These sets of citations provide examples of—and illustrate the differences between—foot/endnotes and bibliography references. This listing is not comprehensive; researchers should also consult Kate Turabian’s *A Manual for Writers of Term Papers, Theses, and Dissertations* (9th edition; hereafter referred to as “Turabian”), and *The Chicago Manual of Style* (17th edition).

*The Chicago Manual of Style* is available online to campus users and to persons affiliated with UMW. Links to it are in the “Databases” section of the libraries’ home page (https://libraries.umw.edu) and in the UMW Libraries’ *Citing Resources* research guide (http://libguides.umw.edu/citing).

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, be sure to use superscript 1, 2, 3, etc.

Entries are single-spaced to save space (and pages if users 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. If the city of publication is not well known, add the two-letter state postal abbreviation (see fourth example below and see The Chicago Manual of Style, section 10.27 of the 17th edition, for list of postal codes). The page number(s) cited appear at the end of the note.

In foot/endnotes, commas are not used before suffixes such as Jr., Sr., II, III, 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).


5. Arthur M. Schlesinger Jr., The Age of Jackson (Boston: Little, Brown, 1945), 133.

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 and Compiled Books

The various parts of a book citation include the editor’s / editors’ / compiler’s / compilers’ 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. See next section for rules on how to cite an author’s edited or translated works.

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, the publisher, 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 in Editions Other Than the First

From Turabian, 9th edition, section 17.1.3.1: “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 “enlarged,” “second revised edition,” “third edition,” and “revised and enlarged edition.”

See also “Reprint Editions” in the following section of this guide.

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


Reprint Editions

From Turabian, 9th edition, section 17.1.3.2: “Many books are reissued or published in more than one format—for example, in a paperback edition (by the original publisher or a different publisher). . . Always record the facts of publication for the version you consulted. If the edition you consulted was published more than a year or two after the original edition or is a modern printing of a classic work, you may include the publication dates of both the original and the edition you are citing.” (See also “Books in Editions Other Than the First” on page 6 of this guide.)

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


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.

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 indentation).


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 (Volume Editors)

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. See also essay citations on pages 11–12.

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


Multivolume Works (General Editors and Volume Editors)

As section 14.122 of The Chicago Manual of Style, 17th edition, 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.

See following examples. 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:

Essays and Other Parts of Books (In an Author’s Own Book)


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


Essays and Other Parts of Books (In an Edited Book)

In the following citations, Sean Wilentz is the author of “The Bombshell of 1844.” The essay appears in America at the Ballot Box: Elections and Political History. This book is edited by Gareth Davies and Julian E. Zelizer and was published in 2015 by the University of Pennsylvania Press in Philadelphia. Observe that in foot/endnotes, the cited page number is listed last, while in bibliographies the pagination of the entire essay (pages 36-58 in this instance) follows the name(s) of the editor(s). See Turabian, 9th edition, section 17.1.8. See also bottom of page 9 of this guide.

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


Dictionaries and Encyclopedias

From section 14.232 of The Chicago Manual of Style, 17th edition: “Well-known reference books, such as major dictionaries and encyclopedias, are normally cited in notes rather than in bibliographies.” Include “not only the edition number (if not the first) but also the date the volume or set was issued.” In citations “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 essays in some reference works, however, “are more appropriately listed with full publication details.” See the note examples below; see also the previous page and the bottom of page 9 for examples of citations to essays. (The essay on Nelson Algren is unsigned, so the citation begins with the title of the essay.)


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, Bernard A. Weisberger’s article on Paul Revere was published on pages 24-37 of the April 1977 issue of American Heritage.

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


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, the punctuation used with notes, such as a comma, is retained. See The Chicago Manual of Style, 17th edition, section 14.96.) 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 indentation).


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 indentation).


**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, the punctuation used with notes, such as a comma, is retained. See The Chicago Manual of Style, 17th edition, section 14.96.)*


Newspaper Articles

*From section 14.191 of the Chicago Manual of Style, 17th edition:* “Because a newspaper’s issue of any given day may include several editions, and items may be moved or eliminated in various editions, page numbers may usually be omitted. . . . In a note or bibliographic entry, it may be useful to add ‘final edition,’ ‘Midwest edition,’ or some such identifier” (see first example below). “If the paper is published in several sections, the section number (e.g., sec. 1) or title (e.g., Nation) may be given.”

*Note:* Many professors prefer section and page numbers to be included, and some of the examples below illustrate this style. In the second set of citations, A1 stands for section A, page 1.

*According to the Chicago Manual of Style, section 14.193,* “An initial The is omitted from the title of a newspaper. A city name, if not part of the title of a local newspaper, should be added. The name of the state or, in the case of Canada, province may be added in parentheses if needed (usually in abbreviated form; see 10.27, 10.28). In some cases, the city or state can be added and italicized as part of the official title; if in doubt, add the information, in parentheses and roman type, after the italicized title of the newspaper” (see last example below). “For such well-known national newspapers as the Wall Street Journal or the Christian Science Monitor, no city name is added.”

