



Academic Studies Press

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Academic Studies Press

Style Sheet

(Notes and Bibliography Version)

Congratulations on beginning your work with Academic Studies Press! ASP takes pride in the high quality of the books it produces, and works with the authors closely to create the best book possible.

Please note that manuscripts must adhere to this Guide. Academic Studies Press reserves the right to return a manuscript to the author for revision should it not follow the Guide. If there is an area of the Guide which you feel should not apply to your manuscript, please be in contact with your acquisitions editor as soon as possible to discuss your reason and to decide whether an exception should be made.

Copyediting and proofreading are performed in order to make the manuscript's language correct, but do not focus on stylistic matters. All stylistic editing should be done before submission of the manuscript to copyediting or proofreading.

- 1) **Academic Studies Press follows the most recent edition of the *Chicago Manual of Style* (currently, the seventeenth edition).**

Please consult the Chicago Manual for any specific questions (in most cases, you should have free access to the online Chicago Manual through your library). Certain frequently needed information is summarized in the following sections of this Guide.

- 2) **Consistency is key!**

It is essential that names, transliterations, loan words, and other words with multiple possible spellings are spelled and formatted the same way in every appearance, both in the text and in the notes. The only exception to this is when the variant spelling occurs in a quotation.

- Consistency is important particularly in edited volumes, as they lend a sense of unity to the volume. The editor of a book is responsible for ensuring consistency in the volume.

3) Formatting

- There is one space after the end of a sentence, rather than the two most people learned to type with.
- Footnotes (or endnotes) should always be inserted using MS Word’s “insert footnote” function. The manuscript may use either footnotes or endnotes, but not both: there must be a single notes system used throughout the entire manuscript (we don’t want some chapters using endnotes, and other chapters using footnotes).
- If using endnotes, collected works should place these at the end of each article (not at the end of the entire collection); monographs should have either footnotes or endnotes, not both. Check to make sure the text follows one of these guidelines.
- Footnotes or endnotes should begin numbering from 1 in every chapter.
- All endnote and footnote numbers should generally be placed at the end of a sentence or at the end of a clause. The number normally follows a quotation (whether it runs into the text or is set off as an extract). Relative to other punctuation, the number follows any punctuation mark except for the dash, which it precedes.
- All notes should use Arabic numbers. Roman numerals should not be used for notes in the manuscript.
- While it is necessary to use MS Word’s “insert footnote” function to insert all footnotes or endnotes (see 3a, above), do NOT use MS Word’s “insert citation” or “manage sources” functions—these will cause nightmares and headaches.
- The first line of a paragraph should be indented to the .5-inch mark. Indent using the ruler at the top of the page, rather than tab or space.
- Do not include an extra line or space between paragraphs.
- Block quotations should be indented evenly—that is, the entire quote is indented to the .5-inch mark using the ruler, rather than only the first line. There should be an extra space before and after the block quotation.
- Make certain that subheadings within a chapter are marked clearly and formatted consistently.
- ASP does not use “op. cit.” or “idem.,” and take care with the use of “ibid.”—check that the preceding reference cites a single work and refers to the applicable reference.
- Capitalize the first words in titles and subtitles, **regardless of language**, and capitalize all other major words (nouns, pronouns, verbs, adjectives, adverbs, and some conjunctions) **in English-language works**. Note that prepositions are always in lowercase regardless of length.
- **Permissible changes to foreign titles:** a period between title and first subtitle may be changed to a colon; guillemets (« ») should be changed to standard quotation marks. Otherwise italicized titles within titles should be set in quotation marks, not set in roman (e.g., Robert Smith, *My Thoughts regarding “War and Peace”*).
- The places of publication should be given using the English name (e.g., Moscow, not Moskva; St. Petersburg, not S.-Peterburg; Munich, not München).
- Chapter, part, book, and volume numbers (for books and journals) should be in Arabic numerals, not Roman.
- Citations should list only one place of publication (unless it’s a Russian title listing “Moscow-Leningrad”) and only the flagship city; thus, a book published by Oxford

University Press should be cited solely with “Oxford,” not “New York” or “New York and Oxford.” Be sure to cite Harvard University Press titles with “Cambridge, **MA**.”

