

THE CHICAGO MANUAL OF STYLE

(compiled from www.nutsandboltsguide.com and edited by Mehreen Younis [2/7/2008])

Font

Use Times New Roman size 12 font.

Margins, line spacing, and paragraphs

Except for page numbers (see below), use margins of one inch on all sides. The essay, including set-off quotations, should be double-spaced (but not the notes or the bibliography), with no blank lines between paragraphs. The first line of each new paragraph is indented a half-inch on the left. Set-off (block) quotations are indented one inch on the left.

Page numbers

Put page numbers a half-inch from the top edge of the paper, flush with the right margin. Don't spell out the numbers and don't precede them with the word "page." (Your teacher may require you to put an identifier like your last name before the page number.) If you have a title page, don't number it but count it for purposes of pagination. Word processors automate pagination, so make sure you know how to use the page number command.

Title

Normal Chicago-style titles are between seven and 15 words long. Make sure your essay has a meaningful title that is more than a bare-bones identifier (not *Essay #1* or *Essay on Milton*). It should signal to the reader what your essay is about (like *Irony in Marvell's Ode on Cromwell*, or *Jefferson's Unpublished Writings on Slavery*). A common academic device to create a bit of elegance is to use a title and subtitle, separating them with a colon. Typically the titles are balanced so that one is broad and the other more focused, or one uses a key term and the other starts to delimit and explain it:

Mysteries of State: An Absolute Concept and its Late Medieval Origins

Often you'll see a pithy quoted fragment before the colon:

"Hell Strives With Grace": Reflections on the Theme of Providence in Marlowe

Notes (endnotes or footnotes)

Chicago style uses bibliographic notes rather than in-text citations (MLA). Use either footnotes (at the foot of the page) or endnotes (at the end of the essay) but be consistent. Detailed treatment of notes for different kinds of texts follows below. Authors' names are not inverted in notes (Michael Harvey, not Harvey, Michael).

Endnotes

Endnotes are gathered together at the end of the essay, commencing on a new page. Pagination continues from the essay. The word *Notes* is centered on the first line (subsequent pages of notes don't have a title). Notes are numbered, following the note numbers used in the text. In the endnotes the numbers are in normal text (not superscript), and are followed by a period and a space. The first line of the note is indented a half-inch (or five spaces); subsequent lines are flush left. Notes are single-spaced, with a blank line between notes.

Notes

1. See Harry Morris, "Hamlet as a Memento Mori Poem," *PMLA* 75 (1970): 1035-40.
2. See A. T. Grafton and N. M. Swerdlow, "Calendar Dates and Ominous Days in Ancient Historiography," *Journal of the Warburg and Courtauld Institutes* 51 (1988): 14-42.
3. For a study of Laertes' speech in light of conventional dramatic laments, see Wolfgang Clemen, *English Tragedy Before Shakespeare: The Development of Dramatic Speech*, trans. T. S. Dorsch (London: Methuen, 1961 [1955]), 241-242.
4. Grant White, "The Case of Hamlet the Younger," *The Galaxy* (April 1870): 543; quoted in *Hamlet: A New Variorum Edition of Shakespeare*, 10th ed., ed. Horace Howard Furness, 2 vols. (Philadelphia: J. B. Lippincott, 1877), 1:403.
5. Maynard Mack, Jr., *Killing the King: Three Studies in Shakespeare's Tragic Structure* (New Haven, Conn.: Yale University Press, 1973), 106.
6. Robin Headlam Wells, *Shakespeare, Politics and the State* (Houndmills, England: Macmillan Education Ltd., 1986), 157.
7. Mack, 111-112.

Footnotes

Footnotes occur at the bottom of each page. A line extending about 40 spaces or a bit less than half the width of the page separates the notes from regular text. Notes are numbered; the numbers are in normal text (not superscript), and are followed by a period and a space. The first line of the note is indented a half-inch (or five spaces); subsequent lines are flush left. Notes are single-spaced, with a blank line between notes.

the strong arm. A young and strong fellow. He comes and says: 'Take away these corpses. Hamlet was a good boy, but he is dead. Now I shall be your king. I have just remembered that I have certain rights to this crown.' Then he smiles and is very pleased with himself."⁹

7. Bernard Grebanier, *The Heart of Hamlet: The Play Shakespeare Wrote* (New York: Thomas Y. Crowell, 1960), 478-479.

8. Joseph Hunter, *New Illustrations of the Life, Studies, and Writings of Shakespeare* (London: J. B. Nichols, 1845), 2:205.

