PHILADELPHIA UNIVERSITY
LEARNING & ADVISING CENTER

CHICAGO (CMS)
DOCUMENTATION GUIDELINES

The Learning & Advising Center . . . a bright idea!
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

(215) 951-2799

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

http://www.philau.edu/learning

Revised January 2013
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.
  


- 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


BOOK BY TWO OR MORE AUTHORS


BOOK BY A CORPORATION, ASSOCIATION, FOUNDATION, ETC.


BOOK BY ANONYMOUS AUTHOR


WORK IN AN ANTHOLOGY OR CHAPTER IN EDITED COLLECTION


ARTICLE IN A REFERENCE BOOK

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


NON-PRINT SOURCES
note and bibliography format

ARTWORK: IN MUSEUM
12. Roy Lichtenstein, *Still Life with Goldfish*

ARTWORK: ON SITE

ARTWORK: REPRODUCTION IN A BOOK OR PERIODICAL
14. Piet Mondrian, *Composition*

CARTOON OR COMIC STRIP

FILM OR VIDEOTAPE OR 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.

PERFORMANCE
Electronic Sources
note and bibliography format

ONLINE DATABASE


WEBSITE


ARTICLE IN SCHOLARLY JOURNAL


ARTICLE IN ONLINE NEWSPAPER OR MAGAZINE


ONLINE BOOK


BLOG


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

<table>
<thead>
<tr>
<th>Author</th>
<th>Title</th>
<th>Source</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Newcomb, JoElyn, and Linda Shoemaker</td>
<td>“Owens’ Risky Experiment for Children.”</td>
<td>Denver Post</td>
<td>17 February 2000, B11</td>
</tr>
</tbody>
</table>

(adapted from Mike Palmquist)

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