Chicago Style (Turabian) v.8.10.16

This Guide is based on the 16th (2010) edition of *The Chicago Manual of Style* AND the 8th (2013) edition of *A Manual for Writers of Research Papers, Theses, and Dissertations.* The Bibliography Style is presented. (*The Chicago Manual* also describes the Author-Date Style, which is not as commonly used and is not covered here in this Guide. See the book directly for information on that style and for more detailed information not provided in this simplified Guide.)

If you need information on something not covered here, please visit the AC Library to ask for the full book. If your instructor requires you to do something not indicated in this guide, always comply with your instructor's specifications.

General Information about the Chicago Style's Use of In-Text Superscripts and Footnotes

- Within the text of your paper, indicate that you are quoting or paraphrasing a source by inserting a superscript number at the end of the quote or what you paraphrased.
- The first instance of a cited source in your paper should be noted with number 1, and then each time you need to cite a source after that, you will use the next number, progressing in consecutive order.
- Even if you re-cite the same article, the footnotes continue going in order throughout the paper, so you might have one article listed as footnotes 1, 5, and 7.
- If you use more than one source to compose a sentence, do NOT list multiple superscripted numbers at the same location; instead, use complex footnotes (see the "Complex Footnotes" section of this guide for more information).

Sample of How a Superscript Number Will Look within the Text

Although trying to protect the rights of minorities or less privileged groups, social movements actually resulted in the reinforcement of the victimization of these groups.[1]

Footnotes

- After referencing a source in your paper using the superscripted numbers, at the bottom of that page, include a footnote for each numbered source referenced on that page of your paper.
- Insert these Footnotes in the "Footer" section of the document.
- Begin the footnote section with a line extending approximately ¼ across the page. On the next line, provide the citation information.
- Indent the first line of the citation information and allow all subsequent lines to flush left. Provide the footnote number, and then the citation information, including the relevant page number(s). (The Bibliography will begin each entry flush left, indenting all subsequent lines.)
- Author information is given with the author's first name and then last name. (In the Bibliography, the last name is given first, followed by a comma, and then the first name.)

- In footnotes, if available, provide the page numbers, but only those pages that you used. In the Bibliography, the full range of page numbers of the entire source is given, except for with entire books (the full range of pages is not noted in those cases).
- If you reference more than one source on the page, separate each Footnote entry with a blank line.
- The first time you cite a source, the full citation information must be given in the footnote, but subsequently, you can provide an abbreviated note (examples are provided throughout this guide).
    - As long as you do not use multiple sources from the same author, you can simply list the author's (or authors') last name (or names) and the page number(s) you used for each subsequent entry.
- If you reference the same source *consecutively* two or more times, in the Footnotes section, you can use the abbreviation "Ibid." and only provide the unique page number of where you found the information. Essentially, "Ibid." is like saying "ditto" or "see above." If you used the same page numbers for more than one footnote, you can simply list "Ibid."

Examples of Footnotes, at the bottom of the page, the first time you mention each of these sources

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1. Jodi Dean, *Democracy and Other Neoliberal Fantasies: Communicative Capitalism and Left Politics* (Durham: Duke University Press, 2009), 30.

2. Banu Bargu, "The Predicaments of Left-Schmittianism," *South Atlantic Quarterly* 113, no. 4 (Fall 2014): 722, accessed April 27, 2016, http://dx.doi.org/10.1215/00382876-2803602.

3. Pablo Stefanoni, Franklin Ramirez, and Maristella Swampa, *Las Vias de la Emancipacion: Conversaciones con Alvar Garcia Linera* (Mexico City: Ocean Sur, 2009), 220.

4. Robert N. Bellah, et al., *The Good Society* (New York: Vintage, 1992), 48.

Examples of Footnotes, at the bottom of the page, the 2nd and any additional times you mention each of these sources

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5. Dean, 33.

6. Bargu, 714-17.

7. Stefanoni, Ramirez, and Swampa, 225.

Note: the page number(s) where you found the information may change the next time(s) you mention a source.

IF you use more than one source written by Dean, you should use the Author-Title-Page Number(s) Style, and add the titles to all of your shortened Footnotes:

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5. Dean, *Democracy and Other Neoliberal Fantasies*, 33.

6. Bargu, "The Predicaments of Left-Schmittianism," 714-17.

7. Stefanoni, Ramirez, and Swampa, *Las Vias de la Emancipacion*, 225.

Examples of Footnotes, at the bottom of the page, the 1st, 2nd and additional, *consecutive* times you mention a source on this page

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1. Jodi Dean, *Democracy and Other Neoliberal Fantasies: Communicative Capitalism and Left Politics* (Durham: Duke University Press, 2009), 30.

5. Dean, 33.

8. Dean, 32.

9. Ibid., 35-41.

10. Ibid.

11. Ibid., 48.

Note: After citing a source other than Dean's *Democracy and Other Neoliberal Fantasties,* the next time you reference that source by Dean, you can use an abbreviated form, as seen in #s 5 and 8 above (Footnotes 2-4 and 6-7 are for other sources and are omitted from the example above).