9. Kott, "Hamlet of the Mid-century," 72.

Bibliography

Chicago style requires you to list your sources with full bibliographic information at the end of the paper (after any endnotes). The usual title is "Bibliography," though other titles (like Works Cited or References) are permitted. The bibliography begins on a new page and continues the paper's page numbers. Like other page numbers, the page number appears in the upper-right hand corner, half an inch from the top and flush with the right margin (all margins are one inch).

The title is centered, an inch from the top of the page. Double-space between title and the first entry. Each entry begins flush with the left margin, and is then indented half an inch (learn how to do hanging indents

in your word processor of choice to manage this; in a pinch, indent five spaces from the left margin). Entries are single-spaced, with a blank line between entries.

Harvey 17

Bibliography

Aristotle. *Politics*. Translated and edited by Ernest Barker. Oxford: Oxford University Press, 1958.

_____. *The Metaphysics, Books I-IX*. Loeb Classical Library, 1961.

Gamer, Shirley Nelson and Madelon Sprengnether, eds. *Shakespearean Tragedy and Gender*. Bloomington and Indianapolis: Indiana University Press, 1996.

The Geneva Bible: A Facsimile of the 1560 Edition. Introduction by Lloyd E. Berry. Madison: University of Wisconsin Press, 1969.

Gohlke, Madelon. "I wooed thee with my sword": Shakespeare's Tragic Paradigms." In *The Woman's Part: Feminist Criticism of Shakespeare*, edited by Carolyn Ruth Swift Lenz, Gayle Greene, and Carol Thomas Neely, 150-170. Urbana: University of Illinois Press, 1980.

[Norton, Thomas?]. *A Declaration of Favourable Dealing by Her Majesty's Commissioners for the Examination of Certain Traitors*. London, c. 1583.

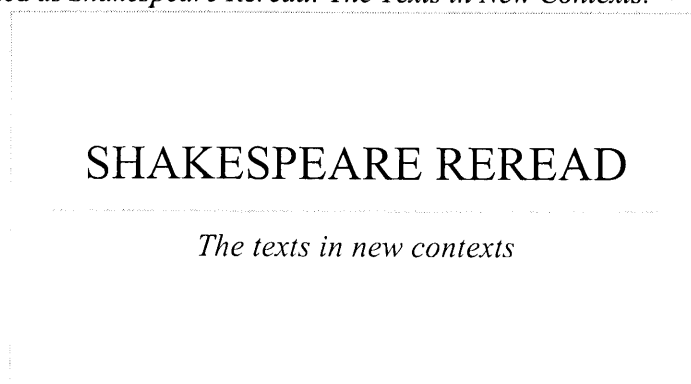
Taylor, Gary and John Jowett. *Shakespeare Reshaped, 1606-1623*. Oxford Shakespeare Studies. Oxford: Clarendon Press, 1993.

Bibliographic references

The point of a bibliographic reference is to allow your readers to track down your sources. As the examples in the list of works cited above show, you need to include standard bibliographic information: author, title, place of publication, publisher, and year of publication.

Titles

Get the title from the title page, not the cover or another source. Give spelled-out equivalents of symbols like &. When a title consists of two phrases on separate lines, join them with a colon. For example, this title page would be listed as *Shakespeare Reread: The Texts in New Contexts*.



Alphabetization

Alphabetize the list by author, or for any anonymous works, by title (ignoring but not deleting *A*, *An*, and *The*).

Capitalization

Capitalize all significant words, regardless of how the original source is capitalized. Capitalize most words except articles (*a, an, the*), prepositions (*of, to, in, against*), coordinating conjunctions (*and, but, for, nor, or, so, yet*), and the *to* in infinitives. But if any of these occur as the first or last word of a title or subtitle, capitalize it.

Underlining/italics and quotation marks

The titles of works published independently (not within another volume) are typically formatted with italics. These include books, plays, long poems published as books, pamphlets, newspapers, magazines, journals, films, radio and television programs, web sites, CDs, software, ballets, operas, paintings, and other works and artifacts that stand on their own.

The titles of works published within other works are typically placed in quotation marks. These include articles, essays, stories, short poems, chapters, encyclopedia entries, sections of online documents, songs, and individual episodes of broadcast programs.

