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Chicago Referencing, 16th Edition
Notes v1.2c

For all publications in the eBook series published by The Inter-Disciplinary Press and Fisher Imprints and in the hard copy series published by The Inter-Disciplinary Press and Fisher Imprints, please use the Chicago system of referencing.

1. The System

The Chicago system of referencing is based on the *Chicago Manual of Style, 16th edn.*, August 2010.

It is a simple documentary style system consisting of 3 elements:

1. citations in the main body of the text, using a superscript (raised) number, at the end of a sentence after the full stop.
2. a list of endnotes at the end of a paper/chapter for all citations which appear in that paper/chapter (footnotes are not permissible for our publications).
3. a bibliography at the end of the paper/chapter giving the details of each source referred to and possibly other materials consulted in preparing the paper/chapter.

2. How It Works

Superscript numbers with corresponding endnotes should be used whenever information or ideas from sources are discussed. Sources such as books, journals, reports, newspapers, interviews, radio, television and information from the Internet must be acknowledged in text and detailed in footnotes.

When summarising or paraphrasing material from a source, superscript numbers are placed at the end of a sentence or clause rather than immediately after the words to which they refer. When quoting word for word from a source, superscript numbers should always be placed immediately after direct quotes.

Summarising Example.

Joe Bloggs notes that Cerberus, in ancient Greek mythology, is a three-headed dog who guards the gates of the underworld.¹

Direct Quote Example.

This is how a direct quote would appear:

Joe Bloggs notes, ‘Cerberus, the mythical three-headed beast guarding the entrance to Hades and the underworld, is said to be sent to sleep by the music of a harp.’¹

If a quote is more than about 30 words long, omit the quotation marks, start the quote on a new line and indent the quote about 1.27 cm from the left-hand margin of the page and 1.27 cm from the right hand margin of the page.

If a quote is more than about 30 words long, omit the quotation marks, start the quote on a new line and indent the quote about 1.27 cm from the left-hand margin of the page and 1 cm from the right hand margin of the page.

3. Formatting Endnotes

The First Note for a Source

An endnote generally lists the author, title, and facts of publication, in that order. Elements are separated by commas; the facts of publication are enclosed in parentheses. Authors’ names are presented in standard order (first name first). Titles are capitalized headline-style unless they are in a foreign language. Titles of larger works (e.g., books and journals) are italicized; titles of smaller works (e.g., chapters, articles) or unpublished works are presented in roman and enclosed in quotation marks. Such terms as *editor/edited by*, *translator/translated by*, *volume*, and *edition* are abbreviated.

In the following example, all types of reference materials are cited. Please use the following as a guide for your endnote references (Note: Use only single quotation marks for chapters in a book, journal, or internet source):

1. James Fallows, “Blind into Baghdad,” *Atlantic Monthly*, January/February 2004, 58, <http://www.theatlantic.com/doc/200401/fallows>. ← Article from the Internet.
2. See Michael R. Gordon and Gen. Bernard E. Trainor, *Cobra II: The Inside Story of the Invasion and Occupation of Iraq* (New York: Pantheon, 2006), 106. ← Book
3. See *ibid.*
4. *Ibid.*, 108. ← Uses *ibid.* See explanation below.
5. *Ibid.*, 107.
6. See Thomas E. Ricks, *Fiasco: The American Military Adventure in Iraq* (New York: Penguin, 2006), 79–80. ← Short Version for Book
7. Gordon and Trainor, *Cobra II*, 205.
8. For more on the Civil Affairs mission, see <http://www.armyreserve.army.mil/ARMYDRU/USACAPOC/Overview.htm>. ← General use of URL reference
9. Maj. Christopher Varhola (Civil Affairs officer), interviewed by the author, April 15, 2005. ← Interview References
10. McGuire Gibson, interviewed by the author, February 9, 2006. ← Interview References
11. Varhola interview. ← Short Interview Reference
12. *Ibid.*
13. George Packer, “War after the War,” *New Yorker*, November 24, 2003, 62.
14. The humanitarian group was one of four set up by Rice following a contentious Senate Committee on Foreign Relations hearing in August, where ← General additional information

Second & Subsequent Notes

Short Form for Author Names

Only the last name of the author, or of the editor or translator if given first in the full reference, is needed in the short form. Full names or initials are included only when authors with the same last name must be distinguished from one another. Such abbreviations as *ed.* or *trans.* following a name in the full reference are omitted in subsequent references. If a work has two or three authors, give the last name of each; for more than three, the last name of the first author followed by *et al.*

¹ Kathryn Petras and Ross Petras, eds., *Very Bad Poetry* . . .

² Joseph A. Bellizzi, H. F. Kruckeberg, J. R. Hamilton, and W. S. Martin, 'Consumer Perceptions of National, Private, and Generic Brands,' . . .

