



# Introduction to Chicago Manual of Style: N-B System

## CHICAGO STYLE: WHAT IS IT?

“Chicago Manual of Style” or “Chicago Style” refers to the publication style of the University of Chicago Press, which started in 1891. This documentation and layout style for authors, editors, designers, and publishers evolved over the century and the most recent 16<sup>th</sup> edition addresses the needs of digital publication and manuscripts. Chicago Style is the third most popular documentation style after MLA and APA. It is used by professionals in history, literature, the arts. It is also used in many non-scholarly publications.

This handout summarizes documentation style and practice for the Chicago Manual of Style, but you can learn more about Chicago style as it is applied to academic writing in the *Chicago Manual of Style Online*. There are two systems of Chicago Style documentation. The **Notes and Bibliography (N-B) system** requires the use of footnotes and a bibliography. The **Author-Date system** looks more like APA style with parenthetical citations and reference list. Below is a sample. Bibliography and reference list look very similar but not exact. In the Author-Date reference list, the year appears right after the author.

### NOTES-BIBLIOGRAPHY

Footnote (footnote is not formatted with superscript; indented; no comma after title in footnote)

1. Mae M. Ngai, *Impossible Subjects: Illegal Aliens and the Making of Modern America* (Princeton, NJ: Princeton University Press, 2004), 2.

Bibliography (include a hanging indentation)

Ngai, Mae M. *Impossible Subjects: Illegal Aliens and the Making of Modern America*. Princeton, NJ: Princeton University Press, 2004.

### AUTHOR-DATE

Parenthetical Citation (no comma after author and date; no “p.” for pages)

(Ngai 2004, 2).

References

Ngai, Mae M. 2004. *Impossible Subjects: Illegal Aliens and the Making of Modern America*. Princeton, NJ: Princeton University Press.

## CHICAGO STYLE: GENERAL FORMAT FOR NOTES-BIBLIOGRAPHY SYSTEM

This handout provides examples for the N-B System. For more detail and for author-date examples, visit [www.chicagomanualofstyle.org](http://www.chicagomanualofstyle.org).

### Book & Edited Book

Number. First Name Last Name, (include “ed.” or “eds.” if it is edited), “If Applicable Provide Title of Essays in Book Chapter: Capitalize Proper Nouns,” *Italicized Title of Longer Works or Resource Such as Book Title* (Location: Publisher, Year), page number – page number.

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#### Notes:

1. Paul J. Silvia, Peter F. Delaney, and Stuart Marcovitch, “Presenting a Research Poster: How to Avoid Optical Obscurantism,” in *What Psychology Majors Could (And Should) Be Doing: An Informal Guide to Research Experience and Professional Skills* (Washington, DC: American Psychological Association, 2007), 117-30.
2. *Ibid.*, 118.
3. Ernest L. Boyer et al. *Scholarship Reconsidered: Priorities of the Professoriate* (San Francisco: Jossey-Bass, 2016).
4. Silvia, Delaney, and Marcovitch, “Presenting a Research Poster,” 117.
5. Lee, Sohui and Russell Carpenter, eds., *The Routledge Reader on Writing Centers and New Media* (New York: Routledge, 2014).

[Note: When you have four or more authors, use “et al.” after the first author in the notes. See note #3 for example. *Ibid.* means “in the same place” and is used to cite the immediately preceding note. See note #2 for example. If another source is cited and then you refer back to the same source, provide last names and an abbreviated title. See note #4 for example.]

#### Bibliography:

Boyer, Ernest L, Drew Moser, Todd C. Ream, and John M. Braxton. *Scholarship Reconsidered: Priorities of the Professoriate*. San Francisco: Jossey-Bass, 2016.

Sohui Lee and Russell Carpenter, eds. *The Routledge Reader on Writing Centers and New Media*. New York: Routledge, 2014.

Silvia, Paul J., Peter F. Delaney, and Stuart Marcovitch. “Presenting a Research Poster: How to Avoid Optical Obscurantism.” In *What Psychology Majors Could (And Should) Be Doing: An Informal Guide to Research Experience and Professional Skills*, 117-30. Washington, DC: American Psychological Association, 2007.

[Note: When you have four or more authors, write out the name of all authors in the Bibliography.]

### Article in Print Journal or Online Journal

Number. First Name Last Name, “Title of Article,” *Italicized Title of Journal* Volume number (year): page or pages. [If on online journal or publisher, add date of access, if requested by publisher/faculty.][ If found on online journal, provide DOI. If no DOI, provide URL.]

## Notes:

1. Douglas Brownlie, "Toward Effective Poster Presentations: An Annotated Bibliography," *European Journal of Marketing* 42 (2007): 1245-83.
2. Dustin Hannum, Joy Bracewell, and Karen Head, "Shifting the Center: Piloting Embedded Tutoring Models to Support Multimodal Communication Across Disciplines," *Praxis: A Writing Center Journal* 12 (2014): n.p., accessed March 8, 2016, <http://www.praxisuwc.com/hannum-et-al-121>.

## Bibliography:

Brownlie, Douglas. "Toward Effective Poster Presentations: An Annotated Bibliography." *European Journal of Marketing* 42 (2007): 1245-83.

Hannum, Dustin, Joy Bracewell, and Karen Head. "Shifting the Center: Piloting Embedded Tutoring Models to Support Multimodal Communication Across Disciplines." *Praxis: A Writing Center Journal* 12 (2014): n.p. Accessed March 8, 2016. <http://www.praxisuwc.com/hannum-et-al-121>.

## Citing Other Resources

### Website

1. "General Writing Resources," *Purdue Online Writing Lab*, accessed March 6, 2016, <https://owl.english.purdue.edu/owl/section/1/>.

Purdue Online Writing Lab. "General Writing Resources." *Purdue Online Writing Lab*. Accessed March 6, 2016. <https://owl.english.purdue.edu/owl/section/1/>.

### YouTube video

Follow the general format for nonperiodical web document or report with access date and url. Provide as much information as possible, including who directed or produced the video (if available).

1. Martin Rossman, "Coping with Stress: Imaginative Solutions for Stress Relief," YouTube video, 1:28:30, uploaded on October 15, 2010, posted by University of California Television, accessed March 8, 2016, <https://www.youtube.com/watch?v=FOQKMiD5QJI>.

Rossman, Martin. "Coping with Stress: Imaginative Solutions for Stress Relief." YouTube video. 1:28:30. Uploaded on October 15, 2010. Posted by University of California Television. Accessed March 8, 2016. <https://www.youtube.com/watch?v=FOQKMiD5QJI>.

**Phone interview, blog, entries, email or text messages** are rarely listed in Bibliography. They may be listed in the running text and notes.

According to a phone interview with Sohui Lee on October 5, 2015 . . . .

1. Sohui Lee, phone interview, October 5, 2015 (4:14 p.m.).