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Chicago Style Citation Guide



- In a few instances, Chicago guidelines are different from those required for NPS theses, dissertations, MBA reports and joint applied projects. For those particular documents, we recommend that you adhere to the NPS Thesis requirements, shown below in **[bold, red text]** and refer to the Thesis Processing Website: <http://www.nps.edu/research/research1.html>
- There are several helpful software tools for managing your references. [RefWorks](#) (free account available through Dudley Knox Library), EndNote, and Zotero, among others, import citations from databases and online catalogs, allow you to organize and manage your citations, and work with MS Word and Mac applications to insert in text citations, footnotes, and reference lists/bibliographies into your document. MS Word generates footnote placeholders and creates bibliographies, but you will need to manually enter the contents of the footnotes. These tools are helpful, but not perfect. You may need to edit your Bibliography for punctuation and other formatting errors.

Notes and Bibliography System (N) (B)

- Commonly used in literature, history, and the arts
- Chicago recommends providing a full bibliography to allow for very concise note citations.
- N = Note (footnote). 10 pt. font is acceptable. Indent first line as you would a paragraph and set subsequent lines flush left. Single space within and between citations.
- B = Bibliography. Set the first line flush left and indent subsequent lines (called a hanging indent). Single space within and between citations. **[NPS theses: Single space within, double space between. The Thesis Office can correct the spacing for you after submission.]**
- Format book, journal, article, and public document titles in headline style (capitalize the first and last words of the title and subtitle and all other major words and proper nouns).
- Italicize book and journal titles, not article titles.
- Use Ibid. for a single work cited in the note immediately preceding. Include page numbers if different than the first note.

Formatting Authors

Two or three authors: Invert first author's name in bibliography only. Use the conjunction *and* (not an ampersand) between authors' names.

In the footnote, only the name of the first author is given, followed by *and others* or, especially in science, *et al.* with no intervening comma. Put a period after *al* but not after *et*.

N: ¹ Anthony H. Cordesman, Adam Mausner, and David Kasten, *Winning in Afghanistan: Creating Effective Afghan Security Forces* (Washington, DC: Center for Strategic & International Studies, 2009).

B: Cordesman, Anthony H., Adam Mausner, and David Kasten. *Winning in Afghanistan: Creating Effective Afghan Security Forces*. Washington, DC: Center for Strategic & International Studies, 2009.

- **Four or more authors.** List only the first author in the footnote. List up to six names in the bibliography. If there are more than six, list only the first three, followed by *et al.*

N: ⁴Robert H. “Bob” Holmes et al., “The Air Force's New Ground War: Ensuring Projection of Air and Space Power through Expeditionary Security Operations,” *Air & Space Power Journal* 20, no. 3 (Fall 2006), ProQuest Research Library (217770760).

B: Holmes, Robert H. “Bob,” Bradley D. Spacy, John M. Busch and Gregory J. Reese.
“The Air Force's New Ground War: Ensuring Projection of Air and Space Power through Expeditionary Security Operations.” *Air & Space Power Journal* 20 no. 3 (Fall 2006): 41-52, 126, ProQuest Research Library (217770760).

- **More than ten authors.** List up to six names in the bibliography followed by *et al.* If there are more than six, list only the first three, followed by *et al.*]
- **For successive entries of the same author(s) in a bibliography or reference list:** Use a 3-em dash followed by a period.
———. *The Last Dinosaur Book*. Chicago: University of Chicago Press, 1998.

Public Documents

- Include as many of the following elements as possible: (1) **name of the government, government body, and subsidiary divisions** (2) **title of the document** (generally italicized and capitalized headline style), (3) **name of individual author**, editor, or compiler if given, (4) **report number** or other identifying information, (5) **place of publication, publisher's name**, if different from the issuing body (use *Washington, DC: GPO* or other suitable variant forms for publications of Congress, executive departments, and government agencies), and **date of publication**, (6) **page numbers** or other locators, if relevant.
- In nonlegal works abbreviation rules may be adjusted to the style of the surrounding documentation. Example *2nd* may be used.
- For parenthetical citations, treat the information listed before the date in the reference list as the author. Information may be shortened, but must be done logically and consistently.

