

Quick Guide to the Chicago Manual of Style

CMOS 17th edition; updated August 2025

The Chicago Manual of Style is the standard citation style for many Arts & Humanities fields, including History, Religion, Philosophy, and Art. While Chicago allows for in-text citations and footnotes.

General Formatting Guidelines

- Double-spaced (except for **block quotes**, **bibliography**, footnotes and figure **captions**), 1" margins
- Typically uses 12 pt. Times New Roman font
- Block quotes (no quotation marks, **indented**, always on new line) should be used for:
 - Prose quotations of five or more lines, or more than 100 words
 - Two or more lines of poetry
- Sub-headers are optional but may be employed in longer papers

Sources Referenced in the Text

- Book and periodical titles are **italicized**
- Article and chapter titles are **within quotation marks**
- Most words in a title should be **capitalized** (ex. *History of Modern Art*, not *History of modern art*)

Footnotes

- One of the distinguishing features of Chicago is its use of **footnotes** for both citations and extra-textual notes (often this includes definitions, contextual information, references to additional sources, etc. – essentially any important but corollary or peripheral information that might detract from the flow of your paper).
- All direct quotes, paraphrases, and summaries of primary and secondary sources should receive a footnote citation.
- Footnotes are left-oriented, **single-spaced**, and usually in a smaller font (10-11 pt.)
- Most professors prefer footnotes to endnotes!

Bibliography

- All sources referenced in the paper should be included in the bibliography, even if you have included full footnote citations.
- Bibliographic entries are **single-spaced**; all lines **after the first should be indented**.

- Entries are **arranged alphabetically** by author last name.
- If there is no author, sort alphabetically using the title (**excluding The, A, An, etc.**)

Examples of Commonly Used Citations

Includes examples for Footnote (F) and Bibliographic (B) references

Book with One Author

F: Author First name Last name, Title (City of publication: Publisher, Date), page number.

- Stephen Kern, *The Culture of Time and Space, 1880-1918* (Cambridge: Cambridge University Press, 1983), 25.

B: Author Last, First. Title. City of publication: Publisher, Date.

Kern, Stephen. *The Culture of Time and Space, 1880-1918*. Cambridge: Cambridge University Press, 1983.

F: Subsequent References

Your first full reference to any source should include a full bibliographic footnote. Subsequent references are formatted as **Author Last Name, Brief Form of Title, Page Number**.

- Kern, *Culture of Time and Space*, 37.

Book with Multiple Authors

F: Same as above but list authors (First Name Last Name) separated by 'and' (add commas if more than two authors).

- Alice L. Conklin and Ian Christopher Fletcher, *European Imperialism, 1830-1930: Climax and Contradiction* (New York: Houghton Mifflin, 1999), 50.
- Alice L. Conklin, Sarah Fishman, and Robert Zaretsky, *France and its Empire Since 1870* (New York: Oxford University Press, 2011), 120.

B: First author is listed Last Name, First Name, subsequent authors are First Name Last Name (again use commas if multiple authors).

Conklin, Alice L. and Ian Christopher Fletcher. *European Imperialism, 1830-1930: Climax and Contradiction*. New York: Houghton Mifflin, 1999.

Conklin, Alice. L., Sarah Fishman, and Robert Zaretsky. *France and its Empire Since 1870*. New York: Oxford University Press, 2011.

Book with an Editor

Follow the same guidelines as above with the addition of an .ed or .eds after the author(s) name(s).

F: Tim Harris, ed., *Popular Culture in England, c.1500-1850* (New York: St. Martin's Press, 1995), 35.

B: Westburg, Johannes, Lukas Boser, and Ingrid Bruhwiler, eds. *School Acts and the Rise of Mass Schooling: Education Policy in the Long Nineteenth-Century*. New York: Palgrave Macmillan, 2019.

Chapter from an Edited Book

F: Chapter author First Name Last Name, "Chapter Title," in *Book Title*, .ed First Name Last Name (City: Publisher, date), inclusive page numbers.

- Alison Chapman, "Achieving Fame and Canonicity," in *The Cambridge Companion to Victorian Women's Writing*, ed. Linda H. Peterson (Cambridge: Cambridge University Press, 2015), 73-86.

