

Chicago Manual of Style Format Handout

June 2018

The Chicago Manual of Style (CMS) is commonly used in History, Philosophy, and some other classes at Northampton Community College. This style differs from MLA and APA by using numbered footnotes rather than parenthetical in-text citations and by having a Bibliography rather than a Works Cited or Reference page. This handout summarizes basic information about CMS usage; for in-depth information, please refer to *The Chicago Manual of Style* (17th Edition), copies of which are available in the Library and Learning Center.

Two Frequently Asked Questions

1. Footnotes/Endnotes

Professors may require that you use footnotes or endnotes for a research assignment using this style. A bibliography might also be required. Therefore, remember to always double-check with your professor as to the professor's preference and specific assignment requirements.

- To insert a footnote into a Word document, select the "References" tab and click "Insert Footnote." Note that a superscripted number appears where the cursor was and the corresponding number appears in the footer (hence the name "footnote") at the bottom of the current page.
- To insert an endnote into a Word document, select the "References" tab and select "Insert Endnote." Again, note that a superscripted number appears where the cursor was, but unlike a footnote, a number appears at the end of the document ("endnote"), not in the footer of the current page.

2. I need to include a DOI, but what's that?

A DOI (Digital Object Identifier) is an identifier assigned by the publisher that provides a persistent link to the online source. Scholarly journals accessed online are often assigned with a DOI number. If a DOI is available, use it at the end of the citation.

REMEMBER:

Your professors have the final say about how they want to see your paper and citations formatted! Ask them.

No online or computerized citation tool is perfect. It is up to you to check the accuracy of your citations *before* submitting research papers or other class assignments. If you need help citing sources, make an appointment with the Learning Center at www.northampton.edu/learningcenter, or contact tutoring@northampton.edu or 610-861-5517.

PREPARING YOUR RESEARCH PAPER

Paper format:

- Use Times New Roman font, 12-point font size.
- All terminal punctuation (e.g., periods, question marks) is followed by two spaces. One space is used in reference citations, initials, abbreviations, and with commas, colons, and semicolons.
- Use **one-inch margins** on all sides of the page.
- **Double-space** throughout the paper.
- Indent the first line of each paragraph one-half inch from the left margin.
- All typing is flush-left, with a “ragged right” edge.
- Do not hyphenate words at the ends of lines.
- Check with your professor if a **title page** is necessary. If a title page is required,
 - Your name, class information, and the date should follow several lines later.
 - For subtitles, end the title line with a colon and place the subtitle on the line below the title.
 - Double-space each line of the title page.
- Your instructor may require that you include the instructor’s name, and the date the paper is due, as well as other information.
- If a title page is not required, ask your professor how identifying information (name, course, date, title) should be formatted.

Citing works on a Bibliography page:

The Bibliography page is the alphabetical list of works cited in your paper. Here are some general rules:

- Begin with the author’s last name, then first name, if the author is identified.
- Alphabetize your list by the last name of the author or editor; if there is no author or editor, alphabetize by the first word of the title other than “a,” “an,” or “the.”
- *Italicize* titles and subtitles of books, journals, magazines, newspapers, and websites.
- All major words in the titles of sources (journal articles, books, etc.) should be capitalized.
- Titles of articles should be in quotation marks.
- Use the full page range of the journal article or section of book.
- Within the citations, one space is use after punctuation.
- Place the date of publication in parentheses immediately after the issue of the journal. No parentheses around date are required for newspapers, magazines, books, and websites.
- Note: Magazine and newspaper articles are frequently cited in-text or as a note. Such sources are often *not* included in the Bibliography. If these articles are included in the Bibliography, it is not necessary to use page numbers or place parentheses around the publication date.

Helpful online guides:

- In addition to *The Chicago Manual of Style* (17th Edition), writers with questions about the Chicago style of citations may consult the *Online Writing Lab* website at Purdue University at: <https://owl.english.purdue.edu/owl/resource/717/02/>.
- See also “Chicago-Style Citation Quick Guide” of *The Chicago Manual of Style Online*, http://www.chicagomanualofstyle.org/tools_citationguide.html. Click the link for “Notes and Bibliography style.”