Exceptions

Titles of sacred writings like the Koran or Bible (and all books therein) are not underlined or italicized: "The story of Moses is told mainly in Exodus and Deuteronomy."

Neither are the names of laws or other political documents (the U.S. Constitution), musical compositions like symphonies or concertos (Beethoven's Symphony no. 3), series, societies, buildings, conferences, and courses.

The divisions of a work (preface, introduction, foreword, act, scene, canto, section, etc.) are not underlined or put in quotation marks; nor are they capitalized when used in the text of a paper: "Claudius dominates act 4 of the play."

NOTES AND BIBLIOGRAPHY DETAILS

1. Basic book format

First footnote/endnote

1. David Daiches, *Moses: The Man and his Vision* (New York: Praeger Publishers, 1975).

Subsequent footnotes

3. Daiches, 176.

Bibliographic entry

Daiches, David. *Moses: The Man and his Vision*. New York: Praeger Publishers, 1975.

2. Basic journal article format

First footnote/endnote

2. Julia Reinhard Lupton, "Creature Caliban," *Shakespeare Quarterly* 51.1 (2000): 17.

Subsequent footnotes

3. Lupton, 19.

Bibliographic entry

Lupton, Julia Reinhard. "Creature Caliban." *Shakespeare Quarterly* 51.1 (2000): 1-23.

3. Two or more works by the same author

Citing more than work by a scholar is no problem for the first citation, because the first note will have full bibliographic information. But subsequent citations will have to identify not only the scholar, but also the specific work, as this example shows

First footnote/endnote

4. Richard Levin, "The Poetics and Politics of Bardicide," *PMLA* 105 (1990): 491-504.

Subsequent footnotes

5. Levin, "Bashing," 79. [*A subsequent citation of the other work by this author.*]

6. Levin, "Poetics," 493.

7. Levin, "Poetics," 499-500.

Bibliographic entry

For second and subsequent entries by the same author(s) type three dashes (___) or three hyphens (---) instead of the name. Sort the author's works alphabetically by title or chronologically.

Whichever you choose, be consistent throughout the bibliography. (If you sort by title, disregard but don't delete *The*, *A*, and *An*).

Levin, Richard. "Bashing the Bourgeois Subject." *Textual Practice* 3:1 (Spring 1989): 76-86.

_____. "The Poetics and Politics of Bardicide." *PMLA* 105 (1990): 491-504.

4. Edited work by a single author

First footnote/endnote

Smaller work within the volume

4. Matthew Arnold, "The Scholar-Gipsy," in *Poetry and Criticism of Matthew Arnold*, ed. A. Dwight Culler (Boston: Houghton-Mifflin, 1961), 151.

A stand-alone work

5. John Milton, *Paradise Lost*, ed. Scott Elledge (New York: W. W. Norton, 1975).

Bibliographic entry

Smaller work within the volume

Arnold, Matthew. "The Scholar-Gipsy." In *Poetry and Criticism of Matthew Arnold*, ed. A. Dwight Culler, 147-153. Boston: Houghton-Mifflin, 1961.

A stand-alone work

Milton, John. *Paradise Lost*. Edited by Scott Elledge. New York: W. W. Norton, 1975.

5. Edited anthology

First footnote/endnote

5. Teresa del Valle, ed., *Gendered Anthropology* (London and New York: Routledge, 1993).

Bibliographic entry

del Valle, Teresa, ed. *Gendered Anthropology*. London and New York: Routledge, 1993.

6. A chapter or essay from an anthology

First footnote/endnote

6. Henrietta L. Moore, "The Differences Within and the Differences Between," in *Gendered Anthropology*, ed. Teresa del Valle (London and New York: Routledge, 1993), 193-204.

Bibliographic entry

Moore, Henrietta L. "The Differences Within and the Differences Between." In *Gendered Anthropology*, ed. Teresa del Valle, 193-204. London and New York: Routledge, 1993.

7. A work by two or three authors

First footnote/endnote

11. Aaron Wildavsky and Karl Drake, "Theories of Risk Perception: Who Fears What and Why?" *Daedalus* 119 (1990): 41-60.

25. Lenz, Carolyn Ruth Swift, Gayle Greene, and Carol Thomas Neely, eds., *The Woman's Part: Feminist Criticism of Shakespeare* (Urbana: University of Illinois Press, 1980).

Bibliographic entry

Wildavsky, Aaron and Karl Drake. "Theories of Risk Perception: Who Fears What and Why?" *Daedalus* 119 (1990): 41-60.

