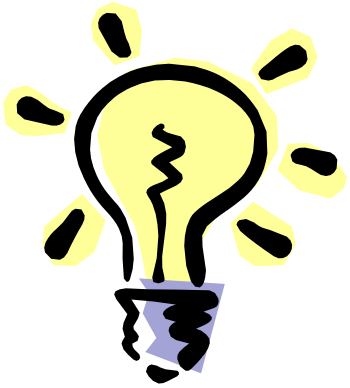
PHILADELPHIA UNIVERSITY

LEARNING & ADVISING CENTER

CHICAGO (CMS) DOCUMENTATION GUIDELINES



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IMPORTANT: Read This Note

Chicago (CMS) Style is the name for two documentation systems for different academic disciplines. This booklet describes key aspects of the notes-and-bibliography system, which is traditionally used in architecture, history, philosophy. religion, and the fine arts. On the following pages you will find general instructions about format, together with examples of how to use Chicago documentation style to cite some of the most frequently used types of sources. For information on citing other types of sources, consult the following website:

http://www.press.uchicago.edu/Misc/Chicago/cmosfaq/cmosfaq.html

The professional writing tutors at the Learning & Advising Center can answer your questions about citing sources and help you understand how to be sure you are using sources appropriately. To schedule a writing tutoring appointment, call

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Documentation information and other aids to writing papers can also be found on our website:

http://www.philau.edu/learning

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GENERAL CHARACTERISTICS OF CHICAGO STYLE

➔ ➔ **In-text Citations** take the form of superscripts keyed to footnotes or endnotes

Raised (superscript) Arabic numbers and corresponding footnotes or endnotes are a hallmark of Chicago Style documentation. They are used to provide specific site credit for every quotation, paraphrase, summary, or replication of a graphic.

• Numbers are sequential and are placed immediately after a sentence or clause.

Example: Frank Lloyd Wright's "prairie style" was characterized initially by houses with "low horizontal lines echoing the landscape."[1] The architectural historian Vincent Scully sees the suburban building lots for which Wright was designing as "one of Wright's most important influences" on American architecture.[2]

• For each superscript number, the writer provides a corresponding footnote or endnote.

Example: 1. "Wright, Frank Lloyd," *The Concise Columbia Encyclopedia*, 1st ed.

2. Vincent Scully, *Architecture: The Natural and the Manmade* (New York: St. Martin's, 1991) 340.

• After a source has been cited once, the information in subsequent footnotes or endnotes to that source can be condensed. However, Chicago Style now discourages the use of abbreviations such as *ibid.* or *op. cit.*

Example: 7. Scully, 153.

• Footnotes are typed in a single-spaced list at the bottom of the same page on which the numerals appear. A gap of four spaces or a typed line 1.5 inches long separates this list from the last line of text on the page. Numbers are typed on the line full-sized (not as superscripts), followed by a period and a space. The first line of each footnote is indented 5 spaces, and subsequent lines are placed at the left margin.

• Endnotes appear on a separate page following the text (and appendix, if there is one) and preceding the bibliography. The heading *Notes* is centered at the top of the page. Numbers are typed on the line full-sized (not as superscripts), followed by a period and a space. Each number is indented 5 spaces, and subsequent lines are placed at the left margin. The entire list is double-spaced, both within and between individual entries.

➔ ➔ Bibliography

The Bibliography provides publishing information for all of the sources cited in the paper. Arrange separate entries alphabetically by the author's last name. If the author is not identified, alphabetize the source by its title. Do not number entries. Single space entries, placing the first line of an entry at the left margin and indenting subsequent lines 5 spaces.

On the following pages, you will find examples of proper Chicago format of entries for different types of sources. Follow the format exactly, supplying your information as if putting numbers into a mathematical formula. For example, capitalize all main words of titles, italicize names of books and periodicals, etc.

CONVENTIONAL (NON-ELECTRONIC) PRINT SOURCES

note and bibliography format

BOOK BY ONE AUTHOR

1. Anne Applebaum, *Gulag: A History of the Soviet Camps* (London, Penguin, 2003), 82.

Applebaum, Anne. *Gulag: A History of the Soviet Camps*. London: Penguin, 2003.

BOOK BY TWO OR MORE AUTHORS

2. Geraldo Lopez, Judith P. Salt, Anne Ming, and Henry Reisen, *China and the West* (Boston: Little, Brown, 1990), 46-47.

Lopez, Geraldo, Judith P. Salt, Anne Ming, and Henry Reisen. *China and the West*. Boston: Little, Brown, 1990.

BOOK BY A CORPORATION, ASSOCIATION, FOUNDATION, ETC.

