Chicago Manual of Style Citation Quick Guide
The Department of Religion
Kalamazoo College
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We have adapted this “Quick Guide” from the Chicago Manual of Style web page
(www.chicagomanualofstyle.org) for use at Kalamazoo College in the Department of Religion.
Students should consult with professors to be sure that their citations are accurately formatted.
The text and examples that follow are taken from the Manual of Style web page. We recommend
that students use the “T” (Text) and “R” (Reference) styles for papers, and we require the “N”
(Note) and “B” (Bibliography) formats for Senior Individualized Projects. Please familiarize
yourself with this guide so you are familiar with the differences between these styles.

The humanities style is preferred by many in literature, history, and the arts. This style
presents bibliographic information in notes and, often, a bibliography. It accommodates a
variety of sources, including esoteric ones less appropriate to the author-date system.

The more concise author-date system has long been used by those in the physical, natural,
and social sciences. In this 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.

Below are some common examples of materials cited in both styles. Each example is given
first in humanities style (a note [N], followed by a bibliographic entry [B]) and then in
author-date style (an in-text citation [T], followed by a reference-list entry [R]). For
numerous specific examples, see chapters 16 and 17 of The Chicago Manual of Style, 15th
dition.

Online sources that are analogous to print sources (such as articles published in online
journals, magazines, or newspapers) should be cited similarly to their print counterparts but
with the addition of a URL. Some publishers or disciplines may also require an access date.
For online or other electronic sources that do not have a direct print counterpart (such as an
institutional Web site or a Weblog), give as much information as you can in addition to the
URL. The following examples include some of the most common types of electronic sources.

Please note: when using the “N” note format, you only need to use the full format found below
for the first instance of each book, article, or source. Each subsequent reference to the same
book should use an abbreviated version, as in Doniger, Splitting, 76. If you only have one
source from an author, you can just use the author’s name. These abbreviated references
should appear in the footnotes, and should not be confused with “T” or in-text references.

**Book**

**One author**


T: (Doniger 1999, 65)


**Two authors**

N: Guy Cowlishaw and Robin Dunbar, *Primate Conservation Biology* (Chicago: University of Chicago

Four or more authors


T: (Laumann et al. 1994, 262)


Editor, translator, or compiler instead of author


T: (Lattimore 1951, 91–92)


Editor, translator, or compiler in addition to author


T: (Bonnefoy 1995, 22)


Chapter or other part of a book


T: (Wiese 2006, 101–2)


Chapter of an edited volume originally published elsewhere (as in primary sources)


T: (Cicero 1986, 35)


Preface, foreword, introduction, or similar part of a book


T: (Rieger 1982, xx–xxi)


Book published electronically

If a book is available in more than one format, you should cite the version you consulted, but you may also list the other formats, as in the second example below. If an access date is required by your publisher or discipline, include it parenthetically at the end of the citation, as in the first example below.


T: (Kurland and Lerner 1987)


Journal article

Article in a print journal


T: (Smith 1998, 639)


Article in an online journal

If an access date is required by your publisher or discipline, include it parenthetically at the end of the citation, as in the fourth example below.


T: (Hlatky et al. 2002)

R: Hlatky, Mark A., Derek Boothroyd, Eric Vittinghoff, Penny Sharp, and Mary A. Whooley. 2002. Quality-of-life and depressive symptoms in postmenopausal women after receiving hormone therapy:

**Popular magazine article**


T: (Martin 2002, 84)


**Newspaper article**

Newspaper articles may be cited in running text ("As William Niederkorn noted in a *New York Times* article on June 20, 2002, . . . ") instead of in a note or an in-text citation, and they are commonly omitted from a bibliography or reference list as well. The following examples show the more formal versions of the citations.


T: (Niederkorn 2002)


**Book review**


T: (Gorman 2002, 16)


**Thesis or dissertation**


T: (Amundin 1991, 22–29, 35)


**Paper presented at a meeting or conference**


T: (Doyle 2002)

Web site

Web sites may be cited in running text (“On its Web site, the Evanston Public Library Board of Trustees states . . .”) instead of in an in-text citation, and they are commonly omitted from a bibliography or reference list as well. The following examples show the more formal versions of the citations. If an access date is required by your publisher or discipline, include it parenthetically at the end of the citation, as in the second example below.

T: (Evanston Public Library Board of Trustees)  

Weblog entry or comment

Weblog entries or comments may be cited in running text (“In a comment posted to the Becker-Posner Blog on March 6, 2006, Peter Pearson noted . . .”) instead of in a note or an in-text citation, and they are commonly omitted from a bibliography or reference list as well. The following examples show the more formal versions of the citations. If an access date is required by your publisher or discipline, include it parenthetically at the end of the citation, as in the first example below.

T: (Peter Pearson, The Becker-Posner Blog, comment posted March 6, 2006)  

E-mail message

E-mail messages may be cited in running text (“In an e-mail message to the author on October 31, 2005, John Doe revealed . . .”) instead of in a note or an in-text citation, and they are rarely listed in a bibliography or reference list. The following example shows the more formal version of a note.


Item in online database

Journal articles published in online databases should be cited as shown above, under “Article in an online journal.” If an access date is required by your publisher or discipline, include it parenthetically at the end of the citation, as in the first example below.

T: (Pliny the Elder, Perseus Digital Library)  