

CHICAGO STYLE GUIDE (15th edition)

Explanation of the Chicago reference system:

1. The easiest way to create notes: Use Microsoft Word's "Insert Reference" function to add a superscripted number in the text where you need to acknowledge the work of another author. Word automatically numbers your notes sequentially (re-numbering them if you add or delete any). **Do not** manually type or change numbers.

These are the basic models for placement of note numbers in the text:

The reference usually appears at the end of your sentence.¹

You can put it in mid-sentence,² but only if it would be misleading at the end.

The reference **follows** punctuation. Examples are "words in quotations,"³ (words in parentheses),⁴ commas,⁵ semi-colons;⁶ and periods.⁷ However, put the note number before a dash⁸—not after it.

2. Word automatically places a corresponding footnote at the bottom of the page or endnote following the text and any appendixes. The first time you cite a source you must give a **complete citation**. Subsequent notes for the same source are shorter, as shown in the tables below.

Use this basic order for notes: author, title, publication details, date, page number(s).

3. The bibliography appears at the end of your paper and includes all the works cited in the notes (with exceptions noted in the tables below).

Use this basic order for a bibliographic entry: author, title, publication details, date.

Use hanging indentation (as shown in the tables below), using Word's "Format Paragraph."

Alphabetize the bibliography by author's family name. Family name **always** comes first, regardless of the custom in the author's country.

Do not number the bibliography or divide it into sections (books, articles, websites, etc.).

How to use this guide:

1. The tables below (**Print References** and **Electronic References**) show how to cite different works.
2. Find the type of work you want to cite in the left-hand column.
3. The right-hand column shows a full citation for the **first note (N)**, the **short form (S)** for subsequent citations of the same work, and the **bibliographic form (B)**.

Note on *ibid.* When you cite the same work in **direct** sequence, you may use "*ibid.*" (although the short form is also fine). "*Ibid.*" is an abbreviation of the Latin *ibidem*, meaning "in the same place." If all of the reference information is identical, just the word "*ibid.*" is used. If the page number is different, "*ibid.*" and the page number are needed. "*Ibid.*" is **not italicized**.

In the following example, note 8 cites the same source as note 7, but a different page; note 9 cites the same source and page as note 8:

7. *Oxford Essential World Atlas* (Oxford, UK: Oxford University Press, 1996), 23.

8. *Ibid.*, 89.

9. *Ibid.*

4. Create an entry in the **bibliography** for each work you cite using the **bibliographic form (B)**. Some electronic references do not require a bibliographic entry; these are noted in the table below.

Print References

Type of Entry

- (N) Note Form (first citation)
 (S) Short Form (subsequent citations)
 (B) Bibliographic Form
-

- Book with 1 author**
- (N) 1. Elizabeth J. Remick, *Building Local States: China during the Republican and Post-Mao Periods* (Cambridge, MA: Harvard University Press, 2004), 85.
- (S) 2. Remick, *Building Local States*, 31.
- (B) Remick, Elizabeth J. *Building Local States: China during the Republican and Post-Mao Periods*. Cambridge, MA: Harvard University Press, 2004.
-

- Book with 2 or 3 authors**
- (N) 3. Peter J. Katzenstein and Yutaka Tsujinaka, *Defending the Japanese State* (Ithaca, NY: Cornell University East Asia Program, 1991), 129.
- (S) 4. Katzenstein and Tsujinaka, *Defending the Japanese State*, 136.
- (B) Katzenstein, Peter J., and Tsujinaka, Yutaka. *Defending the Japanese State*. Ithaca, NY: Cornell University East Asia Program, 1991.
-

- Book with 4 or more authors**
- (N) 5. Lynn Hunt et al., *The Making of the West: Peoples and Cultures* (Boston: Bedford, 2001), 541.
- (S) 6. Hunt et al., *The Making*, 543.
- (B) Hunt, Lynn, Thomas R. Martin, Barbara H. Rosenwein, R. Po-chia Hsia, and Bonnie G. Smith. *The Making of the West: Peoples and Cultures*. Boston: Bedford, 2001.
-

- Book with no author**
- (N) 7. *Oxford Essential World Atlas* (Oxford, UK: Oxford University Press, 1996), 23.
- (S) 8. *World Atlas*, 27.
- (B) *Oxford Essential World Atlas*. Oxford, UK: Oxford University Press, 1996.
-

- Translated book**
- (N) 9. Boris Rumer, ed. *Central Asia in Transition: Dilemmas of Political and Economic Development*, trans. Gregory Freeze (New York: M.E. Sharpe, 1996).
- (S) 10. Rumer, *Central Asia in Transition*.
- (B) Rumer, Boris. *Central Asia in Transition*. Translated by Gregory Freeze. New York: M.E. Sharpe, 1996.

