

Journal of Medieval Iberian Studies: Style Sheet 2020

All submissions should follow the humanities form of the Chicago *Manual of Style*, with the modifications noted below. Articles should be in the 10,000-12,000 word range, including footnotes, bibliography, and a brief abstract (accompanied by a list of keywords); longer pieces may be considered at the discretion of the editor. We will also consider for publication scholarly responses to articles published in previous issues of *JMIS*.

All submissions should be submitted electronically through Manuscript Central (<http://mc.manuscriptcentral.com/jmis>).

It is important that the submission itself contain no indication of the author's identity in either text or footnotes, including references to funding until the article has been accepted for publication; the editors reserve the right to make minor emendations to the text distributed for the purposes of external review. In a separate document, indicate your name, full title, institutional address, telephone, e-mail, and include a one-paragraph (approx. 100 words) biographical statement indicating affiliation, select publications, academic interests, and current projects.

Preferred fonts

Contributors are requested to submit articles in a Word doc (not PDF) in Times New Roman 12pt, double-spaced throughout (including footnotes and Works Cited). Manuscripts using Arabic diacriticals should be submitted, if possible, using Arial Unicode MS (if sent from a Windows OS) or Jaghbub Unicode font, available at <http://www.smi.uib.no/ksv/Jaghbub.html> (if sent from a Mac OS).

Spelling

Use a consistent form of English spelling (either US or UK); be sure to avoid inconsistencies in word forms ending in -ise / -ize, -ising / -izing, etc. The journal prefers the use of the adjective "Andalusi" in relation to al-Andalus, and "Andalusian" in relation to the region that has come to be known as Andalusia.

Works Cited

An alphabetized Works Cited section following the text must be provided with complete bibliographical information according to Chicago Manual of Style for the humanities. All works appearing in the article should be in the Works Cited section (not "Bibliography"); no works should appear in the Works Cited section if they are not referred to in the article itself. References should be separated into Primary Sources (archival and published

editions) and Secondary Sources. For multiple works by the same author, arrange in alphabetical order by title (not by date of publication).

Examples:

Primary Sources

Lambert of Ardres. *History of the Counts of Guines and Lords of Ardres*, translated by Leah Shopkow. Philadelphia: University of Pennsylvania Press, 2001.

Ruiz Asencio, José Manuel. *Colección documental del archivo de la Catedral de León (775-1230): Tomo III (986-1031)*. León: Centro de Estudios e Investigación San Isidoro, 1987.

Secondary Sources

Boscolo, Alberto. "Il genovese Francesco Pinelli amico a Siviglia di Cristoforo Colombo." In *Presencia italiana en Andalucía, siglos XIV-XVII: Actas del I coloquio hispano-italiano*, edited by José Jesús Hernández Palomo and Bibiano Torres Ramírez, 249-66. Seville: Escuela de Estudios Hispano-Americanos, 1985.

Jasperse, Jitske. "Matilda, Leonor and Joanna: The Plantagenet Sisters and the Display of Dynastic Connections through Material Culture." *Journal of Medieval History* 43, no. 4 (2017): 523–47.

Jasperse, Jitske. *Medieval Women, Material Culture, and Power: Matilda Plantagenet and her Sisters*. Leeds: Arc Humanities Press, 2020.

Klössel-Luckhardt, Barbara. "'Et sigillo illustris uxoris nostre.' Weibliche Repräsentation in frühen Frauensiegeln des Welfenhauses." In *Niederdeutsche Beiträge zur Kunstgeschichte*, Neue Folge, Band 2, edited by Katja Lembke, Jochen Luckhardt, and Rainer Stamm, 27–52. Petersberg: Michael Imhof Verlag, 2017.

Valls i Pujol, Esperança. "Els fragments hebreus amb aljames catalanes de l'Arxiu Històric de Girona: Estudi textual, edició paleogràfica i anàlisi lingüística." Ph.D. diss., Universitat de Girona, 2016.

Footnotes

Use footnotes (not endnotes), providing the author's last name, a short form of the title (several words long), and the page or pages cited (omit "p." and "pp." before page numbers. Avoid "op. cit.," "ibid.," and "idem/eadem"). The short form of the title of a book is italicized; the short form of the title of an article is put in double quotation marks (single quotation marks enclose quotations within quotations). Punctuation appears within double quotation marks. Nouns and adjectives in English-language titles of books and journals are capitalized; those in other languages are not (e.g., all nouns are capitalized in German; only proper nouns in Spanish, French, and Italian). Superscript footnote numbers in the text follow punctuation (except in the case of the em dash [—]).

Examples:

1. Hoskin and New, “‘By the Impression of My Seal’,” 1–2.
2. Rodrigues, “Moneda, armas y objetos suntuarios,” 440–42.
3. Morujão, “A imagem do poder no feminino,” 94.

Dates and numbers

Set out dates as follows: 24 September 1266, on 24 September, on the 24th; 1265–1266; 1260s (no apostrophe); the thirteenth century (not 13th century); thirteenth-century Portugal. Regnal dates should be clearly distinguished from dates of birth and/or death, and should be preceded by the abbreviation ‘r.’, e.g. Alfonso X of Castile-León (r. 1252–1284).

In the main text, numbers one to ninety-nine should be written out in words; higher numbers in numerals.

For number sequences in footnotes and bibliography, change only the parts of the number that change, subject to the following rules:

1. For page ranges, follow this model: 247–89 (not 247–289).
2. Generally no second number, except numbers 1–9, can have just one digit, hence 20–22 (not 20–2); 178–79 (not 178–9).
3. For sequences of years, however, include all digits (e.g., 1265–1266).

Dashes

For dates and page ranges, use the en dash (–).

The em dash (—) can take the place of commas, parentheses, or colons.

Quotations

Short quotations (up to about forty words in length) should be run on from the main text and given in double quotation marks. Longer quotations (more than about forty words of prose, or more than two lines of verse) should be inset from the main text and presented without quotation marks. A longer quotation should close with a period (full stop) and any page reference should be placed after the period.

All quotations must be translated into English. Words or short phrases from the original language should be placed in square brackets after the translation; longer passages from the original language should be placed in footnotes.

Quotations in both text and footnotes use double quotation marks. Single quotation marks are used only to enclose quotations within quotations.

Non-English names and terms

Terms in languages other than English should be italicized in the main text of the article, and should be followed by a translation or explanation in brackets after first use. In the Works Cited section, translations of titles in languages other than either English or a Romance language should be provided. For works in Hebrew or Arabic, for instance, cite first the transliterated title, then add a translation in square brackets; if a commonly-used translation already exists, use this.

Well-known nouns or terms in languages other than English that have a commonly accepted ‘anglicized’ equivalent should take this accepted form: e.g. caliph, emir, Abbasids, Umayyads, Torah, mudejar, Mozarab. However, personal names that are commonly known to readers in their Romance form should usually take this form in preference to their English equivalent (e.g. Alfonso, Jaume).

Personal names which have both a Latin form and a vernacular Romance form should ordinarily use the Romance form in the main text (e.g., Rodrigo Jiménez de Rada, not Rodericus Ximenii de Rada); footnotes should use an abbreviated form of the Latin name if the text is published under this name. The bibliography should provide the Romance form in square brackets after the Latin name.

Arabic and Hebrew transliteration

JMIS follows a modified Encyclopedia of Islam transliteration system, in accordance with the model of the *International Journal of Middle Eastern Studies* (IJMES) and a modified *Encyclopaedia Judaica* transliteration system (“general” unless the “scientific” is required), in accordance with the model of the Association for Jewish Studies Review. Use diacritical marks and italics only for technical terms. The definite article “al-” should be lower case except when the first word of a sentence, a footnote, or a title.

Images

TIFF and EPS are the preferred formats, with the image saved at a high resolution (300-600dpi minimum). JPEG images saved at 130dpi or higher may also be suitable. Any still images to be used in articles accepted for publication will be printed in black and white, but if the original files are submitted in color, these will appear in color in the online edition. Authors are responsible for securing the rights to publish images not their own and are required to provide copyright information in captions.

Taylor & Francis Reference Style
Non Standard

*Journal of Medieval Iberian
Studies*

Own Style reference guide

1. [How to cite references in your text](#)
2. [How to organize the bibliography](#)
3. [Abstract](#)
4. [Audiovisual material](#)
5. [Bible](#)
6. [Book](#)
7. [CD-ROM](#)
8. [Conference paper, proceedings, poster session](#)
9. [Database](#)
10. [Dissertation or thesis](#)
11. [Electronic source](#)
12. [Email or electronic newsgroup](#)
13. [Film](#)
14. [Government document](#)
15. [Internet](#)
16. [Interview](#)
17. [Journal article](#)
18. [Microfilm, microfiche](#)
19. [Newspaper or magazine article](#)
20. [News release](#)
21. [Pamphlets and reports](#)
22. [Parliamentary bill, report, paper, debate](#)
23. [Personal communication](#)
24. [Preprint](#)
25. [Punctuation](#)
26. [Reference work](#)
27. [Review](#)
28. [Speech, lecture, talk](#)
29. [Unpublished work](#)

1. How to cite references in your text.

Footnotes

Bibliographic citations are provided in short notes (in this case footnotes), supplemented by a “**Works Cited**” section (not “Bibliography”). The Works Cited section should include all works cited in the notes, in which case the note citations—even the first citation to a particular work—can be quite concise, since readers can turn to the bibliography for publication details and other information.

