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).

Turabian (section 15.4.1.5) states that “some instructors in some fields may require access dates even for sources that include a date of publication or revision (check with your instructor). For this reason, it is generally a good idea to record access dates as part of your research.” 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, 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. Researchers will find advice and basic citing principles in the UMW “*Chicago Manual of Style* Citation Guide to Print Resources.”

### Table of Contents

- Electronic Books ............................................................................................................. 2–3
- Dictionaries, Encyclopedias, and Specialized Reference Works .................................. 4
- Entire Websites .............................................................................................................. 5
- Sections of Websites ..................................................................................................... 6
- Images, PDFs, and Other Pages Within Websites ......................................................... 7
- Magazine Articles from Websites (Surface Web) ......................................................... 8
- Magazine Articles from Library and Commercial Databases ....................................... 9
- Journal Articles from Websites (Surface Web) ............................................................. 10
- Journal Articles from Library and Commercial Databases .......................................... 11
- Newspaper Articles from Websites and Databases ..................................................... 12
- Book Reviews from Websites and Databases ............................................................... 13–14
- Non-Periodical Sections of Databases and Public Documents .................................... 15
- Video Recordings and Videos ....................................................................................... 16
- Conversations, Text Messages, Emails, Interviews, and Tweets ................................. 16
- Online Forums, Discussion Lists, Mailing Lists, and Newsgroups ............................. 17
- Blogs ................................................................................................................................ 17
- Podcasts .......................................................................................................................... 18
- Television Programs ...................................................................................................... 18
- Ancestry.com (Footnotes and Endnotes) ................................................................... 19
- Inclusive Numbers and Pagination ............................................................................. 19

**Index** ............................................................................................................................ 20
Downloaded Electronic Books

From section 14.159 of The Chicago Manual of Style, 17th edition: “Many books are published in print and as a downloadable file in one or more electronic formats. Because of the potential for differences, authors must indicate which format was consulted. . . . To account for differences in the ways these formats are adapted for publication, it is often more helpful to specify the name of the application (or, in some cases, the device) used to read or acquire the book than to name the specific format (which may not be readily apparent).” Because stable page numbers are not always available in electronic books, “It is often best to cite a chapter number of a section heading or other such milepost in lieu of a page or location number.” See also Turabian, 9th edition, section 17.1.10.

The various parts of a book citation include the author’s name, the title of the book (italicized), the place of publication, the publisher, and the copyright date.

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


Electronic Books Consulted Online

According to section 14.161 of The Chicago Manual of Style, 17th edition, include the URL or DOI when citing a book’s online version. 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 indentation).


Electronic Books and Digital Object Identifiers (DOIs)

According to section 14.10 of The Chicago Manual of Style, 17th edition, For very long URLs (a line or more), “it is usually acceptable . . . simply to list the domain name (e.g., https://books.google.com/) or the name of the database (e.g., Google Books); interested readers should be able to search for and find the cited source based on the full facts of publication.” If a Digital Object Identifier (DOI) is available, use that. A 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 reliable (and often shorter) than most other types of URLs. To cite a source that includes a DOI, append the DOI to https://dx.doi.org/ in your citation.” 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).


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 14.162 of The Chicago Manual of Style for additional information.

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

2. Horatio Alger Jr., Ben the Luggage Boy; or, Among the Wharves (Boston, 1870; Project Gutenberg, 2009), 37, accessed July 2, 2019, https://www.gutenberg.org/ebooks/28381.


If there is no sponsoring body of the electronic work, cite the book the usual way electronic books that are consulted online are cited. (See bottom of page 2 of this guide.)
Dictionaries and Encyclopedias

According to section 14.233 of The Chicago Manual of Style, 17th edition, online reference works “are normally cited in the notes rather than in bibliographies. . . . The facts of publication are often omitted, but signed entries may include the name of the author.” See also section 14.232: “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 two examples of note citations to online reference works (Indented).


Specialized Reference Works

The Chicago Manual of Style points out in section 14.234 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 note appears first (Indented) followed by its corresponding bibliography entry (hanging indentation).


The hyphen after the date in the below references indicates that the copyright date is ongoing and has been in place since 1997.


