

Taylor & Francis Reference Style L

British Chicago Footnotes Only

The Chicago Notes System, developed by the University of Chicago, is widely used by the social sciences and sciences disciplines. For full information on this style, see *The Chicago Manual of Style* (15th edn) or <http://www.chicagomanualofstyle.org/contents.html>

Bibliographic citations are provided in notes (in this style, footnotes). This British version uses single quotes and punctuation outside quotes. This modification is recommended if single quotes and UK punctuation is used in the text, so that the styles match. Readers of scholarly works usually prefer footnotes for ease of reference. In a work containing many long footnotes, it may be difficult to fit them onto the pages they pertain to, especially in an illustrated work. A basic requirement for all footnotes is that they at least begin on the page on which they are referenced. Several long footnotes with their references falling close together toward the end of a page present a major problem in page makeup. There is also the matter of appearance; a page consisting almost exclusively of footnotes is daunting. With no bibliography, full details must be given in a note at the first mention of any work cited. Subsequent citations can then use the short form or a cross-reference. Please take care to follow the correct reference examples in the Chicago manual. You need to choose the examples labelled N (for notes), *not* the ones labelled T (text) and R (references).

Headline-style capitalization is used. In headline style, the first and last words of title and subtitle and all other major words are capitalized. For details, see the section on Punctuation below.

EndNote for Windows and Macintosh is a valuable all-in-one tool used by researchers, scholarly writers, and students to search online bibliographic databases, organize their references, and create bibliographies instantly. There is now an EndNote output style available if you have access to the software in your library (please visit <http://www.endnote.com/support/enstyles.asp> and look for TF-L Chicago British footnotes only).

1. [How to cite references in your text](#)
2. [Abstract](#)
3. [Audiovisual material](#)
4. [Bible](#)
5. [Book](#)
6. [CD-ROM](#)
7. [Conference paper, proceedings, poster session](#)
8. [Database](#)
9. [Dissertation or thesis](#)
10. [Electronic source](#)
11. [Film](#)
12. [Government document](#)
13. [Internet](#)
14. [Interview](#)
15. [Journal article](#)
16. [Microfilm, microfiche](#)
17. [Newspaper or magazine article](#)
18. [News release](#)
19. [Pamphlets and reports](#)
20. [Parliamentary bill, report, paper, debate](#)
21. [Personal communication](#)
22. [Preprint](#)
23. [Punctuation](#)
24. [Reference work](#)
25. [Review](#)
26. [Speech, lecture, talk](#)
27. [Unpublished work](#)

1. How to cite references in your text.

Footnotes

Bibliographic citations are provided in notes (in this case footnotes).

1. Doniger, *Splitting the Difference*, 23.

A note number should be placed at the end of a sentence or at the end of a clause. The number follows any punctuation mark except for the dash, which it precedes. It follows a closing parenthesis.

‘This’, wrote George Templeton Strong, ‘is what our tailors can do’. (In an earlier book he had said quite the opposite.)²

The bias was apparent in the Shotwell series³—and it must be remembered that Shotwell was a student of Robinson’s.

For a parenthetical phrase within a sentence, it may occasionally be appropriate to place the note number before the closing parenthesis.

Men and their unions, as they entered industrial work, negotiated two things: young women would be laid off once they married (the commonly acknowledged ‘marriage bar’¹), and men would be paid a ‘family wage’.

A note number normally follows a quotation, whether the quotation is run into the text or set off as an extract. For aesthetic reasons, a note number should never appear within or at the end of a chapter or article title or a subhead. A note that applies to an entire chapter or article should be unnumbered and is usually placed at the foot of the first page of the piece, preceding any numbered notes. A note that applies to a section following a subhead should be placed in an appropriate place in the text—perhaps after the first sentence in the section.

A note that applies to more than one location should be cross-referenced; a note number cannot reappear out of sequence. Using more than one note reference at a single location (such as ^{5,6}) should be rigorously avoided. A single note can contain more than one citation or comment.

18. See note 3 above.

Several citations in one note

The number of note references in a sentence or a paragraph can sometimes be reduced by grouping several citations in a single note. The citations are separated by semicolons and must appear in the same order as the text material (whether works, quotations, or whatever) to which they pertain. Take care to avoid any ambiguity as to what is documenting what.

Only when we gather the work of several scholars—Walter Sutton's explications of some of Whitman's shorter poems; Paul Fussell's careful study of structure in 'Cradle'; S.K. Coffman's close readings of 'Crossing Brooklyn Ferry' and 'Passage to India'; and the attempts of Thomas I. Rountree and John Lovell, dealing with 'Song of Myself' and 'Passage to India', respectively, to elucidate the strategy in 'indirection'—do we begin to get a sense of both the extent and the specificity of Whitman's forms.¹

1. Sutton, 'The Analysis of Free Verse Form, Illustrated by a Reading of Whitman', *Journal of Aesthetics and Art Criticism* 18 (December 1959): 241–54; Fussell, 'Whitman's Curious Warble: Reminiscence and Reconciliation', in *The Presence of Whitman*, ed. R.W.B. Lewis, 28–51; Coffman, "'Crossing Brooklyn Ferry': Note on the Catalog Technique in Whitman's Poetry", *Modern Philology* 51 (May 1954): 225–32; Coffman, 'Form and Meaning in Whitman's "Passage to India"', *PMLA* 70 (June 1955): 337–49; Rountree, 'Whitman's Indirect Expression and Its Application to "Song of Myself"', *PMLA* 73 (December 1958): 549–55; and Lovell, 'Appreciating Whitman: "Passage to India"', *Modern Language Quarterly* 21 (June 1960): 131–41.

In the example above, authors' given names are omitted in the note because they appear in text.

Several references documenting a single fact in the text are normally separated by semicolons, with the last reference (often preceded by 'and') followed by a full stop (period).

The basic short form

The most common short form consists of the last name of the author and the main title of the work cited, usually shortened if more than four words, as in examples 4–6 below.

1. Samuel A. Morley, *Poverty and Inequality in Latin America: The Impact of Adjustment and Recovery* (Baltimore: Johns Hopkins University Press, 1995), 24–5.

2. Regina M. Schwartz, 'Nationals and Nationalism: Adultery in the House of David', *Critical Inquiry* 19, no. 1 (1992): 131–2.

3. Ernest Kaiser, 'The Literature of Harlem', in *Harlem: A Community in Transition*, ed. J.H. Clarke (New York: Citadel Press, 1964).

4. Morley, *Poverty and Inequality*, 43.

5. Schwartz, 'Nationals and Nationalism', 138.

6. Kaiser, 'Literature of Harlem', 189, 140.

Citations plus commentary

When a note contains not only the source of a fact or quotation in the text but related substantive material as well, the source comes first. A full stop (period) usually separates the citation from the commentary. Such comments as 'emphasis mine' are usually put in parentheses.

11. Shakespeare, *Julius Caesar*, act 3, sc. 1. Caesar's claim of constancy should be taken with a grain of salt.

12. Little, 'Norms of Collegiality', 330 (my italics).

Author's name

Only the last name of the author, or of the editor or translator if given first in the full reference, is needed in the short form. Full names or initials are included only when two or more authors with the same last name have been cited. Such abbreviations as 'ed'. or 'trans'. following a name in the full reference are omitted in subsequent references. If a work has two or three authors, give the last name of each; for more than three, the last name of the first author followed by 'et al'. or 'and others'.

Kathryn Petras and Ross Petras, eds., *Very Bad Poetry*

(Short form) Petras and Petras, *Very Bad Poetry*

Joseph A. Belizzi, H.F. Kruckeberg, J.R. Hamilton, and W.S. Martin, 'Consumer Perceptions of National, Private, and Generic Brands'

(Short form) Belizzi et al., 'Consumer Perceptions'

Ibid.

The abbreviation *ibid.* (from *ibidem*, 'in the same place') refers to a single work cited in the note immediately preceding. It must never be used if the preceding note contains more than one citation. It takes the place of the name(s) of the author(s) or editor(s), the title of the work, and as much of the succeeding material as is identical. If the entire reference, including page numbers or other particulars, is identical, the word *ibid.* alone is used (as in example 7 below). The word *ibid.* is set in roman and followed by a full stop (period).

