



# THE DOCUMENTED ESSAY

## Chicago Documentation Style

*The Chicago Manual of Style* provides a guide for documentation used widely in the humanities, especially history, literature, and the arts, as well as by many professional authors and editors. The manual features two basic documentation systems: (1) notes and bibliography; and (2) the author-date system.

With the notes and bibliography system, bibliographic citations are provided in notes (either footnotes or endnotes). The bibliography should include all works cited in the notes; therefore, the note citations—even the first citation to a particular work—can be quite concise, since readers can turn to the bibliography for publication details and other information. Chicago documentation style recommends this practice as user-friendly and economical—duplication of information is minimized. In the author-date system, sources are briefly cited in the text, usually in parentheses, by author’s last name and date of publication. The short citations are amplified in a list of references, where full bibliographic information is provided.

The Hunter College History Department requires that students use the notes and bibliography system for the documented essay/research paper. The notes and bibliography system is described below in detail and a full range of examples of notes and bibliographic entries are provided for reference. For information about the author-date system, consult *The Chicago Manual of Style*, 16<sup>th</sup> edition (2010).

The main goal of documentation is to provide sufficient information for a reader to locate the sources consulted or cited in a work. A system will have formats for documenting a variety of types of print sources as well as those from electronic or other non-print media.

- In general, documentation of all sources should include author, title, and date of publication.
- Documentation of books must also include the location and name of the publisher.
- Documentation of periodicals (e.g., journals, newspapers) usually includes the name of the periodical and volume and issue numbers as applicable.
- For non-print sources, the medium is generally indicated (e.g., sound recording, television broadcast), and for online sources, retrieval information (i.e., Internet address) and date of access may also be required.

### IN-TEXT CITATION

- Citations are indicated within your work by raised numerals following any quoted or paraphrased material.
- The numbered notes with bibliographic information are provided either at the bottom of each page (footnotes) or at the end of the work (endnotes).
- Numbered notes follow either the “short note” system or the “full note” system. The short note system is accompanied by a bibliography that provides a listing, alphabetized by author, of all works cited.

Chicago documentation style recommends the short note system in papers with a full bibliography as this reduces the duplication of information in notes and bibliography. In the text, indicate notes with a superscript (raised) numeral following a quotation or information from a source. Place the numeral after all punctuation. See the example below of a single citation as it would be indicated within a text, in each of the two note systems, and in a bibliography:

**Bruno Bettelheim discusses three ways by which man has dealt with the inescapability of death, “through acceptance or resignation, through denial, and through efforts at temporary mastery.”<sup>1</sup>**

**Short Note:** numbered with numeral on the line (not a superscript), indented five spaces, and followed by a period. Only the last name of the author is used. Use a comma after the author’s name and also after the title of the work. Notes end with a period.

**1. Bettelheim, *Surviving and Other Essays*, 10.**

**Full Note:** numbered with numeral on the line, indented five spaces, and followed by a period. Author’s full name, not inverted, is used. Publication information appears within parentheses. Use a comma to separate author’s name from title of work and publication information from page numbers. Notes end with a period.

**1. Bruno Bettelheim, *Surviving and Other Essays* (New York: Random House, 1979), 10.**

**Bibliographic Citation:** listed in alphabetical order by author’s last name. The first line of entries appears at the margin of the page, with any subsequent lines of an entry being indented five spaces. (This is called a hanging indent.) The author’s name is inverted with a comma between last and first name. Periods are placed after the author’s name, after the title, and at the end of each entry. Punctuation of publication information depends upon the type of source used, e.g., book, periodical, or online article.

**Bettelheim, Bruno. *Surviving and Other Essays*. New York: Random House, 1979.**

Note: Chicago documentation style includes a number of shortened forms for notes and bibliography. The two most common forms, described here, are used for multiple notes (“Ibid.”) or bibliographic entries from the same source (3-em dash).

**Ibid.:** For successive notes from the same source, the abbreviation, *ibid.* (meaning “in the same place”) may be substituted for all of the information in the first entry (see below: **2. Ibid.**) except page number, if different (see below: **3. Ibid., 23**).

**1. Bruno Bettelheim, *Surviving and other Essays* (New York: Random House, Inc., 1979), 10.**

**2. Ibid.**

**3. Ibid., 23.**

**3-Em Dash:** For successive entries in a bibliography by the same author(s) or editor(s), a 3-em dash, followed by a period (or by a comma for an entry listed by editor), replaces the name(s) after the first appearance.