This example tells you that footnotes 1, 5, and 8-11 all reference the same source (by Dean), but that you found the information for each citation on different page numbers in that source (except for #10, which uses the exact same page range of 35-41, as cited in the immediately preceding footnote, #9).

If you plan to use more than one source written by Dean, you should follow the Author-Title-Page Number(s) Style, which would require you to also add a shortened form of the title to all Footnotes referring to sources written by Jodi Dean.

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5. Dean, *Democracy and Other Neoliberal Fantasies*, 33.

12. Dean, *The Communist Horizon*, 112-20.

Complex Footnotes

If you need to cite several sources to make a single point, list them all within the one footnote. In your text, you will only need a single superscripted number to refer to all of the sources. List them in the order in which you refer to them in your sentence. Separate the citations with semicolons.

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1. Jodi Dean, *Democracy and Other Neoliberal Fantasies: Communicative Capitalism and Left Politics* (Durham: Duke University Press, 2009), 30; Robert N. Bellah, et al., *The Good Society* (New York: Vintage, 1992), 48.

Bibliography

- Even though you list citation information at the bottoms of each of your pages in the footer section, it is still recommended to provide a full bibliography at the end of your paper, listing all of the sources you used.
- Entries should be listed alphabetically by author, with the author's last name, followed by a comma, and then the first name (which is a different order than with the Footnotes).
    - If there is more than one author, only the first author is listed in the order of his/her last name first. The second and any additional authors are listed in the order of first name last name.
- Capitalize each important word of titles, according to the headline style (words like "a, an," or "the" do not need to be capitalized, unless they appear as the first word in the title)
- For online sources, include the URL exactly as it appears (capitalizing as necessary, including all characters and any ending slashes)
- If an author's name includes more than one initial, separate these with spaces. Example: Smith, M. S.
- For the publication information, if the source was published in a well-known city (such as London, or New York) no state information is necessary. For cities that readers might not be able to readily identify, include the state as well: Durham, NC.
- You may omit a leading "The" in the names of publishers, magazine titles, journal titles, or newspaper titles: MIT Press, *New Yorker, Journal of Business,* and *Hill,* rather than The MIT Press, *The New Yorker, The Journal of Business,* and *The Hill*
- Single-space the Bibliography, inserting a blank line between entries
- Provide the full range of page numbers of the source, except with full-length books (which do not require the full page ranges to be noted). This is different from the Footnotes, in which you only list those page numbers you used.
- Unlike the Footnotes, the entries begin flush left, and all subsequent lines are indented.
    - An easy way to get the lines to indent is to highlight the line(s) to be indented, place the cursor at the start of the first line, and then hit Ctrl-T.
- If you use more than one source that was written (or edited) by the same author, rather than listing the same author repeatedly, you may use a dash for repeated entries in place of the author's name. You may do this even if the publication formats are different (journal articles and books, for example).

Dean, Jodi. *Democracy and Other Neoliberal Fantasies: Communicative Capitalism and Left Politics.* Durham: Duke University Press, 2009.

DeLanda, Manuel. *A New Philosophy of Society: Assemblage Theory and Social Complexity.* London: Continuum, 2006.

Latour, Bruno. "From *Realpolitik* to *Dingpolitik* or How to Make Things Public." In *Making Things Public: Atmospheres of Democracy*, edited by Bruno Latour and Peter Weibel, 14-41. Cambridge, MA: MIT Press, 2005.

—. *Reassembling the Social: An Introduction to Actor-Network Theory*. Oxford: Oxford University Press, 2005.

Note: In the above example, Bruno Latour authored both the article, "From *Realpolitik* to *Dingpolitik* or How to Make Things Public" and the book, *Reassembling the Social: An Introduction to Actor-Network Theory*. The article is listed first, because its title falls first in alphabetical order.

If you use multiple sources edited or translated by the same person, after the line, rather than inserting a period, insert a comma, and the indication "ed." or "trans.", as appropriate. For example, if Bruno Latour had actually edited (rather than authored) the book listed above, that entry would appear as:

—, ed. *Reassembling the Social: An Introduction to Actor-Network Theory*. Oxford: Oxford University Press, 2005.

If he had translated the book, it would appear as:

—, trans. *Reassembling the Social: An Introduction to Actor-Network Theory*. Oxford: Oxford University Press, 2005.

