies

Books	
Single Author	<sup>1</sup> Author's Firstname Lastname, <i>Title of Book</i> (Publishing Location: Publisher, Year), page #.
	Author's Lastname, Firstname. <i>Title of Book</i> . Publishing Location: Publisher, Year.
Multiple Authors	<sup>1</sup> first Author's Firstname Lastname and second Author's Firstname Lastname, <i>Title of Book: Subtitle</i> (Publishing Location: Publisher, Year), page #.
	first Author's Lastname, Firstname, and second Author's Firstname Lastname. <i>Title of Book: Subtitle</i> . Publishing Location: Publisher, Year.
Four or More Authors	<sup>1</sup> first Author's Firstname Lastname et al., <i>Title of Book</i> (Publishing Location: Publisher, Year), page #.
	first Author's Lastname, Firstname et al. <i>Title of Book</i> . Publishing Location: Publisher, Year.
Books with Translators and/or Editors	<sup>1</sup> Translator's Firstname Lastname, trans., <i>Title of Book</i> , 8th ed. (Publishing Location: Publisher, Year), page #.
	Translator's Lastname, Firstname, trans. <i>Title of Book</i> . 8th ed. Publishing Location: Publisher, Year.
Authors + Translators and/or editors	<sup>1</sup> Author's Firstname Lastname, <i>Title of Book</i> , ed. Editor's Firstname Lastname (Publishing Location: Publisher, Year), page #.
	Author's Lastname, Firstname. <i>Title of Book</i> . Edited by Firstname Lastname. Publishing Location: Publisher, Year.
Chapters	<sup>1</sup> Author's Firstname Lastname, "Chapter Title" in <i>Title of Book</i> , edited (and/or translated) by Firstname Lastname (Publishing Location: Publisher, Year), page #.
	Author's Last name, First name. "Chapter Title." In <i>Title of Book</i> . Edited by First + Last Name, page #. Publishing Location: Publisher, Year.
Articles	
Magazines <i>*Provide link only if applicable</i> (e.g., when using an online source)	<sup>1</sup> Author's Firstname Lastname, "Article Title," <i>Magazine Title</i> , Month and year of publication, page #.
	Author Lastname, Firstname. "Article Title." <i>Magazine Title</i> , Month and year of publication.
Journals/Periodicals <i>*Provide link only if applicable</i> (e.g., when using an online source)	<sup>1</sup> Author's Firstname Lastname, "Article Title," <i>Journal Title</i> , vol #, issue no. # (year of publication): page #, accessed Month day, year, link.
	Author's Lastname, Firstname. "Article Title." <i>Journal Title</i> , vol #, issue no. # (year of publication): page number(s). Accessed Date (Month day, year). link.
Newspapers	<sup>1</sup> Author's Firstname Lastname, "Headline or Column Title," <i>Title of Newspaper</i> , abbreviated Month day, year.
	Author's Lastname, Firstname. "Headline or Column Title," <i>Title of Newspaper</i> , abbreviated Month day, year.
Online Media	
	<sup>1</sup> Firstname Lastname of Performer, Writer or Creator, <i>Title of Text</i> , indication of format/medium, running time, publication date, URL.
	Lastname, Firstname of Performer, Writer or Creator. <i>Title of Text</i> . Indication of Medium, Running Time. Publication Date. URL.