Chicago Manual of Style – 16th Edition
Greenwich Academy Guide

For GA History papers (unless otherwise instructed):

~Use footnote citations (as opposed to endnotes) throughout.
~Include a bibliography in two sections: Primary Sources and Secondary Sources.

Additional Citation Guide Resources: see end of document

**BOOKS AND ARTICLES: PRINT**

**SINGLE AUTHOR**

*Bibliography:*

*Note:*

*The number 1 is used throughout the guide as a sample footnote number only. Yours will be numbered consecutively throughout the paper.*

**TWO OR MORE AUTHORS**

*Bibliography:*

*Note:*

*“For a book with four or more authors, list all the authors in the bibliography entry. In the note, however, cite only the name of the first-listed author, followed by et al.” [et al. in italics, with no intervening comma] CMS 14.18*

**EDITOR, TRANSLATOR, OR COMPILER**

*Bibliography:*

*Note:*
ORGANIZATION OR CORPORATION AS AUTHOR

Bibliography:

Note:

CHAPTER OR ESSAY IN A BOOK

Bibliography:

Note:

PREFACE, FOREWORD, INTRO, OR SIMILAR PART OF THE BOOK

Bibliography:

Note:

BOOK REVIEW

Bibliography:

Note:
THESIS OR DISSERTATION

Bibliography:

Note:

ARTICLE IN A PRINT JOURNAL

Bibliography:

Note:

ARTICLE IN A JOURNAL (MULTIPLE AUTHORS)

Bibliography:

Note:

• “For works by or edited by four to ten persons, all names are usually given in the bibliography. ...In a note, only the name of the first author is included, followed by et al. [in italics] with no intervening comma.” CMS 14.76.

ARTICLE IN A POPULAR MAGAZINE (National Geographic, History Today, Time)

Bibliography:

Note:

• “For magazines consulted online, include a URL (or DOI, if available) at the end of a citation.” (CMS 14.200). See Online Sources section below for example.

NEWSPAPER

See Primary Sources section below.
ONLINE SOURCES: BOOKS, ARTICLES, WEBSITES

• If a URL or DOI has to be broken at the end of a line, the break should be made after a colon or a double slash (//); before a single slash (/), a tilde (~), a period, a comma, a hyphen, an underline (_), a question mark, a number sign, or a percent symbol; or before or after an equals sign or an ampersand. (CMS 14.12)

• Accession dates should immediately precede the URL or DOI, separated from surrounding citation by commas in a note and periods in a bibliography entry. (CMS 14.185)

ARTICLE FROM A FULL-TEXT DATABASE (article that originates on database, i.e. CQ Researcher, ABC-CLIO)

Bibliography:

Note:

ARTICLE FROM A THIRD-PARTY E-JOURNAL COLLECTION (Proquest, JSTOR):

Bibliography:

Note:

• When citing news and journal articles obtained through a third-party commercial database, include a URL, but only if the database includes a recommended stable or persistent form with the document (as in JStor in the example above). Otherwise, include the name of the database and, in parentheses, any identification number provided with the source, as in: EBSCO Animals (95000100510). [CMS 14.271]

BOOKS CONSULTED ONLINE (CITING THE ONLINE VERSION OF A BOOK) (Questia)

Bibliography:

Note:
BOOKS DOWNLOADED FROM A LIBRARY OR BOOKSELLER (i.e. a Kindle edition)

Bibliography:

Note:

* If the electronic format does not carry stable page numbers, include an indication of chapter or section or other locator. (CMS 14.166)

ARTICLE FROM A FREE WEB E-JOURNAL (i.e. periodicals from Directory of Open Access Journals such as World History Connected):

Bibliography:

Note:

ONLINE MAGAZINE ARTICLE

Bibliography:

Note:

“For magazines consulted online, include a URL (or DOI, if available) at the end of a citation.” (CMS 14.200).

GENERAL WEB/ONLINE

Bibliography:

Note:
PRIMARY SOURCES

CARTOON

Bibliography:

Note:

VIDEO/DVD RECORDING

Bibliography:

Note:

ONLINE FILM OR MULTIMEDIA:

Bibliography (CMS gives the following example for Bibliography):

Note:

LEGAL DOCUMENTS: COURT CASES AND DECISIONS (CMS offers the following Note example, 14.288)

Bibliography:

Note:

• “Almost all legal works use notes for documentation and few use bibliographies.” (CMS 14.283)
• “When a commercial electronic database is cited, include the docket number, name of the database, and any identifying date and number supplied by the database.” CMS 14.288
LEGAL DOCUMENTS: CONGRESSIONAL HEARINGS

Bibliography:

Note:

• “Almost all legal works use notes for documentation and few use bibliographies.” (CMS 14.283)

• “Include the number of the Congress, the page number cited (if any), the date in parentheses, and the speaker’s name, title, and affiliation in parentheses.” (CMS 14.296)

MAPS AND CHARTS

Bibliography:

Note:

NEWSPAPER

Bibliography:

Note:

• “Newspapers are more commonly cited in notes or parenthetical references than in bibliographies.” (CMS 14.206)

• “If a bibliography entry is needed and the article is unsigned, the name of the newspaper stands in for the author.” (CMS 14.207)

• “To cite an article consulted online, include the URL; in some cases, it may be advisable to shorten a particularly unwieldy URL to end after the first single forward slash (i.e. the slash that follows a domain extension such as .com).” (CMS 14.203)
**PHOTOGRAPHS** (Library of Congress provides this example for bibliographies)

*Bibliography:*

*Note:*

**SOUND RECORDINGS**

*Bibliography:*

*Note:*

*• If the conductor or performer is more relevant to the discussion than the composer, either one may be listed first. For the date, include the date of the recording, the copyright date or published date included with the recording, or both. CMS 14.276*

**SPECIAL PRESENTATIONS OR FEATURES** (Library of Congress provides this example for bibliographies)

*Bibliography:*

*Note:*
TEXTS (LETTERS, PAMPHLETS, AND OTHER WRITTEN MATERIAL)

Bibliography:

Note:

**Dates: the day-month-year system is useful in material that requires many full dates. CMS 6.45 (see 12 November 2011 above)**

INTERVIEW

Bibliography:

Note:
Joe Knowlton (Technology Department, Greenwich Academy), interview by Rachel Powers, May 15, 2010, Greenwich, CT.

• "Unpublished interviews are best cited ... in notes, though they occasionally appear in bibliographies." (CMS 14.219)
• Unpublished interviews: “Citations should include the names of both the person interviewed and the interviewer; brief identifying information, if appropriate; the place or date of the interview (or both, if known); and, if a transcript or recording is available, where it may be found.” (CMS 14.219)

PRIMARY SOURCE IN A COLLECTED VOLUME

Bibliography:

Note:
ELECTRONIC SOURCE

Bibliography:

Note:

• When citing news and journal articles obtained through a third-party commercial database, include a URL, but only if the database includes a recommended stable or persistent form with the document. Otherwise, include the name of the database and, in parentheses, any identification number provided with the source, as in: EBSCO Animals (95000100510) [CMS 14.271]. The link in this example is a durable URL provided by the database.

Additional Citation Guide Resources

• The Library of Congress has an excellent citation guide for Primary Sources:
http://www.loc.gov/teachers/usingprimarysources/chicago.html

Note: the Library of Congress guide follows Chicago 15th edition, not Chicago 16th. The main adjustment to match the 16th for electronic resources would be to place the Accession date before the URL, no parentheses, separated by periods for Bibliography and commas for Notes.

• Williams College Libraries – a clear and helpful Chicago 16th citation guide:
http://library.williams.edu/citing/styles/chicago1.php