B: Chapter author Last Name, First Name. "Chapter Title." In *Book Title*, edited by First Name Last Name, inclusive page numbers. City: Publisher, Date.

Chapman, Alison. "Achieving Fame and Canonicity." In *The Cambridge Companion to Victorian Women's Writing*, edited by Linda H. Peterson, 73-86. Cambridge: Cambridge University Press, 2015.

Introductions, prefaces, afterwords (14.110)

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

F: Toni Morrison, foreword to *Song of Solomon* (New York: Vintage International, 2004).

B: Morrison, Toni. Foreword to *Song of Solomon*. New York: Vintage International, 2004.

F: Bhikkhu Bodhi. Introduction to *The Connected Discourses of the Buddha: a New Translation of the Saṃyutta Nikāya*, trans. by Bhikkhu Bodhi (Somerville: Wisdom Publications, 2000).

B: Bhikkhu Bodhi. Introduction to *The Connected Discourses of the Buddha: a New Translation of the Saṃyutta Nikāya*, trans. by Bhikkhu Bodhi. Somerville: Wisdom Publications, 2000.

F: Bhikkhu Bodhi, introduction to *The Middle Length Discourses of the Buddha: a New Translation of the Majjhima Nikāya*, trans. by Bhikkhu Ñāṇamoli and Bhikkhu Bodhi (Somerville: Wisdom Publications, 1995.): pp. 19-75.

B: Bhikkhu Bodhi. Introduction to *The Middle Length Discourses of the Buddha: a New Translation of the Majjhima Nikāya*, trans. by Bhikkhu Ñāṇamoli and Bhikkhu Bodhi. Somerville: Wisdom Publications, 1995.

Journal Article

Follow the same guidelines as book citations for multiple authors, etc.

F: Author First Name Last Name, “Article Title,” *Publication Title* volume, number (date): page number.

- Teresa Huffman Traver, “Losing a Family, Gaining a Church: Catholic Conversion and English Domesticity,” *Victorian Review* 37, 1 (Spring 2011): 127.

B: Author Last Name, First Name. “Article Title.” *Publication Title* volume, number (date): inclusive page numbers.

Traver, Teresa Huffman. “Losing a Family, Gaining a Church: Catholic Conversion and English Domesticity.” *Victorian Review* 37, 1 (Spring 2011): 127-143.

Newspapers

F: Author First Name Last Name, “Article Title,” *Publication Title* (Location), Date.

S.R. Townsend Mayer, “Mr. Froude and Mary Queen of Scots,” *The Athenaeum* (London, England), December 25, 1869.

B: Author Last Name, First Name. “Article Title.” *Publication Title* (Location), Date.

Mayer, S.R. Townsend. “Mr. Froude and Mary Queen of Scots.” *The Athenaeum* (London, England), December 25, 1869.

Online Article/Magazine

F: Author First Name Last Name, “Article Title,” *Website*, Date, URL.

- John Pemble, “Resurrecting the Tudors,” *The London Review of Books*, May 10, 2013, <https://www.lrb.co.uk/the-paper/v35/n10/john-pemble/resurrecting-the-tudors>

B: Author Last Name, First Name. “Article Title.” *Website*, Date. URL.

Pemble, John. “Resurrecting the Tudors.” *The London Review of Books*, May 10, 2013. <https://www.lrb.co.uk/the-paper/v35/n10/john-pemble/resurrecting-the-tudors>

Website

F: Author First Name Last Name, “Title of Web Page,” Website, Publisher, publication date, access date if no other date available, URL.

- Debra Davenport, “Graduate-Level Writing Tips: Definitions, Do’s and Don’ts,” Purdue University Online, Kaplan North America, accessed January 20, 2022, <https://online.purdue.edu/blog/communication/graduate-level-writing-tips>

B: Author Last Name, First Name. “Title of Web Page.” Website. Publisher, publication date. Access date if no other date available. URL.

Mitchell, Rosemary. “Elizabeth Ogilvy Bengier (1777-1827).” *Oxford Dictionary of National Biography*. Oxford University Press, November 14, 2018. <https://doiorg.ccl.idm.oclc.org/10.1093/ref:odnb/2093>

Visual Art

F: Artist First Name Last Name, *Title of Work*, date, medium, height x width x depth (if available) (measurement conversion), location.