Formatting

- Font: Times New Roman is standard, but you can also use Courier or Helvetica
- 12-point font is preferred, but it should at least be 10-point
- 1 inch margins, double-spaced except for block quotations, table titles, figure captions, and lists in appendixes, which should be single-spaced
- The bulk of the paper is double-spaced; however,
    - Footnotes and Bibliography lists should be single-spaced but with a blank line between entries
- Only insert 1 space (not 2) between sentences (after the period of the first sentence and before the first word of the second sentence)
- Number the pages of your paper, but if you use a title page, do not number that page, and on your first page of full text, start with the number 1. Your instructor will determine whether or not you use a title page.
    - Most often, page numbers are placed in the top right of each page, using the Header section. Instructors may also ask you to include your name in the header, along with the page number.
- Footnotes can be shortened the next time(s) they are used
- Even though Footnotes are included on each page, you should also create a Bibliography
- Alphabetize the Bibliography
- Capitalize each important word of titles, following the headline style (words like "a, an," or "the" do not need to be capitalized, unless they are the first word in the title)

- For online sources, include the URL exactly as it appears (capitalizing as necessary, including all characters and any ending slashes)
- If an author has more than one initial, separate each initial with spaces: Smith, M. S.
- For the publication information, if the source was published in a well-known city (such as London, or New York) no state information is necessary. For cities readers might not be able to readily identify, include the state as well: Durham, NC.
- You may omit a leading "The" in the names of publishers or magazine/journal /newspaper titles: MIT Press, *New Yorker* (instead of the full names: The MIT Press and *The New Yorker)*
- Ranges of page numbers can be abbreviated. For example, if you used pages 100 through 120, you may list this as: 100-20.
- Foreign-language words appearing in titles are italicized

Journal Articles

Journal Article Online

Include an access date (the date that you accessed the article online) and either the name of the online database you used to find the article or a URL. Some articles include DOI numbers. The DOI is a "digital object identifier," which provides a persistent, unique link to that specific article. In those cases, instead of using the URL, add the DOI number of the article to the end of the following: http://dx.doi.org/

Example: http://dx.doi.org/10.1086/658052

If there is no DOI number, try to find a "stable URL." Some databases will provide stable URLs, meaning that these URLs will not change over time. Or, again, if you accessed the article online, you may simply provide the name of the online database you used to find it.

Footnote

Footnote #. Author's First and Last Names, "Title of Article: Subtitle of Article," *Title of Journal* Volume #, no. Issue # (Date of Publication): page number(s) where the information appears, accessed Date of Access, Name of Online Database Used to Find the Article or the URL.

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2. Banu Bargu, "The Predicaments of Left-Schmittianism," *South Atlantic Quarterly* 113, no. 4 (Fall 2014): 722, accessed April 27, 2016, http://dx.doi.org/10.1215/00382876-2803602.

13. Alice Kessler-Harris, "Capitalism, Democracy, and the Emancipation of Belief," *Journal of American History* 99, no. 3 (December 2012): 732, accessed May 16, 2016, Academic Search Complete.

14. Peter Behr, "Fixing Capitalism," *CQ Global Researcher* 3, no. 7 (July 1, 2009): 177-80, accessed May 16, 2016, http://library.cqpress.com/cqresearcher/cqrglobal2009070000.

15. Colin Jenkins, and Cherise Charleswell, "Debt, Underemployment, and Capitalism," *New Politics* 15, no. 4 (Winter 2016): 33, accessed May 16, 2016, Points of View Reference Center.

16. Gemma Cairo-i-Cespedes, and David Castells-Quintana, "Dimensions of the Current Systemic Crisis: Capitalism in Short Circuit?" *Progress in Development Studies* 16, no. 1 (January 2016): 19-22, accessed May 16, 2016, Business Source Complete.

Shortened Footnotes

17. Bargu, 714-17.

18. Kessler-Harris, 725.

19. Behr, 200.

20. Jenkins, and Charleswell, 33.

21. Cairo-i-Cespedes, and Castells-Quintana, 23.

Bibliography

Author's Last Name, First Name. "Title of Article: Subtitle of Article." *Title of Journal* Volume #, no. Issue # (Date of Publication): full span of page numbers of the article. Accessed Date of Access. Name of Online Database Used to Find the Article or the URL.

Bargu, Banu. "The Predicaments of Left-Schmittianism." *South Atlantic Quarterly* 113, no. 4 (Fall 2014): 713-27. Accessed April 27, 2016. http://dx.doi.org/10.1215/00382876-2803602.

Behr, Peter. "Fixing Capitalism." *CQ Global Researcher* 3, no. 7 (July 1, 2009): 177-204. Accessed May 16, 2016. http://library.cqpress.com/cqresearcher/cqrglobal2009070000.

Cairo-i-Cespedes, Gemma, and David Castells-Quintana. "Dimensions of the Current Systemic Crisis: Capitalism in Short Circuit?" *Progress in Development Studies* 16, no. 1 (January 2016): 1-23. Accessed May 16, 2016. Business Source Complete.

Jenkins, Colin, and Cherise Charleswell. "Debt, Underemployment, and Capitalism." *New Politics* 15, no. 4 (Winter 2016): 33. Accessed May 16, 2016. Points of View Reference Center.

Kessler-Harris, Alice. "Capitalism, Democracy, and the Emancipation of Belief." *Journal of American History* 99, no. 3 (December 2012): 725-740. Accessed May 16, 2016. Academic Search Complete.

