

## BARD GRADUATE CENTER CITATION GUIDELINES

The Bard Graduate Center follows the style guidelines outlined in the latest edition of the *Chicago Manual of Style*. The following examples adhere to the notes and bibliography system, also called the “humanities system.” The first entry shows the format of a footnote and the second shows the format of a bibliographic entry. For further information, please consult the print edition of the *Chicago Manual of Style*, 15<sup>th</sup> ed. located in the reference collection of the BGC library. Call number: **BGC Dec Arts Ref Z253 .U69 2003.**

### BOOK WITH ONE AUTHOR (17.26)

1. Wendy Doniger, *Splitting the Difference* (Chicago: University of Chicago Press, 1999), 43-44.

Doniger, Wendy. *Splitting the Difference*. Chicago: University of Chicago Press, 1999.

(See below, p. 7, for the use of shortened citations.)

### BOOK WITH TWO AUTHORS (17.27):

*The authors' names are listed in the order used on the title page.*

2. Guy Cowlishaw and Robin Dunbar, *Primate Conservation Biology* (Chicago: University of Chicago Press, 2000), 43-44.

Cowlishaw, Guy, and Robin Dunbar. *Primate Conservation Biology*. Chicago: University of Chicago Press, 2000.

### BOOK WITH MORE THAN THREE AUTHORS (17.29):

3. Edward O. Laumann et al., *The Social Organization of Sexuality: Sexual Practices in the United States* (Chicago: University of Chicago Press, 1994), 43-44.

Laumann, Edward O., John H. Gagnon, Robert T. Michael, and Stuart Michaels. *The Social Organization of Sexuality: Sexual Practices in the United States*. Chicago: University of Chicago Press, 1994.

### EDITOR, TRANSLATOR OR COMPILER (17.41):

*When no author appears on the title page, a work is listed by the name(s) of the editor(s), compiler(s), or translator(s). Abbreviations (ed., eds., comp., comps., trans.) are always preceded by a comma.*

4. Richmond Lattimore, trans., *The Iliad of Homer* (Chicago: University of Chicago Press, 1951), 43-44.

Lattimore, Richmond, trans. *The Iliad of Homer*. Chicago: University of Chicago Press, 1951.

## **EDITOR, TRANSLATOR, OR COMPILER IN ADDITION TO AUTHOR (17.42)**

*Author's name appears first. The title is followed by the editor, compiler or translator. The plural of the abbreviations (e.g. "eds.") is not used in this case. In the bibliography, the abbreviation is spelled out.*

16. Yves Bonnefoy, *New and Selected Poems*, ed. John Naughton and Anthony Rudolf (Chicago: University of Chicago Press, 1995), 22.

Bonnefoy, Yves. *New and Selected Poems*. Edited by John Naughton and Anthony Rudolf. Chicago: University of Chicago Press, 1995.

*Occasionally, when an editor or a translator is more important to a discussion than the original author, a book may be listed under the editor's name (17.45).*

Eliot, T.S., ed. *Literary Essays*, by Ezra Pound. New York: New Directions, 1953.

## **CHAPTERS OR OTHER TITLED PARTS OF A BOOK (17.68 – 17.75)**

*Either the inclusive page numbers or the chapter or part number is usually given (17.68).*

5. W. Freeman Twaddell, "A Note on Old High German Umlaut," in *Readings in Linguistics I: The Development of Descriptive Linguistics in America, 1925–1956*, 4th ed., ed. Martin Joos (Chicago: University of Chicago Press, 1957), 44.

Twaddell, W. Freeman. "A Note on Old High German Umlaut." In *Readings in Linguistics I: The Development of Descriptive Linguistics in America, 1925–1956*. 4th ed. Edited by Martin Joos, 43-75. Chicago: University of Chicago Press, 1957.

## **CONTRIBUTION TO A MULTIAUTHOR BOOK (17.69)**

3. Anne Carr and Douglas J. Schuurman, "Religion and Feminism: A Reformist Christian Analysis," in *Religion, Feminism, and the Family*, ed. Anne Carr and Mary Stewart Van Leeuwen, 11-32 (Louisville, KY: Westminster John Knox Press, 1996).

Ellet, Elizabeth F. L. "By Rail and Stage to Galena." In *Prairie State: Impressions of Illinois, 1673-1967, by Travelers and Other Observers*, edited by Paul M. Angle, 271-79. Chicago: University of Chicago Press, 1968.

## **CHAPTER OF AN EDITED VOLUME ORIGINALLY PUBLISHED ELSEWHERE (as in primary sources) (17.73)**

*When a chapter is cited that was originally published as an article in a journal, only the book version need be cited. If the original publication is of particular interest, details may be added to the entry in the bibliography after such wording as "originally published as."*

8. Quintus Tullius Cicero. "Handbook on Canvassing for the Consulship," in *Rome: Late Republic and Principate*, ed. Walter Emil Kaegi Jr. and Peter White, vol. 2 of

*University of Chicago Readings in Western Civilization*, ed. John Boyer and Julius Kirshner (Chicago: University of Chicago Press, 1986), 35.

