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* (16th 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.”

*The Chicago Manual of Style* (sec. 14.7) states that although researchers usually do not have to include the dates they accessed electronic resources in their citations, “it never hurts to record dates of access during research.” In addition, “students are typically required to include access dates for citations of online sources in their papers.” The dates are included in the examples here.

In the following sets of references, the foot/endnote appears first (indented), followed by its corresponding bibliography entry (hanging indentation). The note numbers are followed by periods, similar to the examples in Turabian. In research papers use superscript 1, 2, 3, etc. See Turabian, pp. 141-42.

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. Researchers will find advice and basic citing principles in the UMW “*Chicago Manual of Style* Citation Guide to Print Resources.”

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Electronic Books Downloaded from a Library or a Bookseller

From The Chicago Manual of Style, section 14:166: “The majority of electronically published books offered for download from a library or bookseller will have a printed counterpart. Because of the potential for differences, however, authors must indicate that they have consulted a format other than print.” For example, “PDF e-book,” “Kindle edition,” “Palm e-book,” and “Microsoft Reader e-book.”

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


Electronic Books Published Only Online

For books published only online, include the author’s name, the title of the book (italicized), and the copyright date in parentheses. If there is no pagination, you can cite the appropriate chapter in the note. Include the date you accessed the material, followed by the URL or the DOI. (See the next page in this guide for an explanation of the Digital Object Identifier.)

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


Electronic Books and Digital Object Identifiers (DOIs)

A Digital Object Identifier (DOI) is a unique alphanumeric character string that identifies an electronic document, such as a book or journal article. According to section 15.4.1.3 of Turabian’s A Manual for Writers, “URLs based on DOIs are more persistent and stable than ordinary URLs. To cite a source that includes a DOI, append the DOI to http://dx.doi.org/ in your citation.” Or, as section 14.167 of The Chicago Manual of Style illustrates, add the Digital Object Identifier (which begins with a 10) to “doi:” in your citation. You may cite using either URLs or DOIs. For more information on the DOI system, see http://www.doi.org/.

The character strings at the ends of the following note citation and bibliography reference provide examples of both DOI forms. In the bibliography reference, notice that “doi” is not capitalized.

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


Freely Available Electronic Editions of Older Works

A citation to an online edition of an older work should include, if known, the copyright date of the original print volume and the place of publication. (This information may be found by checking in https://www.worldcat.org/.) The sponsoring body of the electronic work and the online copyright date are also listed. If there is no pagination, cite the appropriate book and/or chapter. See section 14.169 of The Chicago Manual of Style for additional information.

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


Dictionaries and Encyclopedias

According to section 14.248 of The Chicago Manual of Style, “Well-known online reference works, such as major dictionaries and encyclopedias, are normally cited, like their printed counterparts, in notes rather than bibliographies. The facts of publication are often omitted, but signed entries may include the name of the author.” See also section 14.247: “References to an alphabetically arranged work cite the item (not the volume or page number) preceded by a s.v. (sub verbo, ‘under the word’; pl. s.vv.)”

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


The Chicago Manual of Style points out in section 14.248 that “for certain reference works—particularly those with substantial, authored entries—it may be appropriate to cite individual entries by author. . . . Such citations may be included in a bibliography.” The hyphen after the date in the below references indicates that the copyright date is ongoing and has been in place since 2007.

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


Entire Web Pages

See “Web Sites,” section 17.7.1 of Turabian. Include the author of the website, the title of the site (in roman type, no quotation marks), the access date, and the URL. Numbered citations 8, 15, and 18 in this Turabian section illustrate that parts of web pages are enclosed in quotation marks but titles of web pages are not.

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


The following three examples pertain to websites that are sponsored by organizations or institutions:


Sections of Web Pages

From “Web Sites,” section 17.7.1 of Turabian: “For original content from online sources other than books or periodicals, include as much of the following as you can determine: author, title of the page (in roman type, enclosed in quotation marks), title or owner of the site (usually in roman type; see 22.3.2.3), and publication or revision date. Also include an access date and a URL.”

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


The following examples pertain to websites that are sponsored by organizations or institutions:


Note that an organization’s name can appear in a citation as both author and title:


Magazine Articles from Web Pages (Surface Web)

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. Online articles usually are not paginated, but if they are, include the page(s) cited in the notes as well as the complete pagination in the bibliography.

See the first set of citations. Lindley S. Butler wrote the article “Blackbeard’s Terror.” It was published in the spring 2011 issue of American Heritage and was accessed online on January 7, 2015.

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


Magazine Articles from Library and Commercial Databases

As Turabian’s A Manual for Writers indicates in section 17.2, many articles are often available “through your school’s library website or from a commercial database. To cite an article that you read online, include both an access date and a URL. If a URL is listed along with the article, use that instead of the one in your browser’s address bar. If you consulted the article in a library or commercial database, you may give the name of the database instead.” See also sections 14.271 and 15.4.1 in Turabian. Online articles usually are not paginated, but if they are, include the page(s) cited in the notes as well as the complete pagination in the bibliography.

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.

Important point: Because articles in PDF form look just like the original published articles, these types of works may be cited as print resources rather than non-print ones.

See the last set of citations. Cathy Clary wrote the article “Let’s Go Beagling.” It was published in the February 2006 issue of Virginia Living and was accessed online in the OmniFile Full Text Mega database on January 6, 2015.