Chicago recommends this practice as user-friendly and economical—duplication of information is minimized.

1. Doniger, *Splitting the Difference*, 23.

Doniger, Wendy. *Splitting the Difference: Gender and Myth in Ancient Greece and India*. Chicago: University of Chicago Press, 1999.

A note number should be placed at the end of a sentence or at the end of a clause. The number follows any punctuation mark except for the dash, which it precedes. It follows a closing parenthesis.

“This,” wrote George Templeton Strong, “is what our tailors can do.” (In an earlier book he had said quite the opposite.)²

The bias was apparent in the Shotwell series³—and it must be remembered that Shotwell was a student of Robinson’s.

For a parenthetical phrase within a sentence, it may occasionally be appropriate to place the note number before the closing parenthesis.

Men and their unions, as they entered industrial work, negotiated two things: young women would be laid off once they married (the commonly acknowledged “marriage bar”¹), and men would be paid a “family wage.”

A note number normally follows a quotation, whether the quotation is run into the text or set off as an extract. For aesthetic reasons, a note number should never appear within or at the end of a chapter or article title or a subhead. A note that applies to an entire chapter or article should be unnumbered and is usually placed at the foot of the first page of the piece, preceding any numbered notes. A note that applies to a section following a subhead should be placed in an appropriate place in the text—perhaps after the first sentence in the section.

A note that applies to more than one location should be cross-referenced; a note number cannot reappear out of sequence. Using more than one note reference at a single location (such as ^{5, 6}) should be rigorously avoided. A single note can contain more than one citation or comment.

Several citations in one note

The number of note references in a sentence or a paragraph can sometimes be reduced by grouping several citations in a single note. The citations are separated by semicolons and must appear in the same order as the text material (whether works, quotations, or whatever) to which they pertain. Take care to avoid any ambiguity as to what is documenting what.

Several references documenting a single fact in the text are normally separated by semicolons, with the last reference (often preceded by 'and') followed by a full stop (period).

The basic short form

The most common short form consists of the last name of the author and the main title of the work cited, usually shortened if more than four words, as in examples 4–6 below.

1. Samuel A. Morley, *Poverty and Inequality in Latin America: The Impact of Adjustment and Recovery* (Baltimore: Johns Hopkins University Press, 1995), 24–25.
2. Regina M. Schwartz, "Nationals and Nationalism: Adultery in the House of David," *Critical Inquiry* 19, no. 1 (1992): 131–32.
3. Ernest Kaiser, "The Literature of Harlem," in *Harlem: A Community in Transition*, ed. J.H. Clarke (New York: Citadel Press, 1964).
4. Morley, *Poverty and Inequality*, 43.
5. Schwartz, "Nationals and Nationalism," 138.
6. Kaiser, "Literature of Harlem," 140, 189.

Citations plus commentary

When a note contains not only the source of a fact or quotation in the text but related substantive material as well, the source comes first. A full stop (period) usually separates the citation from the commentary. Such comments as "emphasis mine" are usually put in parentheses.

11. Shakespeare, *Julius Caesar*, act 3, sc. 1. Caesar's claim of constancy should be taken with a grain of salt.
12. Little, "Norms of Collegiality," 330 (my italics).

Author's name

Only the last name of the author, or of the editor or translator if given first in the full reference, is needed in the short form. Full names or initials are included only when two or more authors with the same last name have been cited. Such abbreviations as 'ed.' or 'trans.' following a name in the full reference are omitted in subsequent references. If a work has two or three authors, give the last name of each; for more than three, the last name of the first author followed by 'et al.' or 'and others'.

Kathryn Petras and Ross Petras, eds., *Very Bad Poetry*

(Short form) Petras and Petras, *Very Bad Poetry*

Joseph A. Belizzi, H.F. Kruckeberg, J.R. Hamilton, and W.S. Martin, "Consumer Perceptions of National, Private, and Generic Brands"

(Short form) Belizzi et al., "Consumer Perceptions"

Avoid "op. cit.," "ibid.," and "idem/eadem".

Pages

In notes or parenthetical citations, where reference is usually to a particular passage in a book or journal, only the page numbers pertaining to that passage are given.

Quotation within a note

When a note includes a quotation, the source normally follows the terminal punctuation of the quotation. The entire source need not be put in parentheses, which involves changing existing parentheses to brackets and creating unnecessary clutter.

14. One estimate of the size of the reading public at this time was that of Sydney Smith: "Readers are fourfold in number compared with what they were before the beginning of the French war. . . .

There are four or five hundred thousand readers more than there were thirty years ago, among the lower orders." *Letters*, ed. Nowell C. Smith (New York: Oxford University Press, 1953), 1: 341, 343.

Long quotations, which might be set off as extracts in the text, are best run in (enclosed in quotation marks) when they appear in notes, since changes in type size, indention, and vertical space can be awkward to deal with in notes. More than three lines of poetry must be set off.

Title

The short title contains the key word or words from the main title. An initial 'A' or 'The' is omitted. The order of the words should not be changed (for example, *Daily Notes of a Trip around the World* should be shortened not to *World Trip* but to *Daily Notes or Around the World*). Titles of four words or fewer are seldom shortened. The short title is italicized or set in roman according to the way the full title appears.

The War Journal of Major Damon "Rocky"

Gause (Short title) War Journal

"A Brief Account of the Reconstruction of Aristotle's

Protrepticus" (Short title) "Aristotle's *Protrepticus*"

Kriegstagebuch des Oberkommandos der Wehrmacht, 1940–1945

(Short title) *Kriegstagebuch*

In short titles in languages other than English, no word should be omitted that governs the case ending of a word included in the short title. If in doubt, ask someone who knows the language.

Year

In notes and bibliographies, the year of publication appears after the publisher or the journal name.

2. How to organize the bibliography (Works Cited).

Works Cited

An alphabetized Works Cited section following the text must be provided with complete bibliographical information according to Chicago Manual of Style for the humanities. All works appearing in the article should be in the Works Cited section (not “Bibliography”); no works should appear in the Works Cited section if they are not referred to in the article itself. References should be separated into Primary Sources (archival and published editions) and Secondary Sources. For multiple works by the same author, arrange in alphabetical order by title (not by date of publication).

Examples:

Primary Sources

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Secondary Sources

Boscolo, Alberto. “Il genovese Francesco Pinelli amico a Siviglia di Cristoforo Colombo.” In *Presencia italiana en Andalucía, siglos XIV-XVII: Actas del I coloquio hispano-italiano*, edited by José Jesús Hernández Palomo and Bibiano Torres Ramírez, 249-66. Seville: Escuela de Estudios Hispano-Americanos, 1985.

Jasperse, Jitske. “Matilda, Leonor and Joanna: The Plantagenet Sisters and the Display of Dynastic Connections through Material Culture.” *Journal of Medieval History* 43, no. 4 (2017): 523–47.

Jasperse, Jitske. *Medieval Women, Material Culture, and Power: Matilda Plantagenet and her Sisters*. Leeds: Arc Humanities Press, 2020.

Klössel-Luckhardt, Barbara. “‘Et sigillo illustris uxoris nostre.’ Weibliche Repräsentation in frühen Frauensiegeln des Welfenhauses.” In *Niederdeutsche Beiträge zur Kunstgeschichte*, Neue Folge, Band 2, edited by Katja Lembke, Jochen Luckhardt, and Rainer Stamm, 27–52. Petersberg: Michael Imhof Verlag, 2017.

Valls i Pujol, Esperança. “Els fragments hebreus amb aljamies catalanes de l’Arxiu Històric de Girona: Estudi textual, edició paleogràfica i anàlisi lingüística.” Ph.D. diss., Universitat de Girona, 2016.

Although not all annotated works require a bibliography, since full details can be given in the notes, an alphabetical bibliography serves a number of purposes. It provides an overview of all the sources the author used and easy reference to individual sources cited. Citations in the notes can be shortened, thus reducing both duplication and clutter.

A bibliography arranged in a single alphabetical list is the most common and usually the most reader-friendly form. All sources to be included—books, articles, dissertations, papers—are alphabetically arranged in a single list by the last names of the authors (or, if no author or editor is given, by the title or a keyword, readers are most likely to seek).

Single author versus several authors

A single-author entry precedes a multi-author entry beginning with the same name. Only the name of the first author is inverted.

Kogan, Herman. *The First Century: The Chicago Bar Association, 1874–1974*. Chicago: Rand McNally, 1974.

Kogan, Herman, and Lloyd Wendt. *Chicago: A Pictorial History*. New York: Dutton, 1958.

Author with different co-authors

Successive entries by two or more authors in which only the first author’s name is the same are alphabetized according to the co-authors’ last names.

Brooks, Daniel R., and Deborah A. McLennan. *The Nature of Diversity: An Evolutionary Voyage of Discovery*. Chicago: University of Chicago Press, 2002.

Brooks, Daniel R., and E.O. Wiley. *Evolution as Entropy*. 2nd ed. Chicago: University of Chicago Press, 1986.

An institutional name

U.S. Senate. Committee on Foreign Relations. *The Security Assistance Act of 2000*. 106th Cong., 2nd sess., 2000, <ftp://ftp.loc.gov/pub/thomas/cp106/sr351.txt>.