³ Petras and Petras, *Very Bad Poetry* . . .

⁴ Bellizzi et al., 'Consumer Perceptions,' . . .

Short Form for Titles

The short title contains the key word or words from the main title. An initial *A* or *The* is usually omitted. The order of the words should not be changed (for example, *Daily Notes of a Trip around the World* should be shortened not to *World Trip* but to *Daily Notes* or *Around the World*). Titles of four words or fewer are seldom shortened. The short title is italicized or set in roman and quotation marks according to the way the full title appears.

Examples:

The War Journal of Major Damon 'Rocky' Gause
(Short title) *War Journal*

'A Brief Account of the Reconstruction of Aristotle's *Protrepticus*'
(Short title) 'Aristotle's *Protrepticus*'

Kriegstagebuch des Oberkommandos der Wehrmacht, 1940–1945
(Short title) *Kriegstagebuch*

Latin Abbreviations *ibid* and *idem*.

The abbreviation *ibid.* (from *ibidem*, 'in the same place') usually refers to a single work cited in the note immediately preceding. It must never be used if the preceding note contains more than one citation. It takes the place of the name(s) of the author(s) or editor(s), the title of the work, and as much of the succeeding material as is identical. If the entire reference, including page numbers or other particulars, is identical, the word *ibid.*

When several works by the same person are cited successively in the same note, *idem* ('the same', sometimes abbreviated to *id.*), has sometimes been used in place of the author name. Except in legal references, where the abbreviation *id.* is used in place of *ibid.*, the term is rarely used nowadays. Chicago discourages the use of *idem*, recommending instead that the author's last name be repeated.

Chicago Style disallows the Latin abbreviations, *op. cit.* and *loc.*, *cit* for subsequent cited references. Instead, use the short forms mentioned above.

4. Endnotes and Bibliographies

Bibliographies – We have just covered how to format your endnotes. This section shows you how to format your bibliography section.

This section gives you an overview of what different types of reference materials should look like in your endnote and bibliographical references. Each example contains the endnote full style, followed by an example of the shortened style and lastly, an example of the corresponding bibliographical reference. Please use this as your guide.

BOOK WITH SINGLE AUTHOR OR EDITOR

For a book with a single author, invert the name in the bibliography but not in the notes. Punctuate and capitalize as shown. Note the shortened form in the second note. Note also that actual page numbers cited are usually included in a note but not in a bibliography entry, unless the entry is for a chapter, in which case the page range in which the item appears is included

¹ Michael Pollan, *The Omnivore's Dilemma: A Natural History of Four Meals* (New York: Penguin, 2006), 99–100.

¹⁶ Pollan, *Omnivore's Dilemma*, 3.

Pollan, Michael. *The Omnivore's Dilemma: A Natural History of Four Meals*. New York: Penguin, 2006.

A book with an editor in place of an author includes the abbreviation *ed.* (*editor*; for more than one editor, use *eds.*). Note that the shortened form does not include *ed.*

¹ Joel Greenberg, ed., *Of Prairie, Woods, and Water: Two Centuries of Chicago Nature Writing* (Chicago: University of Chicago Press, 2008), 42.

³³ Greenberg, *Prairie, Woods, and Water*, 326–27.

Greenberg, Joel, ed. *Of Prairie, Woods, and Water: Two Centuries of Chicago Nature Writing*. Chicago: University of Chicago Press, 2008.

BOOK WITH MULTIPLE AUTHORS

For a book with two authors, note that only the first-listed name is inverted in the bibliography entry.

² Geoffrey C. Ward and Ken Burns, *The War: An Intimate History, 1941–1945* (New York: Knopf, 2007), 52.

Ward, Geoffrey C., and Ken Burns. *The War: An Intimate History, 1941–1945*. New York: Knopf, 2007.

For a book with three authors, adapt as follows:

¹⁵ Joyce Heatherton, James Fitzgilroy, and Jackson Hsu, *Meteors and Mudslides: A Trip through . . .*

Heatherton, Joyce, James Fitzgilroy, and Jackson Hsu. *Meteors and Mudslides: A Trip through . . .*

For a book with four or more authors, list all the authors in the bibliography entry. Word order and punctuation are the same as for two or three authors. In the note, however, cite only the name of the first-listed author, followed by *et al.*

⁷² Dana Barnes et al., *Plastics: Essays on American Corporate Ascendance in the 1960s* . . .

¹⁰¹ Barnes et al., *Plastics* . . .

BOOK WITH AUTHOR PLUS EDITOR OR TRANSLATOR

In a book with an editor or translator in addition to the author, *ed.* or *trans.* in the note becomes *Edited by* or *Translated by* in the bibliography entry.

