CHICAGO MANUSCRIPT FORMAT

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   ▪ A book by two or three authors
   ▪ A book by four or more authors
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   ▪ Indirect citations - citations from a secondary source
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General Essay Format

Length: Will be fixed by a Course Organizer
Language: Russian or English
Paper: A4 size, Portrait form
Font: Times New Roman
Font Size: 12
Margins: All 1 inch (2.54cm)
Line Spacing: 1.5
Footnotes Font Size: 10
Page Numbering:

All pages should be numbered in the following style:
“Page X of Y” where X represents the current page number, and Y the total number of pages. Such numbering should appear either at the very top or very bottom of each page.
Punctuation

- Quotes
  - Author's Name in Text
  - Quote from Source
  - Quotes within Quotes
- Sources Already Cited
- Later Reference
- Footnotes or Endnotes

Quotes

References in text are numbered in the order they appear in the text. The citation is indicated by a superscript Arabic numeral:

Author's Name in Text

**Example:**

This point has already been argued by Moulthrop

Quote from Source

If you quote directly from a passage in an article or a book, etc., then the part quoted should be put in quotation marks: """, and acknowledged in a footnote; you should also indent the quote.

**Example:**

“The Gay and Lesbian Alliance Against Defamation, the Human Rights Campaign (HRC), the National Gay and Lesbian Task Force (NGLTF), and Parents, Families and Friends of Lesbians and Gays, along with an assortment of religious, ethnic, feminist and civil rights groups, have all pursued hate crimes legislation.”

Quotes within Quotes

If in reading you find that the author of a book or article, for example, has quoted the work of someone such as another author, as often happens, and you would like to use that quote, but the Library does not have the primary source from which it was taken, then you can quote it, but put it in two sets of quotation marks: """". The two sets of quotation marks: double quotation marks followed by single quotation marks (or vice versa), indicates you are quoting a quote. In footing this, you should give the primary reference for the quote, and then say that it was quoted by whoever in the relevant journal or book.

**Example:**


In the bibliography list you should mention both books separately.

Sources Already Cited

**Using 'ibid'**

This is an abbreviation of 'ibidem' which means 'in the same place', and directs the reader to back to the immediately preceding footnote. If it is exactly the same reference, including an identical page or pinpoint reference, then a simple 'ibid' is all that is necessary in the next footnote. If it is the same reference but with a different page number, write 'ibid' followed by the new pinpoint reference. For example:
Example:

13. Ibid.
14. Ibid 243. (where 243 indicates the page number)

Using 'supra'

Use this when you have already listed a full reference earlier in your footnotes, but where other footnotes have intervened so you can't use 'ibid'. You can use 'supra n' (where n refers to a previous footnote number) and a different page number:

Example:

18. Garner, supra n 16, 42.

(where 16 indicates the number of the footnote listed earlier and 42 indicates the page number)

Later Reference

Using 'infra'

Anticipatory references to a work that will eventually be cited in full use "infra" (meaning "below" or "within").

Example:


Footnotes or Endnotes

Footnotes appear at the bottom of the page where the noted source is cited. Endnotes appear at the end of the paper in the order that the citations appeared. Both endnotes and footnotes are numbered to correspond to the citation number, followed by a period and one space.

Preparing the Bibliography

Typically, the notes in Chicago-style papers are followed by a bibliography, an alphabetically arranged list of all the works cited or consulted. Center the title Bibliography about one inch from the top of the page. Number bibliography pages consecutively with the rest of the paper.

All sources should be cited in the following order:

1. Primary sources (statutes, treaties, and etc.);
2. Books;
3. Articles and Newspapers;
4. Web sources, CD's, and etc.
Alphabetizing the List

Alphabetize the bibliography by the last names of the authors (or editors); when a work has no author or editor, alphabetize it by the first word of the title other than A, An, or The.

If your list includes two or more works by the same author, use three hyphens instead of the author’s name in all entries after the first. You may arrange the entries alphabetically by title or by date; be consistent throughout the bibliography.

Indenting and Line Spacing

Begin each entry at the left margin, and indent any additional lines one-half inch (or five spaces). Single-space each entry and double-space between entries (unless your instructor prefers double-spacing throughout).

Formatting Sources

Books

- A book with one author
- A book published in a second or subsequent edition
- A book by two or three authors
- A book by four or more authors
- An edited book
- A book with no author given
- A book or work by an association or institution
- Indirect citations - citations from a secondary source
- Works by the same first authors, published in the same year.
- Works by the same author, published in the same year.
- Citing more than one author at one point in the text
- Electronic books

A book with one author

Elements of the citation: First reference

Author Name Surname, *Title of Book - in italics* (Place of publication: Name of Publisher, Year of publication), page number.