Citations Including URLs

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


Citations Including Database Names

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


Journal Articles from Web Pages (Surface Web)

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. If articles are paginated, include the page(s) cited in the notes as well as the complete pagination in the bibliography. A colon (not a comma) separates the date of the issue from the page number(s).

The citations below all refer to Marianne Falconer’s and Desmond O’Neill’s article, which was published on pages 209-13 in the March 2007 issue of the journal Age and Ageing (volume 36, issue number 2). The article was accessed online on January 6, 2015.

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


Journal Articles from Web Pages (Surface Web) and Digital Object Identifiers (DOIs)

See page 3 of this guide for information on DOIs, which identify electronic documents. From section 17.7 of Turabian’s A Manual for Writers: “To cite a source that includes a DOI, append the DOI to http://dx.doi.org/ in your citation.” Or, as section 14.167 of The Chicago Manual of Style illustrates, add the Digital Object Identifier (which begins with a 10) to “doi:” in your citation. You may cite using either URLs or DOIs. For more information on the DOI system, see http://www.doi.org/.

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


Journal Articles from Library and Commercial Databases

From section 17.2 of Turabian’s A Manual for Writers: Many journal articles are available online, often through your school’s library website or from a commercial database. To cite an article that you read online, include both an access date and a URL. If a URL is listed along with the article, use that instead of the one in your browser’s address bar. If you consulted the article in a library or commercial database, you may give the name of the database instead.” See also sections 14.271 and 15.4.1 in Turabian.

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. If articles are paginated, include the page(s) cited in the notes as well as the complete pagination in the bibliography. A colon (not a comma) separates the date of the issue from the page number(s).

Important point: Because articles in PDF form look just like the original published articles, these types of works may be cited as print resources rather than non-print ones.

See the last set of citations on this page. Laura J. Huey wrote the article “Policing the Abstract: Some Observations on Policing Cyberspace.” It was published on pages 243-54 in the July 2002 issue of the Canadian Journal of Criminology (volume 44, issue number 3). The article was accessed online in the Legal Collection database on January 6, 2015.

Citations Including URLs

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


Citations Including Database Names

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


**Newspaper Articles from Web Pages (Surface Web)**

*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 newspapers from well-known cities.*

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


**Newspaper Articles from Library and Commercial Databases**

*The rules concerning the citing of newspapers are similar to those covering magazine articles (see “Magazine Articles from Library and Commercial Databases” on page 8 of this guide). With unsigned newspaper articles in bibliographies, however, “the name of the newspaper stands in place of the author” (Chicago Manual of Style, section 14.207). The following examples illustrate both this rule and the method of including a database name in a citation rather than a URL.*

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


Book Reviews

According to section 14.214 of The Chicago Manual of Style (16th 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, the date, and the pagination, if any.

See also pages 15-16 of the UMW “Chicago Manual of Style Citation Guide to Print Resources” for examples of citations to various types of reviews.

Book Reviews from Web Pages (Surface Web)

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

Signed, untitled review in a journal:


Signed, titled review in a newspaper (use same format for magazines)


Unsigned, untitled review in a magazine (use same format for newspapers). Notice that this type of review is listed in a bibliography under the name of the periodical in which the review appeared.


Important point: Because reviews in PDF form look just like the original published reviews, these types of works may be cited as print resources rather than non-print ones.

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

Signed, untitled review in a journal:


Signed, titled review in a newspaper (use same format for magazines):


Unsigned, untitled review in a magazine (use same format for newspapers). This example illustrates the use of a database name in a citation rather than a URL. See pages 8 and 10 of this guide.


Non-Periodical Sections of Library and Commercial Databases

Some databases do not contain magazine and journal articles, but rather essays and other material on assorted topics.

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


Public Documents

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


Video Recordings

Note that the original release date of a motion picture is included as well as the video release date. See “Multimedia,” section 17.10.3 of A Manual for Writers, 9th edition. See also “Video and Film Recordings,” section 14.265 of The Chicago Manual of Style, 17th edition.

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

1. Dracula, directed by Tod Browning (1931; Universal Pictures, 2006), DVD.

Dracula. Directed by Tod Browning. Universal Pictures, 2006. 1 hr., 15 min. DVD.

2. Pulp Fiction, directed by Quentin Tarantino (1994; Buena Vista Home Video, 1995), VHS.


YouTube Videos

The Chicago Manual of Style provides few examples of citations to online videos. The references below are similar to sample citations in “Online Multimedia,” section 14.280.

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


Interviews and Email Communications

From “Interviews and Personal Communications,” section 17.6.3 of Turabian: “Unpublished interviews (including those you have conducted yourself), should usually be cited only in notes. . . . Cite conversations, letters, email messages, and the like only in notes.”


**Discussion Lists and Newsgroups**

*From Turabian’s A Manual of Style, section 17.7.4: To cite material from an electronic discussion group or mailing list, include the name of the correspondent, the title of the forum or subject line of the email message (in quotation marks), the name of the forum or list, and the date and time of the message or post.” Turabian adds that “such items should be cited only in a note.”*


**Blogs**

*According to “Weblog Entries and Comments,” section 17.7.2 of Turabian’s A Manual for Writers, “Citations of blog entries can usually be limited to notes. Include a specific entry in your bibliography only if it is critical to your argument or frequently cited or both.”*

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


*Turabian adds that “to cite a reader’s comment, follow the basic pattern for blog entries, but first identify the commenter and the date and time of the comment. Give the commenter’s name exactly as listed, even if it is clearly a pseudonym.”*

**Ancestry.com (Footnotes and Endnotes)**