5. Farmwinkle, *Humor of the Midwest*, 241.

6. *Ibid.*, 258–9.

Ibid. may also be used within one note in successive references to the same work.

8. Morris Birkbeck, 'The Illinois Prairies and Settlers', in *Prairie State: Impressions of Illinois, 1673–1967, by Travelers and Other Observers*, ed. Paul M. Angle (Chicago: University of Chicago Press, 1968), 62. 'The soil of the Big-prairie, which is of no great extent notwithstanding its name, is a rich, cool sand; that is to say, one of the most desirable description' (*ibid.*, 63).

Idem

When several works by the same person are cited successively in the same note, *idem* ('the same', sometimes abbreviated to *id.*), may be used in place of the author's name. Except in legal references, where the abbreviation *id.* is used in place of *ibid.*, the term is rarely used nowadays. It is safer to repeat the author's last name.

Op. cit. and loc. cit.

Op. cit. (*opere citato*, 'in the work cited') and *loc. cit.* (*loco citato*, 'in the place cited'), used with an author's last name and standing in place of a previously cited title, are

rightly falling into disuse. Since they can refer to works cited many pages or even chapters earlier, they are exceptionally unhelpful. Consider a reader's frustration on meeting, for example, 'Wells, op. cit., 10' in note 95 and having to search back to note 2 for the full source or, worse still, finding that two works by Wells have been cited. Chicago disallows both op. cit. and loc. cit. and instead uses the short-title form.

Pages

In notes or parenthetical citations, where reference is usually to a particular passage in a book or journal, only the page numbers pertaining to that passage are given.

Quotation within a note

When a note includes a quotation, the source normally follows the terminal punctuation of the quotation. The entire source need not be put in parentheses, which involves changing existing parentheses to brackets and creating unnecessary clutter.

14. One estimate of the size of the reading public at this time was that of Sydney Smith: 'Readers are fourfold in number compared with what they were before the beginning of the French war. ... There are four or five hundred thousand readers more than there were thirty years ago, among the lower orders'. *Letters*, ed. Nowell C. Smith (New York: Oxford University Press, 1953), 1: 341, 343.

Long quotations, which might be set off as extracts in the text, are best run in (enclosed in quotation marks) when they appear in notes, since changes in type size, indentation, and vertical space can be awkward to deal with in notes. More than three lines of poetry must be set off.

Title

The short title contains the key word or words from the main title. An initial 'A' or 'The' is omitted. The order of the words should not be changed (for example, *Daily Notes of a Trip around the World* should be shortened not to *World Trip* but to *Daily Notes or Around the World*). Titles of four words or fewer are seldom shortened. The short title is italicized or set in roman according to the way the full title appears.

The War Journal of Major Damon 'Rocky' Gause

(Short title) War Journal

'A Brief Account of the Reconstruction of Aristotle's *Protrepticus*'

(Short title) 'Aristotle's *Protrepticus*'

Kriegstagebuch des Oberkommandos der Wehrmacht, 1940–1945

(Short title) *Kriegstagebuch*

In short titles in languages other than English, no word should be omitted that governs the case ending of a word included in the short title. If in doubt, ask someone who knows the language.

Year

In notes, the year of publication appears after the publisher or the journal name.

2. Abstract.

An abstract is treated like a journal article, but the word 'abstract' must be added.

Morris, Romma Heilig. 'Woman as Shaman: Reclaiming the Power to Heal'. Abstract. *Women's Studies: An Interdisciplinary Journal* 24 (September 1995): 573.

In citing a published abstract of an unpublished dissertation, give details of the original as well as of the abstract.

3. Audiovisual material.

Note that the name of the conductor or performer, if the focus of the recording or more relevant to the discussion than that of the composer, may be listed first. The symbol <P in a circle> means published.

1. *The Fireside Treasury of Folk Songs*, vol. 1, orchestra and chorus dir. Mitch Miller, Golden Record A198: 17A–B, 33 rpm.

2. The New York Trumpet Ensemble, with Edward Carroll (trumpet) and Edward Brewer (organ), *Art of the Trumpet*, compact disc, Vox/Turnabout, PVT 7183, <P in a circle> and © 1982 The Moss Music Group.

3. Beethoven, *Piano Sonata no. 29 'Hammerklavier'*, Peter Serkin, Proarte Digital CDD 270.

4. Janet Baker, *Schubert Songs*, EMI CDC 7 47861 2.

Spoken word

Recordings of drama, prose or poetry readings, lectures, and the like are treated much the same as musical recordings. Facts of publication, where needed, follow the style for print media.

5. Dylan Thomas, *Under Milk Wood*, performed by Dylan Thomas and others, Caedmon TC-2005 (audiocassette), CDLS-2005 (compact disc).

6. M.J.E. Senn, *Masters and Pupils*, audiotapes of lectures by Lawrence S. Kubie, Jane Loevinger, and M.J.E. Senn presented at meetings of the Society for Research in Child Development, Philadelphia, March 1973 (Chicago: University of Chicago Press, 1974).

Online multimedia

To cite online multimedia, follow the principles and relevant examples presented above. In addition, include a URL and, if the publisher or discipline requires it, or for especially time-sensitive material, an access date. Finally, include the type of medium. Not only is such information more relevant by definition when it is a question of 'multimedia', but, given the wide variety of medium types, such information will give some indication of what software or hardware may be needed to gain access to the source.

1. A.E. Weed. *At the Foot of the Flatiron* (American Mutoscope and Biograph Co., 1903), 2 min., 19 sec.; 35 mm; from Library of Congress, *The Life of a City: Early Films of New York, 1898–1906*, MPEG <http://lcweb2.loc.gov/ammem/papr/nychome.html> (accessed August 14, 2001).

In the following example, the audiovisual material is associated with a specific article in an electronic journal.

3. Naraya no. 2, 'Ghost Dancing Music' (MP3 audio file), Richard W. Stoffle, Lawrence Loendorf, Diane E. Austin, David B. Halm, and Angelita Bullett, 'Ghost Dancing the Grand Canyon', *Current Anthropology* 41, no. 1 (2000), <http://www.journals.uchicago.edu/CA/journal/issues/v41n1/001001/001001.html>.

Slides and filmstrips

Slides and filmstrips may be treated much like sound recordings.

1. Louis J. Mihalyi, *Landscapes of Zambia, Central Africa* (Santa Barbara, CA: Visual Education, 1975), slides.

The Greek and Roman World. Chicago: Society for Visual Education, 1977. Filmstrip.

DVDs and videocassettes

Facts of publication for video recordings generally follow that of books, with the addition of the type of medium. Scenes (individually accessible in DVDs) are treated as chapters and cited by title or by number. Ancillary material, such as critical commentary, is cited by author and title.

7. 'Crop Duster Attack', *North by Northwest*, DVD, directed by Alfred Hitchcock (1959; Burbank, CA: Warner Home Video, 2000).

4. Bible.

Since books and numbering are not identical in different versions, it is essential to identify which version is being cited. For a work intended for general readers, the version should be spelled out, at least on first occurrence. For specialists, abbreviations may be used throughout.

6. 2 Kings 11: 8 (New Revised Standard Version).

7. 1 Cor. 6: 1–10 (NRSV).

5. Book.

No author

8. *A True and Sincere Declaration of the Purpose and Ends of the Plantation Begun in Virginia, of the Degrees Which It Hath Received, and Means by Which It Hath Been Advanced* (1610).

9. *Stanze in lode della donna brutta* (Florence, 1547).

Anon. 1547. *Stanze in lode della donna brutta*. Florence.

One author

In a note, the author's name is given in the normal order.

1. Salman Rushdie, *The Ground beneath Her Feet* (New York: Henry Holt, 1999).
2. Roger Martin du Gard, *Lieutenant-Colonel de Maumort*, trans. Luc Brébion and Timothy Crouse (New York: Alfred A. Knopf, 2000).