- Jacques-Louis David, *Le Sacre de Napoléon I^{er}*, 1805, oil on paper, 27.5 x 42.5 cm (10.8 x 16.7 in), The Louvre, Paris, France, <https://collections.louvre.fr/en/ark:/53355/cl010066648>

B: Artist Last Name, First Name. *Title of Work*. Date. Medium, height x width x depth (measurement conversion). Location. URL.

David, Jacques-Louis. *Le Sacre de Napoléon IOS*. 1805. Oil on paper, 27.5 x 42.5 cm (10.8 x 16.7 in). The Louvre, Paris, France. <https://collections.louvre.fr/en/ark:/53355/cl010066648>

Archival/Manuscript/Unpublished Sources

There is some variation within the Chicago Manual of Style for citing unpublished sources. It is usually a good idea to check online guides or published books/articles in your discipline to find a citation style for a source most similar to your type of material.

In general, a manuscript from an archival/library collection may be cited as follows:

F (Item from Collection): Author First Name Last Name, [Letter from Author to Recipient or Title of Manuscript], Date, Collection Title (Call Number of item), Location.

- Agnes Strickland, Letter from Agnes Strickland to John Blackwood, July 10, 1856, Letters of Agnes Strickland, 1850-1872 (MS 4088), National Library of Scotland, Edinburgh, Scotland.

B (Single Item): Author Last Name First Name. [Letter from Author to Recipient or Manuscript Title]. Date (Call Number). Location.

Fitzgibbon, Agnes. Letter from Agnes Fitzgibbon to Henry James Morgan. November 18, 1861 (MS 1200). McGill University Archives, Montreal, Canada.

Other Rules

Multiple authors

- For sources w/multiple authors, **only the first author's name is inverted (last, first)** in the bibliography
- For works with four or more authors, list all the authors in the bibliography entry, but only the first author et al., in the notes

The same author with more works in the bibliography

- The second and third works, use **a 3-em dash** to replace author's name.

Citing more than one source in a note

- When including more than one citation in a note, separate each citation with a semicolon and order them in the same order as they appear in your text.

Shortening titles in a note

- For shortened note, shorten the title if it is more than four words. The shortened form of a title contains the keywords, not necessarily the first four words. Omit *The*, *An*, and *A*. Do not change the order of the words.

Notes w/comments

- When a note includes not only the source but comments as well, the source comes first.
- Notes can invite readers to consult further references. Use "see" for see more and "cf" for compare.

Informal (unpublished) interviews

- Cite unpublished interviews in the notes and/or the text, NOT the bibliography. Citation should include the names of both the person interviewed and the interviewer; brief identifying information (if appropriate), the place and date of the interview (if known):

Note: Roxanne Gay, interview by Amy Mars, March 25, 2015, Minneapolis, MN. Text: "In an interview with Roxanne Gay on March 25, 2015..."

Ordering bibliography entries

- Bibliographies: one author comes before multiple authors, two works by the same author w/different co-authors should be alphabetically arranged by the next co-author, titles by the same author are listed alphabetically by title

No page number

- For electronic sources which are not easily searched, include paragraph, chapter or heading info

No date

- If date of publication cannot be determined, use n.d. in place of the publication date. Include an access date for online sources (see manual section 14.145)

Style for Buddhist Studies

In Buddhist Studies, most scholars use CMOS and MLA. Some also use APA and Harvard (specially for a short research paper). MLA now uses in-text citation only, IBC recommends CMOS.

Buddhist scholars prefer footnotes to in-text citation (parenthetical notes):

- use round brackets () for technical terms to define their original Pali or Sanskrit, for example, all formations are suffering (*dukkha*); and for abbreviations to quote from primary sources (e.g. DN22).
- use square brackets [] for added-information for translation texts. Or insert your own words into quoted materials.

Use Abbreviation

D. *Dīgha Nikāya*. ed. T. W. Rhy Davids and J. E. Carpenter, 3 vols. PTS, 1890-1911.

DN *Dīgha Nikāya*, English translation by Bhikkhu Bodhi, (e.g. DN22, means Sutta Number 22).

DĀ *Dīrgha Āgama*

MN *Majjhima Nikāya*. English translation by Bhikkhu Bodhi, (e.g. MN10, means Sutta Number 10).

