



# Academic Support Center

## Chicago Style Documentation

### CITING BOOKS

#### **Book with One Author—In Print**

##### **First reference**

1. John W. Bagby, *Cyberlaw Handbook for E-Commerce* (New York: Harcourt Brace, 2003), 37.

##### **Subsequent reference**

5. Bagby, *Cyberlaw Handbook*, 39.

##### **Bibliography**

Bagby, John W. *Cyberlaw Handbook for E-Commerce*. New York: Harcourt Brace, 2003.

#### **Book with One Author—Online**

Note: The page number referenced in the footnote precedes the URL address.

##### **First references**

3. Jeremy Black, *America As a Military Power, 1775-1865* (Greenwood Publishing Group, 2002), 126, <http://0-site.ebrary.com.lib.rivier.edu/lib/rivier/docDetail.action?docID=10023329>.

4. Heinz Kramer, *A Changing Turkey: The Challenge to Europe and the United States* (Washington, DC: Brookings Press, 2000), 85, <http://brookings.nap.edu/books/0815750234/html/index.html>.

##### **Subsequent reference**

6. Kramer, *Changing Turkey*, 92.
8. Black, *America as Military Power*, 139.

##### **Bibliography**

Black, Jeremy. *America as a Military Power, 1775-1865*. Greenwood Publishing Group, 2002.

<http://0-site.ebrary.com.lib.rivier.edu/lib/rivier/docDetail.action?docID=10023329>.

Kramer, Heinz. *A Changing Turkey: The Challenge to Europe and the United States*. Washington, DC:

Brookings Press, 2000. <http://brookings.nap.edu/books/0815750234/html/index.html>.

#### **Book with Two or Three Authors**

If the book has two or three authors, include all authors in the note and the bibliography.

##### **First reference**

7. Ken Coates and Carin Holroyd, *Japan and the Internet Revolution* (New York: Palgrave Macmillan, 2003), 15.

##### **Subsequent reference**

9. Coates and Holroyd, *Japan and the Internet*, 19.

##### **Bibliography**

Coates, Ken and Carin Holroyd. *Japan and the Internet Revolution*. New York: Palgrave, 2003.

### **Book with More than Three Authors**

Note: If a book has more than three authors, include all authors in the bibliography but only the first author followed by "et al." in the note.

#### **First reference**

2. John Smith et al., *The History of the World Wide Web*, 2nd ed. (Chicago: University of Chicago Press, 2004), 267.

#### **Subsequent reference**

6. Smith et al., *History of the World Wide Web*, 269.

#### **Bibliography**

Smith, John, Janice Brown, Chris W. Enkunde, and Lois Denmark. *The History of the World Wide Web*. 2nd ed. Chicago: University of Chicago Press, 2004.

### **Multiple Works by the Same Author**

#### **First reference**

6. Steven Hood, *The Kuomintang and The Democratization of Taiwan* (Boulder: Westview Press, 1997), 92.

9. Steven Hood, *Dragons Entangled: Indochina and the China-Vietnam War*. (Armonk, New York: M.E. Sharpe, 1992), 152-153.

#### **Subsequent references**

12. Hood, *Kuomintang*, 96.

16. Hood, *Dragons Entangled*, 156.

#### **Bibliography**

Hood, Steven. *Dragons Entangled: Indochina and the China-Vietnam War*. Armonk, New York: M.E. Sharpe, 1992.  
---. *The Kuomintang and The Democratization of Taiwan*. Boulder: Westview Press, 1997.

### **Book with Editors**

#### **First reference**

3. David L. Baumer, Julius Poindexter, and Janice Brown, eds., *Cyberlaw and E-Commerce* (Boston: McGraw Hill, 2002), 46-47.

#### **Subsequent reference**

3. David L. Baumer, Julius Poindexter, and Janice Brown, eds., *Cyberlaw and E-Commerce*, 49.

#### **Bibliography**

Baumer, David L., Julius Poindexter, and Janice Brown, eds. *Cyberlaw and E-Commerce*. Boston: McGraw Hill, 2002.

### **Chapter in an Edited Book**

Note: The page reference is inserted before the publishing details.

#### **First reference**

4. Chris Heller and Andrea Gottlieb, "Gender Roles in Ethiopian Culture," in *Gender in Cross-Cultural Perspective*, ed. Sherry Collier, 45-56 (Louisville, KY: Pilgrim Press, 2001).

