The Chicago Manual of Style (16th ed.) contains information about citing your sources using two different documentation systems: (1) the documentary-note (or humanities) style and (2) the author-date style. The Chicago Manual also provides guidelines for spelling and punctuation and discusses the treatment of numbers, quotations, illustrations, tables, foreign languages, mathematical symbols, abbreviations, and more.

ENDNOTES OR FOOTNOTES IN THE NOTE-BIBLIOGRAPHY STYLE
• Use a note each time you use a source, whether as a direct quote, a paraphrase, or a summary.
• Use a full citation of each source the first time you use it in a note. Use a shortened citation in all subsequent citations of this source with the author’s surname, a short form of the title, and page number(s).
• Note numbers are placed at the end of sentences after the final punctuation.
• Notes are styled much like running text with author’s names in normal order and the elements separated by commas or parentheses.

BIBLIOGRAPHY OR WORKS CITED
• Give authors’ last names first and arrange all sources cited in your text in a single alphabetical list.
• Use headline style capitalization for titles. E.g. A Tale of Two Cities.
• The entries are not numbered. The main elements are separated by periods.
• Single-author entries come before multi-author entries beginning with the same name.
• Typically the bibliography begins on a separate page from the rest of the text.

CITING WORKS OF ART AND ART EXHIBITIONS
• When you first mention a work of art, you will usually need to indicate its date and present location immediately after the title. This often helps clarify your writing.
• When you first mention an artist, give her or his full name. Afterwards it is appropriate to use the last name alone, e.g. Gauguin, Nevelson, not Mr. Gauguin or Ms. Nevelson.
• Titles of works of art are italicized even if these are titles added later by someone other than the artist or if these are translated.
  o Rothko’s Orange Yellow Orange, Leonardo da Vinci’s Mona Lisa and The Last Supper
  o Hogarth’s series of drawings The Rake’s Progress, Michelangelo’s David
• Titles of works of art from antiquity are usually set in roman (not italicized).
  o the Winged Victory, the Venus de Milo
• Titles of art exhibitions at museums and titles of accompanying exhibition catalogues are italicized. Titles of large fairs and exhibitions are not italicized.
  o We saw the exhibition Ansel Adams at 100 when visiting the Museum of Modern Art.
  o We decided to buy the catalogue Ansel Adams at 100, by John Szarkowski.
  o but... the Great Exhibition of the Works of All Nations; the Great Exhibition of 1851; London’s Crystal Palace Exhibition

CAPTIONS FOR WORKS OF ART
• Every figure (or image) should have a number and a caption flush left on the line below the figure.
• Reference illustrations with a parenthetical reference at the end of a sentence, including the abbreviation for figure in lowercase letters, as follows (fig. 1). In the caption below the abbreviation is capitalized.
• Cite elements in order: Artist’s name, Title of Work, Date, Medium, Dimensions, Housing institution or collection

Fig. 1. Auguste Rodin, The Thinker, 1880–81, Bronze, 82.9 cm x 98.4 cm x 142.2 cm, Cleveland Museum of Art

If you reproduce images from either a print source or the Web, then acknowledge the original source with a credit line at the end of the caption.
CLASSICAL REFERENCES
The numbers identifying the various parts of classical works—books, sections, lines, and so on—remain the same in all editions, whether in the original language or in translation. (In poetry, line content may vary slightly from the original in some translations.) Arabic numerals are used. Where letters also are used, they are usually lowercased but may be capitalized if the source being cited uses capitals. Page numbers are omitted except in references to introductions, notes, and the like supplied by a modern editor or to specific translations. See also 14.259, 14.264.

1. Ovid, Amores 1.7.27.
2. Aristotle, Metaphysics 3.2.996b5–8; Plato, Republic 360e–361b.

Details of the edition used, along with translator (if any) and the facts of publication, should be either specified the first time a classical work is cited. Although many classicists will recognize a well-known edition merely from the last name of the editor or translator, a full citation, at least in the bibliography, should be furnished as a courtesy. (See 14.256–265 for further details regarding classical sources.

10. Solon (Edmonds’s numbering) 36.20–27.

Classical primary source references are ordinarily given in text or notes. They are included in a bibliography only when the reference is to information or annotation supplied by a modern author (see 14.260, 14.265).

The eighty days of inactivity reported by Thucydides (8.44.4) for the Peloponnesian fleet at Rhodes, terminating before the end of Thucydides’s winter (8.60.2–3), suggests . . .
Cite your sources in footnotes/endnotes and bibliography (see below for specific formats)
1. Full citation in a note (include page numbers that pertain to your quote/paraphrase)
2. Shortened citation for second or subsequent notes to the same source (author’s last name and main title of the work shortened to four words or less); see CMS 14.24–14.31
Entry in a bibliography

**Book, One Author**

**Book, Two or more authors**

**Book, Editor, translator, or compiler, no author named** (Use abbreviations trans., ed. or comp.)

**Chapter or other part of a book**

**Article in a print journal**

**Article in an online journal**
*Include a DOI (Digital Object Identifier) that, when appended to http://dx.doi.org/ in the address bar of an Internet browser, will lead to the source. If no DOI is available, list a URL. Access date is note required.*
Exhibition catalogues (14.250)


or, if space is tight,


Website

A citation to website content can often be limited to a mention in the text or in a note (“As of July 19, 2008, the McDonald’s Corporation listed on its website . . . ”). If a more formal citation is desired, it may be styled as in the examples below. Because such content is subject to change, include an access date or, if available, a date that the site was last modified.

1. Firstname Lastname, “Title of Web Page,” Publishing Organization or Name of Website in Italics, publication date and/or access date if available, URL.
2. “Title of Web Page.” Lastname, Firstname. “Title of Web Page.” Publishing Organization or Name of Website in Italics. Publication date and/or access date if available. URL.

Book Review


Ibid.

Use Ibid. in place of a shortened note if it immediately follows a note to the same source. It cannot be used if the preceding note has more than one source. Include a page number only if it differs from the previous note.

4. Ibid., 155
5. Ibid.