PTS Pali Text Society.

T *Taishō-shinshū-daizōkyō Chinese Tripiṭaka* (e.g. “T46, no.1911, 49a” means Book 46, Number 1911, page 49, column a).

Vis. *Visuddhimagga*. English translation by Nyanamoli, *The Path of Purification: Visuddhimagga*. Kandy: Buddhist Publication Society, 2010. PDF edition, 2018. (e.g. “Vis., VI, 110” means Chapter 6, paragraph 110.)

Vibhāṣā *The Abhidharma-mahāvibhāṣā*. T no.1545.

Example for using Abbreviation

In the Vis., it is the cemetery contemplation (*sīvathika*) that are called “meditation-subjects of impurity” (*asubha-kammatthāna*). It refers to ten kinds of impurity related to corpses —reflection on corpses in different stages of decomposition (Vis., VI, 110). It develops from the Nine Charnel Ground Contemplations in the *Satipatṭhāna Sutta* (DN22 and MN10), because they are dealing with corpses. The Vis. explains in detail how to obtain a proper dead body, which is not applicable in modern times. The last stage is mindfulness on skeleton (Vis., VI, 110).

Books for Buddhist monks (Bibliography)

There is no need to make a family name for Buddhist monks. The only exception: Buddhist monks in Sri Lanka use villages as family name.

- Bhikkhu Nyanatiloka. *Buddhist Dictionary: Manual of Buddhist Terms and Doctrines*. Third revised edition. Kandy: Buddhist Publication Society, 1987.
- Bhikkhu Bodhi. *The Mahānidāna Sutta and Its Commentaries*. Kandy: Buddhist Publication Society, 1995.
- . *Introduction to The Numerical Discourses of the Buddha: a Translation of the Aṅguttara Nikāya*. Somerville: Wisdom Publications, 2012.
- Bhikkhu Ñāṇamoki, and Bhikkhu Bodhi. *Trans. The Middle Length Discourses of the Buddha*. Boston: Wisdom Publications, 1995.
- Bhikkhu Ñāṇamoli. *Trans. The Path of Purification*. Colombo: A Semage, 1964.
- The Madhyama Agama* (Middle-length Discourses) Volume IV. Trans. and eds. Bhikkhu Anālayo and Roderick S. Bucknell. *BDK English Tripiṭaka Series*. Moraga: BDK America, Inc. 2024. PDF file. <https://www.bdkamerica.org/product/the-madhyama-agama-middle-length-discourses-volume-iv/>
- Pa-Auk Sayadaw. “To Escape from the Round of Rebirths: Based on Mindfulness of Breathing.” in *Mindfulness: Traditions and Compassionate Applications*. Ayutthaya: MCU 2017. pp. 179-202. Proceedings for The 3rd IABU Conference, on 6th - 8th May 2017, at MCU, Ayutthaya, Thailand.

Books for Buddhist monks (footnotes)

1. Bhikkhu Nyanatiloka, “dukkha” *Buddhist Dictionary*.
2. Bhikkhu Bodhi, *The Mahānidāna Sutta*, 123.
3. Bhikkhu Bodhi, introduction to *The numerical discourses of the Buddha*, ix.
4. See, *Ānāpāna sutta*. Bhikkhu Ñāṇamoki, and Bhikkhu Bodhi. *Trans. The Middle Length Discourses*, M118.
5. Bhikkhu Ñāṇamoli, *Trans. The Path of Purification* (Colombo: A Semage, 1964), 21-34.
6. Pa-Auk Sayadaw. “To Escape from the Round of Rebirths,” 179-180.

Note: In general, footnotes appear first time, we use full information as above 5, second time we use short form footnotes. We can use short footnotes only if the information is too long, such as 6.

The principle: information must be clear to the readers.

