

Chicago Manual of Style (CMOS) General Citation Guide

General Rules

- **Ibid.** is short for *ibidem*, Latin for “in the same place.” It may be laid out as follows:
 - ¹ Ibid.
 - ² Ibid., 243.

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.
- **Hanging indents** are used in bibliographies/reference lists. Paragraph indents are used for the first line in footnotes/endnotes.
- **Include the full URL** 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.
- **Alphabetize entries** according to the author’s last name.
- **Guessing is allowed** (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.
- **Multiple Authors** (up to six) for one source are listed in a bibliography or reference list. If more than six, only the first three are listed, followed by “et al.” In a note or in an author-date citation, up to two authors are now listed; if more than two authors, list the first author followed by “et al.”
- **Publishing Locations** are not required for books published since 1900. If a book was published before 1900, and the location information is available, indicate the city of publication before the publisher and date.
- **3-em dashes** are no longer preferred in bibliographies or reference lists for repeated names of authors. Instead, Chicago Style requests names to be repeated in bibliographies or reference lists.
- **Avoid using URL shorteners** like TinyURL, Bitly, or shortDOI, since they may obscure domain names or other important information used to find the source.
- **AI-Generated Content**, whether quoted or paraphrased, must be properly cited where it occurs, either in the text or in a note. Authors who have relied on content generated by AI chatbots like ChatGPT or similar technology must indicate how they used the tool in their text. Like personal communication or social media posts, chatbot conversations are not usually included in a reference list.
 - **Cited in the text:** “The following recipe for pizza dough was generated on December 9, 2023, by ChatGPT-3.5.”
 - **Cited as a note:** “1. Text generated by ChatGPT-3.5, Open AI, December 9, 2023, <https://chat.openai.com/share/90b8137d>”

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. If the illustration was created by or with the help of AI, that should be noted in the credit.

Notes on Images/Charts & Tables:

- Charts are labelled exactly like illustrations.

	<ul style="list-style-type: none"> 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	Additional Resource
<ul style="list-style-type: none"> The Chicago Manual of Style encompasses a variety of citation styles, such as Turabian and CMS-Turabian. 	Turabian, Kate L. <i>A Manual for Writers of Research Papers, Theses, and Dissertations</i> , 9th ed. Chicago: University of Chicago Press, 2018.

Notes on Footnotes/Endnotes	
<ul style="list-style-type: none"> Footnotes and Endnotes: both share the same format, but endnotes should be referred to as <i>Notes</i>. 	<ul style="list-style-type: none"> <i>Bibliography</i>: the appropriate term for identifying and/or labeling reference lists in the CMOS.
Citation Format for Notes/Bibliographies	
Books	
Single Author	¹ Author's Firstname Lastname, <i>Title of Book</i> (Publisher, Year), page #.
	Author's Lastname, Firstname. <i>Title of Book</i> . Publisher, Year.
Multiple Authors	¹ first Author's Firstname Lastname and second Author's Firstname Lastname, <i>Title of Book: Subtitle</i> (Publisher, Year), page #.
	first Author's Lastname, Firstname, and second Author's Firstname Lastname. <i>Title of Book: Subtitle</i> . Publisher, Year.
Six or More Authors	¹ first Author's Firstname Lastname et al., <i>Title of Book</i> (Publisher, Year), page #.
	first Author's Lastname, Firstname et al. <i>Title of Book</i> . Publisher, Year.
Books with Translators and/or Editors	¹ Translator's Firstname Lastname, trans., <i>Title of Book</i> , 8th ed. (Publisher, Year), page #.
	Translator's Lastname, Firstname, trans. <i>Title of Book</i> . 8th ed. Publisher, Year.
Authors + Translators and/or editors	¹ Author's Firstname Lastname, <i>Title of Book</i> , ed. Editor's Firstname Lastname (Publisher, Year), page #.
	Author's Lastname, Firstname. <i>Title of Book</i> . Edited by Firstname Lastname. Publisher, Year.
Chapters	¹ Author's Firstname Lastname, "Chapter Title" in <i>Title of Book</i> , edited (and/or translated) by Firstname Lastname (Publisher, Year).
	Author's Last name, First name. "Chapter Title." In <i>Title of Book</i> . Edited by First + Last Name. Publisher, Year.

Articles	
Magazines *Provide link only if applicable (e.g., when using an online source)	¹ 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 *Provide link only if applicable (e.g., when using an online source)	¹ 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.
Online Databases and Datasets	¹ Title displayed with the data, database name, creator of the database, accessed Month Day, Year, URL.
	Creator of the database. "Title displayed with the data." Database name, accessed Month Day, Year. URL.
Newspapers	¹ 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	
	¹ 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.