¹ Gabriel García Márquez, *Love in the Time of Cholera*, trans. Edith Grossman (London: Cape, 1988), 242–55.

¹⁸ García Márquez, *Cholera*, 33.

García Márquez, Gabriel. *Love in the Time of Cholera*. Translated by Edith Grossman. London: Cape, 1988.

CHAPTER IN AN EDITED BOOK

When citing a chapter or similar part of an edited book, include the chapter author; the chapter title, in quotation marks; and the editor. Precede the title of the book with *in*. Note the location of the page range for the chapter in the bibliography entry.

¹ Glenn Gould, ‘Streisand as Schwarzkopf,’ in *The Glenn Gould Reader*, ed. Tim Page (New York: Vintage, 1984), 310.

¹⁹ Gould, ‘Streisand as Schwarzkopf,’ 309.

Gould, Glenn. ‘Streisand as Schwarzkopf.’ In *The Glenn Gould Reader*, edited by Tim Page, 308–11. New York: Vintage, 1984.

JOURNAL ARTICLE

Citations of journals include the volume and issue number and date of publication. The volume number follows the italicized journal title in roman and with no intervening punctuation. A specific page reference is included in the notes; the page range for an article is included in the bibliography. In the full citation, page numbers are preceded by a colon. If a journal is paginated consecutively across a volume or if the month or season appears with the year, the issue number may be omitted (as in the second and third sets of examples below).

⁸⁹ Walter Blair, ‘Americanized Comic Braggarts,’ *Critical Inquiry* 4, no. 2 (1977): 331–32.

¹¹¹ Blair, ‘Americanized Comic Braggarts,’ 335.

Blair, Walter. ‘Americanized Comic Braggarts.’ *Critical Inquiry* 4, no. 2 (1977): 331–49.

The DOI (digital object identifiers) in the following example indicates that the article was consulted online; it is preferred to a URL. Note that *DOI*, so capitalized when mentioned in running text, is lowercased and followed by a colon (with no space after) in source citations.

Shortened citations for subsequent references to an online source follow the forms for printed books and journals.

¹ William J. Novak, 'The Myth of the 'Weak' American State,' *American Historical Review* 113 (June 2008): 758, doi:10.1086/ahr.113.3.752.

³ Novak, "Myth," 770.

Novak, William J. 'The Myth of the 'Weak' American State.' *American Historical Review* 113 (June 2008): 752–72. doi:10.1086/ahr.113.3.752.

For articles that have not been assigned a DOI (or if the DOI cannot be determined), include a URL. The URL in the following example consulted through the academic journals archive JSTOR was listed along with the article as a more stable (and shorter) alternative to the URL that appeared in the browser's address bar. For access dates (not shown here).

¹² Wilfried Karmaus and John F. Riebow, 'Storage of Serum in Plastic and Glass Containers May Alter the Serum Concentration of Polychlorinated Biphenyls,' *Environmental Health Perspectives* 112 (May 2004): 645, <http://www.jstor.org/stable/3435987>.

Karmaus, Wilfried, and John F. Riebow. 'Storage of Serum in Plastic and Glass Containers May Alter the Serum Concentration of Polychlorinated Biphenyls.' *Environmental Health Perspectives* 112 (May 2004): 643–47. <http://www.jstor.org/stable/3435987>.

BOOK PUBLISHED ELECTRONICALLY

If a book is available in more than one format, cite the version you consulted. For books consulted online, list a URL; include an access date only if one is required by your publisher or discipline. If no fixed page numbers are available, you can include a section title or a chapter or other number.

¹ Jane Austen, *Pride and Prejudice* (New York: Penguin Classics, 2007), Kindle edition.

² Philip B. Kurland and Ralph Lerner, eds., *The Founders' Constitution* (Chicago: University of Chicago Press, 1987), accessed February 28, 2010, <http://press-pubs.uchicago.edu/founders/>.

³ Austen, *Pride and Prejudice*.

⁴ Kurland and Lerner, *Founder's Constitution*, chap. 10, doc. 19.

Austen, Jane. *Pride and Prejudice*. New York: Penguin Classics, 2007. Kindle edition.

Kurland, Philip B., and Ralph Lerner, eds. *The Founders' Constitution*. Chicago: University of Chicago Press, 1987. Accessed February 28, 2010. <http://press-pubs.uchicago.edu/founders/>.

