These sets of citations provide examples of—and illustrate the differences between—foot/endnotes and bibliography references. This listing is not comprehensive; researchers needing more information should consult Kate Turabian’s *A Manual for Writers of Term Papers, Theses, and Dissertations* (8th edition), or *The Chicago Manual of Style* (17th edition). Note: *The Chicago Manual of Style* is available online to those affiliated with UMW. It is listed in the UMW Libraries’ “Citing Resources” subject guide and in the “Databases A – Z” section under “C.”

In the following sets of references, the foot/endnote appears first (indented), followed by its corresponding bibliography entry (hanging indention). The note numbers are followed by periods, similar to the examples in Turabian. In research papers, be sure to use superscript 1, 2, 3, etc.

Entries are single-spaced to save space (and pages if students want to copy this document). Professors, however, may prefer double-spaced citations, so check with them.

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Books by One Author

The various parts of a book citation include the author’s name, the title of the book (italicized), the place of publication (if more than one city is noted, cite just the first), the publisher (you may omit an initial “The” in the publisher’s name and such words as “and Company” or “and Co.”), and the copyright date. The page number(s) cited appear at the end of the note.

In foot/endnotes, commas are not used before suffixes such as “Jr.” and “IV” (see Edward Curtis and James Schlesinger examples). Commas are, however, included in the corresponding bibliography references. Colons usually precede subtitles of works, but use a comma if the subtitle is a date or dates (see John Colville citations).

The note appears first (indented) followed by its corresponding bibliography entry (hanging indentation).


Books by Two Authors

The various parts of a book citation include the authors’ names, the title of the book (italicized), the place of publication (if more than one city is noted, cite just the first), the publisher (you may omit an initial “The” in the publisher’s name and such words as “and Company” or “and Co.”), and the copyright date. The page number(s) cited appear at the end of the note. Notice how the suffixes Jr. and III are treated (see also page 2 of this guide). Notice, too, the “with” in the third set of references.

The note appears first (indented) followed by its corresponding bibliography entry (hanging indentation).


Books by Three Authors

The various parts of a book citation include the authors’ names, the title of the book (italicized), the place of publication (if more than one city is noted, cite just the first), the publisher (you may omit an initial “The” in the publisher’s name and such words as “and Company” or “and Co.”), and the copyright date. The page number(s) cited appear at the end of the note.

The note appears first (indented) followed by its corresponding bibliography entry (hanging indentation).


Books by More Than Three Authors

The various parts of a book citation include the authors’ names, the title of the book (italicized), the place of publication (if more than one city is noted, cite just the first), the publisher (you may omit an initial “The” in the publisher’s name and such words as “and Company” or “and Co.”), and the copyright date. The page number(s) cited appear at the end of the note.

For books by more than three authors, the foot/endnote should include the name of the first author followed by “et al.” or “and others.” In bibliography references usually all the authors are listed, though it is permissible to cite just the first one, followed by “et al.” or “and others.”

Foot/Endnote:


Or:


Bibliography Reference:


Or:


Edited Books

The various parts of a book citation include the editor’s / editors’ name(s), the title of the book (italicized), the place of publication (if more than one city is noted, cite just the first), the publisher (you may omit an initial “The” in the publisher’s name and such words as “and Company” or “and Co.”), and the copyright date. The page number(s) cited appear at the end of the note.

The note appears first (indented) followed by its corresponding bibliography entry (hanging indentation).


**Edited and Translated Works of Authors**

The edited and / or translated work of an author appears under that author’s name, not the name of the editor or translator. The editor’s or translator’s name follows the title of the book. Next appears the place of publication (if more than one city is noted, cite just the first) and the publisher (you may omit an initial “The” in the publisher’s name and such words as “and Company” or “and Co.”), and the copyright date. The page number(s) cited appear at the end of the note.

The note appears first (indented) followed by its corresponding bibliography entry (hanging indention).


Books in Editions Other Than the First

From Turabian, 8th edition, section 17.1.3: “When a book is reissued with significant content changes, it may be called a ‘revised’ edition or a ‘second’ (or subsequent) edition. This information usually appears on the book’s title page and is repeated, along with the date of the edition, on the copyright page. When you cite an edition other than the first, include the number or description of the edition after the title. . . . Include the publication date only of the edition you are citing, not of any previous editions.” In other words, if the copyright page of a book lists more than one date, use the most recent one. Note abbreviations below for “second revised edition,” “third edition,” and “revised and enlarged edition.”

According to section 14.114 of The Chicago Manual of Style, when citing reprint editions, “If the original publication details—particularly the date—are relevant, include them.” See Jane Addams examples.

The note appears first (indented) followed by its corresponding bibliography entry (hanging indentation).


