

# Chicago Manual of Style – 16<sup>th</sup> 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:*

Barnett, Correlli. *Hitler's Generals*. New York: Grove Weidenfeld, 1989.

*Note:*

1. Correlli Barnett, *Hitler's Generals* (New York: Grove Weidenfeld, 1989), 74-90.

• *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:*

Faderman, Lillian, and Stuart Timmons. *GAY L.A.: A History of Sexual Outlaws, Power Politics, and Lipstick Lesbians*. New York: Basic Books, 2006.

*Note:*

1. Lillian Faderman and Stuart Timmons, *GAY L.A.: A History of Sexual Outlaws, Power Politics, and Lipstick Lesbians* (New York: Basic Books, 2006), 57-80.

• *“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:*

Finkelman, Paul, ed. *Encyclopedia of the United States in the Nineteenth Century*. New York: Charles Scribner's Sons, 2001.

*Note:*

1. Paul Finkelman, ed., *Encyclopedia of the United States in the Nineteenth Century* (New York: Charles Scribner's Sons, 2001), 104-134.

### **ORGANIZATION OR CORPORATION AS AUTHOR**

*Bibliography:*

Global Environment Coordination. *Facing the Global Environment Challenge. A Progress Report on World Bank Global Environmental Operations*. Washington, DC: Global Environment Coordination Division, Environment Dept., The World Bank, 1994.

*Note:*

1. Global Environment Coordination, *Facing the Global Environment Challenge. A Progress Report on World Bank Global Environmental Operations* (Washington, DC: Global Environment Coordination Division, Environment Dept., The World Bank, 1994), 67-70.

### **CHAPTER OR ESSAY IN A BOOK**

*Bibliography:*

Brown, Dorothy M. "The Cultural Landscape." In *American Women in the 1920s: Setting a Course*, 195-219. Boston: Twayne Publishers, 1987.

*Note:*

1. Dorothy M. Brown, "The Cultural Landscape," in *American Women in the 1920s: Setting a Course* (Boston: Twayne Publishers, 1987), 23-40.

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

*Bibliography:*

Poore, Charlie. Foreword and twelve Brief Prefaces to *The Hemingway Reader*, by Ernest Hemingway, xi-xx. New York: Charles Scribner's Sons, 1953.

*Note:*

1. Charlie Poore, introduction to *The Hemingway Reader*, by Ernest Hemingway (New York: Charles Scribner's Sons, 1953), xi-xx.

### **BOOK REVIEW**

*Bibliography:*

Sylvester, John. "China and the Current Barbarians." Review of *On China*, by Henry Kissinger. *American Diplomacy*, October 19, 2011, Book Reviews. Accessed November 26, 2012.  
[http://www.unc.edu/depts/diplomat/item/2011/0912/book/book\\_sylvester\\_china.html](http://www.unc.edu/depts/diplomat/item/2011/0912/book/book_sylvester_china.html).

*Note:*

1. John Sylvester, "China and the Current Barbarians," review of *On China*, by Henry Kissinger, *American Diplomacy*, October 19, 2011, Book Reviews, accessed November 26, 2012, [http://www.unc.edu/depts/diplomat/item/2011/0912/book/book\\_sylvester\\_china.html](http://www.unc.edu/depts/diplomat/item/2011/0912/book/book_sylvester_china.html).

### **THESIS OR DISSERTATION**

*Bibliography:*

Thompson, David S. "Shuffle Along in Theatrical Context." PhD diss., Agnes Scott College, 2004.

*Note:*

1. David S. Thompson, "Shuffle Along in Theatrical Context" (PhD diss., Agnes Scott College, 2004), 14.

### **ARTICLE IN A PRINT JOURNAL**

*Bibliography:*

Fleck, Robert K. "Electoral Incentives, Public Policy, and the New Deal Realignment." *Southern Economic Journal* 65 (1999): 34-35.

*Note:*

1. Robert K. Fleck, "Electoral Incentives, Public Policy, and the New Deal Realignment," *Southern Economic Journal* 65 (1999): 34-35.

### **ARTICLE IN A JOURNAL (MULTIPLE AUTHORS)**

*Bibliography:*

Fernández-Armesto, Felipe, Anthony Grafton, and Jack Goody. "History beyond History: New Adventures on the Frontiers of Traditional Historiography. A Review Essay." *Comparative Studies in Society and History* 51, no. 1 (2009): 212-219.

