This guide was adapted from the University of Georgia’s Chicago Manual of Style Guide (http://www.libs.uga.edu/ref/chicagostyle.pdf) and is based on The Chicago Manual of Style, 16th ed., 2010. The Middle Georgia State University Libraries offer this handout as a guide only. Please refer to The Chicago Manual of Style or your professor for clarifications.

- The Chicago Manual of Style presents two basic documentation systems:
  1. Humanities Style: notes and bibliography (covered in this handout)
  2. Sciences Style: author-date system. (NOT covered in this handout)
- For more information and examples, see http://www.chicagomanualofstyle.org/tools_citationguide.html or consult a Reference Librarian.

Documentation 1: Notes and Bibliographies

- Use the First Note form the first time the work is cited in your paper. Use an abbreviated form for subsequent citations:
  ✓ If only one work by a cited author is used: 4. Gelman, 144.
  ✓ If more than one work by a cited author is used: 4. Gelman, Red State, 144.
- Alphabetize your bibliography by the first item in the entry.
  ✓ Note that authors’ names are last name, first name in the bibliography.
  ✓ If the work has no identifiable author, start the citation with the work’s title.
- Two or three authors: list authors in the same order they’re listed on the title page of the work.
- Four or more authors: use the first author listed on the title page, followed by et al, in the note; list all authors in bibliography entry, in the same order they’re listed on the title page of the work.
- For more information, consult the section numbers of the Chicago Manual of Style given after every heading.

Articles: Print or Online

Article from a journal (14.175-198):

Published by professionals and academics, for a professional audience. If you access the article online, through a GALILEO database or web site, include a DOI (Digital Object Identifier) or a stable URL (web address) in your notes or bibliography. If you access the article in print, leave off the URL or DOI and end the citation with a period.


Article from a magazine (14.199-202):

Published by professional journalists, for a general audience. Cite pages you quote in your notes, but omit page numbers from the citation in your bibliography. If you use a magazine article from its web site or through a GALILEO database, include a DOI or a stable URL.


**Article from a newspaper (14.203-213):**

Cite newspaper articles in your notes, but not in your bibliography. Omit page numbers. If you use an online version of a newspaper, include a URL or DOI. If a URL is unwieldy, shorten it to the address of the newspaper’s web site.


**Article from an encyclopedia (14.247-248):**

Cite articles from well-known encyclopedias in your notes, but not in your bibliography. If the encyclopedia is arranged alphabetically, do not include the page or volume numbers. Omit publication information. Include the edition if you are not using the first edition of the work. Put the article title, in quotes, after the abbreviation s.v. (sub versa, "under the word.") If you are using an online encyclopedia, include a URL or DOI; if the online encyclopedia does not have a publication date, include the date you accessed the article.


Cite articles from a lesser-known encyclopedia with publication information in the notes and in the bibliography:


**Books: Print or Electronic**

**Book (14.68-110):**

Use the first named city on the copyright page of the book for the place of publication. Use state codes after the city only if the city is not well known or may be confused with a different place (14.134-138).


**Book chapter/work in an anthology (14.111-117):**


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


Websites and Other Electronic Sources

Websites (14.243-246):

If possible, determine content author, page title, site title or site owner, and the URL. As with encyclopedias, cite the web site in the notes only, or, if your paper does not have notes, include the site in the bibliography.


Film on DVD (14.279):

Name the screenwriter as the author and add the media type (DVD, VHS, etc.) after the film title. If you’re citing a single scene, put the name or scene number in quotes at the beginning of the citation. Cite a commentary track with its author and title.

First Note: 10. Beverly Cross, *Clash of the Titans*, directed by Desmond Davis (1981; Buckinghamshire, England: MGM, 2010), DVD.


Online Video (14.280):

From YouTube, Hulu, etc.


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