

WHAT IS IT?

The Chicago Manual of Style (CMS) is used for formatting and documenting work in a variety of disciplines. Using CMS correctly avoids accidental plagiarism and increases a writer's credibility by demonstrating knowledge of disciplinary conventions. CMS includes two systems of documentation: Note-Bibliography (NB) and Author-Date (AD). This handout provides basic guidelines for the NB method, preferred by many researchers in the humanities. For more information, consult *The Chicago Manual of Style*, 17th edition, or *The Chicago Manual of Style Online* at chicagomanualofstyle.org; or visit the KSU Writing Center.

USING SOURCES IN CMS WITH THE NOTE-BIBLIOGRAPHY (NB) METHOD

- Cite all borrowed (paraphrased, summarized, or quoted) information from a source.
- Limit your use of quotations; quote only when absolutely necessary for wording or context purposes.
- Use your own words and voice to summarize and paraphrase source information.
- Introduce research with signal phrases; demonstrate knowledge of the source and/or how it fits into your research.
- Offset long quotations (100+ words or 5+ typed lines) from the text in "block" form. Start the block quotation on a new line and indent the *entire* quotation one-half inch; single-space the quote but double-space the line before and the line after the block. Do not use quotation marks.

FOOTNOTES/ENDNOTES FOR THE NOTE-BIBLIOGRAPHY (NB) METHOD

The NB method uses superscript (raised¹) numbers at the end of a sentence or clause to refer readers to a correspondingly numbered footnote (at the bottom of the page) or endnote (at the end of the paper) providing source information that corresponds to the longer citations on the bibliography page at the end of the paper.

- Either footnotes or endnotes are acceptable if neither is specified by an assignment.
- Single-space notes, but double-space *between* individual entries.
- Use your word-processing program's footnote/endnote feature to insert superscript numbers/corresponding entries.

BIBLIOGRAPHY PAGE ENTRIES FOR THE NOTE-BIBLIOGRAPHY (NB) METHOD

- The bibliography page follows the paper's main body (and endnotes, if used).
- Single-space entries, but double-space *between* individual entries.
- On the first line, center the word "Bibliography" in bold typeface. Skip one double-spaced line and begin entries on the next line using hanging indentation (the first line of each entry is flush-left; indent subsequent lines one-half inch).
- Alphabetize entries by the last name of each work's first author. If no author is provided, alphabetize using the name of the authoring organization or the title of the work.
- Every work appearing in a footnote/endnote must have a bibliography page entry; you may include works that influenced your ideas but do not appear in your essay.

FORMATTING NOTE AND BIBLIOGRAPHY ENTRIES

The following formatting examples are organized as follows:

TYPE OF SOURCE

Sample bibliography page format for that type of source.

- 1stN:** Sample note format for that source type IF your instructor requires full citation information for the *first* citation or IF you will not have a bibliography page.
- 2ndN:** Sample note format for that source type. (For subsequent citations or IF your instructor specifies the abbreviated format is acceptable for the first citation.)

BOOK WITH SINGLE AUTHOR OR EDITOR

McPherson, James. *Battle Cry of Freedom: The Civil War Era*. New York: Oxford University Press, 1988.

- 1stN:** 1. James McPherson, *Battle Cry of Freedom: The Civil War Era* (New York: Oxford University Press, 1988), 310.
- 2ndN:** 28. McPherson, *Battle Cry*, 316

BOOK WITH TWO AUTHORS

Williamson, Murray, and Wayne Wei-siang Hsieh. *A Savage War: A Military History of the Civil War*. Princeton: Princeton University Press, 2016.

1stN: 18. Murray Williamson and Wayne Wei-siang Hsieh, *A Savage War: A Military History of the Civil War* (Princeton: Princeton University Press, 2016), 17.

2ndN: 24. Murray and Hsieh, *A Savage War*, 26.

BOOK WITH MULTIPLE AUTHORS

Donald, Herbert David, Jean H. Baker, and Michael F. Holt. *The Civil War and Reconstruction*. New York: Norton, 2000.

1stN: 14. Herbert David Donald, Jean H. Baker, and Michael F. Holt, *The Civil War and Reconstruction* (New York: Norton, 2000), 61.

2ndN: 22. Donald, Baker, and Holt, *The Civil War*, 78.

If a book has four or more authors, list all the authors in the bibliography entry; in the note, cite only the first author followed by *et al.* 3. Roberts et al., *Atlanta in the Civil War*, 64.

BOOK WITH EDITOR OR TRANSLATOR

Hyslop, Stephen. *Atlas of the Civil War: A Complete Guide to the Tactics and Terrain of Battle*. Edited by Neil Kagan. Washington: National Geographic, 2009.

1stN: 12. Stephen Hyslop, *Atlas of the Civil War: A Complete Guide to the Tactics and Terrain of Battle*, ed. Neil Kagan (Washington: National Geographic, 2009), 108.

2ndN: 17. Hyslop, *Atlas of the Civil War*, 111.

CHAPTER IN AN EDITED BOOK

Campbell, Jacqueline Glass. "The Cultural Politics of Memory: Confederate Women and General William T. Sherman." In *The Civil War in Popular Culture: Memory and Meaning*, edited by Lawrence A. Kreiser and Randal Allred, 101-116. Lexington: University of Kentucky Press, 2013.

1stN: 1. Jacqueline Glass Campbell, "The Cultural Politics of Memory," in *The Civil War in Popular Culture: Memory and Meaning*, eds. Lawrence A. Kreiser and Randal Allred (Lexington: University of Kentucky Press, 2013), 112.

2ndN: 13. Campbell, "The Cultural Politics of Memory," 113.

JOURNAL ARTICLE

Armitage, David. "Civil Wars, from Beginning...to End?" *American Historical Review* 120, no. 5 (December 2015): 1829-1837.

1stN: 7. David Armitage, "Civil Wars, from Beginning...to End?" *American Historical Review* 120, no. 5 (December 2015): 1832.

2ndN: 9. Armitage, "Civil Wars," 1835.

ELECTRONIC JOURNAL ARTICLE

For articles accessed on the web, provide one of the following in this order: DOI, name of database, or a stable URL.

Fahs, Alice. "The Sentimental Soldier in Popular Civil War Literature, 1861-65." *Civil War History* 46, no. 2 (June 2000): 107-131. <https://doi.org/10.1353/cwh.2000.0040>.

1stN: 41. Alice Fahs, "The Sentimental Soldier in Popular Civil War Literature, 1861-65," *Civil War History* 46, no. 2 (June 2000): 108, <https://doi.org/10.1353/cwh.2000.0040>.

2ndN: 45. Fahs, "The Sentimental Soldier," 110.

PAGE FROM WEBSITE

McPherson, James. "A Brief Overview of the American Civil War," Civil War Trust. Last modified 2014, <http://www.civilwar.org/education/history/civil-war-overview/overview.html>.

1stN: 21. James McPherson, "A Brief Overview of the American Civil War," Civil War Trust, last modified 2014, <http://www.civilwar.org/education/history/civil-war-overview/overview.html>.

2ndN: 45 McPherson, "A Brief Overview."