Citation samples of *most* sources below include:

- Note citation (for footnote or endnote)
- Following footnote (shortened citation) 14.29-14.36
- Bibliography citation (includes full-page range)

Print Sources

<p>Scholarly Journal</p> <p>Reference in <i>CMS</i> (17th edition)</p> <p>14.168-87 p. 829-32</p>	<p>Note:</p> <p>1. Christopher Cowley, "Understanding Another's Wrongdoing," <i>Philosophy and Literature</i> 35, no. 1 (April 2011): 79.</p> <p>Shortened citation in a following footnote:</p> <p>[new footnote number]. Crowley, "Another's Wrongdoing," 80.</p> <p>Bibliography:</p> <p>Crowley, Christopher. "Understanding Another's Wrongdoing." <i>Philosophy and Literature</i> 35, no. 1 (April 2011): 79-90.</p>
<p>Magazine Article</p> <p>14.188-90 p. 837-38</p>	<p>Note:</p> <p>2. John D. Eisenhower, "Ike's Son Remembers George S. Patton Jr.," <i>American Heritage</i>, Summer 2012, 27.</p> <p>Shortened citation in a following footnote:</p> <p>[new footnote number]. Eisenhower, "Ike's Son Remembers," 28.</p> <p>Bibliography:</p> <p>Eisenhower, John D. "Ike's Son Remembers George S. Patton Jr." <i>American Heritage</i>, Summer 2012. [entire page range intentionally omitted.]</p>
<p>Newspaper Article</p> <p>14.191-200 p. 838-42</p>	<p>Note:</p> <p>3. Carol Pogash, "Morals Clause in Catholic Schools Roils Bay Area," <i>New York Times</i>, Feb. 27, 2015, New York edition. [no page numbers required].</p> <p>Shortened citation in a following footnote:</p> <p>[new footnote number]. Pogash, "Morals Clause in Catholic Schools."</p> <p>Bibliography:</p> <p>Pogash, Carol. "Morals Clause in Catholic Schools Roils Bay Area," <i>New York Times</i>, Feb. 27, 2015. [no page range required.]</p>

Book (one author)

<p>Book (one author)</p> <p>14.101, p. 799-800 14.75, p. 785</p>	<p>Note:</p> <p>4. Richard J. Evans, <i>The Coming of the Third Reich</i>, (New York: Penguin Group, 2004), 95.</p> <p>Shortened citation in a following footnote: [new footnote number]. Evans, <i>Third Reich</i>, 102.</p> <p>Bibliography: Evans, Richard J. <i>The Coming of the Third Reich</i>. New York: Penguin Group, 2004.</p>
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Book (two authors)

<p>Book (two authors)</p> <p>14.76 p. 786</p>	<p>Note:</p> <p>5. William Kerrigan and Gordon Braden, <i>The Idea of the Renaissance</i>, (Baltimore: Johns Hopkins UP, 1989), 40.</p> <p>Shortened citation in a following footnote: [new footnote number]. Kerrigan and Braden, <i>Idea of Renaissance</i>, 46.</p> <p>Bibliography: Kerrigan, William and Gordon Braden, <i>The Idea of the Renaissance</i>. Baltimore: Johns Hopkins UP, 1989.</p>
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Book Chapter or Essay

<p>Book: Chapter or essay in an edited book or anthology</p> <p>14.106-108p. 802-03</p>	<p>Note:</p> <p>6. John E. Calfee, “Concerns About a Link Between Vaccines and Autism Are Unfounded,” in <i>Vaccines</i>, ed. Noel Merino (Detroit: Greenhaven Press, 2012), 82.</p> <p>Shortened citation in a following footnote: [new footnote number]. Calfee, “Link Between Vaccines,” 83.</p> <p>Bibliography: Calfee, John E. “Concerns About a Link Between Vaccines and Autism Are Unfounded.” In <i>Vaccines</i>, edited by Noel Merino. Detroit: Greenhaven Press, 2012.</p>
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Online Journal Article with a DOI (Data Object Identifier)

<p>Online Journal Article with a Data Object Identifier (DOI)</p> <p>14.715 p. 833</p>	<p>Note: 7. James C. Van Hook, "Politics in Cold War Germany," <i>German Politics & Society</i> 25, no. 2 (Summer 2007), 104, https://doi.org/10.3167/gps.2007.250207.</p> <p>Shortened citation in a following footnote: [new footnote number]. Van Hook, "Cold War Germany," 108.</p> <p>Bibliography: Van Hook, James C. "Politics in Cold War Germany." <i>German Politics & Society</i> 25, no. 2 (Summer 2007): 104-16. https://doi.org/10.3167/gps.2007.250207.</p>
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Online Journal Article with no DOI but with a Stable URL