Lenz, Carolyn Ruth Swift, Gayle Greene, and Carol Thomas Neely, eds. *The Woman's Part: Feminist Criticism of Shakespeare*. Urbana: University of Illinois Press, 1980.

8. A work by four or more authors

First footnote/endnote

12. Randolph Quirk et al., *A Comprehensive Grammar of the English Language* (London and New York: Longman, 1985), 217.

Bibliographic entry

Quirk, Randolph, et al. *A Comprehensive Grammar of the English Language*. London and New York: Longman, 1985.

9. A multivolume work—referencing the whole work

First footnote/endnote

13. Winston S. Churchill, *The Second World War*, 6 vols. (Boston: Houghton Mifflin, 1948-1953).

Bibliographic entry

Churchill, Winston S. *The Second World War*. 6 vols. Boston: Houghton Mifflin, 1948-1953.

10. Classics

For well-known editions of classic texts, only the name of the edition and the date of the volume are necessary (translator, place, and publisher can be left out).

First footnote/endnote

27. Horace, *Odes and Epodes*, Loeb Classical Library (1978).

Bibliographic entry

Horace. *Odes and Epodes*. Loeb Classical Library. 1978.

For less familiar editions, full bibliographic information is given.

Aristotle, *Politics*. Translated and edited by Ernest Barker. Oxford: Oxford University Press, 1958.

Citation of specific passages in classic works usually is made to parts (books, sections, cantos, lines, etc.) rather than page number.

29. Horace, *Odes*, 1.3, 4.8.

11. Drama

Omit page numbers when citing classic drama. Instead, cite by textual division (act, scene, etc.) and line, with periods separating the numbers. However the numbers are formatted in the original, use Arabic numerals (1, 2, 3). In parentheticals, don't label the divisions or use *l* or *ll*. to denote lines, because these

can be confused with numbers (but you may use division names in the text: "Claudius dominates act 4 of the play").

Although Chicago style is based on notes, the style discourages numerous footnotes or endnotes to the same works. If you have many references to a play, for instance, put them into the text in parentheses. The following example assumes that the author and text have already been established in an initial reference. Aufidius taunts Coriolanus as a "boy of tears" (5.6.100).

Bibliographic entry

There's no need to include the original publication information for classic works unless that's germane to your point.

Shakespeare, William. *Coriolanus*. Edited by Harry Levin. Harmondsworth, England: Penguin, 1973.

Quoting drama

If you are only quoting one character and a short speech, you may put the quotation within quotation marks in your text. If you're quoting a prose passage, treat it like any prose quotation; if a verse passage, treat it like poetry:

Finally, Antony rises to deliver his famous funeral oration: "Friends, Romans, countrymen, lend me your ears; / I come to bury Caesar, not to praise him. / The evil that men do lives after them; / The good is oft interrèd with their bones" (*Julius Caesar* 3.2.73-76).

But as with poetry, passages of more than one line are usually set off from the text, indented as for poetry. Begin each speech with the character's name (denoted with italics or all capitals) followed by a period and a space. Quotations of prose need no special handling; verse speeches should follow the layout of the original.

LAERTES. Must there no more be done?
 DOCTOR. No more be done.
 We should profane the service of the dead
 To sing a requiem and such rest to her
 As to peace-parted souls.
 LAERTES. Lay her i' th' earth,
 And from her fair and unpolluted flesh
 May violets spring! I tell thee, churlish priest,
 A minist'ring angel shall my sister be
 When thou liest howling.
 (*Hamlet* 5.1.222-30)

12. The Bible

First footnote/endnote

Cite book, chapter, and verse, and identify the version used. Abbreviate the version name in subsequent notes. The *Chicago Manual of Style* has a list of abbreviations for scriptural books and versions (14.34-35).

32. Job 19.23-24. King James Version.

Subsequent Note

33. Job 38.36 KJV.

Bibliographic entry

The Bible is not normally included in the bibliography.

13. A translation

First footnote/endnote

Galileo Galilei, *Dialogue Concerning the Two Chief World Systems—Ptolemaic and Copernican*, trans. Stillman Drake (Berkeley and Los Angeles: University of California Press, 1953), 147-161.

Bibliographic entry

Galilei, Galileo. *Dialogue Concerning the Two Chief World Systems—Ptolemaic and Copernican*. Translated by Stillman Drake. Berkeley and Los Angeles: University of California Press, 1953.