U.S. Senate. Committee on Public Lands. *Leasing of Oil Lands*. 65th Cong., 1st sess., 1917.

Titles: alphabetical versus chronological order

In a bibliography, as opposed to a reference list, titles by the same author are normally listed alphabetically. An initial ‘the’ or ‘an’ is ignored in the alphabetizing.

Edited, translated or compiled works

For works edited, translated or compiled by a person, the name is followed by an abbreviation (ed., trans., comp., etc.), and alphabetization by title of work is maintained,

regardless of the added abbreviation. This practice represents a change from earlier Chicago style.

3. Abstract.

An abstract is treated like a journal article, but the word 'abstract' must be added.

Morris, Romma Heilig. "Woman as Shaman: Reclaiming the Power to Heal." Abstract. *Women's Studies: An Interdisciplinary Journal* 24 (September 1995): 573.

In citing a published abstract of an unpublished dissertation, give details of the original as well as of the abstract.

4. Audiovisual material.

Note that the name of the conductor or performer, if the focus of the recording or more relevant to the discussion than that of the composer, may be listed first. The symbol <P in a circle> means published.

1. *The Fireside Treasury of Folk Songs*, vol. 1, orchestra and chorus dir. Mitch Miller, Golden Record A198: 17A–B, 33 rpm.
2. The New York Trumpet Ensemble, with Edward Carroll (trumpet) and Edward Brewer (organ), *Art of the Trumpet*, compact disc, Vox/Turnabout, PVT 7183, <P in a circle> and © 1982 The Moss Music Group.
3. Beethoven, *Piano Sonata no. 29 "Hammerklavier,"* Peter Serkin, Proarte Digital CDD 270.
4. Janet Baker, *Schubert Songs*, EMI CDC 7 47861 2.

Anderson, Doug. *Frostwork*. OAR 1001, Dolby HX PRO. Audiocassette.

Weingartner, Felix von. *150 Jahre Wiener Philharmoniker*. Preiser Records, PR90113. <P in a circle> 1992 by Preiser Records. (Includes Beethoven symphonies nos. 3 and 8.)

Mozart, Wolfgang Amadeus. *Le nozze di Figaro*. Vienna Philharmonic. Riccardo Muti. With Thomas Allen, Margaret Price, Jorma Hynninen, Ann Murray, Kurt Rydl, and the Konzertvereinigung Wiener Staatsoperchor. <P in a circle> 1987. Original sound recording made by EMI Records Ltd. CDS 7 47978 8 (3 compact discs).

Bernstein, Leonard, dir. *Symphony no. 5*, by Dmitri Shostakovich. New York Philharmonic. CBS IM 35854.

Recordings are usually listed in a separate discography rather than in a bibliography. If included in a bibliography, they are best grouped under an appropriate subhead.

Spoken word

Recordings of drama, prose or poetry readings, lectures, and the like are treated much the same as musical recordings. Facts of publication, where needed, follow the style for print media.

5. Dylan Thomas, *Under Milk Wood*, performed by Dylan Thomas and others, Caedmon TC-2005 (audiocassette), CDLS-2005 (compact disc).

6. M.J.E. Senn, *Masters and Pupils*, audiotapes of lectures by Lawrence S. Kubie, Jane Loevinger, and M.J.E. Senn presented at meetings of the Society for Research in Child Development, Philadelphia, March 1973 (Chicago: University of Chicago Press, 1974).

Auden, W.H. *Poems*. Read by the author. Spoken Arts 7137. Compact disc.

Twain, Mark. *The Humor of Mark Twain*. Commuters' Library. Arlington, TX: Entertainment Software. 6 cassettes.

Online multimedia

To cite online multimedia, follow the principles and relevant examples presented above. In addition, include a URL and, if the publisher or discipline requires it, or for especially time-sensitive material, an access date. Finally, include the type of medium. Not only is such information more relevant by definition when it is a question of “multimedia,” but, given the wide variety of medium types, such information will give some indication of what software or hardware may be needed to gain access to the source.

1. A.E. Weed. *At the Foot of the Flatiron* (American Mutoscope and Biograph Co., 1903), 2 min., 19 sec.; 35 mm; from Library of Congress, *The Life of a City: Early Films of New York, 1898–1906*, MPEG
<http://lcweb2.loc.gov/ammem/papr/nychome.html> (accessed 14 August 2001).

Weed, A.E. *At the Foot of the Flatiron*. American Mutoscope and Biograph Co., 1903; 2 min., 19 sec.; 35 mm. From Library of Congress, *The Life of a City: Early Films of New York, 1898–1906*. MPEG, <http://lcweb2.loc.gov/ammem/papr/nychome.html> (accessed 14 August 2001).

In the following example, the audiovisual material is associated with a specific article in an electronic journal.

3. Naraya no. 2, “Ghost Dancing Music” (MP3 audio file), Richard W. Stoffle, Lawrence Loendorf, Diane E. Austin, David B. Halmo, and Angelita Bullets, “Ghost Dancing the Grand Canyon,” *Current Anthropology* 41, no. 1 (2000),
<http://www.journals.uchicago.edu/CA/journal/issues/v41n1/001001/001001.html>.

Slides and filmstrips

Slides and filmstrips may be treated much like sound recordings.

1. Louis J. Mihalyi, *Landscapes of Zambia, Central Africa* (Santa Barbara, CA: Visual Education, 1975), slides.

The Greek and Roman World. Chicago: Society for Visual Education, 1977. Filmstrip.

DVDs and videocassettes

Facts of publication for video recordings generally follow that of books, with the addition

of the type of medium. Scenes (individually accessible in DVDs) are treated as chapters and cited by title or by number. Ancillary material, such as critical commentary, is cited by author and title. Note that in the second example, the citation is to material original to the 2001 edition, so the original release date of the film is omitted.

7. "Crop Duster Attack," *North by Northwest*, DVD, directed by Alfred Hitchcock (1959; Burbank, CA: Warner Home Video, 2000).

Cleese, John, Terry Gilliam, Eric Idle, Terry Jones, and Michael Palin. "Commentaries." Disc 2. *Monty Python and the Holy Grail*, special ed. DVD. Directed by Terry Gilliam and Terry Jones. Culver City, CA: Columbia Tristar Home Entertainment, 2001.

Handel, George Frederic. *Messiah*, selections. VHS. Atlanta Symphony Orchestra and Chamber Chorus, Robert Shaw. Batavia, OH: Video Treasures, 1988.

5. Bible.

Since books and numbering are not identical in different versions, it is essential to identify which version is being cited. For a work intended for general readers, the version should be spelled out, at least on first occurrence. For specialists, abbreviations may be used throughout.

6. 2 Kings 11: 8 (New Revised Standard Version).

7. 1 Cor. 6: 1–10 (NRSV).

6. Book.

No author

Although the use of 'Anonymous' is generally to be avoided, it may stand in place of the author's name in a reference list in which several anonymous works need to be grouped. In such an instance, Anonymous or Anon. (set in roman) appears.

Anonymous. *Stanze in lode della donna brutta*. Florence, 1547.

If the author or editor is unknown, the note or bibliographic entry begins with the title. An initial article is ignored in alphabetizing.

8. *A True and Sincere Declaration of the Purpose and Ends of the Plantation Begun in Virginia, of the Degrees Which It Hath Received, and Means by Which It Hath Been Advanced* (1610).

9. *Stanze in lode della donna brutta* (Florence, 1547).

Stanze in lode della donna brutta. Florence, 1547.

A True and Sincere Declaration of the Purpose and Ends of the Plantation Begun in Virginia, of the Degrees Which It Hath Received, and Means by Which It Hath Been Advanced. 1610.

Anon. 1547. *Stanze in lode della donna brutta*. Florence.

One author

In a note, the author's name is given in the normal order. In a bibliography, where names are arranged alphabetically, it is inverted (last name first).

1. Salman Rushdie, *The Ground beneath Her Feet* (New York: Henry Holt, 1999).
2. Roger Martin du Gard, *Lieutenant-Colonel de Maumort*, trans. Luc Brébion and Timothy Crouse (New York: Alfred A. Knopf, 2000).

Martin du Gard, Roger. *Lieutenant-Colonel de Maumort*. Trans. Luc Brébion and Timothy Crouse. New York: Alfred A. Knopf, 2000.

Rushdie, Salman. *The Ground beneath Her Feet*. New York: Henry Holt, 1999.

Two authors

Two authors (or editors) of the same work are listed in the order used on the title page. In Works Cited, only the first author's name is inverted, and a comma must appear both before and after the first author's given name or initials.

Harnack, Andrew, and Eugene Kleppinger. *Online! A Reference Guide to Using Internet Sources*. 3rd ed. New York: St. Martin's Press, 2000.

Cowlshaw, Guy, and Robin Dunbar. *Primate Conservation Biology*. Chicago: University of Chicago Press, 2000.

When both authors have the same family name, the name is repeated.

Three authors

Three authors (or editors) of the same work are listed in the order shown on the title page. In a bibliography or reference list, only the first author's name is inverted, and a comma must appear both before and after the first author's given name or initials. In a text citation or a short form in a note, all three last names are given. The conjunction 'and', following a comma, is used before the last name.

More than three authors

For works by or edited by four to ten persons, all names are usually given in a bibliography. Word order and punctuation are the same as for three authors. In a note, only the name of the first author is included, followed by 'and others' or, especially in science, 'et al.,' with no intervening comma.

