

*Chicago Manual of Style*  
*Jacobson Center for Writing, Teaching, and Learning*  
*Smith College*

When you write papers in the humanities—at Smith, especially in history, and art history—you may sometimes be asked to follow the reference guidelines of the Chicago Manual of Style.

*Endnotes or Footnotes*

The first citation should be denoted by a superscript <sup>1</sup> (raised numeral) placed at the end of the material it supports, placing it after any mark of punctuation. Continue numbering each subsequent citation consecutively throughout the paper.

There are two options for placement of the information about the source: as footnotes or endnotes. If you are asked to use footnotes, this information should be placed at the “foot” or the bottom of the page on which it appears. If you are asked to use endnotes, this information should be placed at the end of the paper in numerical order. In both cases, the format for presenting the information is the same, but is different from the format for the bibliography entries. Indent the first line of each footnote/endnote entry (8 spaces suggested) and begin the note with the super script numeral. Surry subsequent lines out to the established margin

*Bibliography*

Whereas the final page offering full bibliographic information for all sources cited in a paper is titled “Work Cited” according to MLA style, it is titled “Bibliography” according to the Chicago Style. Entries should be alphabetized according to the last names of the authors. A work for which no author is given is alphabetized according to the first word of the title (disregarding “A,” “An,” or “The”). You should include every work--articles, books, websites, primary sources—that supplied valuable information for your paper.

Begin each entry at the left hand margin, and if it is necessary to carry it over to a subsequent line, use a hanging indent, that is each additional line in that entry should be indented (8 spaces suggested). Single space within each entry and double space between entries.

*In text citation*

According to Leibsohn, “*The Politics of Memory* . . . contributes substantially, and eloquently, to current discussions about the historicity—and truth—in indigenous accounts of the past.”<sup>1</sup>

*Footnote/Endnote Entry*

<sup>1</sup>Dana Leibsohn, “*The Politics of Memory: Native Historical Interpretation in the Columbian Andes*,” *Anthropology Quarterly* 73 (2000): 52-53.

*Bibliography Entry*

Leibsohn, Dana, “*The Politics of Memory: Native Historical Interpretation in the Columbian Andes*,” *Anthropology Quarterly* 73 (2000): 52-53.

## *Formatting Quotations*

Short, direct prose quotations should be incorporated into the text and enclosed in double quotation marks.

Newbury acknowledges that the conflicts in central Africa in the early 1990s were in some ways interdependent, but argues that “although political tension and violence in each country clearly exacerbated violence in the others, each one also had deep local roots.”<sup>5</sup>

If a quotation runs to more than four lines, it should be set off in a free-standing block that is indented one-half inch (5-7 spaces) from the left margin. Subsequent lines should be typed flush with the first and doubled-spaced. Quotation marks are not necessary because the format itself makes clear to the reader you are quoting directly. Here is an example:

Newbury offers a compelling justification for examining the intersection of history and politics as a useful context for understanding convergent catastrophes such as those in Central Africa:

I am concerned with how history is used to aggravate rather than diminish the intensity of these crises. A clear grasp of the historical record may help to reduce tensions. I focus in particular on the nature of boundaries and ethnicities, on territorial and cultural classifications. Moreover, I explore how a rigid concept of these forms of categorization—which, I argue, are historically flexible concepts—can abet conflict.<sup>6</sup>

The punctuation preceding a block quotation varies. If the sentence preceding the quotation is complete, (as above) use a colon. If a sentence is incomplete, punctuate as you would if the sentence and quotation were straight uninterrupted text.

## **RULES FOR FORMATTING QUOTATIONS**

### *Chicago Manual of Style Guide*

#### ***1. A Book with One Author***

##### *In footnote/endnote form*

<sup>1</sup> Joachim W. Stieber, *Pope Eugenius IV, the Council of Basel and the Secular and Ecclesiastical Authorities in the Empire : The Conflict over Supreme Authority and Power in the Church*, Studies in the History of Christian Thought Series; vol. 13 (Brill: Leiden, 1978 ).

##### *In bibliography form*

Stieber, Joachim W. *Pope Eugenius IV, the Council of Basel and the Secular and Ecclesiastical Authorities in the Empire : The Conflict over Supreme Authority and Power in the Church*. Studies in the History of Christian Thought Series; vol. 13. Brill: Leiden, 1978 .