Sources within a Database

- Database names are generally not necessary except for scientific databases.
- In subscription databases include the URL of the main entrance of the service. **[NPS: Slash must be at the end of the URL which points to a directory.]**

URLs

- Provide a Digital Object Identifier (DOI) (preferred) or a stable URL for every online source cited.
- Access dates are not recommended unless the source is likely to have substantive updates or is in time-sensitive fields such as medicine or law or if required by the publisher. Include it parenthetically after the URL: (accessed March 1, 2010).
- Revision dates should not be provided in addition to or in lieu of the access date.
- Punctuation marks are allowed after the URL. For example, periods are permitted after the URL if it appears at the end of a citation.
- Do not underline URLs.

Citation Examples: N=Note B=Bibliography

Bills or Resolutions (Federal enacted)

*Enacted bills and joint resolutions are laws and should be cited as statutes (public laws).

Bills or Resolutions (Federal unenacted)

N: ¹ *JUSTICE Act of 2009*, HR 4005, H 12287.

*Cite to *Congressional Record* if available.

B: U.S. House. *JUSTICE Act of 2009*. HR 4005. 111th Cong., 1st sess. *Congressional Record* 155, no. 162, daily ed. (November 3, 2009): H 12287 –12288.

N: ¹ S 1986, S 9554.

B: U.S. Senate. *JUSTICE Act of 2009*. S 1686. 111th Cong., 1st sess. *Congressional Record* 155, no. 132, daily ed. (September 17, 2009): S 9554 –9555.

Blog Entries

*Web log entries or comments may be cited in running text instead of in a note or an in-text citation, and are commonly omitted from a bibliography or reference list. But if they are required by your publisher or discipline, see the examples given below.

N: ¹ Richard Posner, “The Entitlement Quandry,” The Becker-Posner Blog, entry posted April 11, 2010, <http://uchicagolaw.typepad.com/beckerposner/2010/04/the-entitlement-quandaryposner.html>.

B: Becker-Posner Blog, The. <http://uchicagolaw.typepad.com/beckerposner/2010/04/the-entitlement-quandaryposner.html>.

*To cite a comment to an entry

N: 1. NEH, comment on “The Entitlement Quandry,” The Becker-Posner Blog, comment posted April 12, 2010, <http://uchicagolaw.typepad.com/beckerposner/2010/04/the-entitlement-quandaryposner.html?cid=6a00d8341c031153ef01347fd22ebf970c#comment-6a00d8341c031153ef01347fd22ebf970c>.

Books (electronic)

*Electronic version of print book

N: ¹ Armin Krishnan, *War as Business: Technological Change and Military Service Contracting* (Aldershot, England: Ashgate, 2008).

B: Krishnan, Armin. *War as Business: Technological Change and Military Service Contracting*. Aldershot, England: Ashgate, 2008. ebrary Reader e-book. <http://www.ebrary.com/corp/>.

Books (print)

- N: ¹ Anthony H. Cordesman, Adam Mausner, and David Kasten, *Winning in Afghanistan: Creating Effective Afghan Security Forces* (Washington, DC: Center for Strategic & International Studies, 2009).
- B: Cordesman, Anthony H., Adam Mausner, and David Kasten. *Winning in Afghanistan: Creating Effective Afghan Security Forces*. Washington, DC: Center for Strategic & International Studies, 2009.

Chapter in an Edited Book

- N: ¹ Harold A. Trinkunas, “Energy Security: The Case of Venezuela,” in *Energy Security and Global Politics: The Militarization of Resource Management*, ed. Daniel Moran and James A. Russell (New York: Routledge, 2009).
- B: Trinkunas, Harold A. “Energy Security: The Case of Venezuela.” in *Energy Security and Global Politics: The Militarization of Resource Management*, edited by Daniel Moran and James A. Russell, 175-187. New York: Routledge, 2009.

Congressional Hearings

- N: ¹ House Committee on the Budget, *Long-term Sustainability*, 15 –16.
- N (shortened form): ² House Committee, *Long-term Sustainability*, 15 –16.
- B: U.S. House. Committee on the Budget. *Long-term Sustainability of Current Defense Plans: Hearing before the Committee on the Budget*. 111th Cong. 1st sess., February 4, 2009.

Congressional Research Service (CRS) Reports

- N: ¹ U.S. Library of Congress, Congressional Research Service, *Intelligence Issues for Congress*, by Richard A. Best Jr., CRS Report RL33539 (Washington, DC: Office of Congressional Information and Publishing, June 1, 2010).
- B: U.S. Library of Congress. Congressional Research Service. *Intelligence Issues for Congress*, by Richard A. Best Jr. CRS Report RL33539. Washington, DC: Office of Congressional Information and Publishing, June 1, 2010.