Common Abbreviation fro Buddhist Studies

Tib. —Tibetan

Skt.—Sanskrit

Ch. —Chinese

op. cit. — the work cited

loc. cit. — the place cited

ibid. — the same place

anon.— anonymous

c. or ca.—circa (about; used only with dates)

cf—compare or confer

ch., chaps.—chapter, chapters

para.—paragraph

col., cols—column, columns

e.g.—*exempli gratia* (for example)

ed. —editor (pl. eds.), edition, edited by

trans. —translated by, translator(s)

More Examples

Citing sources more than once (aka short notes & ibid):

- If using full notes: cite full note the first time and use shortened form each subsequent time
- Shortened notes include author(s) last name, shortened title and page number(s)
- Use ibid if you are using the same source & same page in the note immediately following
 - Use ibid and page number if you are using the same source but a different page in the note immediately following: Ex): Ibid., 46

Citing Books

(see manual sections 14.100-14.163)

Elements to include:	Other items to include if applicable:
<ol style="list-style-type: none"> 1. Author 2. Title 3. Facts of publication: Place of publication: Publisher, year 4. Page numbers 	<ul style="list-style-type: none"> • Editor, compiler, translator • Edition • Volume • Chapter Title • URL (for eBooks)
Examples	
Notes	Bibliography
<p>*Use full notes the first time and short notes each subsequent time, if you do not include a full bibliography</p> <p>Full Note:</p> <ol style="list-style-type: none"> 1. Roxanne Dunbar-Ortiz, <i>An Indigenous Peoples' History of the United States</i> (Boston: Beacon Press, 2014), 24-25. <p>Short Note:</p> <ol style="list-style-type: none"> 7. Dubar-Ortiz, <i>Indigenous Peoples' History</i>, 24-25. 	<p>*Use the short note form if you include a full bibliography</p> <p>Dunbar-Ortiz, Roxanne. <i>An Indigenous Peoples' History of the United States</i>. Boston: Beacon Press, 2014.</p>

<p>Chapter in an edited book <i>Full Note:</i> 2. Marla R. Miller, “Rebecca Dickinson: A Life Alone in the Early Republic,” in <i>Ordinary Women: Extraordinary Lives: Women in American History</i>, ed. Kriste Lindenmeyer, (Wilmington, DE: SR Books, 2000), 8. <i>Short Note:</i> 5. Miller, “Rebecca Dickinson,” 8.</p>	<p>Chapter in an edited book Miller, Marla R. “Rebecca Dickinson: A Life Alone in the Early Republic.” In <i>Ordinary Women: Extraordinary Lives: Women in American History</i>, edited by Kriste Lindenmeyer, 5-24. Wilmington, DE: SR Books, 2000.</p>
<p>eBook <i>Full Note:</i> 3. Karsonya Wise Whitehead, <i>Notes from a Colored Girl: The Civil War Pocket Diaries of Emilie Davis</i> (Columbia, SC: University of South Carolina Press, 2014), https://www.sc.edu/uscpress/books/2014/7352.html. <i>Short Note:</i> 12. Wise Whitehead, <i>Notes from a Colored Girl</i>, 55.</p>	<p>eBook Wise Whitehead, Karsonya. <i>Notes from a Colored Girl: The Civil War Pocket Diaries of Emilie Davis</i>. Columbia, SC: University of South Carolina Press, 2014, https://www.sc.edu/uscpress/books/2014/7352.html.</p>

Citing Articles

(see manual sections 14.164-14.204)

<p>Elements to include:</p> <ol style="list-style-type: none"> 1. Author 2. Article title 3. Journal/Magazine/Newspaper title 4. Date of publication 5. Page numbers 6. doi, URL or database name (if online version is used)* 	<p>Other items to include if applicable:</p> <ul style="list-style-type: none"> • Volume/Issue (Journal): volume, no. issue <p>*DOIs are preferable to URLs when available. For articles from a library database, include a URL only if a “stable” or “persistent” link is available. Otherwise include the name of the database. (section 14.9)</p>
Examples	
Notes	Bibliography
<p>*Use full notes the first time and short notes each subsequent time, if you do not include a full bibliography</p> <p>Journal Article (with a doi):</p>	<p>*Use the short note form if you include a full bibliography</p> <p>Journal Article (with a doi): Dunn, Kevin and Mary Summer Farnsworth.</p>