Two authors

Two authors (or editors) of the same work are listed in the order used on the title page.

2. Kurt Johnson and Steve Coates, *Nabokov's Blues: The Scientific Odyssey of a Literary Genius* (Cambridge, MA: Zoland Books, 1999).
6. Guy Cowlshaw and Robin Dunbar, *Primate Conservation Biology* (Chicago: University of Chicago Press, 2000), 104–7.

When both authors have the same family name, the name is repeated.

3. Milton Friedman and Rose Friedman, *Two Lucky People: Memoirs* (Chicago: University of Chicago Press, 1998).

Three authors

Three authors (or editors) of the same work are listed in the order shown on the title page. In a text citation or a short form in a note, all three last names are given. The conjunction 'and', following a comma, is used before the last name.

More than three authors

For works by or edited by four to ten persons, only the name of the first author is included in a note, followed by 'and others' or, especially in science, 'et al'. , with no intervening comma.

4. Jeri A. Sechzer and others, eds., *Women and Mental Health* (Baltimore: Johns Hopkins University Press, 1996), 243.
7. Sechzer and others, *Women and Mental Health*, 276.
13. Edward O. Laumann et al., *The Social Organization of Sexuality: Sexual Practices in the United States* (Chicago: University of Chicago Press, 1994), 262.

Authors and editors of multivolume works

Some multivolume works have both a general editor and individual editors or authors for each volume. When individual volumes are cited, the editor's or author's name follows that part for which he or she is responsible.

40. Herbert Barrows, *Reading the Short Story*, vol. 1 of *An Introduction to Literature*, ed. Gordon N. Ray (Boston: Houghton Mifflin, 1959).

41. *The Variorum Edition of the Poetry of John Donne*, ed. Gary A. Stringer, vol. 6, *The 'Anniversaries' and the 'Epicedes and Obsequies'*, ed. Gary A. Stringer and Ted-Larry Pebworth (Bloomington: Indiana University Press, 1995).

42. *Orestes*, trans. William Arrowsmith, in *Euripides*, vol. 4 of *The Complete Greek Tragedies*, ed. David Grene and Richmond Lattimore (Chicago: University of Chicago Press, 1958), 185–288.

Corporate author

If a publication issued by an organization, association or corporation carries no personal author's name on the title page, the organization is listed as author, even if it is also given as publisher. If long names are cited several times, abbreviations may be used, clarified by a cross-reference.

University of Chicago Press. *The Chicago Manual of Style*. 15th ed. Chicago: University of Chicago Press, 2003.

World Health Organization. *WHO Editorial Style Manual*. Geneva: World Health Organization, 1993.

Edited book

3. Philip B. Kurland and Ralph Lerner, eds., *The Founders' Constitution* (Chicago: University of Chicago Press, 2000), chap. 9, doc. 3, <http://press-pubs.uchicago.edu/founders/>.

Editor, compiler or translator in place of author

When no author appears on the title page, a work is listed by the name(s) of the editor(s), compiler(s) or translator(s). In full note citations, the abbreviation ed. or eds., comp. or comps., or trans. follows the name, preceded by a comma. In shortened note citations and text citations, the abbreviation is omitted.

3. Ori Z. Soltes, ed., *Georgia: Art and Civilization through the Ages* (London: Philip Wilson, 1999), 280.

4. Theodore Silverstein, trans., *Sir Gawain and the Green Knight* (Chicago: University of Chicago Press, 1974), 34.

5. Soltes, *Georgia*, 285; Silverstein, *Sir Gawain*, 38.

4. Richmond Lattimore, trans., *The Iliad of Homer* (Chicago: University of Chicago Press, 1951), 91–2.

Editor or translator in addition to author

The edited, compiled or translated work of one author is normally listed with the author's name appearing first and the name(s) of the editor(s), compiler(s) or translator(s) appearing after the title, preceded by ed. (meaning 'edited by'), comp. ('compiled by') or trans. ('translated by'). Note that the plural forms eds. and comps. are never used in this position. Note also that 'edited by' and the like are usually abbreviated in reference lists. If a translator as well as an editor is listed, the names should appear in the same order as on the title page of the original.

6. Yves Bonnefoy, *New and Selected Poems*, ed. John Naughton and Anthony Rudolf (Chicago: University of Chicago Press, 1995).

7. Rigoberta Menchú, *Crossing Borders*, trans. and ed. Ann Wright (New York: Verso, 1999).

8. *Four Farces by Georges Feydeau*, trans. Norman R. Shapiro (Chicago: University of Chicago Press, 1970).

10. Theodor W. Adorno and Walter Benjamin, *The Complete Correspondence, 1928–1940*, ed. Henri Lonitz, trans. Nicholas Walker (Cambridge, MA: Harvard University Press, 1999).

Book titles

In notes, titles of books are capitalized headline style (see Punctuation section below).

2. Lynne Rossetto Kasper, *The Italian Country Table: Home Cooking from Italy's Farmhouse Kitchens* (New York: Scribner, 1999), 10–11.

An extremely long title or subtitle may be shortened in a note. Enough information should be given to allow readers to find the full title in a library or a publisher's catalogue.

Non-English book title

Sentence-style capitalization is strongly recommended for non-English titles. Still, writers or editors unfamiliar with the usages of the language concerned should not attempt to alter capitalization without expert help.

3. Danielle Maisonneuve, Jean-François Lamarche, and Yves St-Amand, *Les relations publiques: Dans une société en mouvance* (Sainte-Foy, QC: Presses de l'Université de Québec, 1998).

4. Gabriele Krone-Schmalz, *In Wahrheit sind wir stärker: Frauenalltag in der Sowjetunion* (Frankfurt am Main: Fischer Taschenbuch Verlag, 1992).

5. G. Martellotti et al., *La letteratura italiana: Storia e testi*, vol. 7 (Milan: Riccardo Ricciardi, 1955).

6. Ljiljana Piletic Stojanovic, ed. *Gutfreund i češki kubizam* (Belgrade: Muzej savremene umetnosti, 1971).

If an English translation of a title is needed, it follows the original title and is enclosed in brackets, without italics or quotation marks. It is capitalized sentence style regardless of the bibliographic style followed. Parentheses may be used instead of brackets, as in running text, but brackets more clearly distinguish the translation from publishing information in parentheses.

7. Henryk Wereszycki, *Koniec sojuszu trzech cesarzy* [The end of the Three Emperors' League] (Warsaw: PWN, 1977); includes a summary in German.

Zhongguo renkou tongji nianjian 1996 [China population statistics yearbook 1996]. Beijing: Zhongguo tongji chubanshe, 1996.

In those rare instances when a title is given only in translation but no published translation of the work is listed, the original language must be specified.

8. N.M. Pirumova, *The Zemstvo Liberal Movement: Its Social Roots and Evolution to the Beginning of the Twentieth Century* [in Russian] (Moscow: Izdatel'stvo 'Nauka', 1977).

Chapter in edited book or essay in edited collection

When a specific chapter (or other titled part of a book) is cited, the author's name is followed by the title of the chapter (or other part) in roman, followed by 'in' (also roman), followed by the title of the book in italics. Either the inclusive page numbers or the chapter or part number is usually given also. In notes the chapter is enclosed in quotation marks.

Chapter in single-author book

1. Brendan Phibbs, 'Herrlisheim: Diary of a Battle', in *The Other Side of Time: A Combat Surgeon in World War II* (Boston: Little, Brown, 1987), 117–63.

Chapter in multi-author book

When one contribution to a multi-author book is cited, the contributor's name comes first, followed by the title of the contribution in roman, followed by 'in' (also roman), followed by the title of the book in italics, followed by the name(s) of the editor(s). The inclusive page numbers are usually given also. In notes the contribution title is enclosed in quotation marks.

3. Anne Carr and Douglas J. Schuurman, 'Religion and Feminism: A Reformist Christian Analysis', in *Religion, Feminism, and the Family*, ed. Anne Carr and Mary Stewart Van Leeuwen (Louisville, KY: Westminster John Knox Press, 1996), 11–32.

