

Chicago Manual of Style (CMOS) 18th Ed. Notes and Bibliography Guidelines

THE PURDUE OWL

This poster provides basic rules for using the Chicago Manual of Style (CMOS). To supplement this material, consult *The Chicago Manual of Style*, 18th edition. This poster follows one of the two CMOS patterns of documentation, Notes-Bibliography. Please see the Purdue University online writing lab (OWL) for information on CMOS

NOTES AND BIBLIOGRAPHY (NB)

Notes

Include a note (endnote or footnote) each time you use a source, whether through a direct quote or through a paraphrase or summary. Footnotes are added at the end of the page where the source is referenced. Endnotes are compiled at the end of the entire document.

The footnote or endnote itself begins with the appropriate number followed by a period and then a space.

- 2. Scott Lash and John Urry, *Economies of Signs & Space* (London: Sage Publications, 1994), 241-51.

A superscript number should be placed at the end of the sentence to the corresponding bibliographic information being cited

- Lash and Urry's text, *Economies of Signs & Space*, was published in 1994.²

The first note should include all relevant information about the source: author's full name, source title, and facts of the publication. If the source is cited again, only include the surname of the author, a shortened form of the title (if more than four words), and page number(s).

- Lash and Urry, *Economies of Signs & Space*, 250.

Bibliographies

The bibliography provides an alphabetical list of all sources used in the given work. This page, most often titled "Bibliography," is usually placed at the end of the work preceding the index. It should include all sources cited within the work.

Although bibliographic entries for various sources may be formatted differently, all included sources (books, articles, web sites, etc.) are arranged alphabetically by the first part of each bibliographic entry, which is usually the author's last name.

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NOTES

General Model for Citing Books

1. First name Last name, *Title of Book*. Editor. (Publisher, Year of publication), page number.
2. Last name, *Title of Book*, Page Number. *

*Note: Subsequent citations of sources already given in full may be shortened

- For multiple authors, list them all alphabetically. In the shortened note, use a list of their last names. If authors are not listed in alphabetical order in the book, use the book's order of appearance.
- If there is no author listed on the title page, use the name(s) of the editor(s), compiler(s), or translator(s). Follow the name with the abbreviation *ed.* or *eds.*, *comp.* or *comps.*, or *trans.*, preceded by a comma. In the shortened note, the abbreviation is omitted.
- If only using one chapter from the book, follow the author's name with the title of the chapter in quotations, followed by "in" and then the book name. In the shortened note, use only the chapter number.

Article, Chapter, Essay, etc., in a Book or Edited Collection

- Peter Chilson, "the Border," in *The Best American Travel Writing 2008*, ed. Anthony Bourdain (Boston: Houghton Mifflin Company, 2008), 46.

Journals

Use quotation marks to set off the titles of articles within the journal. Omit the initial "the" from the journal title. The volume number follows the journal title with no punctuation and is not italicized.

- Susan Peck MacDonald, "The Erasure of Language," *College Composition and Communication* 58, no. 4 (2007): 619.

Web Sources

The title of a website, blog, or social media post that is analogous to a traditionally printed work but does not have (and never had) a printed counterpart, can be treated like titles of other websites. For example, Wikipedia can be treated as a website, rather than as a conventional encyclopedia.

- First name, Last name, "Title of Web Page," *Publishing Organization or Name of Website*, Publication date and/or access date if available, URL.

Newspapers

For print articles, include the name(s) of the author, headline or column headings, newspaper name, month (abbreviated), day and year published

- Nisha Deo, "Visiting Professor Lectured on Photographer," *Exponent* (West Lafayette, IN), Feb. 13, 2009.

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BIBLIOGRAPHY

Basics

The author's name is inverted, and the title of books and journals are italicized. Titles of articles, chapters, poems, etc. are placed in quotation marks. The year of publication is listed after the publisher or journal name. All major elements are separated by periods.

General Model for Citing Books

- Lastname, First name. *Title of Book*. Place of publication: Publisher, Year of publication
1. For multiple authors, list them in the order they appear on the title page of the book, not alphabetically. If there is no author listed on the title page, use the name(s) of the editor(s), compiler(s), or translator(s). Follow the name with the abbreviation *ed.* or *eds.*, *comp.* or *comps.*, or *trans.*, preceded by a comma.
 2. If only using one chapter from the book, follow the author's name with the title of the chapter in quotations, followed by "in" and then the book name.

Article, Chapter, Essay, etc., in a Book or Edited Collection

- Chilson, Peter. "The Border." In *The Best American Travel Writing 2008*, edited by Anthony Bourdain, 44-51. Boston: Houghton Mifflin Company, 2008.

Web Sources

Follow the general model below when citing web sources.

- Last name, First name. "Title of Web Page." Publishing Organization or Name of Web Site. Publication date and/or Access Date if available. URL

Newspapers

Newspapers are more often cited in text or in notes than in bibliographies. If they are cited in the text, they do not need to be in the bibliography. However, if a bibliography entry is needed, it would appear as follows:

- Last name, First name. "Title of Article." *Name of Newspaper*, Month Day, Year.
- Brody, Jane E. "Mind May Affect Healing." *New York Times*, December 7, 2009.