

CMS Notes and Bibliography Format



- ↪ CMS is used by many history and social science academic journals
- ↪ This guide covers: paraphrasing; short direct quotes; long direct quotes
- ↪ This guide provides information on note and bibliographic formatting



The key purpose of citing other people’s ideas, findings and research is to make *your* research more credible and valid—your research has to be based on existing research (which you critique).

More fundamentally, the purpose of academic writing is to **add value** to existing knowledge in the given field that you are writing about; this cannot be done without referring to it.

The point and purpose of providing references is therefore to

1. Make the argument you are presenting more credible and valid
2. Allow readers (of your writing) to easily find all of the sources that you have cited
3. Acknowledge the authors whose ideas and research findings you are using
4. Avoid plagiarism

Paraphrasing

Where possible, it is best to **paraphrase** the source information that you use. This is because instead of simply copying the words of others, you use your own words and, contextualise their work in light of yours

Historian Albert Castel quotes several eyewitnesses on both the Union and Confederate sides as saying that Forrest ordered his men to stop firing.⁶⁷

Short Quotes

As Hurst writes, “About all he had to do to produce a massacre was issue no order against one.”⁶⁸

Long Quotes (three or more lines)

Foote describes the scene like this:

Some kept going, right on into the river, where a number drowned and the swimmers became targets for marksmen on the bluff. Others, dropping their guns in terror, ran back toward the Confederates with their hands up, and of these some were spared.⁶⁹

In his own official report...

Formatting Notes and Bibliographies

Notes and Bibliographies (Humanities Style)

Footnotes are numbered notes that appear at the bottom of each page of your paper.

Endnotes are formatted exactly the same as footnotes, but appear at the end of your paper, in one long list.

- ↪ The note reference follows the passage to which it refers and is marked with a numeral. Notes are arranged numerically either at the bottom of each page (footnotes) or at the end of the text (endnotes).
- ↪ For the first note, use a numeral in normal font starting with “1” and continue in this manner. Do not use superscript font as you do in the text of your manuscript.
- ↪ Notes include complete bibliographic information when cited for the first time.
- ↪ Notes are double spaced, and the first line only of each reference is indented from the left margin.

Bibliographies are a list of all cited sources, arranged in alphabetical order by last name of each author.

- ↪ In addition to notes, some colleges/professors require you to include a bibliography
- ↪ Bibliographic entries should also be double spaced (unless otherwise stated).
- ↪ The bibliography lists only the sources that you have used. Entries are arranged alphabetically by author’s last name and (again) include complete bibliographic information.

Journals (including articles sourced online)

Journal article

All elements of a journal article’s information should be provided (i.e. volume, issue number or month, year, page numbers).

Use the Digital Object Identifier (doi) for the article when available.

If the article was taken from a printed version of the journal, you follow the same format but omit the DOI.

Note

1. Emilie Rutledge, “Is EMU a Viable Model for Monetary integration in the Arabian Gulf,” *Journal of Economic Policy Reform* 11, no. 2 (2008): 133. doi:10.1080/17487870802213878.

Next note (referring to [the same source](#))

2. Rutledge, “EMU a Viable Model,” 134.

Bibliographic reference

Rutledge, Emilie. “Is EMU a Viable Model for Monetary integration in the Arabian Gulf.” *Journal of Economic Policy Reform* 11, no. 2 (2008): 123–134. doi:10.1080/17487870802213878.

Newspapers (online)

Newspaper article with author

News items from daily papers are rarely listed separately in a bibliography when using this style.

When you need to divide a URL in a citation, break before a slash (/).

However, a sample is provided here in case you are required to provide one

Note

3. Tanya Kerstiens, "Pick a Color: Children of Mixed Race Struggle to Find Identity," *Bellingham Herald*, January 10, 1999. http://www.post-gazette.com/news/super_bowl_xliii.html (accessed February 21, 2009).

Next note (referring to [the same source](#))

4. Kerstiens, "Pick a Color."

Bibliographic reference

Kerstiens, Tanya, "Pick a Color: Children of Mixed Race Struggle to Find Identity," *Bellingham Herald*, January 10, 1999.