14. The United States Constitution

First footnote/endnote

23. U.S. Constitution, preamble.

24. U.S. Constitution, art.1, sec. 8.

25. U.S. Constitution, amend. 14, sec. 1

Note: this is the general format for citing the Constitution. Citations in predominantly legal works follow different guidelines: 23. US Const, Amend XIV, § 1. See the *Chicago Manual* (15.312) for more details, or consult a guide like the *University of Chicago Manual of Legal Citation*.

Page numbers or bibliographic information for printed texts of the Constitution are not given.

Bibliographic entry

The Constitution is not listed in the bibliography.

15. Congressional documents

Documents include the *Congressional Record*; committee reports, hearings, and prints; bills and statutes; and other documents. Publication information (city, publisher) is not necessary. Many documents issue from Congressional committees. Use the full committee name even when a sub-committee is identified as the document author. For other congressional documents, include the number and session of Congress, the house (S. stands for Senate, H. and H.R. for House of Representatives), and the type and number of the publication. Types of congressional publications include public laws (P.L. 106-11), bills (S 87, H.R. 213), resolutions (S. Res. 14, H. Res. 29), reports (S. Rept. 106-109, H. Rept. 103), and documents (S. Doc. 144, H. Doc. 282).

Congressional Record

Since 1873 the *Congressional Record* (often abbreviated as *Cong. Rec.* in notes) has served as a daily record of congressional activities and debates. Cite the permanent bound version when possible, and identify daily or biweekly editions (which are likely to have different pagination) when citing them. If, as will usually be the case, the body of your paper identifies the speaker and the subject of a speech recorded in the *Congressional Record*, the note and reference may take this form:

First footnote/endnote

You may include a year, year and date, or skip this information altogether, as the volume and page will locate the source.

24. *Cong. Rec.*, 106th Cong., 2nd sess. 2000, 146, no. 111:H7826-H7827.

Bibliographic entry

Congressional Record. 106th Cong., 2d sess., 2000. Vol. 146, no. 111.

Reports and documents

Reports and documents of the Senate and the House are numbered and bound in the serial set. The abbreviations Rept. (Report), Doc. (Document), S. (Senate) and H. (House of Representatives) are used.

First footnote/endnote

The specific page reference is included if appropriate.

29. House Committee on the Judiciary, *Internet Nondiscrimination Act of 2000: Report together with Minority Views (to accompany H.R. 3709)*, 106th Cong., 2d sess., 2000, H. Rept.106-609, 23-24.

Bibliographic entry

U.S. House. Committee on the Judiciary. *Internet Nondiscrimination Act of 2000: Report together with Minority Views (to accompany H.R. 3709)*. 106th Cong., 2d sess., 2000. H. Rept.106-609.

Hearings

First footnote/endnote

The specific page reference is included if appropriate.

32. Senate Committee on Foreign Relations, *United Nations Peacekeeping Missions and Their Proliferation: Hearing before the Subcommittee on International Operations of the Committee on Foreign Relations*, 106 Cong., 2d sess., 2000, 137-142.

Bibliographic entry

U.S. Senate. Committee on Foreign Relations. *United Nations Peacekeeping Missions and Their Proliferation: Hearing before the Subcommittee on International Operations of the Committee on Foreign Relations*. 106 Cong., 2d sess., 2000.

Committee prints

First footnote/endnote

Include page reference if appropriate.

33. Senate Committee on Foreign Relations, *Country Reports on Economic Policy and Trade Practices*, report submitted to the Committee on Foreign Relations, Committee on Finance of the U.S. Senate and the Committee on International Relations, Committee on Ways and Means of the U.S. House of Representatives by the Department of State in accordance with section 2202 of the Omnibus Trade and Competitiveness Act of 1988, 106th Cong., 2d sess., 2000, Committee Print 45, 117-118.

Bibliographic entry

U.S. Senate Committee on Foreign Relations. *Country Reports on Economic Policy and Trade Practices*, report submitted to the Committee on Foreign Relations, Committee on Finance of the U.S. Senate and the Committee on International Relations, Committee on Ways and Means of the U.S. House of Representatives by the Department of State in accordance with section 2202 of the Omnibus Trade and Competitiveness Act of 1988. 106th Cong., 2d sess., 2000. Committee Print 45.

Bills (and resolutions)

Congressional bills are proposed laws. Bills and resolutions are cited in notes but not usually included in the bibliography. Initially, bills are published as pamphlets.