Journal Article in Print

Footnote

Footnote #. Author's First and Last Names, "Title of Article: Subtitle of Article," *Title of Journal* Volume #, no. Issue # (Date of Publication): page number(s) where the information appears.

22. Nicholas Thomas, "Pedagogy and the Work of Michel Foucault," *JAC* 28, no. 1-2 (2008): 159-63.

Shortened Footnote

24. Thomas, 163.

Bibliography

Author's Last Name, First Name. "Title of Article: Subtitle of Article." *Title of Journal* Volume #, no. Issue # (Date of Publication): full span of page numbers of the article.

Thomas, Nicholas. "Pedagogy and the Work of Michel Foucault." *JAC* 28, no. 1-2 (2008): 151-80.

Magazine Articles

Magazine Article Found Online

Magazines are different from journals in that they are intended for the general public, while journals are typically more academic in nature and are peer-reviewed (evaluated for accuracy by experts in the field). When citing magazine articles, you follow the general format for journal articles but do not include volume and issue numbers, even when they are given. Do not enclose the date in parentheses in the Footnote. If the magazine title begins with "a, an" or "the," you may drop that word from the title altogether (*The New Yorker* would become *New Yorker*.) Do not worry about page numbers, since typically, online magazines do not include numbers.

Footnote

Footnote #. Author's First and Last Names, "Title of Article: Subtitle of Article," *Title of Magazine*, Date of Publication, accessed Date of Access, Name of Online Database Used to Find the Article or the URL.

23. Michael Schuman, "How to Save Capitalism," *Time International* (Atlantic Edition), January 30, 2012, accessed May 5, 2016, Business Source Complete.

Shortened Footnote

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25. Schuman.

Bibliography

Author's Last Name, First Name. "Title of Article: Subtitle of Article." *Title of Magazine*, Date of Publication. Accessed Date of Access. Name of Online Database Used to Find the Article or the URL.

Schuman, Michael. "How to Save Capitalism." *Time International* (Atlantic Edition), January 30, 2012. Accessed May 5, 2016. Business Source Complete.

Magazine Article in Print

For print magazine articles, in the Bibliography, you do not have to include the range of pages of the article, since magazine articles often contain advertisements and other information not pertinent to the article. You can include the specific page number(s) you used in the Footnote, however.

Footnote

Footnote #. Author's First and Last Names, "Title of Article: Subtitle of Article," *Title of Magazine*, Date of Publication, page number(s) where the information appears.

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26. Jill Lepore, "Dickens in Eden," *New Yorker*, August 29, 2011, 52.

Shortened Footnote

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28. Lepore, 52.

Bibliography

Author's Last Name, First Name. "Title of Article: Subtitle of Article." *Title of Magazine*, Date of Publication.

Lepore, Jill. "Dickens in Eden." *New Yorker*. August 29, 2011.

Websites

Sometimes, websites include page titles, author names, the owner of the site, and date of the page's publication or revision, but this is not always the case. Include as much of this as you can, in addition to the date that you accessed the page and the page's URL. If there is no author given, start the Bibliography entry with the title of the page (if available) or the name of the organization/owner/sponsor of the site. If there is no date of the page itself (not a revision date of the entire website, but of the page you are accessing), simply omit the date. You do not need to include anything indicating the omission.

Footnote

Footnote #. Author's First and Last Names, "Title of Article: Subtitle of Article," Name of the Website's Owner or Sponsor, Date of the Page's Publication or Revision, accessed Date that You Accessed the Page, URL.

27. “Statement of ABA President Paulette Brown Re: Protecting National Security While Ensuring Democratic Principles,” American Bar Association, December 9, 2015, accessed May 12, 2016, http://www.americanbar.org/news/abanews/aba-news-archives/2015/12/statement_of_abapre.html.

29. Office of Public Affairs, “U.S. Secretary of Commerce Penny Pritzker Urges Leaders to Develop Cybersecurity Metrics at National Security Telecommunications Advisory Committee Meeting,” Department of Commerce, May 11, 2016, accessed May 12, 2016, https://www.commerce.gov/news/secretary-speeches/2016/05/us-secretary-commerce-penny-pritzker-urges-leaders-develop.

Shortened Footnote

30. “Statement of ABA President.”

31. Office of Public Affairs.

Bibliography

Author’s Last Name, First Name. “Title of Article: Subtitle of Article.” Name of the Website’s Owner or Sponsor, Date of the Page’s Publication or Revision. Accessed Date that You Accessed the Page. URL.

Office of Public Affairs. “U.S. Secretary of Commerce Penny Pritzker Urges Leaders to Develop Cybersecurity Metrics at National Security Telecommunications Advisory Committee Meeting.” Department of Commerce. May 11, 2016. Accessed May 12, 2016. https://www.commerce.gov/news/secretary-speeches/2016/05/us-secretary-commerce-penny-pritzker-urges-leaders-develop.