3. United States Department of Labor, *Child Care: A Workforce Issue* (Washington, DC: GPO, 1988), 14.

United States Dept. of Labor. *Child Care: A Workforce Issue*. Washington, D. C.: GPO, 1988.

BOOK BY ANONYMOUS AUTHOR

4. *College Bound Seniors* (Princeton: College Board Publications, 1999), 23.

College Bound Seniors. Princeton: College Board Publications, 1999.

WORK IN AN ANTHOLOGY OR CHAPTER IN EDITED COLLECTION

5. Albert Murray, "The Blues as Dance Music," in *Reading Jazz: A Gathering of Autobiography, Reportage, and Criticism From 1919 to Now*, ed. Robert Gottlieb, (New York: Vintage/Random House, 1999), 993.

Murray, Albert. "The Blues as Dance Music." in *Reading Jazz: A Gathering of Autobiography, Reportage, and Criticism From 1919 to Now*, edited by Robert Gottlieb, 992-96. New York: Vintage/Random House, 1999.

ARTICLE IN A REFERENCE BOOK

6. *Encyclopedia Britannica*, 15th ed., s.v. "Mexico."

Chicago does not recommend including reference works such as encyclopedias or dictionaries in the bibliography. Citing them appropriately in notes is all that is required.

ARTICLE IN A SCHOLARLY OR PROFESSIONAL JOURNAL

7. Joe W. Trotter and Johanna Fernandez, "Hurricane Katrina: Urban History from the Eye of the Storm," *Journal of Urban History* 35 (2009): 607-613.

Trotter, Joe W. and Johanna Fernandez. "Hurricane Katrina: Urban History from the Eye of the Storm." *Journal of Urban History* 35 (2009): 607-613.

ARTICLE IN A MONTHLY OR BIMONTHLY PERIODICAL

8. Christina Hoff Sommers, "The War against Boys," *Atlantic Monthly* (May 2000): 62.

Sommers, Christina Hoff. "The War against Boys." *Atlantic Monthly* (May 2000): 59-74.

ARTICLE IN A WEEKLY PERIODICAL

9. Andrew Goldstein, "Social Security," *Time* (October 9, 2000): 55.

Goldstein, Andrew. "Social Security." *Time* (October 9, 2000): 54-56.

ARTICLE BY ANONYMOUS AUTHOR

10. "Flirting with Strange Ideas," *Newsweek* (April 17, 2000): 136.

"Flirting with Strange Ideas." *Newsweek* (April 17, 2000): 135-36.

ARTICLE IN NEWSPAPER

11. Robert J. Samuelson, "Merger Frenzy," *Washington Post* (October 12, 2000) A25.

Samuelson, Robert J. "Merger Frenzy." *Washington Post* (October 12, 2000): A25.

NON-PRINT SOURCES

note and bibliography format

ARTWORK: IN MUSEUM

12. Roy Lichtenstein, *Still Life with Goldfish*

Lichtenstein, Roy. *Still Life with Goldfish*. Philadelphia Museum of Art, Philadelphia.

ARTWORK: ON SITE

13. Richard Rogers and Renzo Piano, *Centre Georges-Pompidou*, 1977, Place Beaubourg, Paris.

Rogers, Richard and Renzo Piano. *Centre Georges-Pompidou*. 1977. Place Beaubourg, Paris.

ARTWORK: REPRODUCTION IN A BOOK OR PERIODICAL

14. Piet Mondrian, *Composition*

Mondrian, Piet. *Composition*. Albright-Knox Gallery, Buffalo, NY. Illus. in *Dictionary of Art and Artists.* By Peter and Linda Murray. New York: Praeger, 1965.

CARTOON OR COMIC STRIP

15. Garry Trudeau, *Doonesbury,* Comic Strip *Philadelphia Inquirer*. May 12, 2001: E7.

Trudeau, Garry. *Doonesbury*. Comic Strip. *Philadelphia Inquirer*. May 12, 2001: E7.

FILM OR VIDEOTAPE OR DVD

16. *Casablanca*, dir. Michael Curtiz, perf. Humphrey Bogart and Ingrid Bergman, 1 hr. 44 min., MGM/UA, 1942. DVD.

Casablanca. Directed by Michael Curtiz. Performed by Humphrey Bogart and Ingrid Bergman. 1 hr 44 min. MGM/UA. DVD.

RECORDING OR COMPACT DISC

17. Billie Holiday, vocal performance of " I Cover the Waterfront" by Edward Heyman and Johnny Green, recorded 1942, on *Billie's Blues*, Heritage 512947TX, compact disc.

