

# C M S

UNIVERSITY of WASHINGTON | BOTHELL

# WRITING AND COMMUNICATION CENTER

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The **Chicago Manual of Style (CMS)** has two distinct styles of formatting citations: the **notes-bibliography** style and the **author-date** style. The notes-bibliography style is often used in the humanities, literature, history, and the arts. The author-date system is often used in the physical, natural, and social sciences.

## NOTES-BIBLIOGRAPHY

The notes-bibliography style presents bibliographic information in footnotes and/or endnotes and a bibliography. Citation is marked by use of a superscripted number.

Jones noted that students often had difficulty using CMS style, but she did not offer an explanation as to why<sup>1</sup>.

When you have two notes from the same source that follow each other consecutively, you may use "ibid." Use "ibid" when referencing the author and work (or most of it) in the immediately preceding note. You cannot use "ibid" if the note references more than one piece of work. An example of a note using Ibid:

1. Tom Douglass, *How to Cook Great Food* (New York: Penguin, 2014), 25-30.
2. Ibid., 16-20.

## AUTHOR-DATE

In this system, sources are cited within the text (in parentheses) by author's last name and date of publication. The citations are also listed in a references page. CMS recommends including page numbers or, in the case of a source with no page numbers, other indicators such as paragraph number, chapter title, or heading title. For sources that are searchable (such as websites), including an indicator is not necessary.

She noted that students often had difficulty using CMS style, but she did not offer an explanation as to why (Jones 1998, 199).

The Chicago Notes-Bibliography system of citation is used primarily in literature, history, and the arts. The system uses FOOTNOTES or ENDNOTES within the text and a BIBLIOGRAPHY at the end of the paper.

## NOTES

Chicago uses footnotes or endnotes (or simply “notes”) to cite information or to show that ideas or content come from an outside source. Notes are marked in the text by a superscript number which corresponds to the note. The only difference between footnotes and endnotes is the placement in your paper: footnotes are located at the bottom of the page in which the citation appears, while endnotes are placed together at the end of the paper (but before the bibliography).

The purpose of a note is to make it easier for your reader to find the source information they are looking for. A note is similar to referencing the author and page number in parenthesis. You will also have a works cited page at the end of your document, which will include each full citation made throughout your paper, in alphabetical order.

## EXAMPLE NOTES (NOTES AND BIBLIOGRAPHY ENTRIES)

### BOOK (ONE AUTHOR)

1. Michael Pollan, *The Omnivore’s Dilemma: A Natural History of Four Meals* (New York: Penguin, 2006), 99–100.
2. Pollan, *Omnivore’s Dilemma*, 3.

Pollan, Michael. *The Omnivore’s Dilemma: A Natural History of Four Meals*. New York: Penguin, 2006.

### (TWO OR MORE AUTHORS)

1. Geoffrey C. Ward and Ken Burns, *The War: An Intimate History, 1941–1945* (New York: Knopf, 2007), 52.
2. Ward and Burns, *War*, 59–61.

Ward, Geoffrey C., and Ken Burns. *The War: An Intimate History, 1941–1945*. New York: Knopf, 2007.

FOR FOUR OR MORE AUTHORS, list all of the authors in the bibliography; in the note, list only the first author, followed by et al. (“and others”):

1. Dana Barnes et al., *Plastics: Essays on American Corporate Ascendance in the 1960s . . .*
2. Barnes et al., *Plastics . . .*

### CHAPTER OR OTHER PART OF A BOOK

1. John D. Kelly, “Seeing Red: Mao Fetishism, Pax Americana, and the Moral Economy of War,” in *Anthropology and Global Counterinsurgency*, ed. John D. Kelly et al. (Chicago: University of Chicago Press, 2010), 77.
2. Kelly, “Seeing Red,” 81–82.

Kelly, John D. "Seeing Red: Mao Fetishism, Pax Americana, and the Moral Economy of War." In *Anthropology and Global Counterinsurgency*, edited by John D. Kelly, Beatrice Jauregui, Sean T. Mitchell, and Jeremy Walton, 67–83. Chicago: University of Chicago Press, 2010.

## JOURNAL ARTICLE

In a note, list the specific page numbers consulted, if any. In the bibliography, list the page range for the whole article.

1. Joshua I. Weinstein, "The Market in Plato's Republic," *Classical Philology* 104 (2009): 440.
2. Weinstein, "Plato's Republic," 452–53.

Weinstein, Joshua I. "The Market in Plato's Republic." *Classical Philology* 104 (2009): 439–58.

## ARTICLE IN AN ONLINE JOURNAL

Include a DOI (Digital Object Identifier) if the journal lists one. A DOI is a permanent ID that, when appended to <http://dx.doi.org/> in the address bar of an Internet browser, will lead to the source. If no DOI is available, list a URL. Include an access date only if one is required by your publisher or discipline.