- Inclusive numbers (page and date ranges) are to be abbreviated according to the principles illustrated in *CMOS* 9.60:

<i>FIRST NUMBER</i>	<i>SECOND NUMBER</i>	<i>EXAMPLES</i>
Less than 100	Use all digits	3–10 71–72 96–117
100 or multiples of 100	Use all digits	100–104 1100–1113
101 through 109, 201 through 209, etc.	Use changed part only	101–8 808–33 1103–4
110 through 199, 210 through 299, etc.	Use two digits unless more are needed to include all changed parts	321–28 498–532 1087–89 1496–500 11564–615 12991–3001

To avoid ambiguity, inclusive roman numerals are always given in full.

xxv–xxviii

cvi–cix

4) **Punctuation and Grammar**

- Use double-quote marks (“ ”) to indicate a run-in quotation. If there is a quotation within the quotation, single quote marks (‘ ’) are used.
- Punctuate quotes in the American style. Any period or comma that is part of the quote or immediately follows the quote is placed within the quotation marks. Any other punctuation mark that is not part of the quote is placed outside of the quotation marks.
- For ellipses, use the three-or-four-dot method as discussed in the *Chicago Manual of Style*: see points 13.48 and 13.51 of the *Chicago Manual*.
- Parentheses should be made in the standard manner: (). If there are parentheses within parentheses square brackets are used: [].
- Square brackets [] are also used within a quote to indicate that the words or punctuation within the brackets belong to the author, rather than to the originator of the quote.
- The em-dash (—) should be used to connect two related phrases. It is formed by placing two dashes immediately after the first phrase, without a space in between, and then immediately typing the first word of the second phrase, again with no space in between—like this! The two dashes will automatically become one long dash.

- The hyphen (-) should be used to make a compound word, as in “nineteenth-century literature.”
- En-dashes (–), not hyphens, are used for number ranges.
- Punctuation outside italicized text (e.g., semicolons following titles) should be set in roman.
- “which” vs. “that” (from the *Chicago Manual of Style*): A relative clause is said to be restrictive if it provides information that is essential to the meaning of the sentence. Restrictive relative clauses are usually introduced by **that** (or who/whom/whose) and are NEVER set off by commas from the rest of the sentence. (e.g., “The version of the manuscript that the editors submitted to the publisher was well formatted”). In contrast, a relative clause is said to be nonrestrictive if it could be omitted without obscuring the identity of the noun to which it refers or otherwise changing the meaning of the rest of the sentence. Nonrestrictive relative clauses are usually introduced by **which** (or who/whom/whose) and ARE set off from the rest of the sentence by commas (e.g., “The final manuscript, which was well formatted, was submitted to the publisher on time”).
- The ONLY instance in which extra lines are allowed between paragraphs is when the extra lines are used to divide sections. Otherwise, there should be no extra lines (or extra space) between paragraphs.
- Decades are either spelled out (so long as the century is clear) and lowercase or expressed in numerals. **No apostrophe should appear between the year and the s: *the nineties, the eighties, or the 1990s, the 1980s*** (wrong: 1990’s, 1980’s, etc.) Note that the first decade of any century cannot be treated in the same way as other decades. “The 1900s,” for example, could easily be taken to refer to the whole of the twentieth century. (Correct: *The first decade of the twenty-first century [or the years 2000-2009]*).
- *West* vs. *west*, *East* vs. *east*—see points 8.45 and 8.46 of the *CMOS*.
- With an interjected phrase of the type *not . . . but* or *not only . . . but*, commas are usually unnecessary. (E.g., “They marched to Washington not only armed with petitions and determined to get their senators’ attention but also hoping to demonstrate their solidarity with one another.”)
- Note that the phrase *as well as* is not equivalent to *and*. Thus, “The party included Marx, Lenin, Stalin, Mao, and Kevin, as well as Che” (not “...Mao, Kevin, as well as Che”).
- Adding to a singular subject by using phrasal connectives such as *along with*, *as well as*, *in addition to*, *together with*, and the like **does not** make the subject plural. Thus, “*The bride as well as her bridesmaids was [not were] dressed in mauve.*”
- Use a period and a space between initials (G. R. S. Mead) except when initials are used alone (LBJ).
- Do not repeat social titles (Mme, Dr., etc.) after the first use in an essay. Do not use generic social titles such as “Mr.” and “Ms.” Academic titles: PhD, MA, etc. (i.e., no periods).
- Use *i.e.* and *e.g.* only within parentheses or in notes; in running text, spell out their English equivalents (*that is, for example*).
- MAke references to chapters and sections of works and cross-references to notes and figures uppercase: Chapter 1, Note 1, Figure 1.
- Words and terms used as such: generally, set in italics. For an English translation of a Russian word used as a word, use italics for the Russian and set the English translation in parentheses or quotation marks: for ex., “zero” (*nul*).