Subsequent reference

Author Surname, *Title of Book - in italics* and shortened if more than 4 words, page number.

Bibliography

Author Surname, Author Name. *Title of Book - in italics*. Place of publication: Name of Publisher, Year of publication.

Example:

**First reference**

Subsequent reference

Bibliography

A book published in a second or subsequent edition

Elements of the citation: First reference
Author Name Surname, Title of Book - in italics, number ed. (Place of publication: Name of Publisher, Year of publication), page number.

Subsequent reference
Author Surname, Title of Book - in italics and shortened if more than 4 words, page number.

Bibliography
Author Surname, Author Name. Title of Book - in italics. Number ed. Place of publication: Name of Publisher, Year of publication.

Example:

First reference
3. Alan Fenna, Australian Public Policy, 2nd ed., (Frenchs Forest, N.S.W.: Pearson Education Australia, 2004), 42.

Subsequent reference
5. Fenna, Australian Public Policy, 47.

Bibliography

A book by two or three authors

Elements of the citation: First reference
Author Name Surname and Author Name Surname, Title of Book - in italics (Place of publication: Name of Publisher, Year of publication), page number.

Subsequent reference
Author Surname and Author Surname, Title of Book - in italics and shortened if more than 4 words, page number.

Bibliography
Author Surname, Author Name and Author Name Surname. Title of Book - in italics. Place of publication: Name of Publisher, Year of publication.

Example:

First reference
Subsequent reference

**Bibliography**

A book by four or more authors

**Elements of the citation: First reference**
Author Name Surname *et al.*. , *Title of Book* - *in italics*, number *ed*. (Place of publication: Name of publisher, Year of publication), page number.

**Subsequent reference**
Author Surname *et al.* , *Title of Book* - *in italics* and shortened if more than 4 words, page number.

**Bibliography**
Author Surname, Author Name, Author Name Surname, Author Name Surname and Author Name Surname. *Title of Book* - *in italics*. Number *ed*. Place of publication: Name of Publisher, Year of publication.

**Example:**

**First reference**

**Subsequent reference**

**Bibliography**

**Note:** All authors’ names are reproduced in full

One volume of a multi-volume work

**Example:**

**First reference**

**Subsequent reference**

**Bibliography**
An edited book

**Elements of the citation: First reference**

Editor Name Surname, ed., *Title of Book* - *in italics* (Place of publication: Name of Publisher, Year of publication), page number.

**Subsequent reference**

Editor surname, *Title of Book* - *in italics* and shortened if more than 4 words, page number.

**Bibliography**

Editor Surname, Editor Name, ed. *Title of Book* - *in italics*. Place of publication: Name of Publisher, Year of publication.

**Example:**

<table>
<thead>
<tr>
<th>First reference</th>
<th>Subsequent reference</th>
</tr>
</thead>
</table>

A book with no author given

**Elements of the citation: First reference**

*Title of Book* - *in italics*, number ed. (Place of publication: Name of Publisher, Year of publication), page number.

**Subsequent reference**

*Title of Book* - *in italics* and shortened, page number.

**Bibliography**

*Title of Book* - *in italics*. Number ed. Place of publication: Name of Publisher, Year of publication.

**Example:**

<table>
<thead>
<tr>
<th>First reference</th>
<th>Subsequent reference</th>
</tr>
</thead>
</table>

**Bibliography**

A book or work by an association or institution

**Elements of the citation: First reference**

Name of Organisation, *Title of Book* - *in italics*, number ed. (Place of publication: Name of Publisher, Year of publication), page number.

**Subsequent reference**

Name of Organisation - shortened if appropriate, *Title of Book* - *in italics* and shortened, page number.

**Bibliography**

Name of Organisation. *Title of Book* - *in italics*. Number ed. Place of publication: Name of Publisher, Year of publication.

**Example:**

**First reference**


**Subsequent reference**


**Bibliography**


Indirect citations - citations from a secondary source

These occur when you choose to cite the work of an author using a reference/citation made by another author i.e. you do not examine the original work. Details of both the original and secondary source must be listed.