#### **Subsequent reference**

7. Heller and Gottlieb, "Gender Roles," 47.

#### **Bibliography**

Heller, Chris, and Andrea Gottlieb. "Gender Roles in Ethiopian Culture." In *Gender in Cross-Cultural Perspective*, edited by Sherry Collier, 45-56. Louisville, KY: Pilgrim Press, 2001.

### **Volume in a Multi-Volume Work**

#### **First reference**

4. James McPherson, *Ordeal by Fire*, vol. 2, *The Civil War* (New York: McGraw-Hill, 1993), 205.

#### **Subsequent reference**

8. McPherson, *Ordeal by Fire*, 209.

#### **Bibliography**

McPherson, James. *Ordeal by Fire*, vol. 2, *The Civil War*. New York: McGraw-Hill, 1993.

### **Indirect Citation From a Book**

These occur when you choose to cite the work of an author using a reference made within another author's work. Details of both the original and secondary source must be listed.

#### **First reference**

3. "The Warsaw Treaty," (Washington, D.C.: Government Printing Office, 1957), 78, quoted in Wojtech Mastny and Malcolm Byrne, eds., *Cardboard Castle?: An Inside History of the Warsaw Pact, 1955-1991*, (Budapest: Central European University Press, 2005), <http://0-site.ebrary.com.lib.rivier.edu/lib/rivier/docDetail.action?docID=10118482> .

#### **Subsequent reference**

12. "The Warsaw Treaty," 79.

#### **Bibliography**

Wojtech Mastny and Malcolm Byrne, eds., *Cardboard Castle?: An Inside History of the Warsaw Pact: 1955-1991*. Budapest: Central European University Press, 2005. <http://0-site.ebrary.com.lib.rivier.edu/lib/rivier/docDetail.action?docID=10118482> .

## **Book by a Group Author**

### **First reference**

6. World Bank, *Engendering Development: Through Gender Equality in Rights, Resources, and Voice* (New York: Oxford University Press, 2001), 241.

### **Subsequent reference**

9. World Bank, *Engendering Development*, 243.

### **Bibliography**

World Bank. *Engendering Development: Through Gender Equality in Rights, Resources, and Voice*. New York: Oxford University Press, 2001.

## **CITING PERIODICALS**

### **Journal Article in Print or Retrieved Online from a Database in Original Format (PDF File)**

#### **First reference**

1. Martin Menke. "Misunderstood Civic Duty: The Center Party and the Enabling Act," *Journal of Church & State* 51 (Spring 2009): 237.

#### **Subsequent reference**

4. Menke, "Misunderstood Civic Duty," 240.

#### **Bibliography**

Menke, Martin. "Misunderstood Civic Duty: The Center Party and the Enabling Act." *Journal of Church & State* 51 (Spring 2009): 236-264.

### **Journal Article Retrieved Online from a Database—Reformatted (No Page Numbers)**

#### **First references**

12. Daniel Beer, "Russia's Managed Democracy," *History Today* 59 (May 2009). <http://0-web.ebscohost.com.lib.rivier.edu> (accessed 29 March 2010).

15. Anthony Gardner and Stuart E. Eizenstat, "New Treaty, New Influence?" *Foreign Affairs* 89 (March/April 2010). <http://0-proquest.umi.com.lib.rivier.edu> (accessed 4 April 2010).

#### **Subsequent references**

20. Beer, "Russia's Managed Democracy."

22. Gardner and Eizenstat, "New Treaty."

#### **Bibliography**

Daniel Beer, Daniel. "Russia's Managed Democracy." *History Today* 59 (May 2009). <http://0-web.ebscohost.com.lib.rivier.edu> (accessed 29 March 2010).

Gardner, Anthony and Stuart E. Eizenstat. "New Treaty, New Influence?" *Foreign Affairs* 89 (March/April 2010). <http://0-proquest.umi.com.lib.rivier.edu> (accessed 4 April 2010).

### **Article Retrieved from a Website or an Online Journal (not in PDF Format)**

Note: As individual page numbers are not available, a subheading can be used as a locator within the article or a paragraph number can be provided. The access date is included if the site is likely to have substantive updates, or includes information which may be time-sensitive, e.g. medical or legal advice.

#### **First references**

7. Linda Belau, "Trauma and the Material Signifier," *Postmodern Culture* 11, no. 2 (2001), par. 6, <http://www.iath.virginia.edu/pmc/text-only/issue.101/11.2belau.txt>.

9. Deborah Valentine, "Access to Higher Education: A Challenge to Social Work Educators," *Journal of Social Work Education* 40, no. 2 (2004), under "Effects and Consequences," <http://www.cswe.org/publications/jswe/04-2editorial.htm>.

