The following rules and examples are based on the *The Chicago Manual of Style*, 16th ed. (REF Z253 .U69 2010). More extensive examples and detailed instructions can be found in the manual.

The Notes-Bibliography (NB) format is mostly used to cite items in History and other humanities.

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Notes citations follow the same form if they are footnotes (at the bottom of the page) or endnotes (at the end of the chapter or work). Notes numbering should begin at 1 and continue consecutively throughout an article or chapter. Each new article or chapter should start again at 1. The number should come at the end of a sentence or clause, and be in superscript type.

A foot or endnote should be indented two spaces, followed by the note number, a period, and a space. Titles should be capitalized headline style, which means capitalize the important words.

To reduce the amount of space taken by foot or endnotes, subsequent citations to the same work should be shortened if possible. The short form should include the author's last name, enough words of the title to identify it, and the page number. If there are two authors, the citation should include both names; if there are more than two, use the first author's name and add "et al." If you are citing from two different sources, put a ",," between them.
1. Soltes, Georgia, 285; Silverstein, Sir Gawain, 38.

If you cite an item, and the next citation is from the same source, use the word “Ibid.” Ibid. is short for ibidem, which means “in the same place.” If the citation is from the same page, only Ibid. is needed. If the citation is from a different page, use Ibid., page number.

BIBLIOGRAPHY

References are arranged in alphabetical order by author’s last name. If a source has no author, alphabetize by title and interfile with the list of authors. Ignore initial articles (a, an, the, la, los, eine) in the titles when alphabetizing.

Bibliography entries should not be numbered, and there should be double-spaces between entries. Citations should be formatted using hanging indents. In MS Word 2007, the Paragraph section is under the Home tab.

When there is more than one citation by the same author or authors, replace the subsequent name(s) with a 3-em dash (or six hyphens, followed by a period or comma, depending on which would normally follow the name).


BOOKS

1. Book with a single author

Footnote: #. First name Last name, Title of Book (Place of Publication: Publisher, Year of Publication), Page Number(s).


Bibliography:
Last name, First name. Title of Book. Place of Publication: Publisher, Year of Publication.


2. Book with multiple authors

Footnote: #. First name Last name, First name Last name, and First name Last name, Title of Book (Place of Publication: Publisher, Year of Publication), Page Number(s).


Bibliography:
Last name, First name, (First name Last name) and First name Last name. Title of Book. Place of Publication: Publisher, Year of Publication.

3. Book with no author or anonymous author

Footnote:
#. Title of Book (Place of Publication: Publisher, Year of Publication), Page Numbers.


Bibliography:
Title of Book. Place of Publication: Publisher, Year of Publication.


4. Book with an editor or translator

Footnote:
#. First name Last name, role, Title of Book (Place of Publication: Publisher, Year of Publication), Page Number(s).


Bibliography:
General format:
Last name, First name, role. Title of Book. Place of Publication: Publisher, Year of Publication.


5. Book with an organization as author

Footnote:
#. Name of Organization, Title of Book(Place of Publication: Publisher, Year of Publication), Page Number(s).


Bibliography:
Name of Organization. Title of Book. Place of Publication: Publisher, Year of Publication.


6. Electronic book

For books consulted online list the URL. Electronic books are cited like their print counterparts with the addition of the type of media at the end of the citation. Include an access date only if required by the instructor.

Footnote:
#. First name Last name, Title of Book (Place of Publication: Publisher, Year of Publication), Page Number, Web Address.


Bibliography:
Last name, First name. Title of Book. Place of Publication: Publisher, Year of Publication. Web Address.


7. Book chapter

Footnote:
#. First name Last name, “Title of Chapter,” in Title of Book, edited by First name Last name, (Place of Publication: Publisher, Year of Publication), Page Number(s).


Bibliography:
Last name, First name. “Title of Chapter.” In Title of Book, edited by First name Last name, Page Range. Place of Publication: Publisher, Year of Publication.


8. Print encyclopedia article

Encyclopedia articles are typically left out of the Bibliography.

Footnote:
#. Title of Encyclopedia, ed., s.v. “Title of Article.”


9. Online encyclopedia article

Online encyclopedia articles are typically left out of the Bibliography as well. Because online encyclopedias are continually updated, Chicago recommends citing an access date. If the encyclopedia article is from a database, use the database address only.

Footnote:
#. Title of Encyclopedia, s.v. “Title of Article” Last name First name, access date, URL.