**Example:**

**Secondary sources cited in your notes**


**Bibliography**


**Works by the same first authors, published in the same year**

Single author entries come first in the bibliography

**Example:**


Works by the same author, published in the same year

In your bibliography, order these works alphabetically according to the title of the work. Ignore any initial "The", "A" or "An" in the title. A dash replaces the repeated author name

Example:


Citing more than one author at one point in the text

Several citations can be included in a single footnote, separated by a semi-colon.

Example:

Multiple references cited in your notes

Multiple references cited in your bibliography (Create separate entries).

Electronic books

Elements of the citation: First reference

Author Name Surname and Author Name Surname, Title of Book - in italics (Place of publication: Name of Publisher, Year of publication), URL (date of access).

Subsequent reference

Author Surname and Author Surname, Title of Book - in italics and shortened if more than 4 words.

Bibliography

Author Surname, Author Name and Author Name Surname. Title of Book - in italics. Place of publication: Name of Publisher, Year of publication. URL (date of access)

Example:

First reference

Subsequent reference

Bibliography
Book chapters

- A chapter in a book
- A chapter in an edited book

A chapter in a book

Elements of the citation: First reference

Author Name Surname and Author Name Surname, "Title of Chapter," in Title of Book - in italics (Place of publication: Name of Publisher, Year of publication), page number.

Subsequent reference

Author Surname and Author Surname, "Title of Chapter - shortened," page number.

Bibliography

Author Surname, Author name and Author Name Surname. "Title of Chapter." In Title of Book - in italics. Place of publication: Name of Publisher, Year of publication.

Example:

First reference

Subsequent reference

Bibliography

A chapter in an edited book

Elements of the citation: First reference

Author of chapter - Name Surname, "Title of Chapter," in Title of Book - in italics, ed. Editor Name Surname, page number (Place of publication: Name of Publisher, Year of publication).

Subsequent reference

Author of chapter Surname, "Title of Chapter - shortened," page number.

Bibliography

Author of chapter Surname, Name. "Title of Chapter." In Title of Book - in italics, edited by Editor Name Surname. Place of publication: Name of Publisher, Year of publication.

Example:

First reference

Note: The page reference is inserted before the publishing details.
Subsequent reference

Bibliography

Journal articles

- Print version
- Accessed from a database in the same format as the original (PDF)
- Accessed from a website in the same format as the original (PDF)
- Accessed from a website in a format different from the print version (HTML) - may not give page numbers, or page range.
- Accessed from a site which provides an electronic- only version of a journal
- Articles by the same author

Print version

Elements of the citation: First reference

Author Name Surname and Author Name Surname, "Title of Article - in double quotation marks," Title of Journal - in italics volume number, no. issue number (Year of publication): page number.

Subsequent reference

Author surname, "Shortened title," page number.

Bibliography

Author Surname, Name and Author Name Surname. "Title of Article - in double quotation marks." Title of Journal - in italics Volume number, no. issue number (Year of publication): page range of article

Example:

First reference

Subsequent reference

Bibliography

Accessed from a database in the same format as the original (PDF)

Example:

First reference

Subsequent reference - shortened format

Bibliography

Note: Provide the URL of the main entrance to the database service. An access date may be added in parentheses at the end of the citation.

Accessed from a website in the same format as the original (PDF)

Example:

First reference

Subsequent reference

Bibliography

Accessed from a website in a format different from the print version (HTML) - may not give page numbers, or page range

Example:

First reference

Note: As individual page numbers are not available, a subheading can be used as a locator within the article.

Subsequent reference

Bibliography
Accessed from a site which provides an electronic-only version of a journal

**Example:**

**First reference**

**Note:** as individual page numbers are not available, a subheading can be used as a locator within the article.

**Subsequent reference**

**Bibliography**

Articles by the same first author
Single author entries come first in the bibliography

**Example:**


Articles by the same author
Titles by the same author are normally listed alphabetically

**Example:**


**Newspaper articles**

- Author known
- Unsigned articles
- Newspaper article accessed from a database - format not identical to original

**Author known**

**Elements of the citation: First reference**

Author Name Surname, "Title of Article, "*Newspaper name - in italics* (City of publication), Month day, Year of publication, edition number.
Bibliography

Author Surname, Name. “Title of Article.” Newspaper name - in italics (City of publication), Month day, Year of publication, edition number.

Example:

First reference

Subsequent reference
4. Cauchi, "World's Green Markers".

Note: Because there may be several editions of the paper on one day, with items moved or eliminated, page numbers are best omitted. Adding the name of the newspaper section, and the edition, may be useful.