1. Gueorgi Kossinets and Duncan J. Watts, "Origins of Homophily in an Evolving Social Network," *American Journal of Sociology* 115 (2009): 411, accessed February 28, 2010, doi:10.1086/599247.
2. Kossinets and Watts, "Origins of Homophily," 439.

Kossinets, Gueorgi, and Duncan J. Watts. "Origins of Homophily in an Evolving Social Network." *American Journal of Sociology* 115 (2009): 405–50. Accessed February 28, 2010. doi:10.1086/599247.

## WEBSITE

A citation to website content can often be limited to a mention in the text or in a note ("As of July 19, 2008, the McDonald's Corporation listed on its website . . ."). If a more formal citation is desired, it may be styled as in the examples below. Because such content is subject to change, include an access date or, if available, a date that the site was last modified.

1. "Google Privacy Policy," last modified March 11, 2009, <http://www.google.com/intl/en/privacypolicy.html>.
2. "McDonald's Happy Meal Toy Safety Facts," McDonald's Corporation, accessed July 19, 2008, <http://www.mcdonalds.com/corp/about/factsheets.html>.
3. "Google Privacy Policy."
4. "Toy Safety Facts."

Google. "Google Privacy Policy." Last modified March 11, 2009. <http://www.google.com/intl/en/privacypolicy.html>.

McDonald's Corporation. "McDonald's Happy Meal Toy Safety Facts." Accessed July 19, 2008. <http://www.mcdonalds.com/corp/about/factsheets.html>.

The author-date system has long been used by those in the physical, natural, and social sciences. In this system, sources are briefly cited in the text, usually in parentheses, by author's last name and date of publication. The short citations are amplified in a list of references, where full bibliographic information is provided.

## EXAMPLES (REFERENCES AND IN-TEXT CITATIONS)

### BOOK (ONE AUTHOR)

Pollan, Michael. 2006. *The Omnivore's Dilemma: A Natural History of Four Meals*. New York: Penguin.

(Pollan 2006, 99–100)

### (TWO OR MORE AUTHORS)

Ward, Geoffrey C., and Ken Burns. 2007. *The War: An Intimate History, 1941–1945*. New York: Knopf.

(Ward and Burns 2007, 52)

FOR FOUR OR MORE AUTHORS, list all of the authors in the reference list; in the text, list only the first author, followed by et al. (“and others”):

(Barnes et al. 2010)

### CHAPTER OR OTHER PART OF A BOOK

Kelly, John D. 2010. “Seeing Red: Mao Fetishism, Pax Americana, and the Moral Economy of War.” In *Anthropology and Global Counterinsurgency*, edited by John D. Kelly, Beatrice Jauregui, Sean T. Mitchell, and Jeremy Walton, 67–83. Chicago: University of Chicago Press.

(Kelly 2010, 77)

### JOURNAL ARTICLE (ARTICLE IN A PRINT JOURNAL)

In the text, list the specific page numbers consulted, if any. In the reference list entry, list the page range for the whole article.

Weinstein, Joshua I. 2009. “The Market in Plato's Republic.” *Classical Philology* 104:439–58.

(Weinstein 2009, 440)

### ARTICLE IN AN ONLINE JOURNAL

Include a DOI (Digital Object Identifier) if the journal lists one. A DOI is a permanent ID that, when appended to <http://dx.doi.org/> in the address bar of an Internet browser, will lead to the source. If no DOI is available, list a URL. Include an access date only if one is required by your publisher or discipline.

Kossinets, Gueorgi, and Duncan J. Watts. 2009. “Origins of Homophily in an Evolving Social Network.”

American Journal of Sociology 115:405–50. Accessed February 28, 2010. doi:10.1086/599247.

(Kossinets and Watts 2009, 411)

## WEBSITE

A citation to website content can often be limited to a mention in the text (“As of July 19, 2008, the McDonald’s Corporation listed on its website . . .”). If a more formal citation is desired, it may be styled as in the examples below. Because such content is subject to change, include an access date or, if available, a date that the site was last modified. In the absence of a date of publication, use the access date or last-modified date as the basis of the citation.

Google. 2009. “Google Privacy Policy.” Last modified March 11. <http://www.google.com/intl/en/privacypolicy.html>.

McDonald’s Corporation. 2008. “McDonald’s Happy Meal Toy Safety Facts.” Accessed July 19. <http://www.mcdonalds.com/corp/about/factsheets.html>.

(Google 2009)

(McDonald’s 2008)

This handout includes information on how to create in-text citations and references entries using CMS/Chicago format. Only the most common types of sources are represented here; for other examples, visit the CMS resource on their website: [http://www.chicagomanualofstyle.org/tools\\_citationguide.html](http://www.chicagomanualofstyle.org/tools_citationguide.html)

*Compiled April 2015*