Entire Websites

According to section 17.5 of Turabian and section 14.206 of The Chicago Manual of Style, when citing a website include the author (if any), the title of the website (in roman type, no quotation marks), the owner or sponsor (if any, and if not the same as the title), a publication or revision date (see notes 2, 4, and 5), the date of access (especially if there is no publication or revision date), and the URL.

Citations of sections / individual pages from the following websites are on the next page of this guide.

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


http://wrigleyivy.com/.

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


Sections of Websites

According to section 17.5 of Turabian and section 14.206 of The Chicago Manual of Style, when citing a website include the author (if any), the title of the website (in roman type, no quotation marks), the owner or sponsor (if any, and if not the same as the title), a publication or revision date (see note 5), the date of access (especially if there is no publication or revision date), and the URL. “Titled sections or pages of a website are usually placed in quotation marks.”

Citations of the following websites as “entire websites” are on the preceding page of this guide.

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:


**Images, PDFs, and Other Pages Within Websites**

Although the Chicago Manual of Style addresses how to cite sections and individual pages of websites (see page 6 of this guide), researchers occasionally need to cite resources that are embedded “deeper” within a website. This is not covered in the Chicago style manual, but as a Chicago Manual representative wrote in an online response to a question, “For every guideline in the Chicago Manual of Style, at some point we have to stop narrowing our criteria and examples and just trust readers to use their own best judgment and record their decisions in their style sheets.” Following is the “best judgment” of the compiler of Mary Washington’s guide to Chicago style.

The website Seventeen Moments in Soviet History [http://soviethistory.msu.edu/] is an “on-line archive of primary sources” that includes texts, images, videos, music, and other resources, all in various sections and levels of the main website. The website is sponsored by Michigan State University.

According to section 14.207 of The Chicago Manual of Style, 17th edition, when citing a website, the parenthetical “(website)” can be added after its title “if the nature of the source may otherwise be unclear.” Therefore, if you are citing an image, you can write “(image)” after the title or description of an image you want to cite. If the item is a musical score, you can add “(musical score)” to your citation.

Within the “1936” section of Seventeen Moments in Soviet History is a page titled “Abolition of Legal Abortion.” This page is further divided into Texts, Images, Video, Audio, Music, and Other Resources. On the Images page is Anatolii Chernov’s “Children Are Our Future.”

Titled sections of websites are surrounded by quotation marks (though not the titles of the websites themselves). According to the Chicago Manual of Style, the first subdivision of any title is preceded by a colon, while the second subdivision is preceded by a semicolon. Using the URL of the image, you can cite Chernov’s work in this fashion:

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


Magazine Articles from Websites (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. If the article is paginated, include the page(s) cited in the notes as well as the complete pagination in the bibliography. If the article is not paginated, you can include a location such as a subheading, paragraph number, or textual locator (such as under “Introduction” or paragraph 4) though none is required (see Chicago Manual of Style, 17th edition, sections 14.22 and 14.174). “Include a URL at the end of a citation” (section 14.189 of The Chicago Manual of Style).

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 July 1, 2019. Paragraph 6 is cited. See the note in the last set of citations for an example of a textual locator.

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 15.4.1.4, many articles “are accessible only through a commercial database with restricted access (often through a university or other major library). If such a database lists a recommended URL along with the source, use that one instead of the one in your address bar. See the previous page of this guide for citations using URLs.

From section 14.175 of The Chicago Manual of Style, 17th edition, “Sometimes a suitable URL will not be available. Even suggested links listed with the source may work only for subscribers or those with access to a particular library. . . . In such cases, list the name of the commercial database rather than the URL.” If the article is paginated, include the page(s) cited in the notes as well as the complete pagination in the bibliography. If the article is not paginated, you can include a location such as a subheading, paragraph number, or textual locator (such as under “Introduction” or paragraph 4) though none is required (see Chicago Manual of Style, 17th edition, sections 14.22 and 14.174).

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 second set of citations. Cathy Clary wrote the article “Let’s Go Beagling.” It was published on pages 68-71 in the February 2006 issue of Virginia Living and was accessed online in the OmniFile Full Text Mega database on July 2, 2019. Because the online article is not paginated, the paragraph number is cited. See the note in the last set of citations for an example of a textual locator.