Or:

Books in Series

Books are occasionally published as volumes in named series. Notice that the title of the series (not in italics) follows the italicized title of the book. If the titles in a series are numbered, include the volume or issue number after the name of the series (see Leonard B. Irwin citations).

The note appears first (indented) followed by its corresponding bibliography entry (hanging indentation).


Multivolume Works (Sets)

If an entire multivolume work is cited, include the number of volumes after the title. If the volumes were published in different years, indicate the dates in the reference (see Frank Freidel citations).

The note appears first (indented) followed by its corresponding bibliography entry (hanging indentation).


Multivolume Works (Individual Volumes)

The various parts of a book citation include the author’s name, the title of the book (italicized), the place of publication (if more than one city is noted, cite just the first), the publisher (you may omit an initial “The” in the publisher’s name and such words as “and Company” or “and Co.”), and the copyright date. The page number(s) cited appear at the end of the note.

If an individual volume of a multivolume work has no title of its own, cite the volume number in the note, followed by a colon and the page reference(s). In the following H. H. Asquith example, pages 52-53 are cited from volume 2. In the Kirkendall essay, page 1178 from volume 3 is cited.

The note appears first (indented) followed by its corresponding bibliography entry (hanging indention).


If a volume in a multivolume work has its own title, cite both it and the general title. The individual volume title (The Apprenticeship in below citations) may either precede or follow the title of the entire set (Franklin D. Roosevelt in below citations):

Foot/Endnote:


   Or:
   

Bibliography Reference:


Or:

Multivolume Works (General Editors and Volume Editors)

As section 14.122 of The Chicago Manual of Style points out, “Some multivolume works have both a general editor and individual editors or authors for each volume. . . . When individual volumes are cited, the editor’s . . . name follows that part for which he or she is responsible.”

The edited work of an author appears under that author’s name, not the name of the editor.

The 28 volumes of John C. Calhoun’s The Papers of John C. Calhoun were edited by Robert Lee Meriwether (among other editors) and were published from 1959 to 2003. The set was published by the University of South Carolina Press in Columbia, South Carolina, for the South Caroliniana Society.

Foot/Endnote for a Multivolume Work with a General Editor


Bibliography Reference for a Multivolume Work with a General Editor


Volume 12 of The Papers of John C. Calhoun is titled 1833-1835 and was edited by Clyde N. Wilson. The book was published in 1979.

Foot/Endnote for a Volume with Its Own Title and Both a General Editor and a Volume Editor:


Bibliography Reference for a Volume with Its Own Title and Both a General Editor and a Volume Editor:

In the following citations, Tom Nawrocki is the author of the essay “Hugh Fullerton.” It appears on pages 113 to 120 in volume 171 of the reference set Dictionary of Literary Biography. Volume 171 (edited by Richard Orodenker) has its own title, Twentieth-Century American Sportswriters. The work was published in 1996 by Gale Research in Detroit.


**Essays (In an Author’s Own Book)**

In the following citations, Willie Morris is the author of the essay “Weep No More My Lady.” It appears on pages 90-94 of his book Terrains of the Heart and Other Essays on Home, published in 1981 by Yoknapatawpha Press in Oxford, Mississippi. Observe that in foot/endnotes, the cited page number is listed last, while in bibliographies the pagination of the entire essay (pages 90-94 in this case) follows the title of the book.

The note appears first (indented) followed by its corresponding bibliography entry (hanging indentation).


**Essays (In a Book Edited by Someone Else)**

In the following citations, Lee Coyle is the author of the essay “Kenneth Roberts and the American Historical Novel.” The essay appears in the book Popular Literature in America: A Symposium in Honor of Lyon N. Richardson. This volume is edited by James C. Austin and Donald A. Koch and was published in 1972 by Bowling Green University Popular Press in Bowling Green, Ohio. Observe that in foot/endnotes, the cited page number is listed last, while in bibliographies the pagination of the entire essay (pages 70-77 in this instance) follows the name(s) of the editor(s).

The note appears first (indented) followed by its corresponding bibliography entry (hanging indentation).


Dictionaries and Encyclopedias

According to section 14.232 of The Chicago Manual of Style, “Well-known reference books, such as major dictionaries and encyclopedias, are normally cited in notes rather than in bibliographies. . . . If a physical edition is cited, not only the edition number (if not the first) but also the date the volume or set was issued must be specified. References to an alphabetically arranged work cite the item (not the volume or page number) preceded by s.v. (sub verbo, “under the word”; pl. s.vv.)”

Following are two examples of note citations to reference works (indented).


The Chicago Manual of Style writes in section 14.232 that some reference works “are more appropriately listed with full publication details like any other book resource.”


