

A Writer's Companion to CHICAGO MANUAL OF STYLE (CMS), Notes-Bibliography (NB)

BIBLIOGRAPHY

Based on the 16th edition of the *Chicago Manual of Style*.

The Chicago Manual of Style includes **two** citation styles:

- 1) Notes-Bibliography (NB), commonly used in the humanities
- 2) Author-Date (AD), commonly used in the social sciences

This "Writer's Checklist" focuses on the **Notes-Bibliography** System.

Intended Uses and Disclaimers: Please note that consultants do not provide copyediting services for citation styles. Instead, this worksheet is intended to help prompt writers to learn for themselves how to work with citations appropriately. This checklist provides you with some basic formatting rules, but once you apply these rules, you'll also need to look up each type of source that you're working with in a CMS guide. Always check with your professor if you have questions.

STEP 1: Identifying Your Sources (Preparing to Work with the Style Manual or OWL)

- **If you have come to the Center with a draft of your Bibliography page**, begin the Writing Center session by identifying (in notes in the margins of the Bibliography page) the types of sources listed in the document. Do this for each source. For example, note whether a source is a book, a collection of essays, a scholarly journal article, a newspaper article, a blog, a website, a government document, a YouTube video, etc.
- **If you have come to the Center without a Bibliography page** and you need to write one from scratch, begin by going through the paper with the consultant and creating a list of each type of source referenced.

STEP 2: Bibliography (Basic Formatting)

- For the Notes-Bibliography System, your list of sources is **titled** Bibliography (and not References or Works Cited).
- The title, Bibliography, is **centered** at the top of the page in **regular print** (no bolding or underlining), and should be followed by two blank lines before the first entry.
 - *NOTE: You are allowed to include in the Bibliography both works that you cite in the body of the paper and works that you have consulted in preparing to write.*
- Individual entries in the Bibliography are single-spaced, but a blank line is left between each entry (i.e., double-space *between* entries).
- The first line should extend to the **left margin**; subsequent lines should be **indented .5** inches. In other words, you're formatting each entry with a hanging indentation.

- Your full list is **alphabetized** by the author’s last name or, for unauthored sources, the first word of the source. If the first word of the title is an article (A, An, The), alphabetize the entry based on the first word of the title that *isn’t* an article. (So, both *Monsters* and *The Monsters* count as “M” as you’re alphabetizing.)
- Authors’ names are **inverted** with last name appearing first for **single authors**; include the **full first name** where available: (Medley, Arthur). For sources with **more than one author**, the first name is inverted, and subsequent names are not: (Medley, Arthur, Elizabeth Harmony, and John F. Discord).
- All titles of long works should be **italicized**, while titles of short works are placed in **quotation marks**.
 - NOTE: The decision regarding whether a text is “long” or “short” is more about whether a text is published on its own or as part of a larger work than about actual length. If a text is published as a document within a larger work (like an article in a newspaper), the contained document should go in quotation marks; the larger text that contains the shorter document should be italicized. (i.e., a book title is italicized, while the chapter titles are placed in quotation marks; an album title is italicized, while the songs on the album are placed in quotation marks).
- Capitalize **first words** in titles and subtitles; also capitalize **all other words** EXCEPT articles, conjunctions, and prepositions.
 - NOTE: For newspaper articles, headlines may be capitalized as described above, OR you can engage in “sentence style” capitalization, where only the first word in titles and subtitles (and proper nouns) are capitalized. CMS, however, prefers Bibliographies to be consistent in their approach to capitalization, so we would recommend using “sentence style” capitalization only if all your citations are to newspaper sources.
- Do not abbreviate the publisher’s name (write it in full).
- Web entries DO include **URL’s** or DOI’s (DOI = Digital Object Identifier. A DOI is provided with some online journal articles).

STEP 3: Looking Up Each Source

- Once you have followed these basic formatting rules, draw on your marginal notes (from Step 1) that labeled each source for its source type and look up each source in your CMS guide (or the OWL Purdue’s CMS, NB website). Use the guide to double-check the details for each entry.