CITATION STYLE GUIDE

The following examples were formatted using Endnote software. They are in the style proposed in *A Manual for Writers of Term Papers, Theses, and Dissertations, by Kate L. Turabian*, sixth edition, revised by John Grossman and Alice Bennett, 1996. A copy of the *Manual* is available at the Reference Desk for further consultation, as are the manuals for several other styles. You may want to ask your professor which style is preferred.

- Note the differences between the format for a *footnote* and the format for a *bibliography* entry.
- The first footnote citation to an item should be a full reference, but later citations to the same item may be shortened in the style shown at the end of this guide.
- If you are using *parenthetical* citations instead of footnotes, the list of works cited is called the *reference list*, and the entries are in a different format, as indicated below.
- A sample Bibliography and a short Reference List appear at the end of this guide.

BOOKS

**Single author**

**Footnote**


**Bibliography**


**Parenthetical reference and Reference list**

(Chong 2000, 54)


**Two or more authors**

**Footnote**


**Bibliography**


**Parenthetical reference and Reference list**
(Burk and Stokes 1999)


**Note:** When there are more than three authors, use the forms shown in the VIDEO example below.

**Corporate author**

**Footnote**


**Bibliography**


**Parenthetical reference and Reference list**
(Northwestern University 1969)


**No author**

**Footnote**


**Bibliography**


**Parenthetical reference and Reference list**
(Coming to terms 1985)


**Editor**

**Footnote**


**Bibliography**


**Parenthetical reference and Reference list**
(Bowman 1985)

Essay or chapter by one author in a work edited by another

Footnote


Bibliography


Parenthetical reference and Reference list
(Henderson and Fishel 1968, 201)


Separately titled volume in a multivolume work

Footnote

Bibliography

Parenthetical reference and Reference list
(U.S. Department of State 1998)


Edition other than the first

Footnote

Bibliography

Parenthetical reference and Reference list
(Melanson 1996)

Book in a series

Footnote

Bibliography

Parenthetical reference and Reference list
(Schwab 1998)


ARTICLES

Article in an encyclopedia

Note: According to Turabian’s Manual, “[w]ell-known reference books are generally not listed in bibliographies. In notes or parenthetical references the facts of publication are usually omitted, but the edition, if not the first, must be specified.”

Footnote

Parenthetical reference

Article in a magazine

Footnote
1 "Pham Van Dong, Vietnam's Chief in War and Peace, Died on April 29th, Aged 94," Economist, May 6, 2000, 89.

Bibliography
"Pham Van Dong, Vietnam's Chief in War and Peace, Died on April 29th, Aged 94." Economist, May 6, 2000, 89.

Parenthetical reference and Reference list
(Pham Van Dong, Vietnam's chief 2000, 89)

Pham Van Dong, Vietnam's chief in war and peace, died on April 29th, aged 94. 2000. Economist, May 6, 89.

Note: Sometimes the inverted form of the date is used (6 May 2000). Either form is acceptable, but must be used consistently throughout the paper.
**Article in a journal**

**Footnote**
1 Steven D. Danyluk, "Preventing Atrocities," *Marine Corps Gazette* 84, no. 6 (2000): 37.


**Bibliography**


**Parenthetical reference and Reference list**
(Danyluk 2000, 37)


**Foreign language title**

**Footnote**

**Bibliography**

**Parenthetical reference and Reference list**
(Tsuboi 1999, 89)


**Article in a newspaper**

**Footnote**


**Parenthetical reference**

**Note:** According to Turabian’s *Manual*, news items from daily papers are rarely listed separately in a bibliography or reference list.
Footnote

Bibliography

Parenthetical reference and Reference list
(Chamberlain 2000, 2103)


Article found in an electronic database

Note: When to cite an electronic source, from The Bluebook: A Uniform System of Citation:

If a database contains documents published and available separately, it is not necessary to indicate that they are also available in database form unless the documents in original form are difficult to obtain. Thus, most newspapers, corporate or government reports, and statutory or legislative materials may be cited in their original form even if they are found by means of a database search. Wire service and other materials that are unavailable in printed form or are difficult to obtain in the original, however, may be cited as “available in” a database.

Most articles found in electronic databases do not indicate the original page numbers within the electronic text. If you are footnoting the article and would normally supply a page number (as for a quotation), you may want to cite the database in which you found the article, to make clear the reason for lack of a page citation, and to facilitate location of the passage by the reader.

Footnote

Bibliography

Parenthetical reference and Reference list
(Emery 2002)

Website

Footnote


Bibliography


Parenthetical reference and Reference list


GOVERNMENT DOCUMENTS

Bill

Footnote

Bibliography

Parenthetical reference and Reference list
(U.S. Congress, House 1999)


Hearing

Footnote

Bibliography
Parenthetical reference and Reference list
(U. S. Congress, House 1998)


DISSERTATION

Footnote

Bibliography

Parenthetical reference and Reference list
(DeRosa 2000)

VIDEO

Footnote
1 Barbara Sonneborn and others, *Regret to Inform* (New York: New Video Group, 2000), 1 videocassette (72 min.).

2 History Channel and others, *Betrayed, Agent Orange and the Gulf War Syndrome* (New York: Distributed in the U.S. by New Video Group, 1996), 1 videocassette (ca. 50 min.).

Bibliography


Parenthetical reference and Reference list
(Sonneborn and others 2000)
**Subsequent References**

The first time a work is cited in a footnote, the full citation must be given. Subsequently, the citation may be shortened. For instance:


3 Jeffreys-Jones. *Or*

3 Jeffreys-Jones, 14. *Or* (if a page number is needed)

3 Jeffreys-Jones, *Peace Now*, 14. (if there is more than one book cited by this author)

If the work to be cited in the footnote is exactly the same as the work cited in the footnote immediately before it (with no intervening footnotes), you may use Ibid. or Ibid. with a page number. For instance:


3 Ibid.

4 Ibid., 14

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**BIBLIOGRAPHY**


"Pham Van Dong, Vietnam's Chief in War and Peace, Died on April 29th, Aged 94." Economist, May 6, 2000, 89.


Reference List