PERIODICALS

10. Print Journal article

Footnote:

Bibliography:

11. Online journal article from a database

Access date may not be required unless it is time-sensitive. The URL or DOI should be included at the end of the citation.

Footnote:

Bibliography:

12. Online journal article not from a database

Footnote:

Bibliography:

Magazine articles are more often cited in text or in notes than in bibliographies. Below are formal examples of both notes and bibliographies.

13. Print magazine article

Footnote:

14. Online magazine article from a database
Page numbers can be omitted in the bibliography.

Footnote:
#. First name Last name, “Title of Article,” Title of Magazine, Publication Date, Page Numbers, URL.


Bibliography:
Last name, First name. “Title of Article.” Title of Magazine, Publication Date. URL.


15. Online magazine article not from a database

Footnote:
#. First name Last name, “Title of Article,” Title of Newspaper, Publication Date, Section Number.


Bibliography:
Last name, First name. “Title of Article.” Title of Newspaper, Publication Date, Section Number.


16. Print Newspaper article

Newspaper articles are more often cited in text or in notes than in bibliographies. Below are formal examples of both notes and bibliographies.

Footnote:
#. First name Last name, “Title of Article,” Title of Newspaper, Publication Date, Section Number.


Bibliography:
Last name, First name. “Title of Article.” Title of Newspaper, Publication Date, Section Number.


17. Online newspaper article from a database
First name Last name, “Title of Article,” Title of Newspaper, Publication Date, URL.


Bibliography:
Last name, First name. “Title of Article.” Title of Newspaper, Publication Date. URL.


18. Online newspaper article not from a database


Bibliography:
Last name, First name. “Title of Article.” Title of Newspaper, Publication Date, URL.


PERSONAL COMMUNICATION

19. Interview
Unpublished interviews should be cited in text or in notes. Normally these need not be listed in the bibliography.

Footnote:
1. Nancy Kleniewski, interview by John Smith, November 11, 2011.

20. Letter/E-mail
References to personal exchanges (e-mails, text messages, letters) are included in the text or a note. Normally these need not be listed in the bibliography.

Footnote:
#. First name Last name, type of communication to recipient, Date.

1. Constance Conlon, e-mail message to author, April 17, 2010.

GOVERNMENT DOCUMENTS (print & online)

Government documents vary in required elements depending on the issuing agency and the type of document (e.g. court cases, laws and statutes, Congressional bills, etc.). Please see The Chicago Manual of Style. 16th edition (sections 14.281 - 14.317) for specific examples (REF Z253 .U69 2010). For online documents, omit the place of publication and add the URL at the end of the citation.

21. General Guidelines for Government Documents

Footnote:
Footnotes may be shortened so long as the bibliography includes all the works cited.


Bibliography:
Issuing government Agency/Body/Department/Bureau/Board/Commision/Committee, Subsidiary Division/Office, Individual author/editor/compiler, Title of Document. Place of publication: Publisher if different from the issuing body, date.


WEB PAGES AND ONLINE MEDIA

22. Web page (not online periodical articles or books)

Footnote:
#. First name Last name or Organization, “Title of Web Page,” Publishing organization or Name of Web Site, Publication date (if available), Web Address. Access Date. (if required)


Bibliography:
Last name, First name or Organization. “Title of Web Page.” Publishing organization or Name of Web Site. Publication date (if available). Web Address. Access Date. (if required)


23. Online Media

Footnote:

1. Firstname Lastname of Performer, Writer or Creator (if verified), Title of Text, [Medium], Running Time, Retrieval Date, URL.


Bibliography:

Lastname, Firstname of Performer, Writer or Creator. Title of Text. Medium, Running Time. Publication Date. URL.

24. Podcast

Footnote:
#. Performer First name Last name, Writer or Creator. Title of Media, Format, Title of Source, Medium, Running Time, Date, URL.


Bibliography:
Performer Last name, First name, Writer or Creator. Title of Media, Format, Title of Source, Medium, Running Time, Date, URL.


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25. Blog

Blogs are usually cited as notes. However, if you frequently cite it in your paper, you may want to include it in your bibliography as well.

Footnote:
#. “Title of Entry,” Name of Blog, comment posted Date, Web Address (Access Date).


Bibliography:
Name of Blog, Web Address


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For further examples, please refer to the following:

Print Guide:


Helpful Online Resources:


*Owl – Purdue Online Writing Lab*. http://owl.english.purdue.edu/owl/resource/717/01