- *Cross –referencing between author and department may be appropriate in the bibliography.
- B: Best, Richard A., Jr. *See* U.S. Library of Congress. Congressional Research Service.

Court Cases – U.S. Supreme Court

- *Cite to *United States Supreme Court Reports (U.S.)* or if not yet published there, cite to the *Supreme Court Reporter (S. Ct.)*

*Example of citing to online legal reference

N: ¹ *Winter v. NRDC Inc.*, 129 S. Ct. 365 (2008), in LexisNexis Academic.

Subsequent N: ² *Winter*, 129 S. Ct. 365.

³ *Winter*, 129 S. Ct. at 370. (when citing a specific page, use *at*)

*In nonlegal works, a subsequent citation may consist of the case name and, if needed, a page number.

Subsequent N: ³ *Winter v. NRDC Inc.*, 370.

B: *Winter v. NRDC, Inc.* 129 S. Ct. 365, 2008 in LexisNexis Academic,
<http://www.lexisnexis.com/us/lnacademic/>.

Executive Orders

N: ¹ Executive Order no. 11,609, *Code of Federal Regulations*, title 3, sec. 586 (1971 –75).

B: U.S. President. Executive Order no. 11,609. *Code of Federal Regulations*. Title 3, sec. 586 (1971 –75).

Government Agency Reports or Documents

N: ¹ U.S. Government Accountability Office, *Homeland Security: DHS's Progress and Challenges in Key Areas of Maritime, Aviation, and Cybersecurity* by Cathleen A. Berrick, (GAO-10-106), Washington, DC: GPO, 2009.

*Cross –referencing between author and department may be appropriate in the bibliography and reference list.

B: Berrick, Cathleen A. *See* U.S. Government Accountability Office.

B: U.S. Government Accountability Office. *Homeland Security: DHS's Progress and Challenges in Key Areas of Maritime, Aviation, and Cybersecurity* by Cathleen A. Berrick. (GAO-10-106). Washington, DC: GPO, 2009.

Journal Articles (in electronic databases)

DOI preferred. If no DOI, use a stable URL. Otherwise, include the name of the database and any identification number.

N: ¹ Grace F. Sanico and Makoto Kakinaka, “Terrorism and Deterrence Policy with Transnational Support,” *Defence & Peace Economics* 19, no. 2 (April, 2008), doi: 10.1080/10242690701505419.

If no DOI:

N: ¹ Grace F. Sanico and Makoto Kakinaka, “Terrorism and Deterrence Policy with Transnational Support,” *Defence & Peace Economics* 19, no. 2 (April, 2008), Business Source Complete, EBSCOhost (29343727).

Subsequent N: ³ Sanico and Kakinaka, “Terrorism and Deterrence Policy.”

B: Sanico, Grace F., and Makoto Kakinaka. "Terrorism and Deterrence Policy with Transnational Support." *Defence & Peace Economics* 19, no. 2 (April 2008): 153-67. doi: 10.1080/10242690701505419.

Journal Articles (print)

N: ¹ Geb Griffin, "Managing Peacekeeping Communications," *Journal of Business Continuity & Emergency Planning* 3, no. 4 (August 2009).

B: Griffin, Geb. "Managing Peacekeeping Communications." *Journal of Business Continuity & Emergency Planning* 3, no. 4 (August 2009): 317 –27.

Personal Communications and Interviews

*May be cited in running text and are commonly omitted from notes, bibliographies and reference lists.

*Published interviews should contain the name of the interviewer and the person interviewed.

*Unpublished interviews may refer to the interviewer as the author. **[NPS: Citations should include the name of the interviewer and the person interviewed.]**

Example: "In a telephone conversation with the author on August 10, 2008, John Smith explained . . ."

*E-mail address belonging to an individual should be omitted.

More formal citations follow.

N: ¹ John Smith, in discussion with the author, Monterey, CA, March 2, 2007.

[NPS: John Smith in discussion with Jane Doe, . . .]

N: ¹ John Smith, e-mail message to author, August 10, 2008.

[NPS: John Smith e-mail message to Jane Doe, . . .]

- Interview recorded and available in an archive

N: ¹ Benjamin Spock, interview by Milton J.E. Senn, November 20, 1974, interview 67A, transcript, Senn Oral History Collection, National Library of Medicine, Bethesda, MD.

- Internet message board (newsgroup, online forum, discussion group), electronic mailing list, or blog post. Usually cited only in a note, but may include citation in the bibliography if reference is critical to your argument or frequently cited.