Newspaper article without author's name

News items from daily papers are rarely listed separately in a bibliography when using this style.

When you need to divide a URL in a citation, break before a slash (/).

However, a sample is provided bibliographic entry is provided

Note

5. "Pick a Color: Children of Mixed Race Struggle to Find Identity," *Bellingham Herald*, January 10, 1999. http://www.post-gazette.com/news/super_bowl_xliii.html (accessed February 21, 2009).

Next note (referring to [the same source](#))

6. "Pick a Color."

Bibliographic reference

Bellingham Herald, "Pick a Color: Children of Mixed Race Struggle to Find Identity," January 10, 1999.

Websites

Website

Include an access date when available, or the date of the last revision or update.

When you need to divide a URL in a citation, break before a slash (/).

Note

7. Academic Technology and User Services, "Frequently Asked Copyright Questions," last modified March 15, 2010, <http://west.wvu.edu/atus/copyright/copyrightfaq.shtml>.

Bibliographic reference

Academic Technology and User Services. "Frequently Asked Copyright Questions." Last modified March 15, 2010. <http://west.wvu.edu/atus/copyright/copyrightfaq.shtml>.

Books

Book with one author

Note

8. Jeff Stigletts, *Pondering Philosophical Poetry* (Boulder, CO: Westview Press, 2011), 332.

Next note (referring to [the same source](#))

9. Stigletts, *Pondering Philosophical Poetry*, 337.

Bibliographic reference

Stigletts, Jeff *Pondering Philosophical Poetry*. Boulder, CO: Westview Press, 2011.

Book with two to three authors

Note

10. Martin Smith, Mary Jones, and George Osborne, *Hidden Costs: Privation in Privatisation* (London: Routledge, 2010), 571.

Next note (referring to [the same source](#))

11. Smith, Jones and Osborne, *Hidden Costs*, 266.

Bibliographic reference

Smith, Martin, Mary Jones, and George Osborne. *Hidden Costs: Privation in Privatisation*. London: Routledge, 2010.

Chapter in an Edited Book

Note

12. Mary M. Vaux, "Flowers of the Canadian Rockies," in *This Wild Spirit: Women in the Rocky Mountains of Canada*, ed. Colleen Skidmore (Edmonton: University of Alberta Press, 2006), 235.

Next note (referring to [the same source](#))

13. Vaux, "Flowers," 237.

Bibliographic reference

Mary M. Vaux, "Flowers of the Canadian Rockies." In *This Wild Spirit: Women in the Rocky Mountains of Canada*, edited by Colleen Skidmore, 235–38. Edmonton: University of Alberta Press, 2006.



CMS discourages using a secondary source. However, when the original source is not available, references to the work of one author as quoted in that of another must cite both works.

Citations (taken from secondary sources)

Citing a source that is cited in another source

In your bibliography you would only reference the work that you actually referred to i.e. the one by Emmy E. Werner.

Note

14. Marinda B. Moore, *The Geographical Reader for the Dixie Children* (Raleigh, NC.: Branson, Farrar and Company, 1863), 103, quoted in Emmy E. Werner, *Reluctant Witnesses: Children's Voices from the Civil War* (Boulder, CO: Westview Press, 1998), 53.

Next note (referring to the same source)

15. Moore, *Geographical Reader*, 53.

Using Ibid.

Ibid. (Latin, short for *ibidem*, meaning "the same place") is the term used to provide an endnote or footnote citation or reference for a source that was cited in the preceding endnote or footnote.

In other words, if you cite the same source and page twice in succession, you may use the abbreviation: Ibid.; if only the page numbers are different, add a comma and the new page number: Ibid., 66.



To see examples of how to use **Ibid.** please visit this web page:
www.aquascript.com/chicago-style/

Resources



Citing and referencing

www.chicagomanualofstyle.org/tools_citationguide.html

General CMS format guidelines

www.chicagomanualofstyle.org/tools.html

General format

<https://owl.english.purdue.edu/owl/resource/717/02/>

Sample paper with notes and bibliography

https://owl.english.purdue.edu/media/pdf/1300991022_717.pdf