Cicero, Quintus Tullius. "Handbook on Canvassing for the Consulship." In *Rome: Late Republic and Principate*, edited by Walter Emil Kaegi Jr. and Peter White. Vol. 2 of *University of Chicago Readings in Western Civilization*, edited by John Boyer and Julius Kirshner, 33-46. Chicago: University of Chicago Press, 1986. Originally published in Evelyn S. Shuckburgh, trans., *The Letters of Cicero*, vol. 1 (London: George Bell & Sons, 1908).

## **PREFACE, FOREWORD, INTRODUCTION, OR SIMILAR PART OF A BOOK (17.74)**

*Generic terms such as "introduction," "preface" or "afterword" are lowercased unless they follow a period.*

7. James Rieger, introduction to *Frankenstein; or, The Modern Prometheus*, by Mary Wollstonecraft Shelley (Chicago: University of Chicago Press, 1982), xx-xxi.

Rieger, James. Introduction to *Frankenstein; or, The Modern Prometheus*, by Mary Wollstonecraft Shelley, xi-xxxvii. Chicago: University of Chicago Press, 1982.

## **BOOK PUBLISHED IN BOTH PRINTED AND ELECTRONIC FORMS (17.142 – 17.147)**

*Be sure that it is clear which form was consulted; however, there is no need to indicate "paper" in a citation to a traditional bound book. If required by the publisher or discipline, or if the data in question are time sensitive, include in parentheses the date the material was last retrieved.*

2. J. Sirosh, R. Miikkulainen, and J.A. Bednar, "Self-Organization of Orientation Maps, Lateral Connections, and Dynamic Receptive Fields in the Primary Visual Cortex," in *Lateral Interactions in the Cortex: Structure and Function*, ed. J. Sirosh, R. Miikkulainen, and Y. Choe (Austin, TX: UTCS Neural Networks Research Group, 1996), <http://www.cs.utexas.edu/users/nn/web-pubs/htmlbook96/> (accessed August 27, 2001).

Sirosh, J., R. Miikkulainen, and J.A. Bednar. "Self-Organization of Orientation Maps, Lateral Connections, and Dynamic Receptive Fields in the Primary Visual Cortex." In *Lateral Interactions in the Cortex: Structure and Function*, edited by J. Sirosh, R. Miikkulainen, and Y. Choe. Austin, TX: UTCS Neural Networks Research Group, 1996. <http://www.cs.utexas.edu/users/nn/web-pubs/htmlbook96/> (accessed August 27, 2001).

*Note that it is not sufficient simply to provide the URL; as far as they can be determined, the full facts of publication should be recorded. The URL is the fastest way to get a reader to the source; it is also the most vulnerable element of a citation. If the URL in the example above should become invalid, readers could presumably find the electronic text by conducting a search for the stated title and author—information that the syntax of a URL may not reveal.*

*Always cite the source consulted. It is acceptable, however, to point out that a work is available in another form when doing so would be helpful to readers.*

2. Philip B. Kurland and Ralph Lerner, eds., *The Founders' Constitution* (Chicago: University of Chicago Press, 1987), 115.

Kurland, Philip B., and Ralph Lerner, eds. *The Founders' Constitution*. Chicago: University of Chicago Press, 1987. Also available online at <http://press-pubs.uchicago.edu/founders/> and as a CD-ROM.

*Other electronic formats (17.145).* Non-Internet sources, typically those available for download or other delivery from a bookseller or library, should include an indication of the format (e.g., CD-ROM, Microsoft Reader e-book).

1. Thomas H. Davenport and John C. Beck, *The Attention Economy: Understanding the New Currency of Business* (Harvard Business School Press, 2001), TK3 Reader e-book.

Hellman, Hal. *Great Feuds in Science: Ten of the Liveliest Disputes Ever*. New York: John Wiley, 1998. Rocket e-book.

#### **JOURNAL ARTICLE (17.154 – 17.179)**

8. John Maynard Smith, "The Origin of Altruism," *Nature* 393, no. 1 (Winter 1998): 639–40.

Smith, John Maynard. "The Origin of Altruism." *Nature* 393, no. 1 (Winter 1998): 639–40.

**According to CMS 17.161:** Most journal citations include volume, issue number or month, year, and page numbers. Although not all these elements may be required to locate an article, furnishing them all provides a hedge against possible error in one or another of them. For example, if the year is incorrect or missing, the volume number will serve as a locator; if the issue number is incorrect, the page number(s) will locate the article, provided the pagination is continuous throughout the volume. Whether the data are inclusive or spare, consistency must be maintained.

**According to CMS 17.164:** The year, sometimes preceded by an exact date, a month, or a season, appears in parentheses after the volume number (or issue number, if given). Seasons, though not capitalized in running text, are traditionally capitalized when standing in lieu of a month or an issue number. Neither month nor season is necessary (though it is not incorrect to include one or the other) when the issue number is given (see 17.161)

**ARTICLE IN AN ONLINE JOURNAL (*n.b.:* If an access date is required by your publisher or discipline, include it parenthetically at the end of the citation, as in the examples below) (17.180 – 17.181)**

33. Mark A. Hlatky et al., "Quality-of-Life and Depressive Symptoms in Postmenopausal Women after Receiving Hormone Therapy: Results from the Heart and Estrogen/Progestin Replacement Study (HERS) Trial," *Journal of the American Medical Association* 287, no. 5 (2002), <http://jama.ama-assn.org/issues/v287n5/rfull/joc10108.html#aainfo> (accessed January 7, 2002).