*Turabian’s A Manual for Writers* points out in section 16.2.3 that “you may choose to include in your bibliography a specific work . . . that is critical to your argument or frequently cited.” Below are some sample citations to books; see other sections of this guide for additional examples.

The note appears first (indented) followed by its corresponding bibliography entry (hanging indentation).


In the following citations, Tom Naworcki is the author of the essay “Hugh Fullerton.” It appears on pages 113 to 120 in volume 171 of the reference set Dictionary of Literary Biography. Volume 171 (edited by Richard Orodenker) has its own title, Twentieth-Century American Sportswriters. The work was published in 1996 by Gale Research in Detroit.


Magazine Articles

Titles of magazine articles are surrounded by quotation marks in citations while titles of the magazines themselves are italicized. Notice that volume numbers are omitted in citations to magazine articles. A comma (not a colon) separates the magazine’s date from the page number(s).

In the first set of citations, S. L. Carson wrote the article “The Second Tragic Lincoln.” It was published on pages 36-37 of the February 1985 issue of American History Illustrated.

The note appears first (indented) followed by its corresponding bibliography entry (hanging indention).


Magazine Articles (Issue Numbers)

If a magazine is published in issues (not volumes), include the issue number, preceded by “no.,” after the title. (When a title ends with a question mark or an exclamation point, regular punctuation used with notes—comma or colon—is omitted.) In the first set of citations, James Agee wrote the article “America, Look at Your Shame!” It was published on pages 34-39 of the January/February 2003 issue of the Oxford American. This is issue number 43 of the magazine.

The note appears first (indented) followed by its corresponding bibliography entry (hanging indention).


Journal Articles

Titles of journal articles are surrounded by quotation marks in citations while the titles of the journals themselves are italicized. Notice that volume numbers (and issue numbers, if known) are included in citations to journal articles. In the first set of citations, Henry Kamen’s article appears on pages 210 to 230 of the June 1977 issue of the Journal of Modern History, (volume 49, issue number 2). A colon (not a comma) separates the date of the issue from the page number(s).

The note appears first (indented) followed by its corresponding bibliography entry (hanging indention).


Journal Articles (Series Statements and Issue Numbers)

Some journals are published in series (abbreviated as ser.), which may be numbered, lettered, or identified as old series or new series (abbreviated o.s. and n.s.). Set off series designations by commas. See top of preceding page for a brief explanation of a periodical citation.

The note appears first (indented) followed by its corresponding bibliography entry (hanging indentation).


If a journal has no date of publication except a year, include the volume and issue numbers. For instance, in the following citations, Rosenmon’s article, “The Rising Eye in Johnny Tremain,” was published in 1979 in the journal Claflin College Review, volume 3, issue number 2, pages 44-48. (Johnny Tremain is italicized in the citation as it’s the title of a book.)


If a journal is published in issues (not volumes), include the issue number, preceded by no., after the title. (When a title ends with a question mark or an exclamation point, regular punctuation used with notes—comma or colon—is omitted.)


Newspaper Articles

From section 17.4.2 of Turabian, 8th edition: “Omit page numbers . . . because a newspaper may have several editions in which items may appear on different pages or may even be dropped. You may clarify which edition you consulted by adding final edition, Midwest edition, or some such identifier.”

Note: Many professors prefer section and page numbers to be included, and some of the examples below illustrate this style. In the Orley Hood set of citations, A1 stands for section A, page 1. If the city’s name is not part of the title, it should be added and italicized. If the city is not well known, add in parentheses the state’s two-letter postal abbreviation. It is not necessary to include cities of publication for prominent newspapers such as the Christian Science Monitor or the Wall Street Journal.


The note appears first (indented) followed by its corresponding bibliography entry (hanging indentation).


Correspondence

According to section 14.222 of *The Chicago Manual of Style*, “In a note, the main element of a manuscript citation is usually a specific item (a letter, a memorandum, or whatever) and is thus cited first. In a bibliography, the main element is usually either the collection in which the specific item may be found, the author(s) of the items in the collection, or the depository for the collection.” See also sections 14.221 through 14.231. Letters in published collections are in section 14.111.

The note appears first (indented) followed by its corresponding bibliography entry (hanging indentation).

1. W. A. Hulbert to H. D. McKnight, 18 November 1881, Chicago Cubs Records, box 3, Chicago History Museum.

Chicago Cubs Records. Chicago History Museum.

*From The Chicago Manual of Style, section 14.230:* “If only one item from a collection has been mentioned in text or in a note and is considered important enough to include in a bibliography, the entry will begin with the item.”

The note appears first (indented) followed by its corresponding bibliography entry (hanging indentation).


Unpublished Interviews and Personal Communications

According to *The Chicago Manual of Style, section 14.211*, “Unpublished interviews are best cited in text or in notes, though they occasionally appear in bibliographies. Citations should include the names of both the person interviewed and the interviewer; brief identifying information, if appropriate; the place or date of the interview (or both, if known); and, if a transcript or recording is available, where it may be found.”