5) Transliteration

- Academic Studies Press uses the Library of Congress transliteration system for Russian, and the Encyclopedia Judaica system for Hebrew. If you prefer to use a different system, please discuss it with your editor as early as possible and include a note explaining your decision in your front matter.
- In transliteration, a straight apostrophe is sometimes used to represent the Russian soft sign or the Hebrew Ayin or Aleph. Please make certain that the same symbol is used consistently whenever the soft sign or Ayin/Aleph appear.
- Above all, please make sure that a single transliteration system is used correctly and uniformly throughout your manuscript.
- For Russian transliteration, we recommend the conventional spellings of surnames (e.g., Nikolai Gogol, Vasiliĭ Trediakovskii, Vsevolod Meyerhold, Sergei Eisenstein) in the body of the text; for the notes, quotations, bibliographic information, and terms that would be of importance to scholars, however, we use a simplified version of the Library of Congress system (i.e., without diacritics) (Gogol', Trediakovskii, etc.). If the author has a different preferred system *that is applied consistently*, this may be acceptable, but confirm with the acquisitions editor. NB: use English spelling for all tsars since Peter the Great: Catherine II, Nicholas II (but Aleksei Mikhailovich); for German rulers, use German names: Friedrich II.
- For foreign titles of works with an English gloss in text, follow *CMOS 17e* 11.6: if the translation has not been published, use sentence-style capitalization and roman text: *Les lauriers sont coupés* (The laurels are cut down). Use headline-style capitalization and italic text if the translation has been published: *Serebrianyiĭ golub'* (*The Silver Dove*). However, Russian-language works referred to repeatedly throughout the text may, to avoid confusion, be referred to by an English translation of the title using the regular conventions for titles of works even if the translation has not been published: Bely's *Arabesques*. Also, use headline style and italicize unused alternatives to actual titles mentioned in text: "Bely considered *Cerebral Play* as a title for the novel."

6) Specific areas to be aware of

- Run-in Quotations vs. Block Quotations.
 - i. Run-in quotations are those quotations that remain as part of the text, embedded in a regular paragraph. This format is used for short quotations of up to two or three sentences. When poetry is quoted in this format, divide the lines with a / mark.
 - ii. Block quotations are placed in their own paragraph, and all lines of them are indented. There should be a one-line space before a block quote and another one after. This format is used for longer or multi-paragraph quotations.
- The names of books of the bible should be written or abbreviated consistently. If desired, the author may use the full name of the book in the text and an abbreviated form in the references. The same abbreviated form should appear each time. A list of abbreviations can be found in the Chicago Manual, and can be sent to you on request.
- Personal titles, such as king, tsar, doctor, or rabbi, should be capitalized only when referring to a specific person, as in King Richard, Tsar Nicholas, Doctor Smith, or Rabbi

Soloveitchik. When used as a general term, such as “the kings of England,” “the time of the tsars,” “Smith was a doctor in Montreal,” or “the rabbis advised,” these titles should be in lowercase.