*With unsigned newspaper articles in bibliographies,* “The title of the newspaper stands in place of the author” (Chicago Manual of Style, section 14.199). See last example below.

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


Correspondence in Libraries

From section 14.222 of The Chicago Manual of Style, 17th edition: “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 of The Chicago Manual of Style.

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).


Letters and Other Communications in Published Collections

From the Chicago Manual of Style, 17th edition, section 14.111: “A reference to a letter (or memorandum or similar communication) in a published collection begins with the names of the sender and the recipient, in that order, followed by a date. . . . Words such as letter, postcard, email, and the like are usually unnecessary, but other forms, such as reports or memorandums, should be specified.” Cite the collection in the bibliography. See also Turabian, 9th edition, section 17.1.9.

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


If it is necessary to include a single letter in a bibliography, list it under the writer’s name.

Unpublished Interviews and Personal Communications

From The Chicago Manual of Style, 17th edition, 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 14.214: “References to conversations . . . or to letters, email 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, 2018, sportswriter Frank O. Copley said that the umpire’s mistake cost the home team the baseball game.”

2. Frank O. Copley, email message to author, August 9, 2018.

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 Turabian, 9th edition, section 19.9.3: “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 citation below refers to a magazine article quoted in a book while the second one refers to a book quoted in a book.

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


Authors’ Names and Authors Preferring Initials

From The Chicago Manual of Style, 17th edition, section 14.73: “Authors’ names are normally given as they appear with the source itself—that is, on the title page of a book or other stand-alone work or at the head of a journal article or the like.”

From The Chicago Manual of Style, 17th edition, section 14.74: “For authors who always use initials, full names should not be supplied.” For example, J. D. Salinger, C. S. Lewis, H. G. Wells. “Note that space is added between initials. (Exceptions may be made for special cases like H.D.—the pen name of Hilda Doolittle.)” See also P. T. Barnum examples on page 16.

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


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 page 15. 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 15). 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 (for example, volume numbers and commas vs. colons) apply to book reviews in these respective publications. See “Magazine Articles” (page 12) and “Journal Articles” (page 13).

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

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):


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


Unsigned, titled review in a newspaper (no volume number; see page 15 for the use of postal abbreviations for states):


Unsigned, untitled review in a magazine (no volume number; use same format for unsigned and untitled reviews in newspapers):

7. Unsigned review of Strive and Succeed, by Horatio Alger Jr., Literary World, November 1, 1872, 93.


Italicized Terms and Titles within Titles

From The Chicago Manual of Style, 17th edition, section 8.173: “Any term within an italicized title that would itself be italicized in running text—such as a word from another language . . . or the name of a ship—should be set in roman type (reverse italics).” The title of a book within another book title, however, “should remain in italics and be enclosed in quotation marks.” For book titles within periodical article titles, see the John B. Rosenmon example on page 14.

Title of book: On Board the Titanic: What It Was Like When the Great Liner Sank

Title of book: Invincible Louisa: The Story of the Author of “Little Women”
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 (17th edition) and section 16.4 of Turabian (9th edition).


2. McPherson, Ordeal by Fire, 42.


6. Clinton, Plantation Mistress, 34.


8. McPherson, Ordeal by Fire, 42.


11. Clinton, Plantation Mistress, 45. [Or, Clinton, 45.]

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” (17th edition, section 14.34). Shortened citations are discussed on the previous page of this guide.


2. Ibid., 134.

3. Ibid.

4. Ibid., 136-37.


6. Ibid., 410.
Inclusive Numbers and Pagination

*From The Chicago Manual of Style, 17th edition, section 9.61:* “Inclusive numbers are abbreviated according to the principles illustrated below (the examples show page numbers, which do not require commas). This system, used by Chicago in essentially this form since the first edition of this manual, is efficient and unambiguous. See also 9.62, 9.60, 14.148.”

The following table is from section 9.61 in *The Chicago Manual of Style.*

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<th>First number</th>
<th>Second number</th>
<th>Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less than 100</td>
<td>Use all digits</td>
<td>3-10, 71-72, 96-117</td>
</tr>
<tr>
<td>100 or multiples of 100</td>
<td>Use all digits</td>
<td>100-104, 1100-1113</td>
</tr>
<tr>
<td>101 through 109, 201 through 209, etc.</td>
<td>Used changed part only</td>
<td>101-8, 808-33, 1103-4</td>
</tr>
<tr>
<td>110 through 199, 210 through 299, etc.</td>
<td>Use two digits unless more are needed to include all changed parts</td>
<td>321-28, 498-532, 1087-89, 1496-500, 11564-615, 12991-3001</td>
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Prepared by Jack Bales, jbales@umw.edu
Reference and Humanities Librarian
University of Mary Washington
Simpson Library
August 5, 2019
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