Chapter of an edited volume originally published elsewhere (as in primary sources)

8. Quintus Tullius Cicero, 'Handbook on Canvassing for the Consulship', in *Rome: Late Republic and Principate*, ed. Walter Emil Kaegi Jr. and Peter White, vol. 2 of *University of Chicago Readings in Western Civilization*, ed. John Boyer and Julius Kirshner (Chicago: University of Chicago Press, 1986), 35.

Several contributions to the same book

In notes, details of the book may be given only once, with subsequent cross-references.

4. William H. Keating, 'Fort Dearborn and Chicago', in *Prairie State: Impressions of Illinois, 1673–1967, by Travelers and Other Observers*, ed. Paul M. Angle (Chicago: University of Chicago Press, 1967), 84–7.

27. Sara Clarke Lippincott, 'Chicago', in *Prairie State* (see note 4), 362–70.

or

... in Angle, *Prairie State*, 362–70.

e-book

Non-Internet sources, typically those available for download or other delivery from a bookseller or library, should include an indication of the format (e.g., CD-ROM, Microsoft Reader e-book).

1. Thomas H. Davenport and John C. Beck, *The Attention Economy: Understanding the New Currency of Business* (Cambridge, MA: Harvard Business School Press, 2001), TK3 Reader e-book.

Introduction, preface, etc.

If the reference is to a generic title such as *introduction*, *preface*, or *afterword*, that term (lowercased unless following a full stop (period)) is added before the title of the book.

1. Valerie Polakow, afterword to *Lives on the Edge: Single Mothers and Their Children in the Other America* (Chicago: University of Chicago Press, 1993).

If reference is to an introduction, foreword, or chapter written by someone other than the main author of a book, the other person's name comes first, and the author's name follows the title.

Authors of forewords or introductions to books by other authors are included in notes only if the foreword or introduction is of major significance.

17. James Rieger, introduction to *Frankenstein; or, The Modern Prometheus*, by Mary Wollstonecraft Shelley (Chicago: University of Chicago Press, 1982), xx–xxi.

6. Francine Prose, introduction to *Word Court: Wherein Verbal Virtue Is Rewarded, Crimes against the Language Are Punished, and Poetic Justice Is Done*, by Barbara Wallraff (New York: Harcourt, 2000).

Multiple editions

When an edition other than the first is used or cited, the number or description of the edition follows the title in the listing. An edition number usually appears on the title page and is repeated, along with the date of the edition, on the copyright page. Such wording as 'Second Edition, Revised and Enlarged' is abbreviated in reference lists simply as '2nd ed'; 'Revised Edition' (with no number) is abbreviated as 'rev. ed'. Other terms are similarly abbreviated. Any volume number mentioned follows the edition number.

1. Karen V. Harper-Dorton and Martin Herbert, *Working with Children, Adolescents, and Their Families*, 3rd ed. (Chicago: Lyceum Books, 2002), 43.
2. Florence Babb, *Between Field and Cooking Pot: The Political Economy of Marketwomen in Peru*, rev. ed. (Austin: University of Texas Press, 1989), 199.
3. Elizabeth Barrett Browning, *Aurora Leigh: Authoritative Text, Backgrounds and Contexts, Criticism*, ed. Margaret Reynolds, Norton Critical Editions (New York: Norton, 1996). All subsequent citations are to this edition.

Multivolume work

When a multivolume work is cited as a whole, the total number of volumes is given after the title of the work (or, if an editor as well as an author is mentioned, after the editor's name). If the volumes have been published over several years, the range of years is given.

Aristotle. *Complete Works of Aristotle: The Revised Oxford Translation*. Ed. J. Barnes. 2 vols. Bollingen Series. Princeton, NJ: Princeton University Press, 1983.

If a particular volume of a multivolume work is cited, the volume number and the individual volume title, if there is one, are given in addition to the general title. If volumes have been published in different years, only the date of the cited volume is given.

36. Muriel St. Clare Byrne, ed., *The Lisle Letters* (Chicago: University of Chicago Press, 1981), 4: 243.

37. Sewall Wright, *Evolution and the Genetics of Populations*, vol. 2, *Theory of Gene Frequencies* (Chicago: University of Chicago Press, 1969), 129.

The different treatment of the volume numbers in the examples above is prescribed by logic: all six volumes of the Byrne work appeared in 1981, whereas only volume 2 of the Wright work appeared in 1969.

Chapters and other parts of individual volumes

Specific parts of individual volumes of multivolume books are cited in the same way as parts of single-volume books. A chapter number, if available, may replace page numbers; for example, 'vol. 2, chap. 6'.

38. 'Buddhist Mythology', in *Mythologies*, ed. Yves Bonnefoy (Chicago: University of Chicago Press, 1991), 2: 893–5.

Online book

When citing a book that is available online—one that resides on the Internet and is intended to be read by standard browsers—include the URL as part of the citation. If the publisher or discipline requires it, or for especially time-sensitive data, also record in parentheses the date the material was last retrieved.

1. J. Sirosh, R. Miikkulainen, and J.A. Bednar, 'Self-Organization of Orientation Maps, Lateral Connections, and Dynamic Receptive Fields in the Primary Visual Cortex', in *Lateral Interactions in the Cortex: Structure and Function*, ed. J. Sirosh, R. Miikkulainen, and Y. Choe (Austin, TX: UTCS Neural Networks Research Group, 1996), <http://www.cs.utexas.edu/users/nn/web-pubs/htmlbook96/> (accessed August 27, 2001).

27. Sirosh, Miikkulainen, and Bednar, 'Self-Organization of Orientation Maps'.

2. Philip B. Kurland and Ralph Lerner, eds., *The Founders' Constitution* (Chicago: University of Chicago Press, 1987), <http://press-pubs.uchicago.edu/founders/> (accessed June 27, 2006).

Note that it is not sufficient simply to provide the URL; as far as they can be determined, the full facts of publication should be recorded. The URL is the fastest way to get a reader to the source; it is also the most vulnerable element of a citation. If the URL in the example above should become invalid, readers could presumably find the electronic text by conducting a search for the stated title and author—information that the syntax of a URL may not reveal.

Book published in printed and electronic forms

Always cite the source consulted. It is acceptable, however, to point out that a work is available in another form when doing so would be helpful to readers.

Reprinted book

Books may be reissued in paperback by the original publisher or in paper or hardcover by another company. In bibliographic listings the original publication details—at least the date—are often the more relevant. If page numbers are mentioned, give the date of the edition cited unless pagination is the same. The availability of a paperback or an electronic version, the addition of new material, or other such matters can be added as needed. The examples below indicate various ways to present the data in notes.

22. Ernest Gowers, *The Complete Plain Words*, 3rd ed. (London: H.M. Stationery Office, 1986; Harmondsworth, UK: Penguin Books, 1987), 26. Citations are to the Penguin edition.

23. Jacques Barzun, *Simple and Direct: A Rhetoric for Writers*, rev. ed. (1985; repr., Chicago: University of Chicago Press, 1994), 152–3.

National Reconnaissance Office. *The KH-4B Camera System*. Washington, DC: National Photographic Interpretation Center, 1967. Now declassified and also available online, <http://www.fas.org/spp/military/program/imint/kh-4%20camera%20system.htm>.

Place of publication

Traditionally the facts of publication include the place (city), the publisher, and the date (year). These elements are put in parentheses in a note. A colon appears between place and publisher. In a note, the date follows the publisher, preceded by a comma.

1. Ted Heller, *Slab Rat* (New York: Scribner, 2000).

The place to be included is the one that usually appears on the title page but sometimes on the copyright page of the book cited—the city where the publisher’s main editorial offices are located. Where two or more cities are given (Chicago and London, for example, appears on the title page of this manual), only the first is normally included in the documentation.