7. Sechzer et al., *Women and Mental Health*, 276.

Laumann, Edward O., John H. Gagnon, Robert T. Michael, and Stuart Michaels. *The Social Organization of Sexuality: Sexual Practices in the United States*. Chicago: University of Chicago Press, 1994.

Reference lists in the natural sciences sometimes include works by numerous authors (occasionally a score or more). Furthermore, many of the authors in successive entries may be the same, though in a different order. To avoid an unwieldy string of names, and

with apologies to those authors whose names are sacrificed, Chicago recommends that for references with ten authors or fewer, all should be listed; for references with eleven or more, only the first seven should be listed, followed by ‘et al.’

Authors and editors of multivolume works

Some multivolume works have both a general editor and individual editors or authors for each volume. When individual volumes are cited, the editor’s or author’s name follows that part for which he or she is responsible.

40. Herbert Barrows, *Reading the Short Story*, vol. 1 of *An Introduction to Literature*, ed. Gordon N. Ray (Boston: Houghton Mifflin, 1959).

41. *The Variorum Edition of the Poetry of John Donne*, ed. Gary A. Stringer, vol. 6, *The “Anniversaries” and the “Epicedes and Obsequies,”* ed. Gary A. Stringer and Ted-Larry Pebworth (Bloomington: Indiana University Press, 1995).

42. *Orestes*, trans. William Arrowsmith, in *Euripides*, vol. 4 of *The Complete Greek Tragedies*, ed. David Grene and Richmond Lattimore (Chicago: University of Chicago Press, 1958), 185–288.

In a bibliography, the first name(s) or title listed should be the one most relevant to the work in which the entry appears. Note the different capitalization and punctuation of ‘edited by’ in the following alternative versions, analogous to the treatment of a chapter in a multi-author book.

Donne, John. *The Variorum Edition of the Poetry of John Donne*. Edited by Gary A. Stringer. Vol. 6, *“The Anniversaries” and the “Epicedes and Obsequies,”* ed. Gary A. Stringer and Ted-Larry Pebworth. Bloomington: Indiana University Press, 1995.

or

Donne, John. *The “Anniversaries” and the “Epicedes and Obsequies.”* Edited by Gary A. Stringer and Ted-Larry Pebworth. Vol. 6 of *The Variorum Edition of the Poetry of John Donne*, ed. Gary A. Stringer. Bloomington: Indiana University Press, 1995.

Corporate author

If a publication issued by an organization, association or corporation carries no personal author’s name on the title page, the organization is listed as author in a bibliography, even if it is also given as publisher. If long names are cited several times, abbreviations may be used, clarified by a cross-reference.

University of Chicago Press. *The Chicago Manual of Style*. 15th ed. Chicago: University of Chicago Press, 2003.

World Health Organization. *WHO Editorial Style Manual*. Geneva: World Health Organization, 1993.

Edited book

Kurland, Philip B., and Ralph Lerner, eds. *The Founders’ Constitution*. Chicago: University of Chicago Press, 2000. <http://press-pubs.uchicago.edu/founders/>

Editor, compiler or translator in place of author

When no author appears on the title page, a work is listed by the name(s) of the editor(s), compiler(s) or translator(s). In full note citations and in bibliographies, the abbreviation ed. or eds., comp. or comps., or trans. follows the name, preceded by a comma. In shortened note citations and text citations, the abbreviation is omitted.

3. Soltes, *Georgia*, 285; Silverstein, *Sir Gawain*, 38.

Silverstein, Theodore, trans. *Sir Gawain and the Green Knight*. Chicago: University of Chicago Press, 1974.

Soltes, Ori Z., ed. *Georgia: Art and Civilization through the Ages*. London: Philip Wilson, 1999.

Lattimore, Richmond, trans. *The Iliad of Homer*. Chicago: University of Chicago Press, 1951.

Editor or translator in addition to author

The edited, compiled or translated work of one author is normally listed with the author's name appearing first and the name(s) of the editor(s), compiler(s) or translator(s) appearing after the title, preceded by ed. (meaning 'edited by'), comp. ('compiled by'), or trans. ('translated by'). Note that the plural forms eds. and comps. are never used in this position. Note also that 'edited by' and the like are usually abbreviated in reference lists. If a translator as well as an editor is listed, the names should appear in the same order as on the title page of the original.

Adorno, Theodor W., and Walter Benjamin. *The Complete Correspondence, 1928–1940*. Ed. Henri Lonitz. Trans. Nicholas Walker. Cambridge, MA: Harvard University Press, 1999.

Bonnefoy, Yves. *New and Selected Poems*. Ed. John Naughton and Anthony Rudolf. Chicago: University of Chicago Press, 1995.

Feydeau, Georges. *Four Farces by Georges Feydeau*. Trans. Norman R. Shapiro. Chicago: University of Chicago Press, 1970.

Menchú, Rigoberta. *Crossing Borders*. Trans. and ed. Ann Wright. New York: Verso, 1999.

Book title

In notes and Works Cited, titles of books are capitalized headline style (see Punctuation section below).

2. Kasper, *The Italian Country Table*, 10–11.

Kasper, Lynne Rossetto. *The Italian Country Table: Home Cooking from Italy's Farmhouse Kitchens*. New York: Scribner, 1999.

An extremely long title or subtitle may be shortened in a bibliography or note. Enough information should be given to allow readers to find the full title in a library or a publisher's catalogue.

Non-English book title

Sentence-style capitalization is strongly recommended for non-English titles. Nouns and adjectives in English-language titles of books and journals are capitalized; those in other languages are not (e.g., all nouns are capitalized in German; only proper nouns in Spanish, French, and Italian).

3. Maisonneuve, Lamarche, and St-Amand, *Les relations publiques*.

4. Krone-Schmalz, *In Wahrheit sind wir starker*.

Martellotti, G., et al. *La letteratura italiana: Storia e testi*, vol. 7. Milan: Riccardo Ricciardi, 1955.

Translated book

If an English translation of a title is needed, it follows the original title and is enclosed in brackets, without italics or quotation marks. It is capitalized sentence style regardless of the bibliographic style followed. Parentheses may be used instead of brackets, as in running text, but brackets more clearly distinguish the translation from publishing information in parentheses.

Zhongguo renkou tongji nianjian 1996 [China population statistics yearbook 1996]. Beijing: Zhongguo tongji chubanshe, 1996.

A published translation is normally treated as illustrated above. If, for some reason, both the original and the translation need to be cited, either of the following forms may be used, depending on whether the original or the translation is of greater interest to readers.

Furet, François. *Le passé d'une illusion*. Paris: Éditions Robert Laffont, 1995. Trans. Deborah Furet as *The Passing of an Illusion* (Chicago: University of Chicago Press, 1999).

or

Furet, François. *The Passing of an Illusion*. Trans. Deborah Furet. Chicago: University of Chicago Press, 1999. Originally published as *Le passé d'une illusion* (Paris: Éditions Robert Laffont, 1995).

In those rare instances when a title is given only in translation but no published translation of the work is listed, the original language must be specified.

Chapter in edited book or essay in edited collection

When a specific chapter (or other titled part of a book) is cited, the author's name is followed by the title of the chapter (or other part) in roman, followed by 'in' (also roman), followed by the title of the book in italics. Either the inclusive page numbers or the chapter or part number is usually given also. In notes and bibliographies the chapter is enclosed in quotation marks.

1. Phibbs, “Herrlisheim: Diary of a Battle,” 117–18.

Ashbrook, James B., and Carol Rausch Albright. “The Frontal Lobes, Intending, and a Purposeful God.” Chap. 7 in *The Humanizing Brain*. Cleveland, OH: Pilgrim Press, 1997.

or

Ashbrook, James B., and Carol Rausch Albright. *The Humanizing Brain*. Cleveland, OH: Pilgrim Press, 1997. See esp. chap. 7, “The Frontal Lobes, Intending, and a Purposeful God.”

Wiese, Andrew. “‘The House I Live In’: Race, Class, and African American Suburban Dreams in the Postwar United States.” In *The New Suburban History*, ed. Kevin M. Kruse and Thomas J. Sugrue, 99–119. Chicago: University of Chicago Press, 2006.

Chapter of an edited volume originally published elsewhere (as in primary sources)

Cicero, Quintus Tullius. “Handbook on Canvassing for the Consulship.” In *Rome: Late Republic and Principate*, ed. Walter Emil Kaegi Jr. and Peter White. Vol. 2 of *University of Chicago Readings in Western Civilization*, ed. John Boyer and Julius Kirshner, 33–46. Chicago: University of Chicago Press, 1986. Originally published in Evelyn S. Shuckburgh, trans., *The Letters of Cicero*, vol. 1 (London: George Bell & Sons, 1908).

Contribution to a multi-author book

When one contribution to a multi-author book is cited, the contributor’s name comes first, followed by the title of the contribution in roman, followed by ‘in’ (also roman), followed by the title of the book in italics, followed by the name(s) of the editor(s). The inclusive page numbers are usually given also. In notes and Works Cited the contribution title is enclosed in quotation marks.

Ellet, Elizabeth F.L. “By Rail and Stage to Galena.” In *Prairie State: Impressions of Illinois, 1673–1967, by Travelers and Other Observers*, ed. Paul M. Angle, 271–79. Chicago: University of Chicago Press, 1968.

e-book

Non-Internet sources, typically those available for download or other delivery from a bookseller or library, should include an indication of the format (e.g., CD-ROM, Microsoft Reader e-book).