<p><i>Full Note:</i></p> <p>4. Kevin Dunn and May Summer Farnsworth, “‘We are the Revolution’: Riot Grrrl Press, Girl Empowerment, and DIY Self-Publishing,” <i>Women’s Studies</i> 41, no. 2 (2012): 149. doi:10.1080/00497878.2012.636334.</p> <p><i>Short Note:</i></p> <p>9. Dunn and Farnsworth, “We are the Revolution,” 149.</p>	<p>“‘We are the Revolution’: Riot Grrrl Press, Girl Empowerment, and DIY Self-Publishing.” <i>Women’s Studies</i> 41, no. 2 (2012): 136-157. doi:10.1080/00497878.2012.636334.</p>
<p>Journal Article (from a database w/no doi):</p> <p><i>Full Note:</i></p> <p>5. Andrea Tone, “Contraceptive Consumers: Gender and the Political Economy of Birth Control in the 1930s,” <i>Journal of Social History</i> 29, no. 3 (1996): 487-488, http://www.jstor.org/stable/3788942.</p> <p><i>Short Note:</i></p> <p>11. Tone, “Contraceptive Consumers,” 487-488.</p>	<p>Journal Article (from a database w/no doi):</p> <p>Tone, Andrea. “Contraceptive Consumers: Gender and the Political Economy of Birth Control in the 1930s.” <i>Journal of Social History</i> 29, no. 3 (1996): 485-506. http://www.jstor.org/stable/3788942.</p>
<p>Magazine Article:</p> <p><i>Full Note:</i></p> <p>6. Clive Thompson, “When Pedestrians Ruled the Streets,” <i>Smithsonian Magazine</i>, December 2014, http://www.smithsonianmag.com/innovation/when-pedestrians-ruled-streets-180953396/?no-ist.</p> <p><i>Short Note:</i></p> <p>6. Thompson, “When Pedestrians Ruled the Streets.”</p>	<p>Magazine Article:</p> <p>Thompson, Clive. “When Pedestrians Ruled the Streets,” <i>Smithsonian Magazine</i>, December 2014, http://www.smithsonianmag.com/innovation/when-pedestrians-ruled-streets-180953396/?no-ist.</p>

Citing Websites

(see manual sections 14.205-14.210)

A citation to website content can often be limited to a mention in the text or in a note (“As of July 19, 2008, the McDonald’s Corporation listed on its website . . .”). If a more formal citation is desired, include as much of the following as is available:

<ol style="list-style-type: none"> 1. Author (if available)* 2. Title of page/document 3. Owner/sponsor of the site 4. Date of publication 5. URL 	<p>Other items to include if applicable:</p> <ul style="list-style-type: none"> • Date of access (if content is subject to change) <p>*If there is no author, start the citation with the title</p>
------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Examples	
<p>*Use full notes the first time and short notes each subsequent time, if you do not include a full bibliography</p> <p>Webpage <i>Full Note:</i> 4. Reference and User Services Association (RUSA), “Using Primary Sources on the Web,” last modified January 10, 2008, http://www.ala.org/rusa/sections/history/resources/publications/usingprimarysources. <i>Short Note:</i> 23. RUSA, “Using Primary Sources.”</p>	<p>*Use the short note form if you include a full bibliography</p> <p>Reference and User Services Association (RUSA). “Using Primary Sources on the Web.” Last modified January 10 2008. http://www.ala.org/rusa/sections/history/resources/publications/usingprimarysources.</p>

Citing Scripture

Cite sacred scriptures in the text or a note, not on the bibliography, but on the abbreviation lists.

“Such collective terms as the Vedas or the Upanishads are normally capitalized and set in roman, but particular parts are italicized (e.g., the *Rig-Veda* or the *Brihad-Aranyaka Upanishad*).” (CMS, 14.241)

Elements to include:	Examples:
1. Book (abbreviated) 2. sutta 3. book/chapter	DN 2 (Dīgha Nikāya, sutta 2) SN 2-20 (the second Saṃyutta Nikāya, sutta 20) AN 5-16 (Saṃyutta Nikāya book 5, sutta 16) Vis., VI, para.110 (Visuddhimagga, Chapter 6, paragraph 110.)