**Bettelheim, Bruno.** *Surviving and Other Essays*, New York: Random House, 1979.

———. *The Uses of Enchantment*. New York: Knopf, 1976.

## Sample Notes and Bibliographic Citations

### *A Work by a Single Author*

#### Short Note

1. Ehrenreich, *Nickle and Dimed*, 168.

#### Full Note

1. Barbara Ehrenreich, *Nickle and Dimed: On Not Getting By in America* (New York: Henry Holt and Company, 2001), 168.

#### Bibliographic Citation

Ehrenreich, Barbara. *Nickle and Dimed: On Not Getting By in America*. New York: Henry Holt and Company, 2001.

### *A Work by a Single Author, Later Edition*

#### Short Note

2. Aldrich, *Using Books and Libraries*, 68.

#### Full Note

2. Ella V. Aldrich, *Using Books and Libraries*, 5th ed. (Englewood Cliffs, N.J.: Prentice-Hall, 1959), 68.

#### Bibliographic Citation

Aldrich, Ella V. *Using Books and Libraries*. 5th ed. Englewood Cliffs, N.J.: Prentice-Hall, 1959.

Note: To cite two or more works by the same author, give the name in the first entry only. Thereafter, in place of the name, use a 3-em dash, followed by a period and the title.

Scholes, Robert. *Semiotics and Interpretation*. New Haven: Yale University Press, 1982.

———. *Textual Power: Literary Theory and the Teaching of English*. New Haven: Yale University Press, 1985.

**A Work by Two or Three Authors:** if there are two or three authors, list the names of both authors in notes and bibliographic entry. In the bibliography, only the name of the first author listed should be inverted.

#### **Short Note**

3. Lakoff and Johnson, *Metaphors We Live By*, 47.

#### **Full Note**

3. George Lakoff and Mark Johnson, *Metaphors We Live By* (Chicago: University of Chicago Press, 1980), 47.

#### **Bibliographic Citation**

Lakoff, George, and Mark Johnson. *Metaphors We Live By*. Chicago: University of Chicago Press, 1980.

**A Work by More than Three Authors:** if there are more than three authors, list only the first author in the short or full note, followed by a comma and the abbreviation “et al.” which means “and others.” **Note: In the bibliography, list all of the authors; “et al.” is not used.**

#### **Short Note**

4. Bernstein et al., *Art and Aesthetics*, 18.

#### **Full Note**

4. Jay M. Bernstein et al., *Art and Aesthetics after Adorno* (Berkeley: University of California Press, 2010), 18.

#### **Bibliographic Citation**

Bernstein, Jay M., Claudia Brodsky, Anthony J. Cascardi, Thierry de Duve, Aleš Erjavec, Robert Kaufman, and Fred Rush. *Art and Aesthetics after Adorno*. Berkeley: University of California Press, 2010.

***A Work by an Editor, Compiler, or Translator:*** when no author's name appears on the title page, the work is listed by the name(s) of the editor(s), compiler(s), or translator(s). In full notes and in bibliographic citations, the abbreviation "ed(s)." or "comp(s)." or "trans." follows the name(s) and is preceded by a comma. In short notes the abbreviation is eliminated.

### **Short Note**

5. Silverstein, *Sir Gawain and the Green Knight*, 34.

### **Full Note**

5. Theodore Silverstein, trans. *Sir Gawain and the Green Knight*. (Chicago: University of Chicago Press, 1974), 34.

### **Bibliographic Citation**

Silverstein, Theodore, trans. *Sir Gawain and the Green Knight*. Chicago: University of Chicago Press, 1974.

## ***A Work with an Author and Editor***

### **Short Note**

6. Shakespeare, *King Lear*, 1203-4

### **Full Note**

6. William Shakespeare, *The Tragedy of King Lear: The Complete Works of William Shakespeare*, ed. G. L. Kittredge (Boston: Houghton-Mifflin, 1936), 1203-4.

### **Bibliographic Citation**

Shakespeare, William. *The Tragedy of King Lear: The Complete Works of William Shakespeare*. Edited by G. L. Kittredge. Boston: Houghton-Mifflin, 1936.

***An Entry in a Reference Work (Encyclopedia, Dictionary, or Atlas):*** for a reference in an alphabetically arranged work like an encyclopedia, use the abbreviation "s.v.," standing for "sub verso" ("under the word"). **Entries in well-known reference works are cited in notes, but not in your bibliography.**

### **Short Note**

7. *Encyclopedia Americana*, “Melodeon.”