Hellman, Hal. *Great Feuds in Science: Ten of the Liveliest Disputes Ever*. New York: John Wiley, 1998. Rocket e-book.

Introduction, preface, etc.

If the reference is to a generic title such as *introduction*, *preface*, or *afterword*, that term (lowercased unless following a full stop (period)) is added before the title of the book.

1. Polakow, afterword to *Lives on the Edge*.

If reference is to an introduction, foreword, or chapter written by someone other than the main author of a book, the other person's name comes first, and the author's name follows the title. Authors of forewords or introductions to books by other authors are included in notes and bibliographic entries only if the foreword or introduction is of major significance.

Rieger, James. Introduction to *Frankenstein; or, The Modern Prometheus*, by Mary Wollstonecraft Shelley, xi–xxxvii. Chicago: University of Chicago Press, 1982.

Hayek, F.A. *The Road to Serfdom*. Anniversary edition, with a new introduction by Milton Friedman. Chicago: University of Chicago Press, 1994.

Multiple editions

When an edition other than the first is used or cited, the number or description of the edition follows the title in the listing. An edition number usually appears on the title page and is repeated, along with the date of the edition, on the copyright page. Such wording as “Second Edition, Revised and Enlarged” is abbreviated in reference lists simply as “2nd ed.,” “Revised Edition” (with no number) is abbreviated as “rev. ed.” Other terms are similarly abbreviated. Any volume number mentioned follows the edition number.

Strunk, William, Jr., and E.B. White. *The Elements of Style*. 4th ed. New York: Allyn and Bacon, 2000.

Multivolume work

When a multivolume work is cited as a whole, the total number of volumes is given after the title of the work (or, if an editor as well as an author is mentioned, after the editor's name). If the volumes have been published over several years, the range of years is given.

Byrne, Muriel St. Clare, ed. *The Lisle Letters*. 6 vols. Chicago: University of Chicago Press, 1981.

If a particular volume of a multivolume work is cited, the volume number and the individual volume title, if there is one, are given in addition to the general title. If volumes have been published in different years, only the date of the cited volume is given.

36. Wright, *Evolution and the Genetics of Populations*, 2:129.

Citing a particular volume

If only one volume of a multivolume work is of interest to readers, it may be listed alone in a bibliography.

Pelikan, Jaroslav. *The Christian Tradition: A History of the Development of Doctrine*. Vol. 1, *The Emergence of the Catholic Tradition*. Chicago: University of Chicago Press, 1971.

Chapters and other parts of individual volumes

Specific parts of individual volumes of multivolume books are cited in the same way as parts of single-volume books. A chapter number, if available, may replace page numbers; for example, “vol. 2, chap. 6.”

37. “Buddhist Mythology,” in *Mythologies*, 2:893–95.

Online book

When citing a book that is available online—one that resides on the Internet and is intended to be read by standard browsers—include the URL as part of the citation. If the publisher or discipline requires it, or for especially time-sensitive data, also record in parentheses the date the material was last retrieved.

27. Sirosh, Miikkulainen, and Bednar, “Self-Organization of Orientation Maps.”

Sirosh, J., R. Miikkulainen, and J.A. Bednar. “Self-Organization of Orientation Maps, Lateral Connections, and Dynamic Receptive Fields in the Primary Visual Cortex.” In *Lateral Interactions in the Cortex: Structure and Function*, ed. J. Sirosh, R. Miikkulainen, and Y. Choe. Austin, TX: UTCS Neural Networks Research Group, 1996.
<http://www.cs.utexas.edu/users/nn/web-pubs/htmlbook96/> (accessed 27 August 2001).

Note that it is not sufficient simply to provide the URL; as far as they can be determined, the full facts of publication should be recorded. The URL is the fastest way to get a reader to the source; it is also the most vulnerable element of a citation. If the URL in the example above should become invalid, readers could presumably find the electronic text by conducting a search for the stated title and author—information that the syntax of a URL may not reveal.

Book published in printed and electronic forms

Always cite the source consulted. It is acceptable, however, to point out that a work is available in another form when doing so would be helpful to readers.

Kurland, Philip B., and Ralph Lerner, eds. *The Founders' Constitution*. Chicago: University of Chicago Press, 1987. Also available online at <http://press-pubs.uchicago.edu/founders/> and as a CD-ROM.

Place of publication

Traditionally the facts of publication include the place (city), the publisher, and the date (year). A colon appears between place and publisher. In a note or a bibliography, the date follows the publisher, preceded by a comma.

Youngblood, Shay. *Black Girl in Paris*. New York: Riverhead Books, 2000.

The place to be included is the one that usually appears on the title page but sometimes on the copyright page of the book cited—the city where the publisher’s main editorial offices are located. Where two or more cities are given (Chicago and London, for example, appears on the title page of this manual), only the first is normally included in the documentation.

New York: Macmillan, 1980

Los Angeles: J. Paul Getty Trust

Publications Oxford: Clarendon Press

New York: Oxford University Press

but

Berkeley and Los Angeles: University of California Press

If the city of publication may be unknown to readers or may be confused with another city of the same name, the abbreviation of the state, province, or (sometimes) country is added. *Washington* is traditionally followed by *DC*, but other major cities, such as Los Angeles and Baltimore, need no state abbreviation. (For countries not easily abbreviated, spell out the name.)

Cheshire, CT: Graphics Press

Reading, MA: Perseus Books

Harmondsworth, UK: Penguin

Books

Waterloo, ON: Wilfrid Laurier University

Press Washington, DC: Smithsonian

Institution Press Englewood Cliffs, NJ:

Prentice Hall

Ithaca, NY: Cornell University Press

New Haven, CT: Yale University

Press

Princeton, NJ: Princeton University Press

Cambridge, MA: MIT Press

Cambridge, MA: Harvard University Press

but

Cambridge: Cambridge University Press

Although the abbreviations may be unnecessary for some readers, they are useful for others and therefore worth including. When the publisher's name includes the state name, the abbreviation is not needed.

Chapel Hill: University of North Carolina Press

Publisher's name

Shorter forms are preferred in most reference lists. Even when the full publisher's name is given, an initial 'The' is omitted, as are such abbreviations as 'Inc.', 'Ltd', or 'S.A.' following a name. 'Co.', '& Co.', 'Publishing Co.' and the like are often omitted. A given name or initials preceding a family name may be omitted. 'Books' is usually retained (Basic Books, Riverhead Books). The word 'Press' can sometimes be omitted (for example, Pergamon Press and Ecco Press can be abbreviated to Pergamon and Ecco, but Free Press and New Press must be given in full). 'Press' should not be omitted from the name of a university press because the university itself may issue publications independent of its press.

Houghton Mifflin *or* Houghton Mifflin

Co. Little, Brown *or* Little, Brown & Co.

Macmillan *or* Macmillan Publishing Co. (New

York) Macmillan *or* Macmillan Publishers

(London)

Wiley *or* John Wiley

Reprinted book

Books may be reissued in paperback by the original publisher or in paper or hardcover by another company. In bibliographic listings the original publication details—at least the date—are often the more relevant. If page numbers are mentioned, give the date of the edition cited unless pagination is the same. The availability of a paperback or an electronic version, the addition of new material, or other such matters can be added as needed. The examples below indicate various ways to present the data in notes and bibliographies.

Emerson, Ralph Waldo. *Nature*. 1836. A facsimile of the first edition with an introduction by Jaroslav Pelikan. Boston: Beacon, 1985.

Fitzgerald, F. Scott. *The Great Gatsby*. New York: Scribner, 1925. Reprinted with preface and notes by Matthew J. Bruccoli. New York: Collier Books, 1992. Page references are to the 1992 edition.

Bernhardt, Peter. *The Rose's Kiss: A Natural History of Flowers*. Chicago: University of Chicago Press, 2002. First published 1999 by Island Press.

Schweitzer, Albert. *J.S. Bach*. Trans. Ernest Newman. 1911. Reprint, New York: Dover, 1966.

National Reconnaissance Office. *The KH-4B Camera System*. Washington, DC: National Photographic Interpretation Center, 1967. Now declassified and also available online, <http://www.fas.org/spp/military/program/imint/kh-4%20camera%20system.htm>.

7. CD-ROM.

Works issued on CD-ROM are treated similarly to printed works. Place of publication and date may be omitted unless relevant.

Complete National Geographic: 110 Years of National Geographic Magazine. CD-ROM. Mindscape, 2000.

Oxford English Dictionary. 2nd ed. CD-ROM, version 2.0. Oxford University Press.

8. Conference paper, proceedings, poster session.

The sponsorship, location, and date of the meeting at which a speech was given or a paper presented follow the title. This information, like that following a thesis title, is put in parentheses in a note but not in a bibliography.

Doyle, Brian. "Howling Like Dogs: Metaphorical Language in Psalm 59." Paper presented at the annual international meeting for the Society of Biblical Literature, Berlin, Germany, 19–22 June 2002.

Nass, Clifford. "Why Researchers Treat On-Line Journals Like Real People." Keynote address, annual meeting of the Council of Science Editors, San Antonio, TX, 6–9 May 2000.

Conference proceedings

Individual contributions to conference proceedings may be treated like chapters in multi-author books. If published in a journal, it is treated as an article.