*Note:*

1. Felipe Fernández-Armesto, Anthony Grafton, and Jack Goody, "History beyond History: New Adventures on the Frontiers of Traditional Historiography. A Review Essay," *Comparative Studies in Society and History* 51, no. 1 (2009): 213.

• "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:*

Kachka, Boris. "Josephine and Langston and Malcolm." *New York Magazine*, November 22, 2010.

*Note:*

1. Boris Kachka, "Josephine and Langston and Malcolm," *New York Magazine*, November 22, 2010, 46.

• "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:*

Dowling, Timothy. "Fall of the Berlin Wall: The Soviets and West Germans Played the Key Roles in the Berlin Wall's Collapse." *World History: The Modern Era*. Accessed February 22, 2011. <http://worldhistory.abc-clio.com/>.

#### *Note:*

1. Timothy Dowling, "Fall of the Berlin Wall: The Soviets and West Germans Played the Key Roles in the Berlin Wall's Collapse," *World History: The Modern Era*, accessed February 22, 2011, <http://worldhistory.abc-clio.com/>.

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

#### *Bibliography:*

Carnegie, Andrew. "The Gospel of Wealth." *The North American Review* 183, no. 599 (1906): 526-537. Accessed November 11, 2011. <http://www.jstor.org/stable/25105641>.

#### *Note:*

1. Andrew Carnegie, "The Gospel of Wealth," *The North American Review* 183, no. 599 (1906): 530, accessed November 11, 2011, <http://www.jstor.org/stable/25105641>.

• 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:*

Borneman, John. *After the Wall: East Meets West in the New Berlin*. New York: Basic Books, 1991. Accessed February 1, 2010. <http://www.questiaschool.com/PM.qst?a=o&d=100776334>.

#### *Note:*

1. John Borneman, *After the Wall: East Meets West in the New Berlin* (New York: Basic Books, 1991), 44-45, accessed February 1, 2010, <http://www.questiaschool.com/PM.qst?a=o&d=100776334>.

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

*Bibliography:*

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

*Note:*

1. Jane Austen, *Pride and Prejudice* (New York: Penguin Classics, 2007), Kindle edition, chap. 24.

• *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:*

Romney, Charles W. "Habeas Corpus, Asian Migrants, and Imperial Rights in Hawai'i in 1900." *World History Connected* 3, October 2011. Accessed October 28, 2011. [http://worldhistoryconnected.press.illinois.edu/8.3/forum\\_romney.html](http://worldhistoryconnected.press.illinois.edu/8.3/forum_romney.html).

*Note:*

1. Charles W. Romney, "Habeas Corpus, Asian Migrants, and Imperial Rights in Hawai'i in 1900," *World History Connected* 3, October 2011, accessed October 28, 2011, [http://worldhistoryconnected.press.illinois.edu/8.3/forum\\_romney.html](http://worldhistoryconnected.press.illinois.edu/8.3/forum_romney.html).

**ONLINE MAGAZINE ARTICLE**

*Bibliography:*

Kachka, Boris. "Josephine and Langston and Malcolm." *New York Magazine*, November 22, 2010. Accessed November 28, 2012. <http://nymag.com/arts/art/features/69480/>.

*Note:*

1. Boris Kachka, "Josephine and Langston and Malcolm," *New York Magazine*, November 22, 2010, 46, accessed November 28, 2012, <http://nymag.com/arts/art/features/69480/>.

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

**GENERAL WEB/ONLINE**

*Bibliography:*

Baliles, Gerald L. "John Fitzgerald Kennedy (1917-1963): Foreign Affairs." *Miller Center Public Affairs*. Accessed December 16, 2010. <http://millercenter.org/president/kennedy/essays/biography/5>.

*Note:*

1. Gerald L. Baliles, "John Fitzgerald Kennedy (1917-1963): Foreign Affairs," *Miller Center Public Affairs*, accessed December 16, 2010, <http://millercenter.org/president/kennedy/essays/biography/5>.

## PRIMARY SOURCES

### **CARTOON**

#### *Bibliography:*

Nast, Thomas. "King Andy." Cartoon. *Harper's Weekly*, November 3, 1866. From *Harper's Weekly: The World of Thomas Nast*. Accessed November 7, 2011. <http://www.thomasnast.com/>.