“Statement of ABA President Paulette Brown Re: Protecting National Security While Ensuring Democratic Principles.” American Bar Association. December 9, 2015. Accessed May 12, 2016. http://www.americanbar.org/news/abanews/aba-newsarchives/2015/12/statement_ of_abapre.html.

Newspapers

Newspaper Articles Found Online

Newspaper articles are treated in much the same way as magazines. Even if page numbers are available, you do not need to include the range of pages of the article, since newspapers may publish different versions of the article with different page numbers (such as a more complete/longer version appearing in the print version of the paper). If an edition number is given, provide that. When accessing newspaper articles online, include the date that you accessed the article and either the URL or the name of the online database you used. If the name of the newspaper does not already include the city in which it is published, and if the newspaper is not well-known, add the city surrounded by parentheses at the end of the title (but do not italicize the name of the city). If the name of the newspaper begins with “The,” omit that from the title. *The Hill* would be listed as *Hill.*

Footnote

Footnote #. Author's First and Last Names, "Title of Article: Subtitle of Article," *Title of Newspaper*, Date of Publication, Accessed Date that You Accessed the Article, Name of Online Database Used to Find the Article or URL.

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32. Mark Bloomfield, "Saving Capitalism," *Hill* (Washington), August 5, 2009, accessed May 16, 2016, Points of View Reference Center.

33. Morgen Witzel, "Marketing Expert Philip Kotler Turns Gaze to Capitalism's Flaws," *Los Angeles Times*, April 5, 2015, Accessed May 16, 2016, http://www.latimes.com/business/la-fi-books-20150405-story.html.

Shortened Footnote

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34. Bloomfield.

35. Witzel.

Bibliography

Author's Last Name, First Name. "Title of Article: Subtitle of Article." *Title of Newspaper*, Date of Publication. Accessed Date That You Accessed the Article. Name of Online Database Used to Find the Article or URL.

Bloomfield, Mark. "Saving Capitalism." *Hill* (Washington). August 5, 2009. Accessed May 16, 2016. Points of View Reference Center.

Witzel, Morgen. "Marketing Expert Philip Kotler Turns Gaze to Capitalism's Flaws." *Los Angeles Times*, April 5, 2015. Accessed May 16, 2016. http://www.latimes.com/business/la-fi-books-20150405-story.html.

Newspaper Articles in Print

Print newspaper articles are treated in much the same way as magazines. Even if page numbers are available, you not need to include the range of pages of the article, since newspapers may publish different versions of the article with different page numbers (such as an abbreviated version appearing in the online version for the paper). If an edition number is given, provide that.

Footnote

Footnote #. Author's First and Last Names, "Title of Article: Subtitle of Article," *Title of Newspaper*, Date of Publication.

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36. Alma Bustamante, "Obama Meets Amarillo Student at White House," *Amarillo Globe-News*, May 8, 2016.

Shortened Footnote

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38. Bustamante.

Bibliography

Author's Last Name, First Name. "Title of Article: Subtitle of Article." *Title of Newspaper*, Date of Publication.

Bustamante, Alma. "Obama Meets Amarillo Student at White House." *Amarillo Globe-News.* May 8, 2016.

Books - Single Author or Editor

Footnote

Footnote #. Author's First and Last Names, *Title of the Book: Subtitle of the Book* (Place of Publication: Publisher's Name, publication year), page number(s) where the information appears.

_____

1. Jodi Dean, *Democracy and Other Neoliberal Fantasies: Communicative Capitalism and Left Politics* (Durham, NC: Duke University Press, 2009), 30.

Shortened Footnote

_____

5. Dean, 33.

Bibliography

Author's First and Last Names. *Title of the Book: Subtitle of the Book.* Place of Publication: Publisher's Name, publication year.

Dean, Jodi. *Democracy and Other Neoliberal Fantasies: Communicative Capitalism and Left Politics.* Durham, NC: Duke University Press, 2009.

For a book with an editor, simply add "ed." surrounded by commas, just after the editor's name.

Footnote

Footnote #. Editor's First and Last Names, ed., *Title of the Book: Subtitle of the Book* (Place of Publication: Publisher's Name, publication year), page number(s) where the information appears.

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37. Lawrence H. Simon, ed., *Selected Writings* (Indianapolis: Hackett, 1994), 188-208.

Shortened Footnote

_____

39. Simon, 25.

Bibliography

Editor's Last Name, First Name, ed. *Title of the Book: Subtitle of the Book.* Place of Publication: Publisher's Name, publication year.

Simon, Lawrence H., ed. *Selected Writings.* Indianapolis: Hackett, 1994.

Books - Multiple Authors

For a book with two-three authors

If there is a third author, simply delete the word "and" between authors one and two, add a comma after the second author's last name, the word "and," and the third author's first and last names.

Footnote

Footnote #. Author #1's First and Last Names, and Author #2's First and Last Names, *Title of the Book: Subtitle of the Book* (Place of Publication: Publisher's Name, publication year), page number(s) where the information appears.