Poster session

Papers presented at poster sessions are treated like other unpublished papers.

9. Database.

In the sciences especially, it has become customary to cite databases as follows: list, at a minimum, in this order, the name of the database, the URL, a descriptive phrase or record locator (such as a data marker or accession number) indicating the part of the database being cited or explaining the nature of the reference, and finally an access date. In reference lists, list under the name of the database.

(NASA/IPAC Extragalactic Database [object name IRAS F00400+4059])

Item in online database

Journal articles published in online databases should be cited as an online journal. If an

access date is required, include it parenthetically at the end of the citation, as in the first example below.

7. Pliny the Elder, *The Natural History*, ed. John Bostock and H.T. Riley, in the Perseus Digital Library, <http://www.perseus.tufts.edu/cgi-bin/ptext?lookup=Plin.+Nat.+1.dedication> (accessed 17 November 2005).

Perseus Digital Library. <http://www.perseus.tufts.edu/>.

Dataset

Wang, Guang-Yan, Zhao-Ming Zhu, Shan Cui, and Jin-Hui Wang. "Data from: Glucocorticoid Induces Incoordination between Glutamatergic and GABAergic Neurons in the Amygdala." Dryad Digital Repository ([dataset]; accessed 22 December 2017). <https://doi.org/10.5061/dryad.k9q7h>.

10. Dissertation or thesis.

The kind of thesis, the academic institution, and the date follow the title. Like the publication data of a book, these are enclosed in parentheses in a note but not in a bibliography. The word 'unpublished' is unnecessary.

22. Amundin, "Click Repetition Rate." 22–29, 35.

Amundin, M. "Click Repetition Rate Patterns in Communicative Sounds from the Harbour Porpoise, *Phocoena phocoena*." PhD diss., Stockholm University, 1991.

11. Electronic source.

Whatever archiving, retrieval and linking techniques may be in place in the future, electronic content by its very nature will continue to be impermanent and manipulable. If a source changes or becomes unavailable, citations to that source may need to be adjusted; authors and publishers should therefore verify the accuracy of citations to electronic content as close to the publication date as possible.

URLs

Even if it follows a full stop (period), the first letter of the protocol (e.g., the *h* in *http*) is not capitalized. The capitalization of the remaining components varies; because some URLs are case sensitive, they should not be edited for style. A trailing slash, the last character in a URL pointing to a directory, is part of the URL. Other punctuation marks used following a URL will readily be perceived as belonging to the surrounding text. It is therefore unnecessary to omit appropriate punctuation after the URL or to bracket the URL as a matter of course. Any logically parenthetical reference to a URL should be put in parentheses; angle brackets (< >), which have specific meaning within some markup languages, including html, should never be used to enclose a URL.

In a printed work, if a URL has to be broken at the end of a line, the break should be made *after* a double slash (//) or a single slash (/); *before* a tilde (~), a period, a comma, a hyphen, an underline (⏟), a question mark, a number sign, or a percent symbol; or *before or after* an equals sign or an ampersand. A hyphen should never be added to a URL to denote a line break, nor should a hyphen that is part of a URL appear at the end of a line.

Access dates

Access dates in online source citations are of limited value, since previous versions will often be unavailable to readers (not to mention that an author may have consulted several revisions across any number of days in the course of research). Chicago therefore does not generally recommend including them in a published citation. For sources likely to have substantive updates, however, or in time-sensitive fields such as medicine or law where even small corrections may be significant, the date of the author's last visit to the site may usefully be added.

12. Email or electronic newsgroup.

Electronic mailing list

To cite material from an electronic mailing list that has been archived online, include the name of the list, the date of the individual posting, and the URL. Also record an access date, if the publisher or discipline requires it. Citations to such material should generally be limited to text and notes. Material that has not been archived will not have an associated URL

13. Film.

Movie Title. Directed by Mary Smith. Hollywood, CA: Bigshot Productions, 2004.

14. Government document.

Bulletins, circulars, reports, and study papers issued by such government commissions as the Federal Communications Commission or the Securities and Exchange Commission are cited much like legislative reports. They are often classified as House (H) or Senate (S) documents.

32. Senate, *Report of the Federal Trade Commission on Utility Corporations*, 70th Cong., 1st sess., 1935, S. Doc. 91, pt. 71A.

U.S. Securities and Exchange Commission. *Annual Report of the Securities and Exchange Commission for the Fiscal Year*. Washington, DC: GPO, 1983.

Citations to British government documents, as to US documents, should begin with the name of the authorizing body—whether Parliament, Public Record Office, Foreign Office, or whatever, preceded (unless obvious from the context) by “United Kingdom.”

Unpublished

The main depositories for unpublished government documents in the United Kingdom are the Public Record Office (PRO) and the British Library (BL), both in London. (The British Library is a division of the British Museum; before it was called the British Library, citations to documents housed there used the abbreviation BM.) References usually include such classifications as Admiralty (Adm.), Chancery (C), Colonial Office (CO), Exchequer (E), Foreign Office (FO), or State Papers (SP) as well as the collection and volume numbers and, where relevant, the folio or page number(s).

Most unpublished documents of the United States government are housed in the National Archives (NA) in Washington, DC, or in one of its branches. All, including films, photographs, and sound recordings as well as written materials, are cited by record group (RG) number. Names of specific documents are given in quotation marks.

40. Senate Committee on the Judiciary, "Lobbying," file 71A–F15, RG 46, National Archives.

National Archives Branch Depository, Suitland, MD. Records of the National Commission on Law Observance and Enforcement. RG 10.

15. Internet.

For online or other electronic sources that do not have a direct print counterpart (such as an institutional web site or a Weblog), give as much information as you can in addition to the URL.

Website

Websites may be cited in running text ("On its website, the Evanston Public Library Board of Trustees states . . .") instead of in an in-text citation, and they are commonly omitted from a bibliography as well. The following examples show the more formal versions of the citations. If an access date is required include it parenthetically at the end of the citation.

For original content from online sources other than periodicals, include as much of the following as can be determined: author of the content, title of the page, title or owner of the site, URL. Citations of site content are best relegated to notes; in works with no notes, they may be included in the reference list or bibliography. If there is no author per se, the owner of the site may stand in for the author.

Evanston Public Library Board of Trustees. "Evanston Public Library Strategic Plan, 2000–2010: A Decade of Outreach." Evanston Public Library.
<http://www.epl.org/library/strategic-plan-00.html>.

No author

If there is no author per se, the owner of the site may stand in for the author.

19. The Bahá'ís of the United States, "History," The Bahá'í Faith, <http://www.us.bahai.org/history/index.html>.

25. Federation of American Scientists, "Resolution Comparison: Reading License Plates and Headlines," <http://www.fas.org/irp/imint/resolve5.htm>.

The Bahá'ís of the United States. "History." The Bahá'í Faith. <http://www.us.bahai.org/history/index.html>.

For content from very informal sites, such as personal home pages and fan sites, where titles may be lacking, descriptive phrases may be used.

1. Camp Taconic Alumni, 1955 photo gallery, <http://www.taconicalumni.org/1955.html>.

4. Pete Townshend's official Web site, "Biography," http://www.petetownshend.co.uk/petet_bio.html.

If a site ceases to exist before publication, include such information parenthetically at the

end of the citation, separated from the access date, if any, by a semicolon.

4. Pete Townshend's official Web site, "Biography,"
http://www.petetownshend.co.uk/petet_bio.html (accessed 15 December 2001;
site now discontinued).

Weblog entry or comment

Weblog entries or comments may be cited in running text ("In a comment posted to the Becker-Posner Blog on March 6, 2006, Peter Pearson noted . . .") instead of in a note or an in-text citation, and they are commonly omitted from a bibliography as well. The following examples show the more formal versions of the citations. If an access date is required, include it parenthetically at the end of the citation, as in the first example below.

8. Peter Pearson, comment on "The New American Dilemma: Illegal Immigration," The Becker-Posner Blog, comment posted 6 March 2006, http://www.becker-posner-blog.com/archives/2006/03/the_new_america.html#c080052 (accessed 28 March 2006).

Becker-Posner Blog, The. <http://www.becker-posner-blog.com/>.

16. Interview.

In whatever form interviews or personal communications exist—published, broadcast, preserved in audiovisual form, available online—the citation normally begins with the name of the person interviewed or the person from whom the communication was received. The interviewer or recipient, if mentioned, comes second.

Unpublished interview

Unpublished interviews are best cited in notes, though they occasionally appear in bibliographies. Citations should include the names of both the person interviewed and the interviewer; brief identifying information, if appropriate; the place or date of the interview (or both, if known); and, if a transcript or tape is available, where it may be found. Permission to quote may be needed.

7. Andrew Macmillan (principal adviser, Investment Center Division, FAO), in discussion with the author, September 1998.

8. Benjamin Spock, interview by Milton J.E. Senn, 20 November 1974, interview 67A, transcript, Senn Oral History Collection, National Library of Medicine, Bethesda, MD.

9. Macmillan, discussion; Spock, interview.

Unattributed interview

An interview with a person who prefers to remain anonymous or whose name the author does not wish to reveal may be cited in whatever form is appropriate in context. The absence of a name should be explained (e.g., 'All interviews were conducted in confidentiality, and the names of interviewees are withheld by mutual agreement').