New York: Macmillan, 1980

Los Angeles: J. Paul Getty Trust Publications

Oxford: Clarendon Press

New York: Oxford University Press

but

Berkeley and Los Angeles: University of California Press

If the city of publication may be unknown to readers or may be confused with another city of the same name, the abbreviation of the state, province, or (sometimes) country is added. *Washington* is traditionally followed by *DC*, but other major cities, such as Los Angeles and Baltimore, need no state abbreviation. (For countries not easily abbreviated, spell out the name.)

Cheshire, CT: Graphics Press

Reading, MA: Perseus Books

Harmondsworth, UK: Penguin Books

Waterloo, ON: Wilfrid Laurier University Press

Washington, DC: Smithsonian Institution Press

Englewood Cliffs, NJ: Prentice Hall

Ithaca, NY: Cornell University Press

New Haven, CT: Yale University Press

Princeton, NJ: Princeton University Press

Cambridge, MA: MIT Press

Cambridge, MA: Harvard University Press

but

Cambridge: Cambridge University Press

Although the abbreviations may be unnecessary for some readers, they are useful for others and therefore worth including. When the publisher's name includes the state name, the abbreviation is not needed.

Chapel Hill: University of North Carolina Press

Publisher's name

Shorter forms are preferred in most reference lists. Even when the full publisher's name is given, an initial 'The' is omitted, as are such abbreviations as 'Inc.', 'Ltd', or 'S.A'. following a name. 'Co', '& Co', 'Publishing Co'. and the like are often omitted. A given

name or initials preceding a family name may be omitted. 'Books' is usually retained (Basic Books, Riverhead Books). The word 'Press' can sometimes be omitted (for example, Pergamon Press and Ecco Press can be abbreviated to Pergamon and Ecco, but Free Press and New Press must be given in full). 'Press' should not be omitted from the name of a university press because the university itself may issue publications independent of its press. The word 'University' may be abbreviated to 'Univ'. (especially in reference lists).

Houghton Mifflin or Houghton Mifflin Co.

Little, Brown or Little, Brown & Co.

Macmillan or Macmillan Publishing Co. (New York)

Macmillan or Macmillan Publishers (London)

Wiley or John Wiley

Omitting the publisher's name is an acceptable practice, followed by many journals and preferred by many authors. It spares authors and editors the task of verifying publishers' past and present names and spellings, but it may deprive some readers of useful information. A comma, not a colon, follows the place. Even where publishers' names are given in most references, they may be omitted in books published in the nineteenth century or earlier, or where the publisher is not known.

2. Colin Harrison, *Afterburn* (New York, 2000).

6. CD-ROM.

Works issued on CD-ROM are treated similarly to printed works. Place of publication and date may be omitted unless relevant.

Complete National Geographic: 110 Years of National Geographic Magazine. CD-ROM. Mindscape, 2000.

Oxford English Dictionary. 2nd ed. CD-ROM, version 2.0. Oxford University Press.

7. Conference paper, proceedings, poster session.

The sponsorship, location, and date of the meeting at which a speech was given or a paper presented follow the title. This information, like that following a thesis title, is put in parentheses in a note.

13. Brian Doyle, 'Howling Like Dogs: Metaphorical Language in Psalm 59' (paper presented at the annual international meeting for the Society of Biblical Literature, Berlin, Germany, June 19–22, 2002).

2. Stacy D'Erasmus, 'The Craft and Career of Writing' (lecture, Northwestern University, Evanston, IL, April 26, 2000).

Conference proceedings

Individual contributions to conference proceedings may be treated like chapters in multi-author books. If published in a journal, it is treated as an article.

13. Brian Doyle, 'Howling Like Dogs: Metaphorical Language in Psalm 59' (paper presented at the annual international meeting for the Society of Biblical Literature, Berlin, Germany, June 19–22, 2002).

Poster session

Papers presented at poster sessions are treated like other unpublished papers.

8. Database.

In the sciences especially, it has become customary to cite databases as follows: list, at a minimum, in this order, the name of the database, the URL, a descriptive phrase or record locator (such as a data marker or accession number) indicating the part of the database being cited or explaining the nature of the reference, and finally an access date. In reference lists, list under the name of the database.

(NASA/IPAC Extragalactic Database [object name IRAS F00400+4059])

Item in online database

Journal articles published in online databases should be cited as an online journal. If an access date is required, include it parenthetically at the end of the citation, as in the first example below.

7. Pliny the Elder, *The Natural History*, ed. John Bostock and H.T. Riley, in the Perseus Digital Library, <http://www.perseus.tufts.edu/cgi-bin/ptext?lookup=Plin.+Nat.+1.dedication> (accessed November 17, 2005).

Perseus Digital Library. <http://www.perseus.tufts.edu/>.

9. Dissertation or thesis.

The kind of thesis, the academic institution, and the date follow the title. Like the publication data of a book, these are enclosed in parentheses in a note. The word 'unpublished' is unnecessary.

22. M. Amundin, 'Click Repetition Rate Patterns in Communicative Sounds from the Harbour Porpoise, *Phocoena phocoena*' (PhD diss., Stockholm University, 1991), 22–9, 35.

1. Dorothy Ross, 'The Irish-Catholic Immigrant, 1880–1900: A Study in Social Mobility' (master's thesis, Columbia University, n.d.), 142–55.

10. Electronic source.

Whatever archiving, retrieval and linking techniques may be in place in the future, electronic content by its very nature will continue to be impermanent and manipulable. If a source changes or becomes unavailable, citations to that source may need to be

adjusted; authors and publishers should therefore verify the accuracy of citations to electronic content as close to the publication date as possible.

URLs

Even if it follows a full stop (period), the first letter of the protocol (e.g., the *h* in *http*) is not capitalized. The capitalization of the remaining components varies; because some URLs are case sensitive, they should not be edited for style. A trailing slash, the last character in a URL pointing to a directory, is part of the URL. Other punctuation marks used following a URL will readily be perceived as belonging to the surrounding text. It is therefore unnecessary to omit appropriate punctuation after the URL or to bracket the URL as a matter of course. Any logically parenthetical reference to a URL should be put in parentheses; angle brackets (< >), which have specific meaning within some markup languages, including html, should never be used to enclose a URL.

In a printed work, if a URL has to be broken at the end of a line, the break should be made *after* a double slash (//) or a single slash (/); *before* 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. A hyphen should never be added to a URL to denote a line break, nor should a hyphen that is part of a URL appear at the end of a line.

Access dates

Access dates in online source citations are of limited value, since previous versions will often be unavailable to readers (not to mention that an author may have consulted several revisions across any number of days in the course of research). Chicago therefore does not generally recommend including them in a published citation. For sources likely to have substantive updates, however, or in time-sensitive fields such as medicine or law where even small corrections may be significant, the date of the author's last visit to the site may usefully be added.

11. Film.

Movie Title. Directed by Mary Smith. Hollywood, CA: Bigshot Productions, 2004.

12. Government document.

Bulletins, circulars, reports, and study papers issued by such government commissions as the Federal Communications Commission or the Securities and Exchange Commission are cited much like legislative reports. They are often classified as House (H) or Senate (S) documents.

32. Senate, *Report of the Federal Trade Commission on Utility Corporations*, 70th Cong., 1st sess., 1935, S. Doc. 91, pt. 71A.

Citations to British government documents, as to US documents, should begin with the name of the authorizing body—whether Parliament, Public Record Office, Foreign Office, or whatever, preceded (unless obvious from the context) by 'United Kingdom'.

Unpublished

The main depositories for unpublished government documents in the United Kingdom are the Public Record Office (PRO) and the British Library (BL), both in London. (The British Library is a division of the British Museum; before it was called the British Library, citations to documents housed there used the abbreviation BM.) References usually include such classifications as Admiralty (Adm.), Chancery (C), Colonial Office (CO), Exchequer (E), Foreign Office (FO), or State Papers (SP) as well as the collection and volume numbers and, where relevant, the folio or page number(s).

Most unpublished documents of the United States government are housed in the National Archives (NA) in Washington, DC, or in one of its branches. All, including films, photographs, and sound recordings as well as written materials, are cited by record group (RG) number. Names of specific documents are given in quotation marks.