#### *Note:*

1. Thomas Nast, "King Andy," Cartoon, *Harper's Weekly*, November 3, 1866, From *Harper's Weekly: The World of Thomas Nast*, accessed November 7, 2011, <http://www.thomasnast.com/>.

### **VIDEO/DVD RECORDING**

#### *Bibliography:*

Daldry, Stephen, director. *The Hours*. Hollywood, CA: Paramount Pictures Home Video, 2003. DVD.

#### *Note:*

1. Stephen Daldry, director. *The Hours* (Hollywood, CA: Paramount Pictures, 2003), DVD.

### **ONLINE FILM OR MULTIMEDIA:**

#### *Bibliography (CMS gives the following example for Bibliography):*

Pollan, Michael. "Michael Pollan Gives a Plant's-Eye View." Filmed March 2007. TED video, 17:31. Posted February 2008. [http://www.ted.com/index.php/talks/michael\\_pollan\\_gives\\_a\\_plant\\_s\\_eye\\_view.html](http://www.ted.com/index.php/talks/michael_pollan_gives_a_plant_s_eye_view.html).

#### *Note:*

1. Michael Pollan, "Michael Pollan Gives a Plant's-Eye View," filmed March 2007, TED video, 17:31, posted February 2008, [http://www.ted.com/index.php/talks/michael\\_pollan\\_gives\\_a\\_plant\\_s\\_eye\\_view.html](http://www.ted.com/index.php/talks/michael_pollan_gives_a_plant_s_eye_view.html).

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

#### *Bibliography:*

McNamee v. Dep't of the Treasury. No. 05-6151-CV. 2007 U.S. App. LEXIS 12016 (2d Cir. May 23, 2007).

#### *Note:*

1. McNamee v. Dep't of the Treasury, No. 05-6151-CV, 2007 U.S. App. LEXIS 12016 (2d Cir. May 23, 2007).

- "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** (CMS offers the following Note example, 14.296)

*Bibliography:*

*Homeland Security Act of 2002: Hearings on H.R. 5005, Day 3, Before the Select Comm. on Homeland Security*, 107th Cong. 203 (2002) (statement of David Walker, Comptroller General of the United States).

*Note:*

*Homeland Security Act of 2002: Hearings on H.R. 5005, Day 3, Before the Select Comm. on Homeland Security*, 107th Cong. 203 (2002) (statement of David Walker, Comptroller General of the United States).

- “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:*

Immigration Figures for 1903. Chart. Boston: Publications of the Immigration Restriction League, 1903. From Library of Congress Printed Ephemera Collection. rbpe 07902500. Accessed November 7, 2011. <http://hdl.loc.gov/loc.rbc/rbpe.07902500>.

*Note:*

Immigration Figures for 1903, Chart (Boston: Publications of the Immigration Restriction League, 1903), from Library of Congress Printed Ephemera Collection (rbpe 07902500), accessed November 7, 2011, <http://hdl.loc.gov/loc.rbc/rbpe.07902500/>.

**NEWSPAPER**

*Bibliography:*

*New York Times*. "Ships on Dress Parade: Details of Next Week's Great Naval Display." October 6, 1892. Accessed November 7, 2011. <http://query.nytimes.com/gst/abstract.html?res=F30A15F9355D15738DDDAF0894D8415B8285F0D3>.

*Note:*

1. “Ships on Dress Parade: Details of Next Week’s Great Naval Display,” *New York Times*, October 6, 1892, accessed November 7, 2011, <http://query.nytimes.com/gst/abstract.html?res=F30A15F9355D15738DDDAF0894D8415B8285F0D3>.

- “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:*

O’Sullivan, Timothy, photographer. “[Incidents of the war. A Harvest of Death, Gettysburg, July 1863.]” Photograph. Washington, D.C.: Philip & Solomons, c1865. From Library of Congress: Selected Civil War Photographs, 1861-1865. Accessed January 9, 2006. [http://memory.loc.gov/cgi-bin/query/r?ammem/cwar:@field\(NUMBER+@band\(cwp+4a40875\)\)](http://memory.loc.gov/cgi-bin/query/r?ammem/cwar:@field(NUMBER+@band(cwp+4a40875))).

*Note:*

Timothy O’Sullivan, photographer, “[Incidents of the war. A Harvest of Death, Gettysburg, July 1863.]” Photograph (Washington, D.C.: Philip & Solomons, c1865), From Library of Congress: Selected Civil War Photographs, 1861-1865, accessed January 9, 2006, [http://memory.loc.gov/cgi-bin/query/r?ammem/cwar:@field\(NUMBER+@band\(cwp+4a40875\)\)](http://memory.loc.gov/cgi-bin/query/r?ammem/cwar:@field(NUMBER+@band(cwp+4a40875))).

