The Chicago Manual of Style presents two basic documentation systems: (1) notes and bibliography and (2) author-date. Choosing between the two often depends on subject matter and the nature of sources cited, as each system is favored by different groups of scholars.

Notes and Bibliography

“First note” indicates the citation used the first time the source is cited. “Second and subsequent notes” indicates a shortened form of the same citation used the second and subsequent times the source is cited; its purpose is to reduce the bulk of documentation. Both should point the reader directly to the bibliography entry.

Book

One author
2. Pollan, Omnivore’s Dilemma, 3. (second and subsequent notes)

Two or more authors
2. Ward and Burns, War, 59–61. (second and subsequent notes)

For four or more authors, list all of the authors in the bibliography; in the note, list only the first author, followed by et al. (“and others”):
1. Dana Barnes et al., Plastics: Essays on American Corporate Ascendance in the 1960s . . . (first note)
2. Barnes et al., Plastics . . . (second and subsequent notes)

Chapter or other part of a book

Article in an online journal
Include a DOI (Digital Object Identifier) if the journal lists one. A DOI is a permanent ID that, when appended to http://dx.doi.org/ in the address bar of an Internet browser, will lead to the source. If no DOI is available, list a URL. Include an access date only if one is required by your publisher or discipline.

**Website**

A citation to website content can often be limited to a mention in the text or in a note (“As of July 19, 2008, the McDonald’s Corporation listed on its website . . .”). If a more formal citation is desired, it may be styled as in the examples below. Because such content is subject to change, include an access date or, if available, a date that the site was last modified.

3. “Google Privacy Policy.” (second and subsequent notes)


http://www.mcdonalds.com/corp/about/factsheets.html. (bibliography)

**Thesis or dissertation**

1. Mihwa Choi, “Contesting Imaginaires in Death Rituals during the Northern Song Dynasty” (PhD diss., University of Chicago, 2008). (first note)
2. Choi, “Contesting Imaginaires.” (second and subsequent notes)


**Item in a commercial database**

For items retrieved from a commercial database, add the name of the database and an accession number following the facts of publication. In this example, the dissertation cited above is shown as it would be cited if it were retrieved from ProQuest’s database for dissertations and theses.


**Author-Date**

**Book**

**One author**


(Pollan 2006, 99–100) (in-text parenthetical citation)

**Two or more authors**


(Ward and Burns 2007, 52) (in-text parenthetical citation)

**For four or more authors**, list all of the authors in the reference list; in the text, list only the first author, followed by et al. (“and others”):
(Barnes et al. 2010) (in-text parenthetical citation)

Chapter or other part of a book

(Kelly 2010, 77) (in-text parenthetical citation)

Article in an online journal
Include a DOI (Digital Object Identifier) if the journal lists one. A DOI is a permanent ID that, when appended to http://dx.doi.org/ in the address bar of an Internet browser, will lead to the source. If no DOI is available, list a URL. Include an access date only if one is required by your publisher or discipline.

(Kossinets and Watts 2009, 411) (in-text parenthetical citation)

Website
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   http://www.mcdonalds.com/corp/about/factsheets.html. (reference list entry)

(Google 2009) (in-text parenthetical citation)

(McDonald’s 2008) (in-text parenthetical citation)

Thesis or dissertation

(Choi 2008) (in-text parenthetical citation)

Item in a commercial database
For items retrieved from a commercial database, add the name of the database and an accession number following the facts of publication. In this example, the dissertation cited above is shown as it would be cited if it were retrieved from ProQuest’s database for dissertations and theses.