Citations Including Database Names

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


Journal Articles from Websites (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. A colon (not a comma) separates the date of the issue from the page number(s).

If the article is not paginated, you can include a location such as a subheading, paragraph number, or textual locator (such as under “Introduction” or paragraph 4) though none is required (see Chicago Manual of Style, 17th edition, sections 14.22 and 14.174). “Include a URL at the end of a citation” (section 14.189 of The Chicago Manual of Style).

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 July 2, 2019. Because the online article is not paginated, the subdivision “Methods” is cited in the note.

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


Journal Articles from Websites and Digital Object Identifiers (DOIs)

See page 3 of this guide for information on DOIs, which identify electronic documents. From section 15.4.1.3 of Turabian’s A Manual for Writers, “URLs based on DOIs are more reliable (and often shorter) than most other types of URLs. To cite a source that includes a DOI, append the DOI to https://dx.doi.org/ in your citation.” 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

As Turabian’s A Manual for Writers indicates in section 15.4.1.4, many articles “are accessible only through a commercial database with restricted access (often through a university or other major library). If such a database lists a recommended URL along with the source, use that one instead of the one in your address bar. A URL based on a DOI, if available, is the best option.”

See the previous page of this guide for citations using URLs and Digital Object Identifiers. The last set of citations below illustrates the use of a DOI in a citation rather than a database name.

From section 14.175 of The Chicago Manual of Style, 17th edition, “Sometimes a suitable URL will not be available. Even suggested links listed with the source may work only for subscribers or those with access to a particular library. . . . In such cases, list the name of the commercial database rather than the URL.” If the article is paginated, include the page(s) cited in the notes as well as the complete pagination in the bibliography. If the article is not paginated, you can include a location such as a subheading, paragraph number, or textual locator (such as under “Introduction” or paragraph 4) though none is required (see Chicago Manual of Style, 17th edition, sections 14.22 and 14.174).

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. 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 first 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 MasterFILE Premier database on July 3, 2019. Because the online article is not paginated, the subdivision “Policing the Territory” is cited in the note.

Citations Including Database Names

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


Newspaper Articles from Websites (Surface Web)

The rules concerning the citing of newspapers are similar to those covering magazine articles (see page 8 of this guide). If the city’s name is not part of the title, it should be added. If the city is not well known, add in parentheses the state’s two-letter postal abbreviation. For example, see the second set of citations below for Fredericksburg’s newspaper, the Free Lance-Star. It is not necessary to include cities for newspapers from well-known cities. See the Chicago Manual of Style, 17th edition, section 14.193.

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 page 9 of this guide). With unsigned newspaper articles in bibliographies, however, “The title of the newspaper stands in place of the author” (Chicago Manual of Style, section 14.199). For example, see the first set of citations below. Note that database names are included at the end of citations, rather than URLs.

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, if any, 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 19-20 of the UMW Library “Chicago Manual of Style Citation Guide to Print Resources” for examples of citations to various types of reviews.

Book Reviews from Websites (Surface Web)

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

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.


Book Reviews from Library and Commercial Databases

Note that database names are usually included at the end of citations, rather than URLs (for example, Project Muse, Humanities International Complete, Newspaper Source Plus, and Academic Search Complete).

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). Notice that this type of review is listed in a bibliography under the name of the periodical in which the review appeared.


Non-Periodical Sections of Library and Commercial Databases

From section 14.11 of The Chicago Manual of Style, 17th edition: “For a source consulted via a library or other commercial bibliographic database and available only through a subscription or library account, it may be best to name the database in lieu of a URL.” Because the online article is not paginated, the subdivision “The Early History of Video Games” is cited in the note.

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 Turabian, 9th 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.


Videos

From Turabian, 9th edition, section 17.10.3.3: Citations of videos . . . can normally be limited to the notes or . . . woven into the text. If a source is critical to your paper or frequently cited, however, you may include it in your bibliography.”

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


Conversations, Text Messages, Emails, Interviews, and Tweets

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.”