10. Interview with health care worker, 10 August 1999.

Published or broadcast interview

An interview that has already been published or broadcast is treated like an article in a periodical or a chapter in a book.

Bellour, Raymond. "Alternation, Segmentation, Hypnosis: Interview with Raymond Bellour." By Janet Bergstrom. *Camera Obscura*, nos. 3–4 (Summer 1979): 89–94.

If an interview is included or excerpted in the form of a direct quotation within an article or chapter by the interviewer, the interviewer's name may come first.

17. Journal article.

Author names

Authors' names are normally given as they appear at the heads of their articles. Three authors of the same work are listed in the order shown in the article. In Works Cited, only the first author's name is inverted, and a comma must appear both before and after the first author's given name or initials. In a short form in a note, all three last names are given. The conjunction 'and', following a comma, is used before the last name. For works by or edited by four to ten persons, all names are usually given in a bibliography. Word order and punctuation are the same as for three authors. In a note or a text citation, only the name of the first author is included, followed by "and others" or, especially in science, "et al.," with no intervening comma.

8. Smith, "The Origin of Altruism," 639.

Smith, John Maynard. "The Origin of Altruism." *Nature* 393 (1998): 639–40.

Article title

Titles of articles are set in roman (except for words or phrases that require italics, such as species names or book titles). In notes and bibliographies, titles of books, articles, and journal names are usually capitalized headline style. As with a book, title and subtitle are separated by a colon, and the first word of the subtitle is always capitalized.

Morris, Romma Heilig. "Woman as Shaman: Reclaiming the Power to Heal." *Women's Studies: An Interdisciplinary Journal* 24 (September 1995): 573–84.

1. Heckathorn, "Collective Sanctions and Compliance Norms." 370.

Heckathorn, Douglas D. "Collective Sanctions and Compliance Norms: A Formal Theory of Group-Mediated Social Control." *American Sociological Review* 55 (1990): 366–84.

In notes, commas appear between author, title of article, and title of magazine, newspaper, or journal. In bibliographies, full stops (periods) replace these commas. Note that 'in' is *not* used between the article title and the journal title.

1. Kitcher, "Essence and Perfection," 60.

In bibliographic entries, the first and last pages of an article are given. In notes, only specific pages need be cited (unless the article as a whole is referred to).

Date

The year, sometimes preceded by an exact date, a month, or a season, appears in parentheses after the volume number (or issue number, if given). Seasons, though not capitalized in running text, are traditionally capitalized when standing in lieu of a month or an issue number. Neither month nor season is necessary (though it is not incorrect to include one or the other) when the issue number is given.

White, Stephen A. "Callimachus Battiades (*Epigr.* 35)." *Classical Philology* 94 (April 1999): 168–81.

Wilson, George. "Again, Theory: On Speaker's Meaning, Linguistic Meaning, and the Meaning of a Text." *Critical Inquiry* 19 (Autumn 1992): 1–21.

The volume number follows the journal title without intervening punctuation and is not in italics. Arabic numerals are used even if the journal itself uses roman numerals.

When the issue number is given, it follows the volume number, separated by a comma and preceded by 'no.'

McMillen, Sally G. "Antebellum Southern Fathers and the Health Care of Children." *Journal of Southern History* 60, no. 3 (1994): 513–32.

When a journal uses issue numbers only, without volume numbers, a comma follows the journal title.

Beattie, J.M. "The Pattern of Crime in England, 1660–1800." *Past and Present*, no. 62 (1974): 47–95.

When the year itself serves as volume number, it is an indispensable element and should therefore not be enclosed in parentheses. A comma follows the journal title.

2. I.G. Rozner, "The War of Liberation of the Ukrainian People in 1648–1654 and Russia" [in Russian], *Voprosy istorii*, 1979, no. 4: 51–64.

Myers, N., and R. Tucker. "Deforestation in Central America: Spanish Legacy and North American Consumers." *Environmental Review*, Spring 1987, 55–71.

Numbers

For number sequences in footnotes and bibliography, change only the parts of the number that change, subject to the following rules:

1. For page ranges, follow this model: 247–89 (not 247–289).
2. Generally no second number, except numbers 1–9, can have just one digit, hence 20–22 (not 20–2); 178–79 (not 178–9).
3. For sequences of years, however, include all digits (e.g., 1265–1266).

Roman numerals are given in full.

Foreign language article

Titles of foreign-language articles, like book titles, are usually capitalized sentence style but according to the conventions of the particular language. German, for example, capitalizes common nouns in running text as well as in titles. Journal titles should be capitalized headline style. An initial definite article (*Le, Der, etc.*) should be retained, since it may govern the inflection of the following word. Months and the equivalents of such abbreviations as *no.* or *pt.* are given in English.

Bouchard, Gérard. “Un essai d’anthropologie régionale: L’histoire sociale du Saguenay aux XIXe et XXe siècles,” *Annales: Économies, Sociétés, Civilisations* 34 (January 1979): 118.

Garaud, Marcel. “Recherches sur les défrichements dans la Gâtine poitevine aux XIe et XIIe siècles,” *Bulletin de la Société des Antiquaires de l’Ouest*, 4th ser., 9 (1967): 11–27.

Broszat, Martin. “‘Holocaust’ und die Geschichtswissenschaft.” *Vierteljahrshefte der Zeitgeschichte* 27 (April 1979): 285–98.

Translated article title

If an English translation is added to a foreign-language article title, it is enclosed in brackets, without quotation marks, and capitalized sentence style. If a title is given only in English translation, however, the original language must be specified.

Kern, W. “Waar verzamelde Pigafetta zijn Maleise woorden?” [Where did Pigafetta collect his Malaysian words?] *Tijdschrift voor Indische taal-, land- en volkenkunde* 78 (1938): 271–73.

Journal name

In notes and bibliographies, titles of books, articles, and journal names are usually capitalized headline style. They are usually given in full—except for the omission of an initial ‘The’—in notes and bibliographies (e.g., *Journal of Business*). With foreign-language journals and magazines, an initial article should be retained (e.g., *Der Spiegel*). Occasionally an initialism, such as *PMLA*, is the official title and is never spelled out.

Online article

To cite electronic journals add the URL and the date the material was last accessed.

Testa, Bernard, and Lamont B. Kier. “Emergence and Dissolution in the Self-Organisation of Complex Systems.” *Entropy* 2, no. 1 (March 2000): 1–25.
<http://www.mdpi.org/entropy/papers/e2010001.pdf>.

If there is a digital object identifier (DOI) for the source, include it in place of page numbers or other locators:

Special issue

A special issue as a whole may be cited as in the second example below; an article within the issue is cited as in the first example.

Conley, Alice. "Fifth-Grade Boys' Decisions about Participation in Sports Activities," in "Non- subject-matter Outcomes of Schooling," ed. Thomas L. Good, special issue, *Elementary School Journal* 99, no. 5 (1999): 131–46.

Good, Thomas L., ed. "Non-subject-matter Outcomes of Schooling." Special issue, *Elementary School Journal* 99, no. 5 (1999).

Journal supplement

A journal supplement, unlike a special issue, is numbered separately from the regular issues of the journal. Like a special issue, however, it may have a title and author or editor of its own.

Card, David. "Changes in Labor Force Attachment." *Journal of Political Economy* 92, no. 3 (1999): S174–S199.

18. Microfilm, microfiche.

Works issued commercially in microform editions, including dissertations, are treated much like books. The form of publication, where needed, is given after the facts of publication.

Tauber, Abraham. *Spelling Reform in the United States*. Ann Arbor, MI: University Microfilms, 1958.

19. Newspaper or magazine article.

Newspapers are more commonly cited in notes than in bibliographies. A list of works cited need not list newspaper items if these have been documented in the text. No corresponding entry in a bibliography would be needed for the following citation:

In an article on rampage killers (*New York Times*, April 10, 2000), Laurie Goodstein and William Glaberson describe the warning signs either missed or unreported by colleagues, friends, teachers, family members, and others.

The name of the author (if known) and the headline or column heading in a daily newspaper are cited much like the corresponding elements in magazines. The month (often abbreviated), day, and year are the indispensable elements. Because a newspaper's issue of any given day may include several editions, and items may be moved or eliminated in various editions, page numbers are best omitted. If the paper is published in several sections, the section number or name may be given.

Nieder Korn, William S. "A Scholar Recants on His 'Shakespeare' Discovery." *New York Times*, 20 June 2002, Arts section, Midwest edition.

Martin, Steve. "Sports-Interview Shocker." *New Yorker*, 6 May 2002.

Letter to the Editor

Published letters to the editor are treated generically, without headlines.

6. David Clemens, letter to the editor, *Wall Street Journal*, 21 April 2000.

No author

1. Editorial, *Philadelphia Inquirer*, 30 July 1990.
3. Obituary of Claire Trevor, *New York Times*, 10 April 2000, national edition.
4. "Pushcarts Evolve to Trendy Kiosks," *Lake Forester* (Lake Forest, IL), 23 March 2000.

Online

If a URL becomes invalid before publication of the work in which it is cited, or if the article was obtained from an online archive for a fee, include only the main entrance of the newspaper or news service (e.g., <http://www.nytimes.com/>).

33. Reuters, "Russian Blasts Kill 21, Injure More Than 140," *Yahoo! News*, 24 March 2001, <http://dailynews.yahoo.com/>.