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3. Pablo Stefanoni, Franklin Ramirez, and Maristella Swampa, *Las Vias de la Emancipacion: Conversaciones con Alvar Garcia Linera* (Mexico City: Ocean Sur, 2009), 220.

Shortened Footnote

_____

7. Stefanoni, Ramirez, and Swampa, 225.

Bibliography

Author #1's Last Name, First Name, and Author #2's First and Last Names. *Title of the Book: Subtitle of the Book.* Place of Publication: Publisher's Name, publication year.

Stefanoni, Pablo, Franklin Ramirez, and Maristella Swampa. *Las Vias de la Emancipacion: Conversaciones con Alvar Garcia Linera.* Mexico City: Ocean Sur, 2009.

For a book with four or more authors

The phrase "et al." is used in place of multiple author names in the Footnote. Make sure to only place a period after the "al." "Et al." is only used in the Footnotes; in the Bibliography, full entries are provided, listing all authors.

Footnote

Footnote #. Author #1's First and Last Names, et al., *Title of the Book: Subtitle of the Book* (Place of Publication: Publisher's Name, publication year), page number(s) where the information appears.

_____

4. Robert N. Bellah, et al., *The Good Society* (New York: Vintage, 1992), 48.

Shortened Footnote

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40. Bellah, 52.

Bibliography

Author #1's Last Name, First Name, Author #2's First and Last Names, Author #3's First and Last Names, . . . (until all authors are listed), and Final Author's First and Last Names. *Title of the Book: Subtitle of the Book.* Place of Publication: Publisher's Name, publication year.

Bellah, Robert N., Richard Madsen, William M. Sullivan, Ann Swidler, and Steven M. Tipton. *The Good Society*. New York: Vintage, 1992.

Books - Author(s) Plus Editor or Translator

If the book has a translator instead of an editor, substitute the word "trans." for "ed." but otherwise follow the style here. In the Footnote, if two individuals served as editors, only "ed." should be used (NOT "eds."), because in this case, this stands for "edited by" not "editor." If the book has a translator instead of an editor, substitute the words "Translated by" for "Edited by" in the Bibliography, but otherwise follow the style here.

Footnote

Footnote #. Author's First and Last Names, *Title of the Book: Subtitle of the Book*, ed. Editor's First and Last Names (Place of Publication: Publisher's Name, publication year), page number(s) where the information appears.

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41. Jean-Francois Lyotard, *The Postmodern Condition: A Report on Knowledge*, trans. Geoff Bennington and Brian Massumi (Minneapolis: University of Minnesota Press, 1984), 125.

Shortened Footnote

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43. Lyotard, 128.

Bibliography

Author's Last Name, First Name. *Title of the Book: Subtitle of the Book.* Edited by Editor's First and Last Names. Place of Publication: Publisher's Name, publication year.

Lyotard, Jean-Francois. *The Postmodern Condition: A Report on Knowledge*. Translated by Geoff Bennington and Brian Massumi. Minneapolis: University of Minnesota Press, 1984.

Books - Edition or Volume Number

When giving the edition number for books, note that the "nd" after the edition number "2" in 2nd is not in superscript form, which Word often does automatically. In some cases, a new edition may be designated "Revised Edition," rather than giving a specific edition number. In those cases, in place of "2nd ed." above, you would list "rev. ed." The same format can be followed if a book has a volume number: "vol. 2."

Footnote

Footnote #. Author's First and Last Names, *Title of the Book: Subtitle of the Book*, Edition # ed. (Place of Publication: Publisher's Name, publication year), page number(s) where the information appears.

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42. Richard Robbins, *Global Problems and the Culture of Capitalism*, 2nd ed. (New York: Allyn & Bacon, 2001), 96-103.

Shortened Footnote

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44. Robbins, 103.

Bibliography

Author's Last Name, First Name. *Title of the Book: Subtitle of the Book.* Edition # ed. Place of Publication: Publisher's Name, publication year.

Robbins, Richard. *Global Problems and the Culture of Capitalism.* 2nd ed. New York: Allyn & Bacon, 2001.

Single Chapter in an Edited Book

Even if two individuals served as editors, only "ed." should be used in the Footnote, because in this case, this stands for "edited by" not "editor." In the Bibliography, "edited by" is used. In the Bibliography, you include the page numbers of the complete chapter (not only the portions you are using – in the Footnote, you include only those page numbers that you are using, but full information is required for bibliography entries). In the example below, note that the foreign-language words in the title are italicized.

Footnote

Footnote #. Chapter Author's First and Last Names, "Title of Chapter: Subtitle of Chapter," in *Title of the Book: Subtitle of the Book*, ed. Editor's First and Last Names (Place of Publication: Publisher's Name, publication year), page number(s) where the information appears.