First footnote/endnote

47. House, *Internet Access Charge Prohibition Act of 2000*, 106th Cong., 2d sess., H.R. 1291.

Bibliographic entry

As noted, bills and resolutions are not usually included in the bibliography. If you do list one, the bibliographic entry should include the title:

- U.S. House. *Internet Access Charge Prohibition Act of 2000*. 106th Cong., 2d sess., H.R. 1291.

16. Statutes or laws

Public laws

Statutes are first published separately, being referred to as slip laws or public laws.

First footnote/endnote

35. *Border Smog Reduction Act of 1998*, Public Law 286, 105th Cong., 1st sess., (27 October 1998), 3.

Bibliographic entry

Border Smog Reduction Act of 1998. Public Law 286. 105th Cong., 1st sess., 27 October 1998.

Statutes at Large

After individual publication, laws are collected in bound volumes entitled *United States Statutes at Large*.

First footnote/endnote

48. *Anti-Drug Abuse Act of 1988*, *U.S. Statutes at Large* 102 (1989): 4194, 4227.

Bibliographic entry

Anti-Drug Abuse Act of 1988. *U.S. Statutes at Large* 102 (1989): 4181-4545.

U.S. Code

Eventually laws are incorporated into the *United States Code*.

First footnote/endnote

57. *Lobbying Disclosure Act*, U.S. Code, vol. 2, sec. 1602.

Bibliographic entry

Lobbying Disclosure Act. U.S. Code. Vol. 2, secs. 1601-1612.

17. Presidential documents

These include executive orders, addresses, and public papers, and other documents. These are published in *The Weekly Compilation of Presidential Documents* the *Federal Register*, which is also available in microfiche, and in the *Public Papers of the Presidents of the United States*.

First footnote/endnote

26. William J. Clinton, "Letter to Congressional Leaders on Permanent Normal Trade Relations Status With China," *Weekly Compilation of Presidential Documents* 36, no. 4 (31 January 2000), 133-179.

27. William J. Clinton, "Memorandum on Electronic Commerce," *Public Papers of the Presidents of the United States*, vol. 2 (Washington, D.C.: GPO, 1998), pp. 2100-2102.

Bibliographic entry

Clinton, William J. "Letter to Congressional Leaders on Permanent Normal Trade Relations Status With China." *Weekly Compilation of Presidential Documents* 36, no. 4 (31 January 2000), 133-179.

_____. "Memorandum on Electronic Commerce." *Public Papers of the Presidents of the United States*. Vol. 2. Washington, D.C.: GPO, 1998

18. Executive department, administrative agency, and government commission documents

Discretion is allowed in how to refer to an issuing body. Census Bureau publications, for instance, need not list the Department of Commerce as a parent organization. In general, familiar agencies or bureaus may be cited as the issuing body; citations of less-familiar ones should include the parent department. Sub-units within agencies often issue documents, and these should be listed in top-down order.

First footnote/endnote

28. U.S. National Bipartisan Commission on the Future of Medicare, *Building a Better Medicare for Today and Tomorrow* (Washington: GPO, 1999), 117-122.

27. U.S. Occupational Safety and Health Administration. Division of Voluntary Programs, *OSHA Handbook for Small Businesses*, rev. ed. (Washington, D.C.: Occupational Safety and Health Administration, 1990), 23.

Bibliographic entry

U.S. National Bipartisan Commission on the Future of Medicare. *Building a Better Medicare for Today and Tomorrow*. Washington: GPO, 1999.

U.S. Occupational Safety and Health Administration. Division of Voluntary Programs. *OSHA Handbook for Small Businesses*, rev. ed. Washington, D.C.: Occupational Safety and Health Administration, 1990.

19. Federal and state court decisions

Court decisions are usually not included in the bibliography.

Supreme Court

Supreme Court decisions are published officially in the *United States Supreme Court Reports* (abbreviated U.S.). They are also published in the *Supreme Court Reporter* (Sup. Ct.). Citations should preferably be to U.S., though Sup. Ct. may be used if necessary, or both sources may be cited.

First footnote/endnote

Adarand Constructors, Inc. v. Pena, 515 U.S. 200, 115 S.Ct. 2097 (1995).

Federal Court

Lower federal court decisions are published officially in the *Federal Reporter* (abbreviated F.). If the decision is in a supplement (Supp.) or a series (2d, 3rd, etc.) other than the first, this should be noted. The court and date are identified at the end of the citation.

