QUOTATION WITH EFFECTIVE CONTEXT

In a respected biography of Nathan Bedford Forrest, Hurst suggests that the temperamental Forrest "may have ragingly ordered a massacre and even intended to carry it out—until he rode inside the fort and viewed the horrifying result" and ordered it stopped.  

While this is an intriguing interpretation of events, even Hurst would probably admit that it is merely speculation.  

NOTE: When you bring other sources into a conversation about your research topic, you are synthesizing sources. For more on synthesis, see 31c.  

integrating statistics and other facts When you cite a statistic or another specific fact, a signal phrase is often not necessary. In most cases, readers will understand that the citation refers to the statistic or fact (not the whole paragraph).  

Of 295 white troops garrisoned at Fort Pillow, 168 were taken prisoner. Black troops fared worse, with only 58 of 262 captured and most of the rest presumably killed or wounded.  

There is nothing wrong, however, with using a signal phrase to introduce a statistic or other specific fact in your paper.

43 Chicago documentation style

In history and some other humanities courses, you may be asked to use the documentation system of The Chicago Manual of Style, 16th ed. (Chicago: University of Chicago Press, 2010). In Chicago style, superscript numbers (like this¹) in the text of the paper refer readers to notes with corresponding numbers either at the foot of the page (footnotes) or at the end of the paper (endnotes). A bibliography is often required as well; it appears at the end of the paper and gives publication information for all the works cited in the notes.
GENERAL GUIDELINES FOR LISTING AUTHORS

1. One author 243
2. Two or three authors 244
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4. Organization as author 244
5. Unknown author 244
6. Multiple works by the same author 244
7. Editor 244
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10. Basic format for a book 245
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12. Volume in a multivolume work 247
13. Work in an anthology 247
14. Introduction, preface, foreword, or afterword 247
15. Republished book 247
16. Book with a title in its title 247
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18. Sacred text 248
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22. Source quoted in another source (a secondary source) 249

ARTICLES AND OTHER SHORT WORKS

23. Article in a journal 249
24. Article in a magazine 251
25. Article in a newspaper 253
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30. Article in a reference work (encyclopedia, dictionary, wiki) 255
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WEB SOURCES

32. An entire Web site 255
33. Short work from a Web site 256
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NOTE: If you include a bibliography, you may shorten all notes, including the first reference to a source (see p. 241). Check with your instructor, however, to see whether using an abbreviated note for a first reference to a source is acceptable.

43c Model notes and bibliography entries

The following models are consistent with guidelines in The Chicago Manual of Style, 16th ed. For each type of source, a model note appears first, followed by a model bibliography entry. The note shows the format you should use when citing a source for the first time. For subsequent citations of a source, use shortened notes (see p. 241).

Some sources from the Web, typically periodical articles, use a permanent locator called a digital object identifier (DOI). Use the DOI, when it is available, in place of a URL (for guidelines about breaking a URL or DOI across lines, see p. 264).

General guidelines for listing authors

1. One author

---

2. **Two or three authors** Give all authors’ names in both the note and the bibliography entry.


3. **Four or more authors** In the note, give the first author’s name followed by “et al.” (Latin for “and others”); in the bibliography entry, list all authors’ names.


4. **Organization as author**


5. **Unknown author**


6. **Multiple works by the same author** In the bibliography, arrange the entries alphabetically by title. Use use hyphens in place of the author’s name in the second and subsequent entries.


7. **Editor**


8. **Editor with author**


9. **Translator with author**


Books and other long works

- Citation at a glance: Book, page 246

10. **Basic format for a book**

   a. **Print**
   


   b. **E-book**
   


   c. **Web (or online library)**
   

Citation at a glance

Book Chicago
To cite a print book in Chicago style, include the following elements:

1. Author(s)
2. Title and subtitle
3. City of publication
4. Publisher
5. Year of publication
6. Page number(s) cited (for notes)

TITLE PAGE

THE TWILIGHT WAR
The Secret History of America's Thirty-Year Conflict with Iran

DAVID CRIST

The Penguin Press
New York
2012

FROM COPYRIGHT PAGE

First published in 2012 by The Penguin Press,

a member of Penguin Group (USA) Inc.


NOTE


BIBLIOGRAPHY


For more on citing books in Chicago style, see items 10–18.

17. Work in a series


18. Sacred text

- *) Math. 20:4-9 (Revised Standard Version).

- Qu’en 18:1-3.

19. Government document

- United States Senate, Committee on Foreign Relations, *Implications of the Kyoto Protocol on Climate Change: Hearing before the Committee on Foreign Relations, United States Senate, 105th Cong., 2nd sess. (Washington, D.C.: GPO, 1998).*


20. Unpublished dissertation


For a published dissertation, cite as a book.