40. Senate Committee on the Judiciary, 'Lobbying', file 71A–F15, RG 46, National Archives.

13. Internet.

For online or other electronic sources that do not have a direct print counterpart (such as an institutional web site or a Weblog), give as much information as you can in addition to the URL.

Website

Websites may be cited in running text ('On its website, the Evanston Public Library Board of Trustees states...') instead of in an in-text citation. The following examples show the more formal versions of the citations. If an access date is required include it parenthetically at the end of the citation.

For original content from online sources other than periodicals, include as much of the following as can be determined: author of the content, title of the page, title or owner of the site, URL. Citations of site content are best relegated to notes. If there is no author per se, the owner of the site may stand in for the author.

14. Evanston Public Library Board of Trustees, 'Evanston Public Library Strategic Plan, 2000–2010: A Decade of Outreach', Evanston Public Library, <http://www.epl.org/library/strategic-plan-00.html> (accessed July 18, 2002).

No author

If there is no author per se, the owner of the site may stand in for the author.

19. The Bahá'ís of the United States, 'History', The Bahá'í Faith, <http://www.us.bahai.org/history/index.html>.

25. Federation of American Scientists, 'Resolution Comparison: Reading License Plates and Headlines', <http://www.fas.org/irp/imint/resolve5.htm>.

For content from very informal sites, such as personal home pages and fan sites, where titles may be lacking, descriptive phrases may be used.

1. Camp Taconic Alumni, 1955 photo gallery, <http://www.taconicalumni.org/1955.html>.

4. Pete Townshend's official Web site, 'Biography',
http://www.petetownshend.co.uk/petet_bio.html.

If a site ceases to exist before publication, include such information parenthetically at the end of the citation, separated from the access date, if any, by a semicolon.

4. Pete Townshend's official Web site, 'Biography',
http://www.petetownshend.co.uk/petet_bio.html (accessed December 15, 2001; site now discontinued).

Weblog entry or comment

Weblog entries or comments may be cited in running text ('In a comment posted to the Becker-Posner Blog on March 6, 2006, Peter Pearson noted . . .') instead of in a note or an in-text citation. The following examples show the more formal versions of the citations. If an access date is required, include it parenthetically at the end of the citation, as in the first example below.

8. Peter Pearson, comment on 'The New American Dilemma: Illegal Immigration', The Becker-Posner Blog, comment posted March 6, 2006, http://www.becker-posner-blog.com/archives/2006/03/the_new_america.html#c080052 (accessed March 28, 2006).

Becker-Posner Blog, The. <http://www.becker-posner-blog.com/>.

Electronic mailing list

To cite material from an electronic mailing list that has been archived online, include the name of the list, the date of the individual posting, and the URL. Also record an access date, if the publisher or discipline requires it. Citations to such material should generally be limited to text and notes. Material that has not been archived will not have an associated URL

17. John Powell, email to Grapevine mailing list, April 23, 1998,
<http://www.electrifieditors.net/grapevine/issues/83.txt>.

17. John Powell, email to Grapevine mailing list, April 23, 1998.

14. Interview.

In whatever form interviews or personal communications exist—published, broadcast, preserved in audiovisual form, available online—the citation normally begins with the name of the person interviewed or the person from whom the communication was received. The interviewer or recipient, if mentioned, comes second.

Unpublished interview

Unpublished interviews are best cited in notes. 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 tape is available, where it may be found. Permission to quote may be needed.

7. Andrew Macmillan (principal adviser, Investment Center Division, FAO), in discussion with the author, September 1998.

8. Benjamin Spock, interview by Milton J.E. Senn, November 20, 1974, interview 67A, transcript, Senn Oral History Collection, National Library of Medicine, Bethesda, MD.

9. Macmillan, discussion; Spock, interview.

Unattributed interview

An interview with a person who prefers to remain anonymous or whose name the author does not wish to reveal may be cited in whatever form is appropriate in context. The absence of a name should be explained (e.g., ‘All interviews were conducted in confidentiality, and the names of interviewees are withheld by mutual agreement’).

10. Interview with health care worker, August 10, 1999.

Published or broadcast interview

An interview that has already been published or broadcast is treated like an article in a periodical or a chapter in a book.

10. McGeorge Bundy, interview by Robert MacNeil, *MacNeil/Lehrer NewsHour*, PBS, February 7, 1990.

If an interview is included or excerpted in the form of a direct quotation within an article or chapter by the interviewer, the interviewer’s name may come first.

11. Michael Fortun and Kim Fortun, ‘Making Space, Speaking Truth: The Institute for Policy Studies, 1963–1995’ (includes an interview with Marcus Raskin and Richard Barnett), in *Corporate Futures*, ed. George E. Marcus, Late Editions 5 (Chicago: University of Chicago Press, 1998), 257.

15. Journal article.

Author names

Authors’ names are normally given as they appear at the heads of their articles. Three authors of the same work are listed in the order shown in the article. In a short form in a note, all three last names are given. The conjunction ‘and’, following a comma, is used before the last name. For works by or edited by four to ten persons in a note or a text citation, only the name of the first author is included, followed by ‘and others’ or, especially in science, ‘et al’., with no intervening comma.

8. John Maynard Smith, ‘The Origin of Altruism’, *Nature* 393 (1998): 639.

Article title

Titles of articles are set in roman (except for words or phrases that require italics, such as species names or book titles). In notes, titles of books, articles, and journal names are usually capitalized headline style. As with a book, title and subtitle are separated by a colon, and the first word of the subtitle is always capitalized.

1. Douglas D. Heckathorn, 'Collective Sanctions and Compliance Norms: A Formal Theory of Group-Mediated Social Control', *American Sociological Review* 55 (1990): 370.

In notes, commas appear between author, title of article, and title of magazine, newspaper, or journal. Note that 'in' is *not* used between the article title and the journal title.

1. Philip Kitcher, 'Essence and Perfection', *Ethics* 110, no. 1 (1999): 60.

In notes, only specific pages need be cited (unless the article as a whole is referred to).

Dates

The year, sometimes preceded by an exact date, a month, or a season, appears in parentheses after the volume number (or issue number, if given). Seasons, though not capitalized in running text, are traditionally capitalized when standing in lieu of a month or an issue number. Neither month nor season is necessary (though it is not incorrect to include one or the other) when the issue number is given.

The volume number follows the journal title without intervening punctuation and is not in italics. Arabic numerals are used even if the journal itself uses roman numerals.

2. Christopher S. Mackay, 'Lactantius and the Succession to Diocletian', *Classical Philology* 94, no. 2 (1999): 205.

When the issue number is given, it follows the volume number, separated by a comma and preceded by 'no'.

When a journal uses issue numbers only, without volume numbers, a comma follows the journal title.

When the year itself serves as volume number, it is an indispensable element and should therefore not be enclosed in parentheses. A comma follows the journal title.

3. I.G. Rozner, 'The War of Liberation of the Ukrainian People in 1648–1654 and Russia' [in Russian], *Voprosy istorii*, 1979, no. 4: 51–64.

Page numbers in references

Use only the changed part of the second number (3–10, 71–2, 96–117, 100–4, 600–13, 1100–23, 107–8, 505–17, 1002–6, 321–5). But 10–17, 11–18, etc.

Roman numerals are given in full.

Foreign language article

Titles of foreign-language articles, like book titles, are usually capitalized sentence style but according to the conventions of the particular language. German, for example, capitalizes common nouns in running text as well as in titles. Journal titles may either be treated the same way or, if an author has done so consistently, be capitalized headline style. An initial definite article (*Le*, *Der*, etc.) should be retained, since it may govern the inflection of the following word. Months and the equivalents of such abbreviations as *no.* or *pt.* are given in English.

22. Gérard Bouchard, 'Un essai d'anthropologie régionale: L'histoire sociale du Saguenay aux XIXe et XXe siècles', *Annales: Économies, sociétés, civilisations* 34 (January 1979): 118. (or . . . *Annales: Économies, Sociétés, Civilisations* . . .)

