

## How to Cite Sources in a Bibliography

### General Bibliography notes:

1. Your bibliography must be arranged alphabetically by the authors' last names.
2. The second line of a citation is always indented in a bibliography (the setting is called "hanging"), not the first line as it is in the body of your paper.
3. Pay close attention to punctuation! This is the hardest part of citing properly. Be sure you do not use a period when a comma is required.
4. Do not rely on the Microsoft Word "Insert Citation" feature to cite your sources. This often incorrectly formats citations, as there is more than one Chicago Manual format, and you will be penalized for citations which do not follow the guidelines and examples that I have provided.
5. In both the bibliography and in your paper, book titles are in italics. Articles from journals (i.e. magazines or periodicals written by scholars) are always in quotation marks.
6. If you are citing a journal article from Academic OneFile or JStor and have all the information about its publication (i.e. journal name, date, page numbers) then you do NOT include the citation stable link that can be used to access it online. Just treat it as a simple journal article that you found in the library.
7. For most of your sources, you will use example #2 or #3. You will *always* use example #1, because you will always use your textbook in your paper, for the document and possibly for additional information.
8. If you are not certain which format to use or do not see an example for the type of source you are using, please email me and I will be able to help.

### Examples for Bibliography in Chicago Manual Citation Style:

#### 1. Your textbook:

Anything that you use out of your textbook including the primary source can simply be included in your bibliography in this way. You should include the specific page number that you're using when you footnote, but this is enough for your bibliography.

Note: This can also be used for any book with editors, not authors or ones with more than one edition.

AuthorLastName, AuthorFirstName and AuthorFirstName AuthorLastName, eds. *Title of the book*. EditionNumber ed. CityPublished: Publisher, YearPublished.

Bentley, Jerry H., Herbert F. Ziegler, and Heather Streets Salter, eds. *Traditions & Encounters: A Global Perspective on the Past*. 6<sup>th</sup> ed. Boston, MA: McGraw-Hill, 2015.

#### 2. A book with one author:

AuthorLastName, AuthorFirstName. *Title of the book*. PlacePublished: Publisher, YearPublished.

Hibberd, Dominic. *Wilfred Owen: A New Biography*. Chicago: Ivan R. Dee, 2003.

3. Article in a Journal with one author:

AuthorLastName, AuthorFirstName. "The title of the journal article." *Title of the journal*, VolumeNumber, no. IssueNumber (Date of issue): PageNumbers.

Achtler, Norman. "Hitler's Hysteria: War neurosis and mass Psychology." *The German Quarterly*, 80, no. 3 (Summer, 2007): 205-237.

4. Chapter in a book which also has a general editor:

AuthorLastName, AuthorFirstName. "The title of the chapter." In *Title of the book*, edited by EditorsNames, PagesInTheChapter. PlacePublished: Publisher, YearPublished.

Sledziewski, Elisabeth G. "The French Revolution as the Turning Point" In *A History of Women in the West, Volume IV: Emerging Feminism from Revolution to World War*, edited by Genevieve Fraise and Michelle Perrot, 33-47. Cambridge, MA: Harvard University Press, 1993.

5. A book which is one of many volumes:

AuthorLastName, AuthorFirstName. *Title of the book series*. Vol. VolumeNumber, *Title of the particular volume used*. PlacePublished: Publisher, YearPublished.

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.

6. A book with two or more authors:

AuthorLastName, AuthorFirstName, and AuthorFirstName AuthorLastName. *Title of the book*. PlacePublished: Publisher, YearPublished.

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

7. A book with a translator in addition to an author:

AuthorLastName, AuthorFirstName. *Title of the book*. Translated by TranslatorsFirstName TranslatorsLastName. PlacePublished: Publisher, YearPublished.

Cardini, Franco. *Europe and Islam*. Translated by Caroline Beamish. Malden, MA: Blackwell Publishers Inc, 1999.