21. Published proceedings of a conference


**Articles and other short works**

- Citation at a glance: Article in a journal, page 250
- Citation at a glance: Article from a database, page 252

- Article in a journal

  If an article in a database or on the Web shows only a beginning page, use a plus sign after the page number in the bibliography: 212+.

  a. Print


  b. Web

  - If no DOI is available, give the URL for the article.


  c. Database

  - Give one of the following pieces of information from the database listing, in this order of preference: a DOI for the article; or the name of the database and the article number, if any; or a “stable” or “persistent” URL for the article.


Citation at a glance

Article from a database

To cite an article from a database in Chicago style, include the following elements:

1. Author(s)
2. Title and subtitle of article
3. Title of journal
4. Volume and issue numbers
5. Year of publication
6. Page number(s) cited (for notes); page range of article (for bibliography)
7. DOI; or database name and article number; or "stable" or "persistent" URL for article

DATABASE RECORD

Reprinted by permission of EBSCO Publishing.

BIBLIOGRAPHY


For more on citing articles from databases in Chicago style, see items 22–25.

25. Article in a newspaper

Page numbers are not necessary; a section letter or number, if available, is sufficient.

a. Print


b. Web

Include the URL for the article; if the URL is very long, use the URL for the newspaper’s home page.


c. Database

Give one of the following from the database listing, in this order of preference: a DOI for the article; or the name of the database and the number assigned by the database; or a "stable" or "persistent" URL for the article.


26. **Unattributed newspaper article** in the note, begin with the title of the article. In the bibliography entry, begin with the title of the newspaper.


27. **Article with a title in its title** Use italics for titles of long works such as books and for terms that are normally italicized. Use single quotation marks for titles of short works and terms that would otherwise be placed in double quotation marks.


28. **Review**


29. **Letter to the editor** Do not use the letter’s title, even if the publication gives one.


30. **Article in a reference work (encyclopedia, dictionary, wiki)** Reference works such as encyclopedias do not require publication information and are usually not included in the bibliography. The abbreviation "s.v." is for the Latin *sub verbo* ("under the word").


31. **Letter in a published collection** Use the day-month-year form for the date of the letter. If the letter writer’s name is part of the book title, begin the note with only the last name but begin the bibliography entry with the full name.

▷ Citation at a glance: Letter in a published collection, page 256


**Web sources** For most Web sites, include an author if a site has one, the title of the site, the sponsor, the date of publication or the modified (update) date, and the site’s URL. Do not italicize a Web site title unless the site is an online book or periodical. Use quotation marks for the titles of sections or pages in a Web site. If a site does not have a date of publication or a modified date, give the date you accessed the site ("accessed January 3, 2013").

32. **An entire Web site**


Washington 30th Oct 1805

His Excellency Ths Jefferson

Sin,

I have not the honor to be personally known to your Excellency therefore you will no doubt think it strange to receive this letter from a person of whom you have not the smallest knowledge. But in order to state to your Excellency in a few words as possible the purport of this address, I am a young man, a Roman Catholic who had been born and partly educated in Ireland but finding like many others who had been compelled to migrate from that Kingdom in consequence of the late troubles which had almost overwhelmed

Parsonage &c &c

your Excellency this very profuse letter which should it please your Excellency to give me some little Office or appointment in that extensive Country of Louisiana It should be my constant endeavour to merit the same by fidelity and indefatigable attention to whatever business I should be assigned. May I have the satisfaction in whatsoever Country or situation [I] may be in to hear of your Excellencies long continuance of your Natural powers unimpaired to conduct the Helms of this Extensive Country which are the sincere wishes of your Excellencies Mo Obr. Hum Servt.

John O'Neill

Copyright © 1981 by Jack McLaughlin. Used by permission of W. W. Norton & Company, Inc.

NOTE

BIBLIOGRAPHY

For another citation of a letter in Chicago style, see item 31.
33. Short work from a Web site

- Citation at a glance: Primary source from a Web site, page 260


34. Blog post

Italicize the name of the blog. Insert "blog" in parentheses after the name if the word blog is not part of the name. If the blog is part of a larger site, add the title of the site after the blog title (see item 35). Do not list the blog post in the bibliography; but if you cite the blog frequently in your paper, you may give a bibliography entry for the entire blog.


35. Comment on a blog post

In the bibliography entry here, the blog is given by title only because the blog has many contributors, not a single author.


Audio, visual, and multimedia sources

36. Podcast


37. Online audio or video

If the source is a downloadable file, identify the file format or medium before the URL.