14. Therapeutic Goods Administration, "Recalls & Alerts," Department of Health and Ageing (2009), par. 4, <http://www.tga.gov.au/recalls/index.htm>, (accessed December 13, 2009).

#### **Subsequent references**

11. Belau, "Trauma," par.8.

16. Therapeutic Goods Admin., "Recalls & Alerts," par. 6.

18. Valentine, "Access to Higher Education," under "Recommendations."

#### **Bibliography**

Belau, Linda. "Trauma and the Material Signifier." *Postmodern Culture* 11, no. 2 (2001). <http://www.iath.virginia.edu/pmc/text-only/issue.101/11.2belau.txt>.

Gardner, Anthony and Stuart E. Eizenstat. "New Treaty, New Influence?" *Foreign Affairs* 89 (March/April 2010). <http://0-proquest.umi.com.lib.rivier.edu> (accessed 4 April 2010).

Valentine, Deborah. "Access to Higher Education: A Challenge to Social Work Educators." *Journal of Social Work Education* 40, no.2 (2004). <http://www.cswe.org/publications/jswe/04-2editorial.htm>.

### **Journal Articles by the Same First Author**

Note: Single author entries come first in the bibliography.

Bessant, Judith. "The Question of Public Trust and the Schooling System." *Australian Journal of Education* 45, no. 2 (2001): 207-226.

Bessant, Judith and Ruth Webber. "Policy and the Youth Sector: Youth Peaks and Why We Need Them." *Youth Studies Australia* 20, no. 1 (2001): 43-47.

### **Journal Articles by the Same Author**

Note: Titles by the same author are normally listed alphabetically

Scutt, Jocelynne A. "Future Access - Discrimination and the Disability Discrimination Act," *Access* 5, no.3 (2003): 6-10.

Scutt, Jocelynne A. "Without Precedent: Sex/Gender Discrimination in the High Court." *Alternative Law Journal* 28, no. 2 (2003): pp. 74-77.

## **Article in a Magazine or Newspaper—Print or Retrieved Online in Original Format (PDF File)**

### **First references**

1. Joy Williams, "One Acre," *Harper's*, February 2001, 62.
6. Dan Barry, "A Mill Closes, and a Hamlet Fades to Black," *New York Times*, 16 Feb. 2001, A1.
11. *Boston Globe*, "Renewable Energy Rules," 11 Aug. 2003, sec. A1.

### **Subsequent references**

19. Williams, "One Acre," 63.
20. Barry, "A Mill Closes," sec. A1.
21. "Renewable Energy," sec. A1.

### **Bibliography**

"Renewable Energy Rules." *Boston Globe*. 11 Aug. 2003: sec. A1-3.

Williams, Joy. "One Acre." *Harper's*. February 2001: 61-64.

Barry, Dan. "A Mill Closes, and a Hamlet Fades to Black." *New York Times*. 16 Feb. 2001: A1.

## **Article in a Magazine or Newspaper—Retrieved Online (Not in a PDF File)**

### **First references**

12. Gina Kolata, "Scientists Debating Future of Hormone Replacement," *New York Times*, 23 Oct. 2002, par. 2, <http://www.proquest.com>.
15. Fiona Morgan, "Banning the Bullies," *Salon*, 15 May 2001, par. 2, <http://www.salon.com/news/feature/2001/03/15/bullying/index.html>.

### **Subsequent references**

16. Kolata, "Scientists Debating," par. 4.
18. Morgan, "Banning the Bullies," par. 3.

### **Bibliography**

Kolata, Gina. "Scientists Debating Future of Hormone Replacement." *New York Times*. 23 Oct. 2002. <http://www.proquest.com>.

Morgan, Fiona. "Banning the Bullies." *Salon*. 15 March 2001. <http://www.salon.com/news/feature/2001/03/15/bullying/index.html>.

## **Letter in a Published Collection**

### **First reference**

12. Thomas Gainsborough to Elizabeth Rasse, 1753, in *The Letters of Thomas Gainsborough*, ed. John Hayes (New Haven: Yale University Press, 2001), 5.

### **Subsequent references**

14. Gainsborough to Rasse, 6.

### **Bibliography**

Gainsborough, Thomas. Letter to Elizabeth Rasse, 1753. In *The Letters of Thomas Gainsborough*, edited by John Hayes, 5. New Haven: Yale University Press, 2001.