- In creating an index, your indexer will read through the book and index all proper nouns and book titles. However, the indexer is not able to find the ideas and concepts that should be indexed. It is the author’s responsibility to send the indexer a list of items to be indexed that are not proper nouns or book titles.
- Images
 - i. Illustrations should be submitted as electronic files with resolution no less than 200 dpi, in tiff, jpeg, or png format
 - ii. When supplied as electronic files, line drawings should have a minimum resolution of 1200 dpi [dots per inch]. Photographs should have a minimum resolution of 300 dpi. The file format should be .TIF(F), .JPG or .EPS; a printout should always be supplied.
 - iii. Include a list of captions to illustrations, diagrams, maps etc. Numbers should indicate clearly to which photograph each caption belongs. Credit lines and permissions should be included in the captions.
- Foreign languages: Academic Studies Press is not responsible for editing or proofreading texts written in languages other than English. It is the author or editor’s responsibility to make certain that these texts are correct. The only exceptions to this rule occur when Academic Studies Press has specifically agreed to take on this responsibility. Please include a PDF for any material in a language other than English, as technical/transmission difficulties are more likely to occur than they are in English.
 - i. When writing about the Bible, use the full names of the books (Exodus X:Y, Numbers X:Y, Psalms X:Y, Isaiah X:Y) and in the references, whether in-text or footnotes, use abbreviations (Ex. X:Y, Num. X:Y, Ps. X:Y, Isa. X:Y)
 - ii. For Talmudic references, all books should be written in Roman, not italicized (e.g. Mishna, Tosefta, Talmuds, Mishneh Torah).
 - iii. When referencing a translated text, be sure to choose and use one version of the title’s translation consistently. For example, two versions of Maimonides’ text are available in translation: *The Guide of the Perplexed* and *The Guide for the Perplexed*. Please choose one and use it consistently. The references should be written as follows: *Guide* Book Number (Roman numeral):Chapter (Arabic numeral) (e.g. Guide I:26).
 - iv. Ukrainian language transliteration: Academic Studies Press uses the Ukrainian romanization system to transliterate words from Ukraine or places in Ukraine (e.g. Kyiv, Odesa, Lviv, not Kiev, Odessa, Lvov). Similarly, proper names of entities that derive their names from their location (such as companies and sports teams) should use the form most commonly used for that specific entity (e.g. Dynamo Kyiv, not Dynamo Kiev).
 - v. Antisemitism: Following the announcement made by the Associated Press on April 23, 2021 on the spelling of antisemitism, Academic Studies Press adheres to spelling antisemitism (not “anti-Semitism”) without a hyphen or capitalizing the “s” in

“Semitism.” The unhyphenated spelling is avored by many scholars and institutions in order to dispel the idea that there is an entity “Semitism” which “anti-Semitism” opposes.

7) Documentation system

All references should follow Chicago Style’s “Notes and Bibliography” documentation system. Some examples are provided in following pages of the present document (See “Notes and Bibliography: Sample Citations”)

- Use of specific terms
 - i. **Ibid.** This term is capitalized like any other word: upper-case at the beginning of a sentence and lower-case within a sentence. It is always followed by a period. A comma may follow the period.
 - ii. **Ed. and Trans.** If the editor or translator’s name is used as the author name in the reference, ed. or trans. follows the name. If there are multiple editors or translators, a plural is used. If there is a different author name, the author’s name is followed by the title, and the title is followed by “ed.” and the editor’s name. No plural is used even if there are multiple editors or translators.
 - i. John Smith, ed., *The Cats of Calcutta* (New York: Example, 2012).
 - ii. Eileen Harris and Gerald Jones, eds., *Life in a Medieval Village* (Boston: Unreal, 1987).
 - iii. Louis Barry, *Under his Vine and Fig Tree*, ed. and trans. Sara McGillicuddy (Oxford: Imaginary, 2010).

8) Permissions

- Permissions are to be acquired by the author or editor. Academic Studies Press is happy to provide any necessary documentation required to arrange for permissions. If you need to quote extensively from other works or wish to include other copyrighted material, you should seek permission (in writing) from the copyright holder. In most cases this will be the publisher of the original work; the author or originator of the original material should be asked for permission as well. Authors are responsible for taking care of reproduction fees, if any.
- Permission should be requested for reproduction of any of the following:
 - i. extensive quotations of text; it is very hard to define ‘extensive’ exactly, so when in doubt, ask for permission;
 - ii. any quotation from a poem, a song, a newspaper article, or unpublished sources, whether in whole or in part;
 - iii. any illustration (drawing, table, map)—whether redrawn or not
 - iv. any photograph
- In your letter to the original publisher’s Rights and Permissions Department the following information should be provided:
 - i. the nature of your own work (e.g., a scholarly monograph with a limited print run) and its title
 - ii. the publisher: Academic Studies Press
 - iii. ‘world rights’ are requested

- iv. exact references to the original publication
- v. the approximate number of words you wish to quote
- It is a good idea to ask for the exact form of acknowledgement required.

