Chicago Citation Style Quick Guide

Notes & Bibliography

Author-Date & Reference List
The following citations are examples of ways to cite specific resources that you may encounter during your studies at Fletcher. They are in the style proposed in The Chicago Manual of Style Online, which you can access through Ginn Library. A copy of the Manual is also available at the Reference Office in Ginn Library for further consultation, as are the manuals for several other styles. You may want to ask your professor which style is preferred.

Note the differences between the format for a footnote and the format for a bibliography entry.

The first footnote citation to an item should be a full reference, but later citations to the same item may be shortened. If the work to be cited in the footnote is exactly the same as the work cited in the footnote immediately before it (with no intervening footnotes), you may use Ibid.

**BOOKS**

**Note: According to the Chicago Manual of Style, “Well-known reference books, such as major dictionaries and encyclopedias, are normally cited in notes rather than in bibliographies...Most other reference works, however, are more appropriately listed with full publication details like any other book resource.”

**Single author**

**Footnote**


**Short Form Footnote**


**Bibliography**


**Two or more authors**

**Footnote**


**Short Form Footnote**


**Bibliography**


**Corporate author**

**Footnote**


**Short Form Footnote**


**Bibliography**


No author

**No author is different from an author who is listed as “Anonymous” on the resource. For the distinction, see Chicago Rule 14.79.**

Footnote


Short Form Footnote

5. *Coming to Terms*, 12.

Bibliography


Editor

Footnote


Short Form Footnote


Bibliography


Essay or chapter by one author in a work edited by another

Footnote


Short Form Footnote

Bibliography


Separately titled volume in a multivolume work

Footnote


Bibliography


Edition other than the first

Footnote


Bibliography


Book in a Series

Footnote


Bibliography

ARTICLES

Encyclopedia Article

“**Note** - According to the Chicago Manual of Style, online reference sources “are normally cited in the notes rather than in bibliographies.” Also, “[t]he facts of publication are often omitted, but signed entries may include the name of the author.”

Footnote


Magazine Article

Footnote


Bibliography


Journal Article

Footnote

1. Steven D. Danyluk, "Preventing Atrocities," *Marine Corps Gazette* 84, no. 6 (2000): 37

Bibliography


Foreign Language Title

Footnote


Bibliography


Newspaper Article

“*Note - according to the Chicago Manual of Style, “[i]t is usually sufficient to cite newspaper and magazines articles entirely within the text.”*

Footnote


Bibliography


Book Review

Footnote


Bibliography


WEBSITE

Footnote

Bibliography


U.S. GOVERNMENT DOCUMENTS

**Generally, legal documents are cited in accordance with The Bluebook citation style, which is another reference style**

Bill

Footnote


Bibliography


Hearing

Footnote


Bibliography


DISSERTATION

Footnote


Bibliography

**VIDEO**

Footnote

1. *Regret to Inform*, directed by Barbara Sonneborn (New York: Docudrama, 2000), P.O.V. 20th anniversary collection DVD.

**Bibliography**


**REPORTS**

**Note:** *The Chicago Manual of Style treats reports as books, including as much information as possible.*

Footnote


**Bibliography**


**CASE LAW**

**As with other legal documents, the Chicago Manual of Style refers to the Bluebook for the citation of case law. The Bluebook is available in Ginn Library.**

Footnote


**Short-form footnote**

5. *Marbury*, 5 U.S. at 140.
Bibliography


TREATIES

Footnote


Bibliography

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Note the differences between the format for a footnote and the format for a bibliography entry.

The first footnote citation to an item should be a full reference, but later citations to the same item may be shortened in the style shown at the end of this guide.

If you are using parenthetical citations instead of footnotes, the list of works cited is called a Reference List instead of a Bibliography. A sample Bibliography and a short Reference List appear at the end of this guide.