Bibliography

Notes: An initial "The" in the newspaper title is omitted. Unless it is obvious from the newspaper name, the city of publication should be added, in brackets, after the newspaper title, e.g. Age (Melbourne).

Unsigned articles

Unsigned articles can be cited directly in the text, (in brackets), or cited briefly in a note. They are not normally included in the bibliography.

Example:


Newspaper article accessed from a database - format not identical to original

Include the URL of the main entrance of the database service, as well as edition and section details.

Example:


Bibliography

Statutes or Laws

- Public laws
- Statutes at Large

Statutes are published in several different sources, and the particular source must be specified. Statutes may be included in the bibliography, but they are often cited only in notes. Be consistent.
Public laws

Statutes are first published separately, being referred to as slip laws or public laws.

**Example:**

<table>
<thead>
<tr>
<th>First Reference</th>
<th>Include page reference(s) if appropriate.</th>
</tr>
</thead>
</table>

**Bibliography**


Statutes at Large

After individual publication, laws are collected in bound volumes entitled United States Statutes at Large.

**Example:**

<table>
<thead>
<tr>
<th>First Reference</th>
<th>Include specific page reference(s) if appropriate.</th>
</tr>
</thead>
</table>

**Bibliography**


**Conference papers**

- Published paper
- Unpublished paper

**Published paper**

**Elements of the citation: First reference**

Author Name Surname, "Title of Paper," in *Conference Proceedings name - in italics* (Place of publication: Name of Publisher, Year of publication), page number.

**Subsequent reference**

Author Surname, "Title of Paper - shortened," page number.

**Bibliography**

Author Surname, Name. "Title of Paper." In *Conference Proceedings name - in italics*. Place of publication: Name of Publisher, Year of publication.

**Example:**

<table>
<thead>
<tr>
<th>First reference</th>
</tr>
</thead>
</table>
Australian Heritage Commission, 2001), 22.

**Subsequent reference**


**Bibliography**


Unpublished paper

**Example:**


**Bibliography**


**Encyclopedia and dictionaries**

References to well-known encyclopedia and dictionaries are normally cited in notes, and not in the bibliography.

- Omit the details of publication, but specify the edition, if it is not the first.
- References to an alphabetically arranged work do not cite the volume or page number. Instead they cite the item, preceded by s.v. (Latin = "under the word").

**Example in footnote:**


Other reference works may be listed with their publication details

**Example in footnote:**


**Theses or Dissertations**

- Print version
- Accessed electronically

**Print version**

**Elements of the citation: First reference**

Author Name Surname, "Title of Thesis" (Award/type of thesis, Name of academic institution under whose auspices study was taken, Year of preparation), page number.
Subsequent reference

Author Surname, "Title of Thesis - shortened," page number.

Bibliography

Author Surname, Name. "Title of Thesis." Award/type of thesis, Name of academic institution, Year of preparation.

Example:

First reference

Subsequent reference

Bibliography

Accessed electronically

Example:

First reference

Subsequent reference

Bibliography

Web Documents

- Websites
- Website Documents
- Forum or conference posting
- Email

Websites

Elements of the citation: First reference

Agency author of content, "Title of Page," Owner of the site; <URL> (date of access).

Bibliography

Agency author of content. "Title of Page." Owner of the site. <URL> (date of access).
Example:

**First reference**

**Notes:** The access date is included if the site is likely to have substantive updates, or includes information which may be time-sensitive, e.g. medical or legal advice.

Site content is best referred to in notes, and a bibliographic entry need not be made.

**Bibliography**

**Website Documents**

**Elements of the citation: First reference**
Author Name Surname, "Title of Document / page," Owner of site; <URL> (date of access).

**Bibliography**
Author Surname, Name. "Title of Document / page." Owner of site. <URL> (date of access).

Example:

**First reference**

**Bibliography**

**Forum or conference posting**

**Example:**

**First reference**

**Note:** Use of the source material in the body of the essay should clarify the nature of the source.

**Bibliography**
Postings not accessible to the public are generally not included in the bibliography. Public postings may be included.

**E-mails**

**Example:**

**First reference**

**Bibliography**
Following Chicago style for personal communications, email is generally not listed in the bibliography.
Example Footnotes Notes and Bibliography

THIS IS WHAT YOUR FOOTNOTES SHOULD LOOK LIKE
(positioned at the bottom of the page)


AND THIS IS WHAT THEY SHOULD LOOK LIKE WHEN THEY ARE INCLUDED IN THE BIBLIOGRAPHY

BIBLIOGRAPHY