Notes and Bibliography: Sample Citations

(Modified from the Chicago Manual of Style Quick Guide)

The following examples illustrate citations using the notes and bibliography system. Examples of notes are followed by shortened versions of citations to the same source. **For more details and many more examples, see chapter 14 of *The Chicago Manual of Style*.**

A full citation must be provided at first mention of a publication in the text. The short form must be used for subsequent mentions (it's permissible per the CMOS 17th edition to abbreviate a particularly long title rather than shorten it). There is yet another subtle format for bibliographic entries. All forms (but for abbreviation examples) are provided below under consistent headings for quick reference.

Book

One author

Sample footnotes (full and short-form examples):

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.

Sample Bibliography Entry:

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

Two or more authors

Sample footnotes (full and short-form examples):

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.

Sample Bibliography Entry:

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

Three authors, adapt as follows:

First footnote appearance

1. Alexander Berkman, Henry Bauer, and Carl Nold, *Prison Blossoms: Anarchist Voices from . . .*

Subsequent footnote appearance(s)—use short form

2. Berkman, Bauer, and Nold, *Prison Blossoms . . .*

Format for Bibliography Listing

Berkman, Alexander, Henry Bauer, and Carl Nold. *Prison Blossoms: Anarchist Voices from . . .*

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”):

Sample footnotes (full and short-form examples):

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

Editor, translator, or compiler instead of author

Sample footnotes (full and short-form examples):

1. Richmond Lattimore, trans., *The Iliad of Homer* (Chicago: University of Chicago Press, 1951), 91–92.
2. Lattimore, *Iliad*, 24.

Sample Bibliography Entry:

Lattimore, Richmond, trans. *The Iliad of Homer*. Chicago: University of Chicago Press, 1951.

Editor, translator, or compiler in addition to author

Sample footnotes (full and short-form examples):

1. Gabriel García Márquez, *Love in the Time of Cholera*, trans. Edith Grossman (London: Cape, 1988), 242–255.
2. García Márquez, *Cholera*, 33.

Sample Bibliography Entry:

García Márquez, Gabriel. *Love in the Time of Cholera*. Translated by Edith Grossman. London: Cape, 1988.

Chapter or other part of a book

Sample footnotes (full and short-form examples):

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.

Sample Bibliography Entry:

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.

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

Sample footnotes (full and short-form examples):

1. 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.
2. Cicero, "Canvassing for the Consulship," 35.

Sample Bibliography Entry:

Cicero, Quintus Tullius. "Handbook on Canvassing for the Consulship." In *Rome: Late Republic and Principate*, edited by Walter Emil Kaegi Jr. and Peter White. Vol. 2 of *University of Chicago Readings in Western Civilization*, edited by John Boyer and Julius Kirshner, 33–46. Chicago: University of Chicago Press, 1986. Originally published in Evelyn S. Shuckburgh, trans., *The Letters of Cicero*, vol. 1 (London: George Bell & Sons, 1908).

Preface, foreword, introduction, or similar part of a book

Sample footnotes (full and short-form examples):

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

Sample Bibliography Entry:

Rieger, James. Introduction to *Frankenstein; or, The Modern Prometheus*, by Mary Wollstonecraft Shelley, xi–xxxvii. Chicago: University of Chicago Press, 1982.

2nd edition and beyond

1. Amy Einsohn, *The Copyeditor's Handbook: A Guide for Book Publishing and Corporate Communications, with Exercises and Answer Keys*, 3rd ed. (Berkeley: University of California Press, 2011), 401–2.

Revised edition

2. Kathryn Parker Boudett, Elizabeth A. City, and Richard J. Murnane, eds., *Data Wise: A Step-by-Step Guide to Using Assessment Results to Improve Teaching and Learning*, rev. ed. (Cambridge, MA: Harvard Education Press, 2013), 101.

Book published electronically

If a book is available in more than one format, cite the version you consulted. For books consulted online, list a URL; include an access date only if one is required by your publisher or

discipline. If no fixed page numbers are available, you can include a section title or a chapter or other number.