Non-English book with translated title	(N)	11. N. M. Pirumova, <i>Zemskoye liberal'noe dvizhenie: Sotsial'nye korni i evoliutsia do nachala XX veka</i> [The Zemstvo Liberal Movement: Its Social Roots and Evolution to the Beginning of the Twentieth Century] (Moscow: Izdatel'stvo "Nauka," 1977), 23.
	(S)	12. Pirumova, <i>Zemskoye liberal'noe dvizhenie</i> , 45.
	(B)	Pirumova, N. M. <i>Zemskoye liberal'noe dvizhenie: Sotsial'nye korni i evoliutsia do nachala XX veka</i> [The Zemstvo Liberal Movement: Its Social Roots and Evolution to the Beginning of the Twentieth Century]. Moscow: Izdatel'stvo "Nauka," 1977.
Edited book (i.e., chapters by different authors)	(N)	13. Kartik C. Roy, Clement A. Tisdell, and Hans C. Blomqvist, eds., <i>Economic Development and Women in the World Community</i> (Westport, CT: Praeger Publishers, 1999), 55.
	(S)	14. Roy and Tisdell, <i>Economic Development and Women</i> , 80.
	(B)	Roy, Kartik C., Clement A. Tisdell, and Hans C. Blomqvist, eds. <i>Economic Development and Women in the World Community</i> . Westport, CT: Praeger Publishers, 1999.
Chapter in an edited book	(N)	15. Jane Richardson and Paul Riethmuller, "Women in the Japanese Workplace," in <i>Economic Development and Women in the World Community</i> , ed. Kartik C. Roy, Clement A. Tisdell, and Hans C. Blomqvist (Westport, CT: Praeger Publishers, 1999), 85.
	(S)	16. Richardson and Riethmuller, "Women," 93.
	(B)	Richardson, Jane, and Paul Riethmuller. "Women in the Japanese Workplace." In <i>Economic Development and Women in the World Community</i> , edited by Kartik C. Roy, Clement A. Tisdell, and Hans C. Blomqvist, 79-96. Westport, CT: Praeger Publishers, 1999.
Journal article	(N)	17. Lisa Claypool, "Zhang Jian and China's First Museum," <i>The Journal of Asian Studies</i> 64, no. 3 (2005): 575.
	(S)	18. Claypool, "Zhang Jian," <i>The Journal of Asian Studies</i> , 580.
	(B)	Claypool, Lisa. "Zhang Jian and China's First Museum." <i>The Journal of Asian Studies</i> 64, no. 3 (2005): 567-604.
Journal article (volume only)	(N)	19. Janet R. Jenkins, "Learning Vocabulary through Reading," <i>American Educational Research Journal</i> 21 (1984): 772.
	(S)	20. Jenkins, "Learning Vocabulary," <i>American Educational Research Journal</i> , 775.
	(B)	Jenkins, Janet R. "Learning Vocabulary through Reading." <i>American Educational Research Journal</i> 21 (1984): 767-787.

Journal article with 2 or 3 authors	(N)	21. Roger C. Kneip and Anthony Lee, "Self-ratings of Anger as a Predictor of Heart Disease," <i>Health Psychology</i> 12 (1993), 303.
	(S)	22. Kneip and Lee, "Self-ratings," <i>Health Psychology</i> , 304.
	(B)	Kneip, Roger C., and Anthony Lee. "Self-ratings of Anger as a Predictor of Heart Disease." <i>Health Psychology</i> 12 (1993): 301-307.
Journal article with 4 or more authors	(N)	23. Roger C. Kneip et al., "Self-ratings of Anger as a Predictor of Heart Disease," <i>Health Psychology</i> 12 (1993), 303.
	(S)	24. Kneip et al., "Self-ratings," <i>Health Psychology</i> , 304.
	(B)	Kneip, Roger C., Anthony Lee, Timothy Ismond, Clay Milford, Lucia Salvia, and David Schwartz. "Self-ratings of Anger as a Predictor of Heart Disease." <i>Health Psychology</i> 12 (1993): 301-307.
Book review	(N)	25. Frank Vibert, review of <i>After ENRON: Lessons for Public Policy</i> , by William A. Niskanen (ed.), <i>Journal of Public Policy</i> 25, no. 3 (2005): 396.
	(S)	26. Vibert, <i>After ENRON</i> , 395.
	(B)	Vibert, Frank. Review of <i>After ENRON: Lessons for Public Policy</i> , by William A. Niskanen (ed.), <i>Journal of Public Policy</i> 25, no. 3 (2005): 395–396.
Newspaper article	(N)	27. Ian Stewart, "Book Fuels Mistrust of Meritocracy," <i>South China Morning Post</i> , December 18, 2000, p. A12.
	(S)	28. Stewart, "Book Fuels Mistrust of Meritocracy."
	(B)	Stewart, Ian. "Book Fuels Mistrust of Meritocracy." <i>South China Morning Post</i> , December 18, 2000, p. A12.
Newspaper article with no author	(N)	29. <i>South China Morning Post</i> , "Book Fuels Mistrust of Meritocracy," December 18, 2000, p. A12.
	(S)	30. <i>South China Morning Post</i> , "Book Fuels Mistrust of Meritocracy."
	(B)	<i>South China Morning Post</i> . "Book Fuels Mistrust of Meritocracy." December 18, 2000, p. A12.
Non-English article with translated title	(N)	31. Hadi Utomo, "Pendidikan Asar untuk Rakyat Miskin" [Primary Education for Poor People] <i>Kompas</i> , August 1, 2005, p. 34.
	(S)	32. Utomo, "Pendidikan Asar."
	(B)	Utomo, Hadi. "Pendidikan Asar untuk Rakyat Miskin" [Primary Education for Poor People]. <i>Kompas</i> , August 1, 2005, p. 34.