If an access date is required, include it parenthetically, at the end of the citation:

Reaves, Jessica. "A Weighty Issue: Ever-Fatter Kids." Interview with James Rosen. *Time*, March 14, 2001. <http://www.time.com/time/nation/article/0,8599,102443,00.html>.

With author

2. Mike Royko, "Next Time, Dan, Take Aim at Arnold," *Chicago Tribune*, 23 September 1992.

20. News release.

A news release, though published in a sense, is treated like an unpublished document.

6. National Transportation Safety Board, "Airline fatalities for 1994 climbed to five-year high," news release, 19 January 1995.

21. Pamphlets and reports.

Pamphlets, corporate reports, brochures and other freestanding publications are treated essentially as books. Data on author and publisher may not fit the normal pattern, but sufficient information should be given to identify the document.

Hazel V. Clark, *Mesopotamia: Between Two Rivers* (Mesopotamia, OH: End of the Commons General Store, [1957?]).

Merrill Lynch Advisory Services Group, *Merrill Lynch Consults Service*, Disclosure Statement, April 2000.

22. Parliamentary bill, report, paper, debate.

Parliamentary publications include all materials issued by both houses of Parliament, the House of Commons (HC) and the House of Lords (HL): journals of both houses (sometimes abbreviated *CJ* and *LJ*); votes and proceedings; debates; bills, reports, and papers; and statutes.

The bills, reports and papers issued separately by Parliament are published together at the end of each session in volumes referred to as Sessional Papers. Each volume includes a divisional title.

8. House of Commons, "Present and Future Role of the Assistant Chief Education Officer," *Sessional Papers, 1982–83, Prison Education*, 25 April 1983, vol. 2, par. 9.14, p. 102.

Command papers

Command papers are so called because they originate outside Parliament and are ostensibly presented to Parliament 'by command of Her [His] Majesty'. The different abbreviations for 'command' indicate the series and must not be altered. No *s* is added to the plural (Cmnd. 3834, 3835).

Command papers may consist of a pamphlet or several volumes. Dates may include a month or just a year.

Parliamentary debates

Citations include series, volume number, and dates; specific references include column (or occasionally page).

Although no longer the official name, Hansard (less often, Hansard's) is still sometimes used in citations to all series of parliamentary debates. Such usage is best avoided, however.

23. Personal communication.

References to conversations (whether face-to-face or by telephone) or to letters and email messages received by the author are usually run into the text or given in a note. They are rarely listed in a bibliography or reference list.

In a telephone conversation with the author on 12 October 1999, Colonel William Rich revealed that ...

2. Constance Conlon, email message to author, 17 April 2000.

An email address belonging to an individual should be omitted. Should it be needed in a specific context, it must be cited only with the permission of its owner.

In a parenthetical citation, the terms 'personal communication', 'unpublished data', and the like are used after the name(s) of the person(s) concerned, following a comma.

Reference-list entries are unneeded. The abbreviation *et al.* should be avoided in such citations.

Letter

A reference to a letter, memorandum, or similar communication in a published collection begins with the names of the sender and the recipient, in that order, followed by a date and sometimes the place where the communication was prepared. The word 'letter' is unnecessary, but other forms, such as reports or memoranda, should be specified. The title of the collection is given in the usual form for a book.

1. Adams to Gaskell, 142.

Jackson, Paulina. Paulina Jackson to John Pepys Junior, 3 October 1676. In *The Letters of Samuel Pepys and His Family Circle*, ed. Helen Truesdell Heath, no. 42. Oxford: Clarendon Press, 1955.

24. Preprint.

Not being subject to peer review, preprints are treated as unpublished material.

25. Punctuation.

Capitalization rules

The conventions of headline style, admittedly arbitrary, are governed by a mixture of aesthetics (the appearance of a title on a printed page), emphasis, and grammar. Some words are always capitalized; some are always lowercased (unless used as the first or last word in a title); others require a decision. Chicago recommends the following rules, pragmatic rather than logically rigorous but generally accepted: (1) Always capitalize the first and last words both in titles and in subtitles and all other major words (nouns, pronouns, verbs, adjectives, adverbs, and some conjunctions—but see rule 4). (2) Lowercase the articles *the*, *a*, and *an*. (3) Lowercase prepositions, regardless of length, except when they are stressed (*through* in *A River Runs Through It*), are used adverbially or adjectivally (*up* in *Look Up*, *down* in *Turn Down*, *on* in *The On Button*, etc.), are used as conjunctions (*before* in *Look Before You Leap*, etc.), or are part of a Latin expression used adjectivally or adverbially (*De Facto*, *In Vitro*, etc.). (4) Lowercase the conjunctions *and*, *but*, *for*, *or*, *nor*. (5) Lowercase the words *to* and *as* in any grammatical function, for simplicity's sake. (6) Lowercase the second part of a species name, such as *lucius* in *Esox lucius*, or the part of a proper name that would be lowercased in text, such as *de* or *von*. All the following examples illustrate rule 1; the numbers in parentheses refer to rules 2–6.

Mnemonics That Work Are Better Than Rules That Don't

Singing While You Work

A Little Learning Is a Dangerous Thing (2)

Four Theories concerning the Gospel according to Matthew (3)

Taking Down Names, Spelling Them Out, and Typing Them

Up (3, 4) Tired but Happy (4)

The Editor as Anonymous Assistant (5)

From *Homo erectus* to *Homo sapiens*: A Brief History (3, 5, 6)

Sitting on the Floor in an Empty Room, *but* Turn On, Tune In, and

Voting for the Bond Issue, *but* Voting For and Against the Bond Issue (3)

Ten Hectares per Capita, *but* Landownership and Per Capita

Income (3) Progress in In Vitro Fertilization (3)

26. Reference work.

Well-known reference books, such as major dictionaries and encyclopedias, are normally cited in notes rather than in bibliographies. The facts of publication are often omitted, but the edition (if not the first) must be specified. References to an alphabetically arranged work cite the item (not the volume or page number) preceded by s.v. (sub verbo, under the word; pl. s.vv.)

1. *Encyclopaedia Britannica*, 15th ed., s.v. "Salvation."
2. *Dictionary of American Biography*, s.v. "Wadsworth, Jeremiah."

Certain reference works, however, may appropriately be listed with their publication details.

3. *The Times Guide to English Style and Usage*, rev. ed., comp. Tim Austin (London: Times Books, 1999), s.vv. "police ranks," "postal addresses."
4. *MLA Style Manual and Guide to Scholarly Publishing*, 2nd ed., ed. Joseph Gibaldi (New York: Modern Language Association of America, 1998), 6.9.4.

Diccionario de historia de Venezuela. 3 vols. Caracas: Fundación Polar, 1988.

Online encyclopaedia, etc.

Online versions of encyclopedias are subject to continuous updates and should therefore be considered databases rather than standard reference works with standard edition numbers. For this reason, Chicago recommends always including an access date in addition to the URL. Though the version of the article accessed on a given date may not be the one available to a reader at a later date, an access date will at least indicate the timeliness of the source citation. Well-known online reference works, such as major dictionaries and encyclopedias, are normally cited, like their printed counterparts, in notes rather than in bibliographies. The facts of publication are often omitted. Note that some reference works will indicate the appropriate URL to cite for a specific entry; use this rather than the less stable URL generated by search engines.

Sometimes it may be appropriate to include the author of an entry.

1. *The New Grove Dictionary of Music and Musicians*, s.v. "Sibelius, Jean" (by James Hepokoski), <http://www.grovemusic.com/> (accessed 3 January 2002).

27. Review.

Book review

Gibbard, Allan. "Morality in Living: Korsgaard's Kantian Lectures." Review of *The Sources of Normativity*, by Christine M. Korsgaard. *Ethics* 110, no. 1 (1999): 140–64.

28. Speech, lecture, talk.

The sponsorship, location and date of the meeting at which a speech was given or a paper presented follow the title.

Nass, Clifford. "Why Researchers Treat On-Line Journals Like Real People." Keynote address, annual meeting of the Council of Science Editors, San Antonio, TX, 6–9 May 2000.

29. Unpublished work.

The title of an unpublished work—whether book, thesis, speech, essay, or whatever—is not italicized. In notes and Works Cited it is capitalized headline style and put in quotation marks.

Most unpublished papers can be treated in much the same way as dissertations or lectures.

Alarcón, Salvador Florencio de. "Compendio de las noticias correspondientes a el real y minas San Francisco de Aziz de Río Chico . . . de 20 de octubre [1771]." Photocopy, Department of Geography, University of California, Berkeley.

Forthcoming book or chapter

When a book is under contract with a publisher and is already titled, but the date of publication is not yet known, *forthcoming* is used in place of the date. Although *in press* is sometimes used (strictly speaking for a printed work that has already been typeset and paginated), Chicago recommends the more inclusive term, which can also be used for nonprint media, for any work under contract. If page numbers are available, they should be given. Books not under contract are treated as unpublished manuscripts.

Contributor, Anna. "Contribution." In *Edited Volume*, ed. Ellen Editor. Place: Publisher, forthcoming.

Note that *forthcoming* is capitalized only in a reference list, where it follows a full stop (period).

Forthcoming article

If an article has been accepted for publication by a journal but has not yet appeared, 'forthcoming' stands in place of the year and the page numbers. Any article not yet accepted should be treated as an unpublished manuscript.

Author, Margaret M. "Article Title." *Journal Name* 98 (forthcoming).