Sample footnotes (full and short-form examples):

1. Jane Austen, *Pride and Prejudice* (New York: Penguin Classics, 2007), Kindle edition.
2. Philip B. Kurland and Ralph Lerner, eds., *The Founders' Constitution* (Chicago: University of Chicago Press, 1987), accessed February 28, 2010, <http://press-pubs.uchicago.edu/founders/>.
3. Austen, *Pride and Prejudice*.
4. Kurland and Lerner, *Founder's Constitution*, chap. 10, doc. 19.

Sample Bibliography Entries:

Austen, Jane. *Pride and Prejudice*. New York: Penguin Classics, 2007. Kindle edition.
Kurland, Philip B., and Ralph Lerner, eds. *The Founders' Constitution*. Chicago: University of Chicago Press, 1987. Accessed February 28, 2010.
<http://press-pubs.uchicago.edu/founders/>.

Journal article

Article in a print journal

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

Sample footnotes (full and short-form examples):

1. Joshua I. Weinstein, "The Market in Plato's *Republic*," *Classical Philology* 104, no. 2 (2009): 440.
2. Weinstein, "Plato's *Republic*," 452–453.

Sample Bibliography Entry:

Weinstein, Joshua I. "The Market in Plato's *Republic*." *Classical Philology* 104, no. 2 (2009): 439–458.

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.

Sample footnotes (full and short-form examples):

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.

Sample Bibliography Entry:

Kossinets, Gueorgi, and Duncan J. Watts. "Origins of Homophily in an Evolving Social Network." *American Journal of Sociology* 115 (2009): 405–450. Accessed February 28, 2010. doi:10.1086/599247.

Article in a newspaper or popular magazine

Newspaper and magazine articles may be cited in running text ("As Sheryl Stolberg and Robert Pear noted in a *New York Times* article on February 27, 2010, . . .") instead of in a note, and they are commonly omitted from a bibliography. The following examples show the more formal versions of the citations. If you consulted the article online, include a URL; include an access date only if your publisher or discipline requires one. If no author is identified, begin the citation with the article title.

Sample footnotes (full and short-form examples):

1. Daniel Mendelsohn, "But Enough about Me," *New Yorker*, January 25, 2010, 68.
2. Sheryl Gay Stolberg and Robert Pear, "Wary Centrists Posing Challenge in Health Care Vote," *New York Times*, February 27, 2010, accessed February 28, 2010, <http://www.nytimes.com/2010/02/28/us/politics/28health.html>.
3. Mendelsohn, "But Enough about Me," 69.
4. Stolberg and Pear, "Wary Centrists."

Sample Bibliography Entries:

Mendelsohn, Daniel. "But Enough about Me." *New Yorker*, January 25, 2010.
Stolberg, Sheryl Gay, and Robert Pear. "Wary Centrists Posing Challenge in Health Care Vote." *New York Times*, February 27, 2010. Accessed February 28, 2010. <http://www.nytimes.com/2010/02/28/us/politics/28health.html>.

Book review

Sample footnotes (full and short-form examples):

1. David Kamp, "Deconstructing Dinner," review of *The Omnivore's Dilemma: A Natural History of Four Meals*, by Michael Pollan, *New York Times*, April 23, 2006, Sunday Book Review, <http://www.nytimes.com/2006/04/23/books/review/23kamp.html>.
2. Kamp, "Deconstructing Dinner."

Sample Bibliography Entry:

Kamp, David. "Deconstructing Dinner." Review of *The Omnivore's Dilemma: A Natural History of Four Meals*, by Michael Pollan. *New York Times*, April 23, 2006, Sunday Book Review. <http://www.nytimes.com/2006/04/23/books/review/23kamp.html>.

Thesis or dissertation

Sample footnotes (full and short-form examples):

1. Mihwa Choi, "Contesting *Imaginaires* in Death Rituals during the Northern Song Dynasty" (PhD diss., University of Chicago, 2008).
2. Choi, "Contesting *Imaginaires*."

Sample Bibliography Entry:

Choi, Mihwa. "Contesting *Imaginaires* in Death Rituals during the Northern Song Dynasty." PhD diss., University of Chicago, 2008.