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45. Bruno Latour, "From *Realpolitik* to *Dingpolitik* or How to Make Things Public," in *Making Things Public: Atmospheres of Democracy*, ed. Bruno Latour and Peter Weibel (Cambridge, MA: MIT Press, 2005), 18-20.

Shortened Footnote

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47. Latour, 35.

Bibliography

Chapter Author's Last Name, First Name. "Title of Chapter: Subtitle of Chapter." In *Title of the Book: Subtitle of the Book*, edited by Editor's First and Last Names, full span of page numbers in the chapter. Place of Publication: Publisher's Name, publication year.

Latour, Bruno. "From *Realpolitik* to *Dingpolitik* or How to Make Things Public." In *Making Things Public: Atmospheres of Democracy*, edited by Bruno Latour and Peter Weibel, 14-41. Cambridge, MA: MIT Press, 2005.

eBooks

eBooks are cited like books but with some additional information regarding how you accessed them. If you read the book online, include a URL (or, a recommended or stable URL, if given, is preferable to the URL you see in the browser's address line) and the most recent date that you accessed it.

Some eBooks include DOI numbers. The DOI is a "digital object identifier," which provides a persistent, unique link to that specific article. In those cases, instead of using the URL, add the DOI number of the eBook to the end of the following: http://dx.doi.org/

Example: http://dx.doi.org/10.1086/658052

If there is no DOI number, try to find a "stable URL." Some databases will provide stable URLs, meaning that these URLs will not change over time. If you accessed the eBook through an online database, you can include the name of the database instead.

Footnote

Footnote #. Author's First and Last Names, *Title of the Book: Subtitle of the Book* (Place of Publication: Publisher's Name, publication year), page number(s) where the information appears, Most Recent Date that You Accessed the eBook, Name of the Online Database You Used to Find the Book or the URL.

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48. George Pattison, *God and Being: An Enquiry* (Oxford: Oxford University Press, 2011), 91-2, accessed May 5, 2016, http://dx.doi.org/10.1093/acprofoso/9780199588688.001.0001.

49. Steven Steinlight, and Jonathan Rieder, *The Fractious Nation?: Unity and Division in Contemporary American Life* (Berkeley: University of California Press, 2003), 53-55, accessed May 5, 2016, eBook Collection (EBSCOhost).

Shortened Footnote

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50. Pattison, 88-90.

51. Steinlight, and Rieder, 35.

Bibliography

Author's First and Last Names. *Title of the Book: Subtitle of the Book.* Place of Publication: Publisher's Name, publication year. Most Recent Date that You Accessed the eBook. Name of the Online Database You Used to Find the eBook or URL.

Pattison, George. *God and Being: An Enquiry.* Oxford: Oxford University Press, 2011. Accessed May 5, 2016. http://dx.doi.org/10.1093/acprofoso/9780199588688.001.0001.

Steinlight, Steven, and Jonathan Rieder. *The Fractious Nation?: Unity and Division in Contemporary American Life*. Berkeley: University of California Press, 2003. Accessed May 5, 2016. eBook Collection (EBSCOhost).

Missing Information

No Author but an Editor or Translator

If there is no author but there is an editor or translator, treat that person as if he/she were the author, but add "ed." or "trans." immediately after the name. In the shortened form of Footnotes, you do not need to include the "ed." designation for editor or "trans." for translator. If there were two or more editors, you would pluralize to "eds." because in this case, when treating an editor(s) as an author, the abbreviation stands for "editor" or "editors."

Footnote

Footnote #. Editor's First and Last Names, ed., *Title of the Book: Subtitle of the Book* (Place of Publication: Publisher's Name, publication year), page number(s) where the information appears.

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46. Randy Martin, ed., *Chalk Line: The Politics of Work in the Managed University* (Durham, NC: Duke University Press, 1999), 180.

If Randy Martin had instead been the translator of this source instead of the editor, the entry would appear as follows:

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46. Randy Martin, trans., *Chalk Line: The Politics of Work in the Managed University* (Durham, NC: Duke University Press, 1999), 180.

Shortened Footnote

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52. Martin, 35-45.

Bibliography

Editor's Last Name, First Name, ed. *Title of the Book: Subtitle of the Book*. Place of Publication: Publisher's Name, publication year.

Martin, Randy, ed. *Chalk Line: The Politics of Work in the Managed University*. Durham, NC: Duke University Press, 1999.

If Randy Martin had been the translator of the work instead of the editor, the entry would appear as follows:

Martin, Randy, trans. *Chalk Line: The Politics of Work in the Managed University*. Durham, NC: Duke University Press, 1999.

Organization Served as the Author

If an organization served as the author, use its name as if it is the author, simply as it normally appears (without worrying about the last name, first name order used with individual people in the Bibliography). Do this even if the organization also published the material.

This rule applies more often to books than with articles or websites. See those sections in this guide for more specific information about how to cite information when no author information is provided for those formats.

Footnote

Footnote #. Name of the Organization, *Title of the Book: Subtitle of the Book* (Place of Publication: Publisher's Name, publication year), page number(s) where the information appears.