### **Full note**

7. *Encyclopedia Americana*, 1985 ed., s.v. “Melodeon.”

***A Selection from a Collection or Anthology:*** the title of a work within a larger work is not italicized and goes in quotation marks.

### **Short Note**

8. Fromm, “Disobedience as a Psychological and Moral Problem,” 362.

### **Full Note**

8. Erich Fromm, “Disobedience as a Psychological and Moral Problem,” in *Writing and Reading Across the Curriculum*, 8<sup>th</sup> ed., eds. Laurence Behrens and Leonard J. Rosen (New York: Longman, 2003), 362.

### **Bibliographic Citation**

Fromm, Erich. “Disobedience as a Psychological and Moral Problem.” In *Writing and Reading Across the Curriculum*, 8<sup>th</sup> ed., edited by Laurence Behrens and Leonard J. Rosen, 360-64. New York: Longman, 2003.

### ***An Introduction, Preface, Foreword, or Afterword***

### **Short Note**

9. Cronon, foreword, ix.

### **Full Note**

9. William Cronon, foreword to *The Republic of Nature*, by Mark Fiege (Seattle: University of Washington Press, 2012), ix.

### **Bibliographic Citation**

Cronon, William. Foreword to *The Republic of Nature*, by Mark Fiege, ix-xii. Seattle: University of Washington Press, 2012.

***An Article from a Print Journal, Author Given:*** titles of articles in journals appear in quotation marks. The name of the journal is italicized. Volume, issue, and date appear as applicable following the name of the journal, with the volume and issue number immediately following the journal name and the date, quarter, or year appearing in parentheses. The page number(s) of the citation appears at the end of the note, while the inclusive pages of the entire article appear in the bibliographic entry.

### **Short Note**

10. Goebel, "Berlin's Architectural Citations," 1275.

### **Full Note**

10. Rolf J. Goebel, "Berlin's Architectural Citations: Reconstruction, Simulation, and the Problem of Historical Authenticity," *PMLA* 118, no. 5 (October 2003), 1275.

### **Bibliographic Citation**

Goebel, Rolf J. "Berlin's Architectural Citations: Reconstruction, Simulation, and the Problem of Historical Authenticity." *PMLA* 118, no. 5 (October 2003): 1268-89.

***An Article from an Online Journal, Author Given:*** use the same format listed above for print journals; in addition, include a DOI (Digital Object Identifier), if available, or a URL and, if required, a date of access.

### **Short Note**

11. Kossinets and Watts, "Origins of Homophily," 439.

### **Full Note**

11. Gueorgi Kossinets and Duncan J. Watts, "Origins of Homophily in an Evolving Social Network," *American Journal of Sociology* 115 (2009): 411, accessed February 28, 2010, doi:10.1086/599247.

### **Bibliographic Citation**

Kossinets, Gueorgi, and Duncan J. Watts. "Origins of Homophily in an Evolving Social Network." *American Journal of Sociology* 115 (2009): 405-50. Accessed February 28, 2010. doi:10.1086/599247.

**An Online Book:** if the book is available in more than one format, cite the consulted version.

**Short Note**

12. Austin, *Pride and Prejudice*.

**Full Note**

12. Jane Austin, *Pride and Prejudice* (New York: Penquin Classics, 2007), Kindle edition.

**Bibliographic Citation**

Austin, Jane. *Pride and Prejudice*. New York: Penquin Classics, 2007. Kindle edition.

**Short Note**

13. Kurland and Lerner, *Founders' Constitution*, chap. 10, doc. 19.

**Full Note**

13. Philip B. Kurland and Ralph Lerner, eds., *The Founders' Constitution* (Chicago: University of Chicago Press, 1987), accessed February 28, 2010, <http://press-pubs.uchicago.edu/founders/>.

**Bibliographic Citation**

Kurland, Philip B., and Ralph Lerner, eds. *The Founders' Constitution*. Chicago: University of Chicago Press, 1987. Accessed February 28, 2010. <http://press-pubs.uchicago.edu/founders/>.

**A Personal Interview, E-mail, or Text Message:** most often cited in running text instead of a note; if necessary, bibliographic citation as follows:

Walker, Kara. Interview by author. Madison, WI, February 21, 2015.

Oliver, Mary. E-mail to author. February 15, 2015.

Glass, Philip. Text message to author. February 28, 2015.