38. Published or broadcast interview


39. Film (DVD, BD, or other format)


39. The Dust Bowl, directed by Ken Burns (Washington, DC: PBS, 2012), DVD.


40. Sound recording


Holst, Gustav. The Planets, Royal Philharmonic Orchestra, Conducted by André Previn, Telarc 80133, compact disc.

41. Musical score or composition


Citation at a glance
Primary source from a Web site

To cite a primary source (or any other document) from a Web site in Chicago style, include as many of the following elements as are available:

1. Author(s)
2. Title of document
3. Title of site
4. Sponsor of site
5. Publication date or modified date; date of access (if no publication date)
6. URL of document page

WEB SITE HOME PAGE

[Image of Lincoln Library]

Mr. Lincoln’s Virtual Library highlights two collections at the Library of Congress that illuminate the life of Abraham Lincoln (1809-1865), the sixteenth president of the United States. The Abraham Lincoln Papers housed in the Manuscript Division contain approximately 80,000 items including correspondence and papers accumulated primarily during Lincoln’s presidency. Transcripts and associations for the Papers are available through a cooperative agreement with the Lincoln Studies Center, Knox College. The “Web Days to Abe Our

FIRST PAGE OF DOCUMENT

[Image of Abraham Lincoln]

Mr. Lincoln’s Virtual Library, Library of Congress.

NOTE


BIBLIOGRAPHY

1. Lincoln, Abraham, “Draft of the Emancipation Proclamation,”

For more on citing documents from Web sites in Chicago style, see item 33.

42. Work of art

42. Aaron Siskind, Untitled (The Most Crowded Block), gelatin silver print, 1939, Kemper Museum of Contemporary Art, Kansas City, MO.

Siskind, Aaron, Untitled (The Most Crowded Block), Gelatin silver print, 1939, Kemper Museum of Contemporary Art, Kansas City, MO.

43. Performance


Personal communication and social media

44. Personal communication Personal communications are not included in the bibliography.

44. Sara Lehman, e-mail message to author, August 13, 2012.

45. Online posting or e-mail If an online posting has been archived, include a URL. E-mails that are not part of an online discussion are treated as personal public communications.
communication (see item 44). Online postings and e-mails are not included in the bibliography.


### 46. Facebook post
Facebook posts are not included in the bibliography.


### 47. Twitter post (tweet)
Tweets are not included in the bibliography.


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## 44 Chicago manuscript format; sample pages

### 44a Chicago manuscript format

The following guidelines for formatting a Chicago-style paper and preparing its endnotes and bibliography are based on *The Chicago Manual of Style*, 16th ed. (Chicago: University of Chicago Press, 2010). For pages from a sample paper, see 44b.

### Formatting the paper

#### Font
If your instructor does not require a specific font, choose one that is standard and easy to read (such as Times New Roman).

#### Title page
Include the full title of your paper, your name, the course title, the instructor’s name, and the date. See page 266 for a sample title page.

#### Pagination
Using arabic numerals, number the pages in the upper right corner. Do not number the title page but count it in the manuscript numbering; that is, the first page of the text will be numbered 2. Depending on your instructor’s preference, you may also use a short title or your last name before the page numbers to help identify pages.

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Margins, line spacing, and paragraph indents
Leave margins of at least one inch at the top, bottom, and sides of the page. Double-space the body of the paper, including long quotations that have been set off from the text. (For line spacing in notes and the bibliography, see p. 265.) Left-align the text.

Indent the first line of each paragraph one-half inch from the left margin.

Capitalization, italics, and quotation marks
In titles of works, capitalize all words except articles (a, an, the), prepositions (at, from, between, and so on), coordinating conjunctions (and, but, or, nor, for, so, yet), and to and as—unless the word is first or last in the title or subtitle. Follow these guidelines in your paper even if the title is styled differently in the source.

In your text, lowercase the first word following a colon even if the word begins a complete sentence. When the colon introduces a series of sentences or questions, capitalize the first word in all sentences in the series, including the first.

Italicize the titles of books and other long works. Use quotation marks around the titles of periodical articles, short stories, poems, and other short works.

### Long quotations
You can choose to set off a long quotation of five to ten typed lines by indenting the entire quotation one-half inch from the left margin. (Always set off quotations of ten or more lines.) Double-space the quotation; do not use quotation marks and do not add extra space above or below it. (See also p. 237.)

### Visuals
*Chicago* classifies visuals as tables and figures (graphs, drawings, photographs, maps, and charts). Keep visuals as simple as possible.

Label each table with an arabic numeral (Table 1, Table 2, and so on) and provide a clear title that identifies the table’s subject. The label and the title should appear on separate lines above the table, flush left. For a table that you have borrowed or adapted, give its source in a note like this one, below the table:

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For each figure, place a label and a caption below the figure, flush left. The label and caption need not appear