## **2. Two or Three Authors**

*In footnote/endnote*

<sup>2</sup> Robert McCrum, William Cran, and Robert MacNeil, *The Story of English* (London: Penguin, 1992.)

*In bibliography*

McCrums, Robert, William Cran, and Robert MacNeil. *The Story of English*. London: Penguin, 1992.

## **3. Article in a Journal**

*In footnote/endnote*

<sup>3</sup> John Maynard Smith, "The Origin of Altruism," *Nature* 393 (1998): 639-40.

*In bibliography*

Smith, John Maynard. "The Origin of Altruism." *Nature* 393 (1998): 639-40.

## **4. Work in an Anthology**

*In footnote/endnote*

<sup>4</sup> Ray Harlow, "Some Languages are not Good Enough" *Language Myths*, ed. Peter Trudgill (London: Penguin, 1998), 10.

*In bibliography*

Harlow, Ray, "Some Languages are not Good Enough" in *Language Myths*, ed. Peter Trudgill (London: Penguin, 1998), pp. 9-14.

## **5. A Book with an Editor/Translator/Compiler**

*In footnote/endnote*

<sup>5</sup> Kate Fortmueller and Jess Paga, comps., *Abstract Expression: The New York School*, New York: Penguin Books, 2002, pp. 88-103.

*In bibliography*

Fortmueller, Kate and Jess Paga, comps., *Abstract Expression: The New York School*. New York: Penguin Books, 2002, pp. 88-103.

## **6. Article in a Popular Magazine**

*In footnote/endnote*

<sup>6</sup> Andrew Zimbalist, "All Right All You Lawyers, Play Ball," *Business Week*, April 15, 2002, 108.

Steve Martin, "Sports Interview Shocker," *New Yorker*, May 6, 2002, 84.

*In bibliography*

Zimbalist, Andrew. "All Right All You Lawyers, Play Ball," *Business Week*, April 15, 2002, 108-109.

## **7. Article in a Newspaper**

*In footnote/endnote*

<sup>7</sup> William S. Niederton, "A Scholar Recants on his 'Shakespeare' Discovery," *New York Times*, June 20, 2002. Arts Section, Midwest edition.

*In bibliography*

*New York Times*, June 20, 2002, Arts Section.

## **8. Encyclopedia Entry**

*In footnote/endnote*

<sup>8</sup> *Encyclopedia Britannica*, 11<sup>th</sup> ed. s.v. "Wales."

*In bibliography*

*Encyclopedia Britannica*. 11<sup>th</sup> ed. s.v. "Wales."

## **9. Unpublished Writing/Dissertations**

*In footnote/endnote*

<sup>9</sup> Stephanie Lynn Budin, “The Origins of Aphrodite (Greece)” (PhD diss., University of Pennsylvania, 2000), 301-2.

*In bibliography*

Budin, Stephanie Lynn. “The Origins of Aphrodite (Greece).” PhD diss., University of Pennsylvania, 2000.

## **10. Lecture Notes**

*In footnote/endnote*

<sup>10</sup> Brigitte Buettner, Class lecture, Smith College, 23 October 2005.

*In bibliography*

Buettner, Brigitte. Class lecture. Smith College, 23 October 2005.

## **11. Website**

*In footnote/endnote*

<sup>11</sup> Michael Barresi, “Teaching with Technology,” *Smith College Home Page*, January 2006, < <http://www.smith.edu/its/ets/teachwithtech>> (February 3, 2006).

*In bibliography*

Baressi, Michael. “Teaching with Technology” *Smith College Home Page*, January 2006. < <http://www.smith.edu/its/ets/teachwithtech>.> (February 3, 2006.)

## **12. Article in an Electronic Journal**

*In footnote/endnote*

<sup>12</sup> Judith Egan et al., “Archaeology in Jordan,” *American Journal of Archaeology*, 104, no. 3. (2000), <http://links.jstor.org/sici?sici=00029114%28200007%29104%3A3%3C561%3A-AIJ%3E2.0.CO%3B2-S>

*In bibliography*

Egan, Judith, M. Bikai, and Kurt Zamora. "Archaeology in Jordan." *American Journal of Archaeology*, 104, no. 3. (Jul., 2000). <http://links.jstor.org/sici?sici=00029114%28200007%29104%3A3%3C561%3AAIJ%3E2.0.CO%3B2-S>