23. Marcel Garaud, 'Recherches sur les défrichements dans la Gâtine poitevine aux XIe et XIIe siècles', *Bulletin de la Société des antiquaires de l'Ouest*, 4th ser., 9 (1967): 11–27.

(Note capitalization of *Société* [the first word of an organization name] and *Ouest* [the West].)

Translated article title

If an English translation is added to a foreign-language article title, it is enclosed in brackets, without quotation marks, and capitalized sentence style. If a title is given only in English translation, however, the original language must be specified.

Journal name

In notes, titles of books, articles, and journal names are usually capitalized headline style. They are usually given in full—except for the omission of an initial 'The'—in notes (e.g., *Journal of Business*). With foreign-language journals and magazines, an initial article should be retained (e.g., *Der Spiegel*). Occasionally an initialism, such as *PMLA*, is the official title and is never spelled out.

Online article

To cite electronic journals add the URL and the date the material was last accessed.

1. M. Tornikoski and others, 'Radio Spectra and Variability of Gigahertz-Peaked Spectrum Radio Sources and Candidates', *Astronomical Journal* 121, no. 3 (2001), <http://www.journals.uchicago.edu/AJ/journal/issues/v121n3/200486/200486.html> (accessed January 3, 2006).

33. Mark A. Hlatky et al., 'Quality-of-Life and Depressive Symptoms in Postmenopausal Women after Receiving Hormone Therapy: Results from the Heart and Estrogen/Progestin Replacement Study (HERS) Trial', *Journal of the American Medical Association* 287, no. 5 (2002), <http://jama.ama-assn.org/issues/v287n5/full/joc10108.html#aaainfo> (accessed January 7, 2002).

If there is a digital object identifier (DOI) for the source, include it in place of page numbers or other locators:

2. James W. Friedman and Claudio Mezzetti, 'Learning in Games by Random Sampling', *Journal of Economic Theory* 98, no. 1 (May 2001), doi:10.1006/jeth.2000.2694, <http://www.idealibrary.com/links/doi/10.1006/jeth.2000.2694>.

Special issue

A special issue as a whole may be cited as in the second example below; an article within the issue is cited as in the first example.

67. Alice Conley, 'Fifth-Grade Boys' Decisions about Participation in Sports Activities', in 'Non-subject-matter Outcomes of Schooling', ed. Thomas L. Good, special issue, *Elementary School Journal* 99, no. 5 (1999): 131–46.

Journal supplement

A journal supplement, unlike a special issue, is numbered separately from the regular issues of the journal. Like a special issue, however, it may have a title and author or editor of its own.

16. Microfilm, microfiche.

Works issued commercially in microform editions, including dissertations, are treated much like books. The form of publication, where needed, is given after the facts of publication.

5. Beatrice Farwell, *French Popular Lithographic Imagery*, vol. 12, *Lithography in Art and Commerce* (Chicago: University of Chicago Press, 1995), text-fiche, p. 67, 3C12.

17. Newspaper or magazine article.

In an article on rampage killers (*New York Times*, April 10, 2000), Laurie Goodstein and William Glaberson describe the warning signs either missed or unreported by colleagues, friends, teachers, family members, and others.

The name of the author (if known) and the headline or column heading in a daily newspaper are cited much like the corresponding elements in magazines. The month (often abbreviated), day, and year are the indispensable elements. Because a newspaper's issue of any given day may include several editions, and items may be moved or eliminated in various editions, page numbers are best omitted. If the paper is published in several sections, the section number or name may be given.

10. William S. Niederkorn, 'A Scholar Recants on His 'Shakespeare' Discovery', *New York Times*, June 20, 2002, Arts section, Midwest edition.

1. Stephen Lacey, 'The New German Style', *Horticulture*, March 2000, 44.

29. Steve Martin, 'Sports-Interview Shocker', *New Yorker*, May 6, 2002, 84.

Letter to the Editor

Published letters to the editor are treated generically, without headlines.

6. David Clemens, letter to the editor, *Wall Street Journal*, April 21, 2000.

No author

1. Editorial, *Philadelphia Inquirer*, July 30, 1990.

3. Obituary of Claire Trevor, *New York Times*, April 10, 2000, national edition.

4. 'Pushcarts Evolve to Trendy Kiosks', *Lake Forester* (Lake Forest, IL), March 23, 2000.

With author

2. Mike Royko, 'Next Time, Dan, Take Aim at Arnold', *Chicago Tribune*, September 23, 1992.

Online newspaper or magazine article

1. Jessica Reaves, 'A Weighty Issue: Ever-Fatter Kids', interview with James Rosen, *Time*, March 14, 2001, <http://www.time.com/time/nation/article/0,8599,102443,00.html>.

1. Alison Mitchell and Frank Bruni, 'Scars Still Raw, Bush Clashes with McCain', *New York Times*, March 25, 2001, <http://www.nytimes.com/2001/03/25/politics/25MCCA.html> (accessed January 2, 2002).

If a URL becomes invalid before publication of the work in which it is cited, or if the article was obtained from an online archive for a fee, include only the main entrance of the newspaper or news service (e.g., <http://www.nytimes.com/>).

33. Reuters, 'Russian Bombs Kill 21, Injure More Than 140', *Yahoo! News*, March 24, 2001, <http://dailynews.yahoo.com/>.

If an access date is required, include it parenthetically, at the end of the citation.

7. Lawrence Osborne, 'Poison Pen', review of *The Collaborator: The Trial and Execution of Robert Brasillach*, by Alice Kaplan, *Salon*, March 29, 2000, <http://www.salon.com/books/it/2000/03/29/kaplan/index.html> (accessed July 10, 2001).

18. News release.

A news release, though published in a sense, is treated like an unpublished document.

6. National Transportation Safety Board, 'Airline fatalities for 1994 climbed to five-year high', news release, January 19, 1995.

19. Pamphlets and reports.

Pamphlets, corporate reports, brochures and other freestanding publications are treated essentially as books. Data on author and publisher may not fit the normal pattern, but sufficient information should be given to identify the document.

34. Hazel V. Clark, *Mesopotamia: Between Two Rivers* (Mesopotamia, OH: End of the Commons General Store, [1957?]).

35. *Lifestyles in retirement*, Library Series (New York: TIAA-CREF, 1996).

36. Merrill Lynch Advisory Services Group, *Merrill Lynch Consults Service*, Disclosure Statement, April 2000.

20. Parliamentary bill, report, paper, debate.

Parliamentary publications include all materials issued by both houses of Parliament, the House of Commons (HC) and the House of Lords (HL): journals of both houses

(sometimes abbreviated *CJ* and *LJ*); votes and proceedings; debates; bills, reports, and papers; and statutes.

The bills, reports and papers issued separately by Parliament are published together at the end of each session in volumes referred to as Sessional Papers. Each volume includes a divisional title.

8. House of Commons, 'Present and Future Role of the Assistant Chief Education Officer', *Sessional Papers, 1982–83, Prison Education*, 25 April 1983, vol. 2, par. 9.14, p. 102.

Command paper

Command papers are so called because they originate outside Parliament and are ostensibly presented to Parliament 'by command of Her [His] Majesty'. The different abbreviations for 'command' indicate the series and must not be altered. No *s* is added to the plural (Cmnd. 3834, 3835).

Command papers may consist of a pamphlet or several volumes. Dates may include a month or just a year.

Parliamentary debate

Citations include series, volume number, and dates; specific references include column (or occasionally page).

Although no longer the official name, Hansard (less often, Hansard's) is still sometimes used in citations to all series of parliamentary debates. Such usage is best avoided, however.

21. Personal communication.

References to conversations (whether face-to-face or by telephone) or to letters and email messages received by the author are usually run into the text or given in a note.

In a telephone conversation with the author on October 12, 1999, Colonel William Rich revealed that ...

2. Constance Conlon, email message to author, April 17, 2000.

An email address belonging to an individual should be omitted. Should it be needed in a specific context, it must be cited only with the permission of its owner.