## CITING GOVERNMENT DOCUMENTS

### **In Print or Retrieved Online in Original Form (in a PDF File)**

#### **First references**

5. U.S. Congress, Senate, Committee on Foreign Relations, *The War in Chechnya: Russia's Conduct, The Humanitarian Crisis, and United States Policy: Hearing on S. Hrg. 106-500*, 106th Cong., 2nd sess., March 1, 2000 (Washington, DC: GPO, 2000), 23.

7. U.S. Department of Agriculture, *Irrigation: A National Plan*, (Washington, DC: GPO, 2001), 34.

#### **Subsequent reference**

9. *Irrigation*, 38.

14. *War in Chechnya*, 26.

#### **Bibliography**

U.S. Congress, Senate, Committee on Foreign Relations. *The War in Chechnya: Russia's Conduct, The Humanitarian Crisis, and United States Policy: Hearing on S. Hrg. 106-500*, 106th Cong., 2nd sess., March 1, 2000. Washington, DC: GPO, 2000.

U.S. Department of Agriculture. *Irrigation: A National Plan*. Washington, DC: GPO, 2001.

### **Retrieved Online (Not in a PDF File)**

#### **First reference**

3. U.S. Department of Justice, Bureau of Justice Statistics, *Analysis of Crime Patterns 1990-2000*, (Washington, DC: GPO, 2002), <http://www.usdoj.gov/346576/cr2002.pdf> (accessed April 14, 2009).

#### **Subsequent reference**

6. U.S. Dept. of Justice, *Analysis of Crime Patterns*.

#### **Bibliography**

U.S. Department of Justice. Bureau of Justice Statistics. *Analysis of Crime Patterns 1990-2000*. Washington, DC: GPO, 2002. <http://www.usdoj.gov/346576/cr2002.pdf> (accessed April 14, 2009).

### **Film, DVD, Movie, or Video**

#### **First reference**

7. *Liberty! The American Revolution*, (PBS Paramount, 2004, DVD).

10. *Saving Private Ryan*, dir. Stephen Spielberg, (1998; Paramount, 2010, blue-ray disc).

39. Ron Haviv, interview by Charlie Rose, *The Charlie Rose Show* (PBS, 12 Feb. 2001).

## Formatting Chicago Style Papers

The Title of Your Essay  
(1/4 page down from top)

Your Name  
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Title of the Course

Professor's Name

Date

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The main section of your manuscript will begin on page two—use your last name and the page number as a header, at the upper right corner. There is no page number on the title page.



## How to Format Page Headers:

1. On your cover page, click on **Insert** (bar at top left of screen)
2. Select **Header**
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4. At top of screen under **Design**, check off **Different First Page**
5. Leave Header on Title Page blank.
6. On second page Header, click on Align Text Right and type your last name. Then select **Insert**, then select **Page Number** from options to the right
7. Select the option **Current Position** from the screen that comes up, and then click on the **Plain Number** box at the top to the left; the number 1 will appear
8. The computer will format the rest of your pages
9. Click on Design at top of screen and select **Close Header and Footer**

## Bibliography

Barry, Dan. "A Mill Closes, and a Hamlet Fades to Black." *New York Times*. 16 Feb. 2001: A1.

Baumer, David L., Julius Poindexter, and Janice Brown, eds. *Cyberlaw and E-Commerce*.

Boston: McGraw Hill, 2002.

Beer, Daniel. "Russia's Managed Democracy." *History Today* 59 (May 2009). <http://0-web.ebscohost.com/lib.rivier.edu> (accessed 29 March 2010).

Coates, Ken and Carin Holroyd. *Japan and the Internet Revolution*. New York: Palgrave, 2003.

Gardner, Anthony and Stuart E. Eizenstat. "New Treaty, New Influence?" *Foreign Affairs* 89

(March/April 2010). <http://0-proquest.umi.com/lib.rivier.edu> (accessed 4 April 2010).

U.S. Department of Agriculture. *Irrigation: A National Plan*. Washington, DC: GPO, 2001.

Valentine, Deborah. "Access to Higher Education: A Challenge to Social Work Educators."

*Journal of Social Work* 40, no.2 (2004). [http://www.cswe.org/publications/jswe/04-](http://www.cswe.org/publications/jswe/04-2editorial.htm)

[2editorial.htm](http://www.cswe.org/publications/jswe/04-2editorial.htm).

Vojtech Mastny and Malcolm Byrne, eds., *Cardboard Castle?: An Inside History of the Warsaw*

*Pact: 1955-1991*. Budapest: Central European University Press, 2005.