Example: Military Message Traffic

*May be cited in running text and are commonly omitted from notes, bibliographies and reference lists.

More formal citations follow.

N: ¹ John Smith, comment on "Carrier Strike Group 12 Incident," Navy Knowledge Online Message Boards, comment posted March 10, 2009, <https://www.nko.navy.mil/portal/home/>.

Public Laws: U.S. Statutes at Large/U.S. Code

*Cite statutes in notes only.

*Laws may be cited to *United States Statutes at Large* (*U.S. Statutes at Large*), the *United States Code* (*U.S. Code*), or both.

N: ¹ *Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism (USA PATRIOT Act) Act of 2001*, 279.

B: *Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism (USA PATRIOT Act) Act of 2001*, Public Law 107-56, *U.S. Statutes at Large* 115 (2001): 279, <http://www.gpo.gov/fdsys/pkg/PLAW-107publ56/pdf/PLAW-107publ56.pdf> .

N (shortened form): ¹ *USA PATRIOT Act*, 280.

N: ¹ *National Environmental Policy Act*, Public Law 104-101, *U.S. Statutes at Large* 83 (1970): 853, codified at *U.S. Code* 42 (1982), § 4331 et seq.

B: *National Environmental Policy Act*. Public Law 91-190. *U.S. Statutes at Large* 83 (1970): 853, codified at *U.S. Code* 42 (1994), sec. 4331 et seq.

Secondary Sources

*Generally discouraged, but if original source is unavailable, both the original and the secondary source must be listed. Examples from *The Chicago Manual of Style*, 16th ed.

N: ¹ Louis Zukofsky, "Sincerety and Objectification," *Poetry* 37 (February 1931): 269, quoted in *Bonnie Costello, Marianne Moore: Imaginary Possessions* (Cambridge, MA: Harvard University Press, 1981), 78.

B: Costello, Bonnie. *Marianne Moore: Imaginary Possessions*. Cambridge, MA: Harvard University Press, 1981.

Theses

N: ¹ Thomas D. Moon, "Rising Dragon: Infrastructure Development and Chinese Influence in Vietnam" (master's thesis, Naval Postgraduate School, 2009).

B: Moon, Thomas D. "Rising Dragon: Infrastructure Development and Chinese Influence in Vietnam." Master's thesis, Naval Postgraduate School, 2009.

Web Pages/Web Sites

*Citations of site content are best relegated to notes; in works with no notes, they may be included in the reference list or bibliography.

*If no author, the owner of the site may stand in for the author.

*If page numbers are not available, supply a descriptive locator, such as a subheading, following the word "under."

- Personal author

N: 1. Sarah O. Ladislaw, "The Day after Copenhagen," *Center for Strategic & International Studies*, December 4, 2009, <http://csis.org/publication/day-after-copenhagen>.

B: Ladislaw, Sarah O. "The Day after Copenhagen." *Center for Strategic & International Studies*. December 4, 2009. <http://csis.org/publication/day-after-copenhagen>.

- Corporate author and name of Web site are the same

N: 1. Central Intelligence Agency, "The World Factbook: Iran," May 27, 2010, <https://www.cia.gov/library/publications/the-world-factbook/geos/ir.html>.

B: Central Intelligence Agency. "The World Factbook: Iran." May 27, 2010. <https://www.cia.gov/library/publications/the-world-factbook/geos/ir.html>.

- Corporate author and name of Web site are different

N: 1. Office of Management and Budget, "Circular No. A-76 revised," White House, The, May 29, 2003, http://www.whitehouse.gov/omb/circulars_a076_a76_incl_tech_correction/.

B: Office of Management and Budget. "Circular No. A-76 revised." White House, The. May 29, 2003. http://www.whitehouse.gov/omb/circulars_a076_a76_incl_tech_correction/.

- No author and no date

N: 1. Federation of American Scientists, "Man-portable Air Defense System (MANPADS) Proliferation," (n.d.), <http://www.fas.org/programs/ssp/asmp/MANPADS.html>, under "The Weapons."

B: Federation of American Scientists. "Man-portable Air Defense System (MANPADS) Proliferation." (n.d.). <http://www.fas.org/programs/ssp/asmp/MANPADS.html>.

For Additional Information and Guidance

University of Chicago Press. *The Chicago Manual of Style*. 16th ed. Chicago: University of Chicago Press, 2010. REFDESK Z 253 .U69 2003

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