In a parenthetical citation, the terms 'personal communication' (or 'pers. comm'.), 'unpublished data', and the like are used after the name(s) of the person(s) concerned, following a comma. Reference-list entries are unneeded. The abbreviation *et al.* should be avoided in such citations.

Letter

A reference to a letter, memorandum, or similar communication in a published collection begins with the names of the sender and the recipient, in that order, followed by a date and sometimes the place where the communication was prepared. The word 'letter' is unnecessary, but other forms, such as reports or memoranda, should be specified. The

title of the collection is given in the usual form for a book.

1. Adams to Charles Milnes Gaskell, London, 30 March 1868, in *Letters of Henry Adams, 1858–1891*, ed. Worthington Chauncey Ford (Boston: Houghton Mifflin, 1930), 141.

2. EBW to Harold Ross, memorandum, 2 May 1946, in *Letters of E.B. White*, ed. Dorothy Lobrano Guth (New York: Harper & Row, 1976), 273.

3. Adams to Gaskell, 142.

22. Preprint.

Not being subject to peer review, preprints are treated as unpublished material.

23. Punctuation.

Capitalization rules

The conventions of headline style, admittedly arbitrary, are governed by a mixture of aesthetics (the appearance of a title on a printed page), emphasis, and grammar. Some words are always capitalized; some are always lowercased (unless used as the first or last word in a title); others require a decision. Chicago recommends the following rules, pragmatic rather than logically rigorous but generally accepted: (1) Always capitalize the first and last words both in titles and in subtitles and all other major words (nouns, pronouns, verbs, adjectives, adverbs, and some conjunctions—but see rule 4). (2) Lowercase the articles *the*, *a*, and *an*. (3) Lowercase prepositions, regardless of length, except when they are stressed (*through* in *A River Runs Through It*), are used adverbially or adjectivally (*up* in *Look Up*, *down* in *Turn Down*, *on* in *The On Button*, etc.), are used as conjunctions (*before* in *Look Before You Leap*, etc.), or are part of a Latin expression used adjectivally or adverbially (*De Facto*, *In Vitro*, etc.). (4) Lowercase the conjunctions *and*, *but*, *for*, *or*, *nor*. (5) Lowercase the words *to* and *as* in any grammatical function, for simplicity's sake. (6) Lowercase the second part of a species name, such as *lucius* in *Esox lucius*, or the part of a proper name that would be lowercased in text, such as *de* or *von*. All the following examples illustrate rule 1; the numbers in parentheses refer to rules 2–6.

Mnemonics That Work Are Better Than Rules That Don't

Singing While You Work

A Little Learning Is a Dangerous Thing (2)

Four Theories concerning the Gospel according to Matthew (3)

Taking Down Names, Spelling Them Out, and Typing Them Up (3, 4)

Tired but Happy (4)

The Editor as Anonymous Assistant (5)

From *Homo erectus* to *Homo sapiens*: A Brief History (3, 5, 6)

Sitting on the Floor in an Empty Room, *but* Turn On, Tune In, and Enjoy (3)

Traveling with Fido, *but* A Good Dog to Travel With (3, 5)

Voting for the Bond Issue, *but* Voting For and Against the Bond Issue (3)

Ten Hectares per Capita, *but* Landownership and Per Capita Income (3)

Progress in In Vitro Fertilization (3)

24. Reference work.

The facts of publication are often omitted, but the edition (if not the first) must be specified. References to an alphabetically arranged work cite the item (not the volume or page number) preceded by s.v. (sub verbo, under the word; pl. s.vv.)

1. *Encyclopaedia Britannica*, 15th ed., s.v. 'Salvation'.

2. *Dictionary of American Biography*, s.v. 'Wadsworth, Jeremiah'.

Certain reference works, however, may appropriately be listed with their publication details.

3. *The Times Guide to English Style and Usage*, rev. ed., comp. Tim Austin (London: Times Books, 1999), s.vv. 'police ranks', 'postal addresses'.

4. *MLA Style Manual and Guide to Scholarly Publishing*, 2nd ed., ed. Joseph Gibaldi (New York: Modern Language Association of America, 1998), 6.9.4.

Online encyclopaedia, etc.

Online versions of encyclopedias are subject to continuous updates and should therefore be considered databases rather than standard reference works with standard edition numbers. For this reason, Chicago recommends always including an access date in addition to the URL. Though the version of the article accessed on a given date may not be the one available to a reader at a later date, an access date will at least indicate the timeliness of the source citation. Well-known online reference works, such as major dictionaries and encyclopedias, are normally cited, like their printed counterparts, in notes. The facts of publication are often omitted. Note that some reference works will indicate the appropriate URL to cite for a specific entry; use this rather than the less stable URL generated by search engines.

Sometimes it may be appropriate to include the author of an entry.

1. *Encyclopaedia Britannica Online*, s.v. 'Sibelius, Jean',
<http://search.eb.com/bol/topic?eu=69347&sctn=1> (accessed January 3, 2002).

Sometimes it may be appropriate to include the author of an entry.

2. *The New Grove Dictionary of Music and Musicians*, s.v. 'Sibelius, Jean' (by James Hepokoski), <http://www.grovemusic.com/> (accessed January 3, 2002).

25. Review.

Book review

1. Ben Ratliff, review of *The Mystery of Samba: Popular Music and National Identity in Brazil*, by Hermano Vianna, ed. and trans. John Charles Chasteen, *Lingua Franca* 9 (April 1999): B13–B14.

2. Thomas Fischer, review of *Color Encyclopedia of Ornamental Grasses*, by Rick Darke, *Horticulture*, May 2000.

1. James Gorman, 'Endangered Species', review of *The Last American Man*, by Elizabeth Gilbert, *New York Times Book Review*, June 2, 2002, 16.

Play, film, etc.

3. Ben Brantley, review of *Our Lady of Sligo*, by Sebastian Barry, directed by Max Stafford-Clark, Irish Repertory Theater, New York, *New York Times*, April 21, 2000, Weekend section.

4. Jon Pareles, review of *Men Strike Back* (VH1 television), *New York Times*, April 18, 2000, Living Arts section.

5. Joe Morgenstern, review of *U-571*, directed by Jonathan Mostow, *Wall Street Journal*, April 21, 2000, Weekend Journal section.

26. Speech, lecture, talk.

The sponsorship, location and date of the meeting at which a speech was given or a paper presented follow the title.

2. Stacy D'Erasmus, 'The Craft and Career of Writing' (lecture, Northwestern University, Evanston, IL, April 26, 2000).

27. Unpublished work.

The title of an unpublished work—whether book, thesis, speech, essay, or whatever—is not italicized. In notes it is capitalized headline style and put in quotation marks.

23. David Hanson, 'The Provenance of the Ruskin-Allen Letters' (computer printout, Department of English, Southeastern University, 2001), 16.

Most unpublished papers can be treated in much the same way as dissertations or lectures.

3. Deborah D. Lucki and Richard W. Pollay, 'Content Analyses of Advertising: A Review of the Literature' (working paper, History of Advertising Archives, Faculty of Commerce, University of British Columbia, Vancouver, 1980).

Forthcoming book or chapter

When a book is under contract with a publisher and is already titled, but the date of publication is not yet known, *forthcoming* is used in place of the date. Although *in press* is sometimes used (strictly speaking for a printed work that has already been typeset and paginated), Chicago recommends the more inclusive term, which can also be used for nonprint media, for any work under contract. If page numbers are available, they should be given. Books not under contract are treated as unpublished manuscripts.

91. Jane Q. Author, *Book Title* (Place: Publisher, forthcoming).

92. John J. Writer, *Another Book Title* (Place: Publisher, forthcoming), 345–6.

Works cited as *forthcoming* follow other works by the same author.

Forthcoming article

If an article has been accepted for publication by a journal but has not yet appeared, ‘forthcoming’ stands in place of the year and the page numbers. Any article not yet accepted should be treated as an unpublished manuscript.

4. Margaret M. Author, ‘Article Title’, *Journal Name* 98 (forthcoming).