Paper presented at a meeting or conference

Sample footnotes (full and short-form examples):

1. Rachel Adelman, "'Such Stuff as Dreams Are Made On': God's Footstool in the Aramaic Targumim and Midrashic Tradition" (paper presented at the annual meeting for the Society of Biblical Literature, New Orleans, Louisiana, November 21–24, 2009).
2. Adelman, "Such Stuff as Dreams."

Sample Bibliography Entry:

Adelman, Rachel. "'Such Stuff as Dreams Are Made On': God's Footstool in the Aramaic Targumim and Midrashic Tradition." Paper presented at the annual meeting for the Society of Biblical Literature, New Orleans, Louisiana, November 21–24, 2009.

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.

Sample footnotes (full and short-form examples):

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."

Sample Bibliography Entries:

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>.

Shortened Citations

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. For more on authors' names, see [14.32](#). For more on short titles, see [14.33](#). For more on journal articles, see [14.185](#).

1. Samuel A. Morley, *Poverty and Inequality in Latin America: The Impact of Adjustment and Recovery* (Baltimore: Johns Hopkins University Press, 1995), 24–25.

2. Regina M. Schwartz, "Nationals and Nationalism: Adultery in the House of David," *Critical Inquiry* 19, no. 1 (1992): 131–32.
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," 189–90.

Short form for authors' names

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 authors with the same last name must be distinguished from one another. 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.*

1. Kathryn Petras and Ross Petras, eds., *Very Bad Poetry* . . .
2. Joseph A. Bellizzi, H. F. Kruckeberg, J. R. Hamilton, and W. S. Martin, "Consumer Perceptions of National, Private, and Generic Brands," . . .
3. Petras and Petras, *Very Bad Poetry* . . .
4. Bellizzi et al., "Consumer Perceptions," . . .

Short form for titles of works

The short title contains the key word or words from the main title. An initial *A* or *The* is usually 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 and quotation marks 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.

Translated titles of cited works

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. (In running text, parentheses are used instead of brackets; see [11.9](#).)

First footnote appearance

1. Henryk Wereszycki, *Koniec sojuszu trzech cesarzy* [The end of the 'Three Emperors' League] (Warsaw: PWN, 1977); includes a summary in German.
2. W. Kern, "Waar verzamelde Pigafetta zijn Maleise woorden?" [Where did Pigafetta collect his Malaysian words?], *Tijdschrift voor Indische taal-, land- en volkenkunde* 78 (1938): 272.

Short form for subsequent footnote appearance(s)

1. Wereszycki, *Koniec sojuszu trzech cesarzy*.
2. Kern, "Waar verzamelde Pigafetta."

Format for Bibliography Listing

Kern, W. "Waar verzamelde Pigafetta zijn Maleise woorden?" [Where did Pigafetta collect his Malaysian words?]. *Tijdschrift voor Indische taal-, land- en volkenkunde* 78 (1938): 271–73.

Pirumova, Natalia Mikhailovna. *Zemskoe liberal'noe dvizhenie: Sotsial'nye korni i evoliutsiia do nachala XX veka* [The zemstvo liberal movement: Its social roots and evolution to the beginning of the twentieth century]. Moscow: Izdatel'stvo "Nauka," 1977.

If a title is given only in English translation, however, the original language must be specified.

First footnote appearance

3. 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).

Short form for subsequent footnote appearance(s)

3. Pirumova, *Zemstvo Liberal Movement*.

Format for Bibliography Listing

Chu Ching and Long Zhi. "The Vicissitudes of the Giant Panda, *Ailuropoda melanoleuca* (David)." [In Chinese.] *Acta Zoologica Sinica* 29, no. 1 (1983): 93–104.

A published translation is normally treated as illustrated in [14.104](#) or [14.183](#). If, for some reason, both the original and the translation need to be cited, both may be listed. For books, either of the following forms may be used, depending on whether the original or the translation is of greater interest to readers:

Format for Bibliography Listing

Furet, François. *Le passé d'une illusion*. Paris: Éditions Robert Laffont, 1995. Translated by Deborah Furet as *The Passing of an Illusion* (Chicago: University of Chicago Press, 1999).

or

Furet, François. *The Passing of an Illusion*. Translated by Deborah Furet. Chicago: University of Chicago Press, 1999. Originally published as *Le passé d'une illusion* (Paris: Éditions Robert Laffont, 1995).