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53. American Bar Association, *Compendium of Professional Responsibility Rules and Standards*, 2015 ed. (Chicago: American Bar Association, 2015), 87.

Shortened Footnote

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55. American Bar Association, 26.

Bibliography

Name of the Organization. *Title of the Book: Subtitle of the Book*. Place of Publication: Publisher's Name, publication year.

American Bar Association. *Compendium of Professional Responsibility Rules and Standards*. 2015 ed. Chicago: American Bar Association, 2015.

No Author, Editor, Translator, or Organization

If there is no author, editor, or translator, begin with the title. In the Bibliography, place the source in alphabetical order using the first word in the title. When alphabetizing, ignore articles, such as "a, an," or "the." You will still include the "A" in the example below, but when placing it alphabetically in the Bibliography, you will use the word "True." For books published before the twentieth century, the publisher may be omitted. Or, if no publisher information is provided, you simply need to list the place of publication.

Footnote

Footnote #. *Title of the Book: Subtitle of the Book* (Place of Publication: Publisher's Name, publication year), page number(s) where the information appears.

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54. *A True and Sincere Declaration of the Purpose and Ends of the Plantation Begun in Virginia, of the Degrees Which It Hath Received, and Means by Which It Hath Been Advanced* (London, 1610), 12.

Shortened Footnote

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56. *A True and Sincere Declaration*, 9-10.

Bibliography

Title of the Book: Subtitle of the Book. Place of Publication: Publisher's Name, publication year.

A True and Sincere Declaration of the Purpose and Ends of the Plantation Begun in Virginia, of the Degrees Which It Hath Received, and Means by Which It Hath Been Advanced. London, 1610.

No Publishing Location

When the location of the publication is not known, you can use "n.p." in place of the location in the Footnote or "N.p." in the Bibliography.

Footnote

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57. Richard Robbins, *Talking Points on Global Issues: A Reader* (n.p.: Pearson, 2003), 29-35.

Bibliography

Robbins, Richard. *Talking Points on Global Issues: A Reader*. N.p.: Pearson, 2003.

No Publisher

If you cannot identify a publisher, simply list the location (if available). For books published before the twentieth century, the publisher's name may be omitted, even if available. You do not need to mark the omission of a publisher in any way – it simply will not appear.

No Date

If you cannot find the date when a print source was published, you can use "n.d." in place of the date.

Many times, no clear date can be found for online resources; simply omit the date for those sources and list as much information as you are able to find, including the URL. There is no need to indicate that the date is unknown – it is simply omitted.

Footnote

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27. "Statement of ABA President Paulette Brown Re: Protecting National Security While Ensuring Democratic Principles," American Bar Association, accessed May 12, 2016, http://www.americanbar.org/news/abanews/aba-news-archives/2015/12/statement_of_abapre.html.

58. Richard Robbins, *Cultural Anthropology: A Problem-Based Approach*, 4th ed. (New York: Wadsworth, n.d.), 96-103.

Bibliography

Robbins, Richard. *Cultural Anthropology: A Problem-Based Approach.* 4th ed. New York: Wadsworth, n.d.

American Bar Association. "Statement of ABA President Paulette Brown Re: Protecting National Security While Ensuring Democratic Principles." American Bar Association. Accessed May 12, 2016. http://www.americanbar.org/news/abanews/aba-newsarchives/2015/12/ statement_ of_abapre.html.

In the example immediately above, this American Bar Association website is listed differently in the footnote and the Bibliography. In the footnote, the title of the webpage is listed first. In the Bibliography, the organization (American Bar Association) can be used in place of the author (unknown) and is listed first. This format is followed for webpages; however, if you were citing a book, you would use the organization (American Bar Association) as the author and list it first in both the footnote and the Bibliography entries.

No Volume or Issue Number in a Journal Article

Not all journal articles will have an issue number, and occasionally, journals only use issue numbers without volume numbers. Simply omit whichever element is missing, following the standard guidelines. There is no need to place any type of abbreviation indicating that there is missing information. (See the section on "Journal Articles" in this Guide.) If only an issue number is available, a comma is placed after the journal title and before the "no." and the issue number.

Footnote

59. Roger Deacon, "Addressing Empire," *Theoria: A Journal of Social & Political Theory*, no. 108 (December 2005): 102-107, accessed May 5, 2016, Academic Search Complete.

60. Julie E. Cohen, "The Inverse Relationship between Secrecy and Privacy," *Social Research* 77 (Fall 2010): 885, accessed May 5, 2016, Academic Search Complete.

Bibliography

Cohen, Julie E. "The Inverse Relationship between Secrecy and Privacy." *Social Research* 77 (Fall 2010): 883-898. Accessed May 5, 2016. Academic Search Complete.

Deacon, Roger. "Addressing Empire." *Theoria: A Journal of Social & Political Theory*, no. 108. (December 2005): 102-117. Accessed May 5, 2016. Academic Search Complete.