Document or report:	
Private organization	(N) 33. Geneva Call, <i>Seeking Rebel Accountability</i> , Report of the Geneva Call Mission to the Moro Islamic Liberation Front in Central Mindanao, Philippines, April 3-8 (Geneva: Geneva Call, 2002), 112.
	(S) 34. Geneva Call, <i>Seeking Rebel Accountability</i> , 120.
	(B) Geneva Call, <i>Seeking Rebel Accountability</i> . Report of the Geneva Call Mission to the Moro Islamic Liberation Front in Central Mindanao, Philippines, April 3-8. Geneva: Geneva Call, 2002.
Government	(N) 35. Department of Revenue and Customs, Royal Government of Bhutan, <i>Bhutan Tax Manual, 1998</i> , Thimphu: Royal Government of Bhutan, 1998, 118.
	(S) 36. Department of Revenue and Customs, <i>Bhutan Tax Manual, 1998</i> , 145–150.
	(B) Department of Revenue and Customs. Royal Government of Bhutan. <i>Bhutan Tax Manual, 1998</i> . Thimphu: Royal Government of Bhutan. 1998.
International body	(N) 37. United Nations Conference on Trade and Development, <i>Controlling Carbon Dioxide Emissions: The Tradeable Permit System</i> (Geneva: UNCTAD, 1995), 24.
	(S) 38. UNCTAD, <i>Controlling Carbon Dioxide Emissions</i> , 26.
	(B) United Nations Conference on Trade and Development. <i>Controlling Carbon Dioxide Emissions: The Tradeable Permit System</i> . Geneva: UNCTAD, 1995.

Electronic References

Type of Entry	(N) Note Form (first citation) (S) Short Form (subsequent citations) (B) Bibliographic Form
Book with original date of publication	(N) 39. Alfred Russell Wallace, <i>The Malay Archipelago</i> , vol. 1 (1902; Project Gutenberg, 2001), par. 23, http://www.gutenberg.org/etext/2530 .
	(S) 40. Wallace, <i>The Malay Archipelago</i> , vol. 1, par. 32.
	(B) Wallace, Alfred Russell. <i>The Malay Archipelago</i> . Vol. 1. 1902; Project Gutenberg, 2001. http://www.gutenberg.org/etext/2530 .
Journal article based on a print source	(N) 41. Eugene F. Provenzo, "Time Exposure," <i>Educational Studies</i> 34, no. 2 (2003): 266, http://search.epnet.com .
	(S) 42. Provenzo, "Time Exposure," 268.
	(B) Provenzo, Eugene F. "Time Exposure." <i>Educational Studies</i> 34, no. 2 (2003): 250-75. http://search.epnet.com .