<p>Online Journal Article with no DOI but with a stable URL (such as JSTOR)</p> <p>14.175 p. 833</p>	<p>Note: 8. Peter Baldwin, "Social Interpretations of Nazism: Renewing a Tradition," <i>Journal of Contemporary History</i> 25, no. 1 (January 1990): 32. http://www.jstor.org/stable/260719.</p> <p>Shortened citation in a following footnote: [new footnote number]. Baldwin, "Nazism," 34.</p> <p>Bibliography: Baldwin, Peter. "Social Interpretations of Nazism: Renewing a Tradition," <i>Journal of Contemporary History</i> 25, no. 1 (January 1990): 5-37. http://www.jstor.org/stable/260719.</p>
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Online Journal Article with no DOI or Stable URL

<p>If an online <u>journal</u> article does not have a DOI, a stable URL or a permalink, just include the name of the database.</p> <p>14.11 p. 748</p>	<p>Note: 9. Mark Grimsley, "A More Civil War: How the Union Waged a Just War," <i>The Journal of American History</i> 104, no. 3 (12, 2017): 768. ProQuest.</p> <p>Shortened citation in a following footnote: [new footnote number]. Grimsley, "Civil War," 768.</p> <p>Bibliography: Grimsley, Mark. "A More Civil War: How the Union Waged a Just War." <i>The Journal of American History</i> 104, no. 3 (12, 2017): 768. ProQuest.</p>
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Online Journal Article with Two Authors

<p>Online Journal Article (with 2 or more authors)</p> <p>14.76 p.786</p>	<p>Note: 10. George K. Davis and Gary M. Pecquet, "Interest Rates in the Civil War South," <i>Journal of Economic History</i> 50, no. 1 (March 1990): 133, http://www.jstor.org/stable/2123441.</p> <p>Shortened citation in a following footnote: [new footnote number]. Davis and Pecquet, "Interest Rates," 140.</p> <p>Bibliography: Davis, George K. and Gary M. Pecquet, "Interest Rates in the Civil War South." <i>Journal of Economic History</i> 50, no. 1 (March 1990): 130-148. http://www.jstor.org/stable/2123441.</p>
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Online Magazine Article from a Database

<p>Magazine Article from a Database</p> <p>14.188-90 p. 837-38</p>	<p>Note: 11. Chuck McCutcheon, "Whistleblowers," <i>CQ Researcher</i>, January 31, 2014, 97, CQ Researcher.</p> <p>Shortened citation in a following footnote: [new footnote number]. McCutcheon, "Whistleblowers," 98.</p> <p>Bibliography: McCutcheon, Chuck. "Whistleblowers," <i>CQ Researcher</i>, January 31, 2014, 97-120. CQ Researcher.</p>
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Online Newspaper Article from a Database

<p>Newspaper Article from a Database</p> <p>14.191-200 p. 838-39</p>	<p>Note: 12. Tom Frieden, "Make Vaccination Mainstream," <i>USA Today</i>, Feb. 23, 2015, EBSCOhost.</p> <p>Shortened citation in a following footnote: [new footnote number]. Frieden, "Make Vaccination Mainstream."</p> <p>Bibliography: Frieden, Tom. "Make Vaccination Mainstream." <i>USA Today</i>, Feb. 23, 2015. EBSCOhost.</p>
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Website

<p>Website</p> <p>14.205-07 p. 844-46</p>	<p>Note:</p> <p>13. Michael Barns, “An Overview of the Korean War,” <i>Authentic History.com</i>, accessed March 12, 2015, http://www.authentichistory.com/1946-1960/2-korea/1-overview/.</p> <p>[Websites are normally included in a note but <i>not</i> in the bibliography. If notes are not used, include the website citation in the bibliography. See example below.]</p> <p>Bibliography:</p> <p>Barns, Michael. “An Overview of the Korean War,” <i>Authentic History.com</i>, accessed March 12, 2015, http://www.authentichistory.com/1946-1960/2-korea/1-overview/.</p>
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Video and Lecture