Holiday, Billie. *Billie's Blues*. Heritage 512947TX, 1991. Compact disc.

PERFORMANCE

18. *The Hard Nut*, chor. Mark Morris, Brooklyn Academy of Music, Brooklyn, NY 22 December, 2002.

The Hard Nut. Choreographed by Mark Morris. Brooklyn Academy of Music. 22 December 2002.

Electronic Sources

note and bibliography format

ONLINE DATABASE

19. Steven Conn, "Rethinking Urban Parks: Public Space and Cultural Diversity," *Antioch Review* 67 (Summer 2006): 579-81, ProQuest.

Conn, Steven. "Rethinking Urban Parks: Public Space and Cultural Diversity." *Antioch Review* 67 (Summer 2006): 579-81. ProQuest.

WEBSITE

20. "AIA's 10 Principles for Livable Communities," American Institute of Architects, accessed June 23, 2010, http://www.aia.org/nav_atp

"AIA's 10 Principles for Livable Communities." American Institute of Architects. http://www.aia.org/nav_atp

ARTICLE IN SCHOLARLY JOURNAL

21. Tatjana Schneider and Jeremy Till, "Flexible Housing: Opportunities and Limits," *Architecture Research Quarterly* 9 (July 27, 2006): 157-166. doi: 10.1017/ S1359135505000199

Schneider, Tatiana and Jeremy Till, "Flexible Housing: Opportunities and Limits," *Architecture Research Quarterly* 9 (July 27, 2006): 157-166. doi: 10.1017/ S1359135505000199

ARTICLE IN ONLINE NEWSPAPER OR MAGAZINE

22. Randy Kennedy, "A Most Public Artist Polishes a New York Image," *New York Times*, sec. 2, August 20, 2006, http://nytimes.com/2006/08/20/design/20kenn.html

Kennedy, Randy. "A Most Public Artist Polishes a New York Image." *New York Times* (August 20, 2009). http://nytimes.com/2006/08/20/design/20kenn.html.

ONLINE BOOK

23. Isabel Wilkerson, *The Warmth of Other Suns: The Epic Story of America's Great Migration* (New York: Random House, 2010), Kindle edition, chap. 2.

Wilkerson, Isabel. *The Warmth of Other Suns: The Epic Story of America's Great Migration*. New York: Random House, 2010. Kindle edition.

BLOG

24. Andrew Revkin, "Pondering a Polar Predator in Retreat," *Dot Earth* (blog), December 17, 2010, http://dotearth.blogs.nytimes.com/

Revkin, Andrew. "Pondering a Polar Predator in Retreat." *Dot Earth* (blog) *New York Times* (December 17, 2010) http://dotearth.blogs.nytimes.com/

Sample Chicago Bibliography

Below is a sample bibliography list from the end of a paper on education reform. Each entry on this alphabetical list has been referred to in the paper.

Bibliography

Bartels, Lynn. "Owens Likes Furor over Education Reform Plan." *Rocky Mountain News* 18 March 2000, A7.

Brown, Fred. "Retooled School Bill Goes Back to Senate: Grading System Concerns House Democrats." *Denver Post* 22 March 2000, A14.

Gutierrez, Hector. "Teachers Protest Grading Proposal." *Rocky Mountain News* 26 March 2000, A20.

Newcomb, JoElyn, and Linda Shoemaker. "Owens' Risky Experiment for Children." *Denver Post* 17 February 2000, B11.

Owens, Bill. "Announcement of 'Putting Children First: A Plan for Safe and Excellent Public Schools.'" *State of Colorado Home Page*. 8 December 1999. http://www.state.co.us/childrenfirst/ChildrenFirstRemarks.htm (16 April 2000).

---, "Open Letter to Colorado's Teachers from Governor Owens." *State of Colorado Home Page*. 15 December 1999. http://www.state.co.us/childrenfirst/teacher_letter_amd_23.pdf (15 April 2000).

Pascoe, Pat. "School Reform Will Do Little to Help Children Learn." *The Pascoe Express*, 15 March 2001. http//home.earthlink.net/~dambois/latest.html (16 April 2000).

"Putting Children First: A Plan for Safe and Excellent Public Schools." *State of Colorado Home Page*. 19 November 1999. http//www.state.co.us/childrenfirst (15 April 2000).

State of Colorado General Assembly. Senate Bill 00-186. 31 January 2000. http//www.;eg.state.co.us/inetbill.nsf/fsbillcont/222894FAE70D5C6E8725684600 71E6D3?Open&file+186_enr.pdf (15 April 2000).

(adapted from Mike Palmquist)