Citations of blog entries should include the author of the entry; the name of the entry, in quotation marks; the title or description of the blog; and a URL. Citations of a comment should start with the identity of the commenter and the date of the comment (if a time stamp appears with the comment), the words 'comment on,' and the citation information for the related entry. If the blog entry has been cited previously, use a shortened form. There is no need to add *pseud.* after an apparently fictitious name of a commenter; it may be assumed that the identity of any commenter may be an alias. If known, the identity can be given in the text or in the citation (in square brackets). Blogs that are part of a larger publication should also include the name of that publication. Add the word *blog* in parentheses after the name of the blog (unless the word *blog* is part of the name). Citations of blog entries are generally relegated to the notes; a frequently cited blog, however, may be included in the bibliography.

¹ Mike Nizza, 'Go Ahead, Annoy Away, an Australian Court Says,' *The Lede* (blog), *New York Times*, July 15, 2008, <http://thelede.blogs.nytimes.com/2008/07/15/>.

² SteveCO, comment on Nizza, ‘Go Ahead, Annoy Away.’

¹⁶ Matthew Lasar, ‘FCC Chair Willing to Consecrate XM-Sirius Union,’ *Ars Technica* (blog), June 16, 2008, <http://arstechnica.com/news.ars/post/20080616-fcc-chair-willing-to-consecrate-xm-sirius-union.html>.

¹⁹ AC, July 1, 2008 (10:18 a.m.), comment on Rhian Ellis, ‘Squatters’ Rights,’ *Ward Six* (blog), June 30, 2008, <http://wardsix.blogspot.com/2008/06/squatters-rights.html>.

Ellis, Rhian, J. Robert Lennon, and Ed Skoog. *Ward Six* (blog). <http://wardsix.blogspot.com/>.

TITLES FOR WEBSITES AND BLOGS

Websites should be referred to in text and notes by specific title (if any), by the name of the sponsor or author, or by a descriptive phrase. Some sites refer to themselves by their domain name (the first part of a URL, following the double slash and ending in a domain-type indication such as *.com*, *.edu*, or *.org*); such monikers, which are not case sensitive, are often shortened and capitalized in a logical way (e.g., *www.nytimes.com* becomes *NYTimes.com*; *www.google.com* becomes *Google*). Titles of websites are generally set in roman without quotation marks and capitalized headline-style, but titles that are analogous to books or other types of publications may be styled accordingly. Titled sections or pages within a website should be placed in quotation marks. Specific titles of blogs - which are analogous to periodicals - should be set in italics; titles of blog entries (analogous to articles in a periodical) should be in quotation marks.

the website of the *New York Times*; the *New York Times* online; NYTimes.com

The Chicago Manual of Style Online; ‘Chicago Style Q&A’

Google; Google Maps; the ‘Google Maps Help Center’

The Becker-Posner Blog; ‘Should Dogs Get \$8 Billion from the Helmsley Estate?,’ blog entry by Richard Posner, July 13, 2008.

CITATIONS OF WEBSITE CONTENT

For original content from online sources other than the types of formally published documents discussed elsewhere in this chapter, include as much of the following as can be determined: the title or a description of the page, the author of the content (if any), the owner or sponsor of the site, and a URL. Also include a publication date or date of revision or modification; if no such date can be determined, include an access date. Citations of site content are best relegated to notes; in works with no notes, they may be included in the bibliography. Some editorial discretion will be required.

¹⁴ ‘WD2000: Visual Basic Macro to Assign Clipboard Text to a String Variable,’ revision 1.3, Microsoft Help and Support, last modified November 23, 2006, <http://support.microsoft.com/kb/212730>.

¹⁵ ‘Google Privacy Policy,’ last modified October 14, 2005, accessed July 19, 2008, <http://www.google.com/intl/en/privacypolicy.html>.

¹⁶ ‘McDonald’s Happy Meal Toy Safety Facts,’ McDonald’s Corporation, accessed July 19, 2008, <http://www.mcdonalds.com/corp/about/factsheets.html>.

¹⁷ Barack Obama’s Facebook page, accessed July 19, 2008, <http://www.facebook.com/barackobama>.

¹⁸ ‘Style Guide,’ *Wikipedia*, last modified July 18, 2008, http://en.wikipedia.org/wiki/Style_guide.

Microsoft Corporation. ‘WD2000: Visual Basic Macro to Assign Clipboard Text to a String Variable.’ Revision 1.3. Microsoft Help and Support. Last modified November 23, 2006. <http://support.microsoft.com/kb/212730>.

If a site ceases to exist before publication, or if the information cited is modified or deleted, such information should be included in the text or note.

As of July 18, 2008, Hefferman was claiming on her Facebook page that . . . (a claim that had disappeared from her page by September 1, 2008) . . .

⁴ 'Biography,' on Pete Townshend's official website, accessed December 15, 2001, http://www.petetownshend.co.uk/petet_bio.html (site discontinued).

For further help, see *The Chicago Manual of Style, 16th edn., August, 2010.*

<http://www.chicagomanualofstyle.org/home.html>.

Rob Fisher
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