First footnote/endnote

Friends of the Earth, Inc. v. United States Army Corps of Engineers, 109 F. Supp. 2d 30 (D.C. Cir. 2000).

State Court

Similar format: the case name, reporter reference, state, and year.

First footnote/endnote

Foley v. Honeywell, 488 N.W.2d 268 (Minn. 1992).

In general, subsequent citations of court decisions may be shortened to case titles: *Adarand Constructor, Inc. v. Pena*, 47.

20. A magazine article

Some periodicals may use different titles for articles on the contents page and at the beginning of the article itself. In such cases, use the title from the contents page

First footnote/endnote

21. Evan Thomas and Bill Turque, "Gore: The Precarious Prince," *Newsweek*, 21 August 2000, 38-41.

Bibliographic entry

Thomas, Evan and Bill Turque. "Gore: The Precarious Prince." *Newsweek*, 21 August 2000, 38-41.

21. A newspaper article**First footnote/endnote**

23. Jim Hoagland, "The Concord and the Kursk," *Washington Post*, 20 August 2000, B7.

Bibliographic entry

Hoagland, Jim. "The Concord and the Kursk." *Washington Post*, 20 August 2000, B7.

INTERNET NOTES AND REFERENCES

Many citations of online sources in college papers are inadequate. Here's an all-too-common example: **www.hoovers.com**. What's missing? Lots—information about the type of online resource, a specific URL to a particular document, and data on author, title, when online material was posted, and when you retrieved it (that means when you downloaded or printed the information, not when you wrote it into your paper). It's important to provide dates because the web is a dynamic medium, with content and web sites constantly changing. References to online documents follow the same basic Chicago format: alphabetization by author, a title, and publication information. One difference: references to online documents typically have two dates, the date the material was published or updated, and the date it was retrieved. Since the web is a dynamic medium with content and web sites constantly changing, it's helpful to your reader to note posting and retrieval dates.

1. Private or personal web site

First footnote/endnote

11. Leah Cunningham, "My Mahir Shrine!!" N.d., <<http://www.geocities.com/Hollywood/Film/9787/>> (17 July 2000).

Bibliographic entry

Cunningham, Leah. "My Mahir Shrine!!" N.d. <<http://www.geocities.com/Hollywood/Film/9787/>> (17 July 2000).

2. Organizational or corporate web site

First footnote/endnote

7. American Political Science Association, *APSANET: The American Political Science Association Online*, 1 July 2000, <<http://apsanet.org/>> (23 August 2000).

8. Ford Motor Company, home page, 29 September 2000, <<http://www.ford.com/>> (29 September 2000).

Bibliographic entry

American Political Science Association. *APSANET: The American Political Science Association Online*. 1 July 2000. <<http://apsanet.org/>> (23 August 2000).

Ford Motor Company. Home page. 29 September 2000. <<http://www.ford.com/>> (29 September 2000).

3. Online book

First footnote/endnote

Previously published book

3. Sarah Orne Jewett, *The Country of the Pointed Firs* (1910; online edition, Bartleby.com, 1999), <<http://www.bartleby.com/125/>> (15 August 2000).

Online book or book published both online and in print

4. Michael Harvey, *The Nuts and Bolts of College Writing* (Indianapolis: Hackett, 2000), <<http://www.nutsandboltsguide.com>> (15 September 2000).

Bibliographic entry

Jewett, Sarah Orne. *The Country of the Pointed Firs*. 1910. Online edition, Bartleby.com, 1999. <<http://www.bartleby.com/125/>> (15 August 2000).

Harvey, Michael. *The Nuts and Bolts of College Writing*. Indianapolis: Hackett, 2000. <<http://www.nutsandboltsguide.com>> (15 September 2000).

4. Article in an online journal or magazine

First footnote/endnote

4. David Edelstein, "Pols on Film," *Slate Magazine* (18 August 2000), <<http://slate.msn.com/MovieReview/00-08-18/MovieReview.asp>> (20 August 2000).

Bibliographic entry

Edelstein, David. "Pols on Film." *Slate Magazine*, 18 August 2000. <<http://slate.msn.com/MovieReview/00-08-18/MovieReview.asp>> (20 August 2000).

5. Newspaper article

First footnote/endnote

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9. Email

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9. Peter Johnson, email to author, 3 October 2000.

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Following CMS style for personal communications, email is generally not listed in the bibliography (CMS 15.269).