**SOUND RECORDINGS**

*Bibliography:*

Berliner, Emile. “Spaghetti Polka.” Sound recording. United States: 345 E. Berliner's Gramophone, April 1898. From Library of Congress, *Emile Berliner and the Birth of the American Recording Industry*. Real Audio, MP3, Wave. Accessed November 12, 2011. <http://memory.loc.gov/>.

*Note:*

1. Emil Berliner, “Spaghetti Polka,” Sound recording (United States: 345 E. Berliner's Gramophone, April 1898), from Library of Congress, *Emile Berliner and the Birth of the American Recording Industry*, Real Audio, MP3, Wave, accessed November 12, 2011, <http://memory.loc.gov/>.

• *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:*

*The Wilbur and Orville Wright Timeline*, 1867-1948. Special presentation. From the Library of Congress, *The Wilbur and Orville Wright Papers*. Accessed January 10, 2006. <http://memory.loc.gov/ammem/wrighthtml/wrighttime.html>.

*Note:*

The Wilbur and Orville Wright Timeline, 1867-1948, Special presentation, from the Library of Congress, *The Wilbur and Orville Wright Papers*, accessed January 10, 2006, <http://memory.loc.gov/ammem/wrighthtml/wrighttime.html>.



### **TEXTS (LETTERS, PAMPHLETS, AND OTHER WRITTEN MATERIAL)**

#### *Bibliography:*

Einstein, Albert. Albert Einstein to Franklin Delano Roosevelt, letter, 2 August 1939. From the Argonne National Laboratory, U.S. Department of Energy. Accessed 12 November 2011.  
[http://www.anl.gov/Science\\_and\\_Technology/History/Anniversary\\_Frontiers/aetofdr.html](http://www.anl.gov/Science_and_Technology/History/Anniversary_Frontiers/aetofdr.html).

#### *Note:*

1. Albert Einstein to Franklin Delano Roosevelt, letter, 2 August 1939, from the Argonne National Laboratory, U.S. Department of Energy, accessed 12 November 2011,  
[http://www.anl.gov/Science\\_and\\_Technology/History/Anniversary\\_Frontiers/aetofdr.html](http://www.anl.gov/Science_and_Technology/History/Anniversary_Frontiers/aetofdr.html).

• *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:*

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

#### *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:*

Gray, Sir Edward. "Sir Edward Gray to Paul Cambon." In *The Arab Israeli Conflict*, edited by Kirsten E. Schulze, 98. New York: Longman, 1999.

#### *Note:*

Sir Edward Gray, "Sir Edward Gray to Paul Cambon," in *The Arab Israeli Conflict*, ed. Kirsten E. Schulze (New York: Longman, 1999), 98.

## ELECTRONIC SOURCE

### *Bibliography:*

Washington, George. "Washington's Instructions to Benedict Arnold at Cambridge." September 14, 1775. In *Founding Fathers*. History Study Center. Accessed December 7, 2011. [http://gateway.proquest.com/openurl?url\\_ver=Z39.88-2004&res\\_dat=xri:ho-us&rft\\_dat=xri:ho:sup\\_image:ffc00086:ffc](http://gateway.proquest.com/openurl?url_ver=Z39.88-2004&res_dat=xri:ho-us&rft_dat=xri:ho:sup_image:ffc00086:ffc).

### *Note:*

George Washington, "Washington's Instructions to Benedict Arnold at Cambridge," September 14, 1775, in *Founding Fathers*, History Study Center accessed December 7, 2011, [http://gateway.proquest.com/openurl?url\\_ver=Z39.88-2004&res\\_dat=xri:ho-us&rft\\_dat=xri:ho:sup\\_image:ffc00086:ffc](http://gateway.proquest.com/openurl?url_ver=Z39.88-2004&res_dat=xri:ho-us&rft_dat=xri:ho:sup_image:ffc00086:ffc).

• *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* 15<sup>th</sup> edition, not *Chicago* 16<sup>th</sup>. The main adjustment to match the 16<sup>th</sup> 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* 16<sup>th</sup> citation guide:

<http://library.williams.edu/citing/styles/chicago1.php>