Journal article in an electronic journal	(N)	43. Linda Belau, "Trauma and the Material Signifier," <i>Postmodern Culture</i> 11, no. 2 (2001): par. 6, http://www.iath.virginia.edu/text-only/11.2belau.txt .
	(S)	44. Linda Belau, "Trauma," par. 9.
	(B)	Belau, Linda. "Trauma and the Material Signifier." <i>Postmodern Culture</i> 11, no. 2 (2001). http://www.iath.virginia.edu/text-only/11.2belau.txt .
Working paper	(N)	45. Benoit Mercereau, "FDI Flows to Asia," Working Paper 07/199 (International Monetary Fund, 2005), http://www.imf.org/external/pubind.htm (accessed October 30, 2005).
	(S)	46. Mercereau, "FDI Flows."
	(B)	Mercereau, Benoit. "FDI Flows to Asia." Working Paper 07/199, International Monetary Fund, 2005. http://www.imf.org/external/pubind.htm (accessed October 30, 2005).
Encyclopedia entry	(N)	47. <i>Columbia Encyclopedia</i> , 6th ed., s.v. "Ethnology," http://www.bartleby.com/65/et/ethnolog.html (accessed November 21, 2005).
	(S)	48. <i>Columbia Encyclopedia</i> , s.v. "Ethnology."
	(B)	[No entry]
Newspaper article	(N)	49. Ian Stewart, "Book Fuels Mistrust of Meritocracy," <i>South China Morning Post</i> , December 18, 2004, http://www.singapore-window.org/sw00/001218sc.htm (accessed January 3, 2005).
	(S)	50. Stewart, "Book Fuels Mistrust of Meritocracy."
	(B)	Stewart, Ian. "Book Fuels Mistrust of Meritocracy." <i>South China Morning Post</i> , December 18, 2004. http://www.singapore-window.org/sw00/001218sc.htm (accessed January 3, 2005).
Non-English article with translated title	(N)	51. Hadi Utomo, "Pendidikan Asar untuk Rakyat Miskin" [Primary Education for Poor People], <i>Kompas</i> , August 1, 2005, http://www.kompas.com/kompas-cetak/0508/01.htm (accessed August 1, 2005).
	(S)	52. Utomo, "Pendidikan Asar."
	(B)	Utomo, Hadi. "Pendidikan Asar untuk Rakyat Miskin" [Primary Education for Poor People]. <i>Kompas</i> , August 1, 2005, http://www.kompas.com/kompas-cetak/0508/01.htm .
News release	(N)	53. World Health Organization, "Shelter and Water Remain a Top Priority in Pakistan," October 21, 2005, http://www.who.int/en/ (accessed November 4, 2005).
	(S)	54. World Health Organization, "Shelter and Water."
	(B)	World Health Organization, "Shelter and Water Remain a Top Priority in Pakistan," October 21, 2005, http://www.who.int/en/ (accessed November 4, 2005).

Website of a private organization	(N)	49. Council for Responsible Voting, Web site, http://member.tripod.com/~chapelnet/trivia.html (accessed June 1, 2004).
	(S)	50. Council for Responsible Voting.
	(B)	[No entry]
Document or report	(N)	51. Organization for Economic Co-operation and Development, <i>Trends in International Migration: Continuous Reporting System on Migration</i> , Annual Report, 2001 ed., http://www.oecd.org/dataoecd/23/41/2508596.pdf (accessed October 24, 2005).
	(S)	52. Organization for Economic Co-operation and Development, <i>Trends</i> .
	(B)	Organization for Economic Co-operation and Development. <i>Trends in International Migration: Continuous Reporting System on Migration</i> . Annual Report, 2001 edition. http://www.oecd.org/dataoecd/23/41/2508596.pdf (accessed October 24, 2005).
Document or report with author	(N)	53. Anoop Singh, "Global Context and Regional Outlook for Latin America and the Caribbean," Regional Economic Outlook Report, International Monetary Fund, http://www.imf.org/external/np/speeches/2005/101305.htm (accessed November 21, 2005).
	(S)	54. Singh, "Global Context."
	(B)	Singh, Anoop. "Global Context and Regional Outlook for Latin America and the Caribbean." Regional Economic Outlook Report, International Monetary Fund. http://www.imf.org/external/np/speeches/2005/101305.htm (accessed November 21, 2005).
Document or report with no author	(N)	55. World Bank, "Governance Indicators: 1996-2002," http://www.worldbank.org/wbi/governance/govdata2002 (accessed July 21, 2004).
	(S)	56. World Bank, "Governance Indicators."
	(B)	World Bank. "Governance Indicators: 1996-2002." http://www.worldbank.org/wbi/governance/govdata2002 (accessed July 21, 2004).
Government document with no date	(N)	57. Ministry of Coal, Government of India, <i>Pricing of Coal</i> , http://policies.gov.in/pol_show_doc.asp?pid=delh242&dno=1 (accessed September 23, 2005).
	(S)	58. Ministry of Coal, <i>Pricing of Coal</i> .
	(B)	Ministry of Coal, Government of India. <i>Pricing of Coal</i> . http://policies.gov.in/pol_show_doc.asp?pid=delh242&dno=1 (accessed September 23, 2005).
Stand-alone document with no author, no date	(N)	59. <i>Consumer Survey Report</i> , n.d., http://www.cc.user_survey (accessed August 8, 2006).
	(S)	60. <i>Consumer Survey Report</i> .
	(B)	<i>Consumer Survey Report</i> . N.d. http://www.cc.user_survey (accessed August 8, 2006).