Citing Manuscript Collections, Letters & Archives

(see manual sections 14.221-14.231)

Generally speaking, use the citation that is used by the archive, collections, etc. If no citation is provided, include as much information as possible such as:

1. Author (if known) 2. Title of item 3. Date of item 4. Collection name 5. Collection location (institution where it is housed, city/state) 6. Finding aid information (if applicable) 7. URL (if item is digitized)	<p>*Notes/bibliography: In a note, the actual item is cited, in a bibliography, the collections and where the collection can be found are cited</p> <p>**The shortened notes should include at least title of item, date (if known), and collection name.</p>
-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Examples	
Notes*	Bibliography*
<p>*Use full notes the first time and short notes each subsequent time, if you do not include a full bibliography</p> <p><i>Full Note</i></p> <p>1. George Creel to Colonel House, 25 September 1918. Edward M. House Papers, Yale University Library.</p> <p><i>Short Note**</i></p> <p>11. George Creel, 25 September 1918, House Papers.</p>	<p>*Use the short note form if you include a full bibliography</p> <p>House, Edward M., Papers. Yale University Library.</p>
<p><i>Full Note</i></p> <p>3. Booth Tarkington to George Ade, 8 May 1924, Box 10, Folder 5, George Ade Papers 1878-2007, The Virginia Kelly Karnes Archives and Special Collections Research Center, Purdue University Libraries.</p> <p><i>Short Note**</i></p> <p>9. Booth Tarkington, 8 May 1924, George Ade Papers.</p>	<p>Ade, George Papers. The Virginia Kelly Karnes Archives and Special Collections Research Center, Purdue University Libraries.</p>
<p><i>Full note</i></p> <p>47. WTMJ-TV, news film clip of Martin Luther King speaking at UW-Milwaukee, Nov. 23, 1965, March On Milwaukee Civil Rights History Project, University of Wisconsin, Milwaukee, http://collections.lib.uwm.edu/u/?march,941.</p> <p><i>Short Note**</i></p> <p>55. Martin Luther King speaking at UW-Milwaukee, Nov. 23, 1965, March On Milwaukee Civil Rights History Project.</p>	<p>March On Milwaukee Civil Rights History Project. University of Wisconsin, Milwaukee, http://collections.lib.uwm.edu/u/?march,941.</p>

Citing Videos

(see manual section 14.267)

Elements to include: <ol style="list-style-type: none"> 1. Writer(s)/Author(s)/Director 2. Title (of show/movie/video) 	Other items to include if applicable: <ul style="list-style-type: none"> • Title of episode/segment • Season, episode
-------------------------------------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------

3. Date 4. Facts of publication: publisher/ recording studio/hosting website	<ul style="list-style-type: none"> • URL (for online videos) • Format • Duration/timestamp
Examples	
Notes	Bibliography
<p>*Use full notes the first time and short notes each subsequent time, if you do not include a full bibliography</p> <p>Motion Picture/Documentary <i>Full Note:</i> 1. Callie Khouri, <i>Thelma & Louise</i>, directed by Ridley Scott (Santa Monica, CA : MGM Home Entertainment, 2003), DVD. <i>Short Note:</i> 7. Khouri, <i>Thelma & Louise</i>.</p>	<p>*Use the short note form if you include a full bibliography</p> <p>Motion Picture/Documentary Khouri, Callie. <i>Thelma & Louise</i>. Directed by Ridley Scott. Santa Monica, CA : MGM Home Entertainment, 2003, DVD.</p>
<p>TV Show <i>Full Note:</i> 2. Bruce Eric Kaplan, “Flo,” <i>Girls</i>, season 3, episode 9, directed by Richard Shepard, aired March 2, 2014 (New York, NY: HBO Home Entertainment, 2015), DVD. <i>Short Note:</i> 5. Kaplan, “Flo.”</p>	<p>TV Show Kaplan, Bruce Eric. “Flo.” <i>Girls</i>. Season 3, episode 9. Directed by Richard Shepard. Aired March 2, 2014. New York, NY: HBO Home Entertainment, 2015, DVD.</p>
<p>Online Video <i>Full Note:</i> 7. Jean-Baptist Michel and Erez Lieberman Aiden, “What We Learned From 5 Million Books,” Filmed March 2007, TED video, http://www.ted.com/talks/what_we_learned_from_5_million_books?language=en. <i>Short Note:</i> 33. Michel and Lieberman Aiden, “5 Million Books,” 5:33.</p>	<p>Online Video Michel, Jean-Baptist and Erez Lieberman Aiden. “What We Learned From 5 Million Books.” Filmed March 2007. TED video, 17:31. http://www.ted.com/talks/what_we_learned_from_5_million_books?language=en.</p>