**Chicago Manual of Style – Notes & Bibliography**

**Examples and Helpful Tips**

- **Citation Style:** Chicago Manual of Style, Notes & Bibliography
- **Print:** The Chicago Manual of Style (ULIB-Perm Reserve Z253 .U69 2010, 16th edition)
- **Website:** [http://www.chicagomanualofstyle.org/tools_citationguide.html](http://www.chicagomanualofstyle.org/tools_citationguide.html)

Do your best with the information you are given. Your goal is to make every citation as complete as possible so that others can find the resource and so that you are giving credit to the source.

Remember that a citation that runs longer than one typed line must be indented. To do this, highlight your citation, right click and select **Paragraph**. Under **Indentation – Special** select **hanging**.

A bibliography should be arranged in alphabetical order according to the last name of the author.

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**Book with an editor**


**What you need to write down:**
- Author OR Editor name(s)
- Title of Book
- Place of Publication (usually a city)
- Publisher
- Date of Publication

**Where to look:** Title page, back of title page (verso), catalog record

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**Entry in an encyclopedia or chapter of a book**


**What you need to write down:**
- Author of entry or chapter
- Title of entry or chapter
- Title of book
- Author OR Editor of book
- Volume (if relevant)
- Page(s) for entry or chapter
- Place of Publication (usually a city)
- Publisher
- Date of Publication

**Where to look:** Title page, back of title page (verso), pages of specific entry, catalog record

**The citation format for an encyclopedia entry may also be used to cite a book chapter.**
Article in a print journal


What you need to write down:
- Author name(s)
- Title of article
- Source (name of journal)
- Volume and Issue #s (if given)
- Date (at minimum the year)
- Pages for article

Where to look: Cover of journal volume, first page of the article, database record

Article online available via JSTOR (or full-text database)


What you need to write down:
- Author name(s)
- Title of article
- Source (name of journal)
- Volume and Issue #s (if given)
- Date (at minimum the year)
- Pages for article

Where to look: Cover of journal volume, first page of the article, database record

Website


What you need to write down:
- Name, creator or responsible party for site
- Name of page viewed
- Date accessed OR date of last update
- URL for website
Image from a book


(Wright is listed as creator because this is a reproduction of his drawing)

**What you need to write down:**
- Image creator (could be artist, architect, or photographer who took the picture)
- Name of image
- Date (of image or building featured in image)
- Citation for book where image was found

Image from an image database


**What you need to write down:**
- Image creator (could be artist, architect, or photographer who took the picture)
- Name of image
- Name of database where you found the image and location (will be TTU if you use local online image collections)
- Date of access
- Image URL (if stable, if not, do not include)

Image from a website


**What you need to write down:**
- Image creator (could be artist, architect, or photographer who took the picture)
- Name of image
- Name of website where you found it (NOT Google Image – select “Visit page” to find website where image is hosted)
- Date of access
- URL for website