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**BOOKS**

**Single author**

**Footnote**


**Short Form Footnote**


**Bibliography (in alphabetical order)**


**Parenthetical reference for in-text citations**

(Jeffreys-Jones 1999, 3)

(Chong 2000, 54)

**Reference List (in alphabetical order)**


**Two or more authors**

**Footnote**


**Short Form Footnote**


**Bibliography (in alphabetical order)**


**Parenthetical Reference for in-text citations**

(Burk and Stokes 1999, 4)

(Bradley, Werner, and Huynh 1993, 35)
Reference List (in alphabetical order)


Corporate author

Footnote


Short Form Footnote

4. OECD, Water Charges, 27.

Bibliography (in alphabetical order)


Parenthetical Reference in-text citation

(Northwestern University 1969, 15)
(OECD 2017, 75)

Reference List (in alphabetical order)


No author

*No author is different from an author who is listed as "Anonymous" on the resource. For the distinction, see Chicago Rule 14.79.

Footnote


Short Form Footnote

5. *Coming to Terms*, 12.

Bibliography


Parenthetical Reference in-text citation

(Coming to terms 1985, 25)

Reference List


Editor

Footnote


Short Form Footnote


Bibliography


Parenthetical Reference in-text citation

(Bowman 1985, 45)
Reference List


**Essay or chapter by one author in a work edited by another**

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**Bibliography**


**Parenthetical reference in-text citation**

(Henderson and Fishel 1968, 201)

**Reference List**


**Separately titled volume in a multivolume work**

**Footnote**

Bibliography


Parenthetical Reference

(U.S. Department of State 1998, 15)

Reference List


Edition other than the first

Footnote


Bibliography


Parenthetical Reference in-text citation

(Melanson 1996, 50)

Reference List


Book in a Series

Footnote

Bibliography


Parenthetical Reference in-text citation

(Schwab 1998, 15)

Reference List


ARTICLES

Encyclopedia Article

*Note - According to the Chicago Manual of Style, online reference sources “are normally cited in the notes rather than in bibliographies.” Also,”[t]he facts of publication are often omitted, but signed entries may include the name of the author.”*

Footnote


Parenthetical Reference

(Britannica Academic n.d.)

Magazine Article

Footnote


Bibliography

Parenthetical Reference

(Economist 2000, 89)

Reference List


Journal Article

Footnote

1. Steven D. Danyluk, “Preventing Atrocities,” Marine Corps Gazette 84, no. 6 (2000): 37

Bibliography


Parenthetical Reference

(Danyluk 2000, 37)

Reference List


Foreign Language Title

Footnote

Bibliography


Parenthetical Reference

(Tsuboi 1999, 89)

Reference List


Newspaper Article

Footnote


Bibliography


Parenthetical Reference

(Flagg 2000)

Reference List


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Book Review

Footnote

Bibliography


Parenthetical Reference

(Chamberlain 2000, 2103)

Reference List


WEBSITE

Footnote


Bibliography


Parenthetical Reference

(White House, n.d.)

GOVERNMENT DOCUMENTS

*Generally, legal documents are cited in accordance with The Bluebook citation style, which is another reference style

Bill

Footnote


Bibliography


Parenthetical Reference

(H.R. 832, 106th Cong. (1999))

Reference list


Hearing

Footnote


Bibliography


Parenthetical reference and Reference list

(U.S. Congress, House 1998)

DISSEETATION

Footnote


Bibliography


Parenthetical reference and Reference list

(DeRosa 2000)


VIDEO

Footnote

1 Barbara Sonneborn and others, Regret to Inform (New York: New Video Group, 2000), 1 videocassette (72 min.).

2 History Channel and others, Betrayed, Agent Orange and the Gulf War Syndrome (New York: Distributed in the U.S. by New Video Group, 1996), 1 videocassette (ca. 50 min.).

Bibliography


Parenthetical reference and Reference list

(Sonneborn and others 2000)

Subsequent References

The first time a work is cited in a footnote, the full citation must be given. Subsequently, the citation may be shortened. For instance:


3 Jeffreys-Jones. Or
3 Jeffreys-Jones, 14. (if a page number is needed) Or
3 Jeffreys-Jones, Peace Now, 14. (if there is more than one book cited by this author)

If the work to be cited in the footnote is exactly the same as the work cited in the footnote immediately before it (with no intervening footnotes), you may use Ibid. or Ibid. with a page number. For instance:


3 Ibid. Ibid., 14

BIBLIOGRAPHY


Burk, Kathleen, and Melvyn Stokes. The United States and the European Alliance since 1945. Oxford, UK;


"Pham Van Dong, Vietnam's Chief in War and Peace, Died on April 29th, Aged 94." Economist, May 6, 2000, 89.


Reference List