<p>Films (DVD)</p> <p>14.265 p. 872-73</p> <p>The older date is the original release date.</p>	<p>Note:</p> <p>14. <i>The Fog of War</i>, directed by Errol Morris. (2003; Culver City, CA: Columbia TriStar Home Entertainment, 2004), DVD.</p> <p>Bibliography:</p> <p><i>The Fog of War</i>. Directed by Errol Morris. 2003. Culver City, CA: Columbia TriStar Home Entertainment, 2004. DVD.</p>
<p>Lecture</p> <p>14.217 p.852</p>	<p>Note:</p> <p>15. Will Allen, “The Good Food Revolution” (lecture, Northampton Community College, Bethlehem, PA, April 22, 2015).</p> <p>Bibliography:</p> <p>Allen, Will. “The Good Food Revolution.” Lecture, Northampton Community College, Bethlehem, PA, April 22, 2015.</p>

Student's Name

Professor's Name

Course

Date

Some Problems Pursuant to German Unification

Since the unification of Germany, there have been almost daily reports of brutal mob attacks, arson, and beatings of foreigners. In 1992 there were 2,300 such acts of violence - a 54% increase over 1991.¹ These assaults are committed largely by groups of young Germans who collectively refer to themselves as neo-Nazi. Most of these members are male, skinheads, under thirty years of age, and either unemployed or have a low- income job. Such anti-foreigner violence perpetrated by neo-Nazi groups has become the focal point for a number of tensions and problems that have mounted since the dismantling of the Berlin Wall.²

This paper will discuss some of tensions and problems arising out of the German unification. Additionally it will briefly compare some conditions in Germany during the 1920s and 1930s that fostered the rise of Nazism to conditions that occasion the rise of present day neo-Nazism in order to ascertain whether the neo-Nazi movement could ever again become the potent force it once was.³ Finally, the question of German identity will be discussed.

The influx of asylum-seekers, record post war unemployment of 3.47 million people (7.5 percent of the labor force in western Germany and 14.5 percent in the east) and the increasing high cost of unification are factors that have been attributed to be the cause for national cynicism and disillusionment.⁴

¹ Ian Kershaw, "Hitler and the Uniqueness of Nazism," *Journal of Contemporary History* 39, no. 2 (April 2004): 245, <http://www.jstor.org/stable/3180723>.

² Richard J. Evans, *The Coming of the Third Reich*, (New York: Penguin Group, 2004), 95.

³ Kershaw, "Uniqueness of Nazism," 250.

⁴ James C. Van Hook, "Politics in Cold World War Germany," *German Politics & Society* 25, no. 2 (Summer 2007): 104, <https://doi.org/10.3167/gps.2007.250207>.

Bibliography

- Allen, Will. "The Good Food Revolution." Lecture, Northampton Community College, Bethlehem, PA, April 22, 2015.
- Baldwin, Peter. "Social Interpretations of Nazism: Renewing a Tradition," *Journal of Contemporary History* 25, no. 1 (January 1990): 5-37. <http://www.jstor.org/stable/260719>.
- Barns, Michael. "An Overview of the Korean War," *Authentic History.com*, accessed March 12, 2015, <http://www.authentichistory.com/1946-1960/2-korea/1-overview/>.
- Calfee, John E. "Concerns About a Link Between Vaccines and Autism Are Unfounded." In *Vaccines*, edited by Noel Merino. Detroit: Greenhaven Press, 2012.
- Crowley, Christopher. "Understanding Another's Wrongdoing." *Philosophy and Literature* 35, no. 1. April 2011: 79-90.
- Davis, George K. and Gary M. Pecquet. "Interest Rates in the Civil War South." *Journal of Economic History* 50, no. 1 (March 1990): 130-148. <http://www.jstor.org/stable/2123441>.
- Eisenhower, John D. "Ike's Son Remembers George S. Patton Jr." *American Heritage*, Summer 2012.
- Evans, Richard J. *The Coming of the Third Reich*. New York: Penguin Group, 2004.
- Frieden, Tom. "Make Vaccination Mainstream." *USA Today*, Feb. 23, 2015. EBSCOhost.
- Grimsley, Mark. "A More Civil War: How the Union Waged a Just War." *The Journal of American History* 104, no. 3 (12, 2017): 768. ProQuest.
- Kerrigan, William and Gordon Braden. *The Idea of the Renaissance*, Baltimore: Johns Hopkins UP, 1989.
- McCutcheon, Chuck. "Whistleblowers," *CQ Researcher*, January 31, 2014, 97-120. CQ Researcher.
- Pogash, Carol. "Morals Clause in Catholic Schools Roils Bay Area," *New York Times*, Feb. 27, 2015.
- Van Hook, James C. "Politics in Cold War Germany." *Germany Politics & Society* 25, no. 2 (Summer 2007): 104-16. <https://doi.org/10.3167/gps.2007.250207>.