Postgraduate Style Guide

We have decided to use the Chicago Manual of Style as our standard; the following illustrates citations using the footnote and bibliography system. The full manual in its 16th edition is available from the library, chapter 14 deals with the style for citations. What follows is an abbreviated version to give you an overview. Each long citation is followed by the shortened subsequent citation of the same source, followed by the format needed for the bibliography.

Book or Monograph

One author:


Two or more authors


For four or more authors, list all of the authors in the bibliography; in the note, list only the first author, followed by *et al.* (“and others”):
1. Dana Barnes et al., *Plastics: Essays on American Corporate Ascendance in the 1960s* . . .
2. Barnes et al., *Plastics* . . .

Editor, translator, or compiler instead of author


Editor, translator, or compiler in addition to author

Chapter or other part of a book


Chapter of an edited volume originally published elsewhere (as in primary sources)


Preface, foreword, introduction, or similar part of a book
2. Rieger, introduction, xxxiii.


Book published electronically
If a book is available in more than one format, cite the version you consulted. For books consulted online, list a URL; include an access date only if one is required by your publisher or discipline. If no fixed page numbers are available, you can include a section title or a chapter or other number.


**Journal article**

Article in a print journal
In a note, list the specific page numbers consulted, if any. In the bibliography, list the page range for the whole article.


Article in an online journal
Include a DOI (Digital Object Identifier) if the journal lists one. A DOI is a permanent ID that, when appended to http://dx.doi.org/ in the address bar of an Internet browser, will lead to the source. If no DOI is available, list a URL. Include an access date only if one is required by your publisher or discipline.


**Article in a newspaper or popular magazine**

Newspaper and magazine articles may be cited in running text (“As Sheryl Stolberg and Robert Pear noted in a *New York Times* article on 27 February 2010, . . .”) instead of in a footnote. The following examples show the more formal versions of the citations.


**Book review**


**Thesis or dissertation**


2. Choi, “Contesting Imaginaires.”


**Paper presented at a meeting or conference**


**Website**

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, it may be styled as in the examples below. Because such content is subject to change, include an access date or, if available, a date that the site was last modified.

3. “Google Privacy Policy.”


Blog entry or comment
Blog entries or comments may also be cited in running text (“In a comment posted to The Becker-Posner Blog on February 23, 2010, . . .”) instead of in a footnote. The following examples show the more formal versions of the citations.


E-mail or text message


Item in a commercial database
For items retrieved from a commercial database, add the name of the database and an accession number following the facts of publication. In this example, the dissertation cited above is shown as it would be cited if it were retrieved from ProQuest’s database for dissertations and theses.