*From The Chicago Manual of Style, section 14.222:* “References to conversations . . . or to letters, e-mail or text messages, or direct or private messages shared through social media . . . are usually run in to the text or given in a note. They are rarely listed in a bibliography.”

For example, “In a telephone conversation with the author on November 1, 2017, sportswriter Frank O. Copley said that the umpire’s mistake cost the home team the baseball game.”

2. Frank O. Copley, e-mail message to author, November 1, 2017.
Theses and Dissertations

The note appears first (indented) followed by its corresponding bibliography entry (hanging indentation).


Secondary Sources of Quotations (One Source Quoted in Another)

From section 17.10 of Turabian: “Responsible researchers avoid repeating quotations that they have not actually seen in the original. If one source includes a useful quotation from another source, readers expect you to obtain the original to verify not only that the quotation is accurate but also that it fairly represents what the original meant. If the original source is unavailable, however, cite it as ‘quoted in’ the secondary source in your note.” The first reference below (#3) refers to a magazine article quoted in a book while the second one (#4) refers to a book quoted in a book.

The note appears first (indented) followed by its corresponding bibliography entry (hanging indentation).


Book Reviews

According to section 14.201 of The Chicago Manual of Style (17th edition), in citations to reviews, include the name of the reviewer, the book review title, if any, “the words review of, followed by the name of the work reviewed and its author,” the title of the periodical in which the review appeared, and the date and pagination. (See top of page 13. If the review is from a newspaper, technically you do not have to include the page number(s), though your professor may prefer to have the pagination in your citations.)

Unsigned reviews are cited in the same way as unsigned newspaper articles (see last example, page 13). In bibliographies they are listed under the names of the periodicals in which the reviews appeared.

The same rules that distinguish citations to magazine articles from journal references (e.g., 1) commas vs. colons, and 2) volume numbers) apply to book reviews in these respective publications. See “Magazine Articles” (page 10) and “Journal Articles” (page 11).

Signed, titled review in a journal (includes journal volume number):


Signed, untitled review in a journal (includes journal volume number):

2. Edward C. Kirkland, review of Paul Revere and the World He Lived In, by Esther Forbes, Mississippi Valley Historical Review 29, no. 2 (September 1942): 258.


Signed, titled review in a magazine (no volume number):


Sample Bibliography

From section 14.71 in The Chicago Manual of Style, 17th edition: In a bibliography, . . . titles by the same author are normally listed alphabetically. An initial the, a, or an is ignored in the alphabetizing. Note that all works by the same person (or by the same persons in the same order)—whether that person is editor, author, translator, or compiler—appear together, regardless of the added abbreviation.

In a departure from previous editions, the guide now states that “authors usually should not use the 3-em dash for repeated names in their manuscripts” (section 14.67).

Below are sample bibliography entries that illustrate the citing of the various types of works that are covered in this guide. Note the series statement and the cited essay in the McPherson entries. Note, too, the last entry on Reagan’s diaries, which shows that the book is cited under the author’s name, not the editor (see page 5 of this guide).

Something not in this guide: Note the Clarence and Goode entries that illustrate how to shorten old and very long titles (see Chicago, section 14.97). The n.p. with Clarence stands for “no publisher.”


Subsequent References (Shortened References)

Once a work is cited in full form, it should not be cited in full again. The Chicago Manual of Style prefers shortened citations for all subsequent references (though it is permissible to use Ibid. when the citations are consecutive; see next page). An example of a shortened reference is the author’s last name and the appropriate page number of the item. If other works by the same author are cited, however, then titles or abbreviated titles must also be included to avoid ambiguity (see McPherson references below). Many researchers, in fact, prefer to include both authors and titles in their shortened references, because then they will not have to change citations if they add additional books by already cited authors.

Following are some sample notes that illustrate the use of shortened references. See section 14.34 of The Chicago Manual of Style and section 16.4 of Turabian.


Subsequent References (Ibid.)

Once a work is cited in full form, it should not be cited in full again. When there are two consecutive citations to the same work, the abbreviation “Ibid.” (for ibidem, “in the same place”) may be used to avoid repetition. In note number 3, below, the reference is to the same page as cited in note number 2, so the page number does not need to be included again. Note that Ibid. (don’t forget the period) is not in italics. See section 16.4.2 of Turabian, 8th edition.

The Chicago Manual of Style, however, now “discourages the use of Ibid. in favor of shortened citations” (Section 14.34). Shortened citations are discussed on the previous page.


2. Ibid., 134.

3. Ibid.

4. Ibid., 136-37.


6. Ibid., 410.