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


Online Forums, Discussion Lists, Mailing Lists, and Newsgroups

From Turabian’s A Manual of Style, 9th edition, section 17.5.4: To cite material from an online forum or mailing list, include the name of the correspondent, the title of the subject or thread (in quotation marks and capitalized as in the original), the name of the forum or list, and the date and time of the post or message. Omit email addresses. . . . As with social media (see 17.5.3), such items should normally be cited in a note but may instead be incorporated into the text.”


Blogs

According to “Blog Posts,” section 17.5.2 of Turabian’s A Manual for Writers, 9th edition, “Put the title of the post in quotation marks and the title of the blog in italics.” If the word “blog” does not appear in the title or is not clear from the title, add a parenthetical and unitalicized “(blog)” after the title. “If the blog is part of a larger publication such as a newspaper or website, give the name of the publication after the title of the blog. 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 “comments can be cited in terms of a shortened form of the original post (which must be cited or mentioned in full elsewhere). Cite the name exactly as it appears, along with any identifying information in parentheses. List the date of the comment rather than the date of the post (though they may be the same).

Podcasts

From Turabian, 9th edition, section 17.6.1: “To cite a podcast, adapt the example for citing a radio program at [section] 17.10.3.2.” From section 17.10.3.2: “In the bibliography, radio and television programs are normally cited by the title of the program or series.”

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


Television Programs

From Turabian, 9th edition, section 17.10.3.2. “To cite a television or radio program include, at a minimum, the title of the program, the name of the episode or segment, the date on which it was first aired or made available, and the entity that produced or broadcast the work. You may also include an episode number, the name of the director or author of the episode or segment, and (if relevant to your discussion) the names of key performers.

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


As Turabian indicates, you can include “the names of key performers.” For example, in the previous entry, you could add: “. . . directed by Jason Winer, featuring Ed O'Neill, Sofia Vergara, Julie Bowen, and Ty Burrell, aired September 30, 2009, . . . ”

Ancestry.com (Footnotes and Endnotes)


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*.

<table>
<thead>
<tr>
<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</td>
</tr>
<tr>
<td></td>
<td></td>
<td>71-72</td>
</tr>
<tr>
<td></td>
<td></td>
<td>96-117</td>
</tr>
<tr>
<td>100 or multiples of 100</td>
<td>Use all digits</td>
<td>100-104</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1100-1113</td>
</tr>
<tr>
<td>101 through 109, 201 through 209, etc.</td>
<td>Used changed part only</td>
<td>101-8</td>
</tr>
<tr>
<td></td>
<td></td>
<td>808-33</td>
</tr>
<tr>
<td></td>
<td></td>
<td>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</td>
</tr>
<tr>
<td></td>
<td></td>
<td>498-532</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1087-89</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1496-500</td>
</tr>
<tr>
<td></td>
<td></td>
<td>11564-615</td>
</tr>
<tr>
<td></td>
<td></td>
<td>12991-3001</td>
</tr>
</tbody>
</table>
Index

Ancestry.com 19
Blogs 17
Book reviews from databases 14
Book reviews from websites 13
Books, Electronic 2–3
Conversations 16
Dictionaries 4
Digital Object Identifiers 3, 10, 11
Discussion lists 17
DOIs 3, 10, 11
Electronic books 2–3
Emails 16
Encyclopedias 4
Images 7
Interviews 16
Journal articles from databases 11
Journal articles from websites 10
locator in citations 9, 10, 11
Magazine articles from databases 9
Magazine articles from websites 8
Mailing lists 17
Newsgroups 17
Newspaper articles 12
Non-periodical sections of databases 15
Numbers (inclusive) 19
Online forums 17
Pages / Pagination 19
Pages / Pagination (none) 9, 10, 11
PDFs 7, 9, 11
Podcasts 18
Public documents 15
Reference works 4
Social media 16–17
Telephone conversations 16
Television programs 18
Text messages 16
Twitter 16
Video recordings 16
Videos 16
Websites (entire) 5
Websites (sections) 6–7

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Reference and Humanities Librarian
University of Mary Washington
Simpson Library
August 12, 2019