Hlatky, Mark A., Derek Boothroyd, Eric Vittinghoff, Penny Sharp, and Mary A. Whooley. "Quality-of-Life and Depressive Symptoms in Postmenopausal Women after Receiving Hormone Therapy: Results from the Heart and Estrogen/Progestin Replacement Study (HERS) Trial." *Journal of the American Medical Association* 287, no. 5 (February 6, 2002). <http://jama.ama-assn.org/issues/v287n5/rfull/joc10108.html#aainfo> (accessed January 7, 2002).

*[JSTOR articles should be cited as print articles; reference to JSTOR, links and access dates are not necessary.]*

### **POPULAR MAGAZINE ARTICLE (17.182 – 17.186)**

*While a specific page number may be cited in a note, the inclusive page numbers of an article may be omitted, since they are often widely separated by extraneous material.*

9. Steve Martin, "Sports-Interview Shocker," *New Yorker*, May 6, 2002, 84.

Martin, Steve. "Sports-Interview Shocker." *New Yorker*, May 6, 2002.

### **NEWSPAPER ARTICLE (17.188 – 17.203)**

*Newspaper citations are commonly omitted from a bibliography if they are cited in a note.*

10. William S. Niederkorn, "A Scholar Recants on His 'Shakespeare' Discovery," *New York Times*, June 20, 2002, Arts section, Midwest edition.

Niederkorn, William S. "A Scholar Recants on His 'Shakespeare' Discovery." *New York Times*, June 20, 2002, Arts section, Midwest edition.

*If the article is unsigned, replace the author's name with the name of the newspaper (17.192). For a bibliographic entry, reconfigure as follows:*

*New York Times*, "In Texas, Ad Heats Up Race for Governor," July 30, 2002.

*Entries for articles found in an online newspaper are identical to those in print sources, with the addition of the URL after the date. If the article is time sensitive, also add the date the material was last accessed.*

1. Alison Mitchell and Frank Bruni, "Scars Still Raw, Bush Clashes with McCain," *New York Times*, March 25, 2001, <http://www.nytimes.com/2001/03/25/politics/25MCCA.html> (accessed January 2, 2002).

Mitchell, Alison, and Frank Bruni. "Scars Still Raw, Bush Clashes with McCain." *New York Times*, March 25, 2001. <http://www.nytimes.com/2001/03/25/politics/25MCCA.html> (accessed January 2, 2002).

### **BOOK REVIEW (17.201)**

11. James Gorman, "Endangered Species," review of *The Last American Man*, by Elizabeth Gilbert, *New York Times Book Review*, June 2, 2002, 16.

Gorman, James. "Endangered Species." Review of *The Last American Man*, by Elizabeth Gilbert. *New York Times Book Review* (followed by number if there is one), June 2, 2002.

Fischer, Thomas. Review of *Color Encyclopedia of Ornamental Grasses*, by Rick Drake. *Horticulture*, May 2000.

### **INTERVIEWS (17.204)**

*Unpublished interviews are best cited in text or in notes, though they occasionally appear in bibliographies or reference lists. Citations should include the names of both the person interviewed and the interviewer; brief identifying information, if appropriate; the place or date of the interview (or both, if known); and, if a transcript or tape is available, where it may be found. Permission to quote may be needed.*

7. Andrew Macmillan (principal adviser, Investment Center Division, FAO), in discussion with the author, September 1998.

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

(no bibliographic form is given)

*An interview with a person who prefers to remain anonymous or whose name the author does not wish to reveal may be cited in whatever form is appropriate in context. The absence of a name should be explained. An interview that has already been published or broadcast is treated like an article in a periodical or a chapter in a book.*

### **THESES AND DISSERTATIONS (17.214)**

12. Dorothy Ross, "The Irish-Catholic Immigrant, 1880-1900: A Study in Social Mobility" (master's thesis, Columbia University, n.d.), 142-55.

Amundin, M. "Click Repetition Rate Patterns in Communicative Sounds from the Harbour Porpoise, *Phocoena phocoena*." Ph.D. diss., Stockholm University, 1991.

## **LECTURES AND PAPERS PRESENTED AT A MEETING OR CONFERENCE (17.215 – 17.217)**

13. Brian Doyle, “Howling Like Dogs: Metaphorical Language in Psalm 59” (paper presented at the annual international meeting for the Society of Biblical Literature, Berlin, Germany, June 19–22, 2002), 15-16.

Doyle, Brian. “Howling Like Dogs: Metaphorical Language in Psalm 59.” Paper presented at the annual international meeting for the Society of Biblical Literature, Berlin, Germany, June 19–22, 2002.

*The online examples feature countries other than the United States; if the conference was held in the USA, do not indicate the country, but rather the city and official abbreviation of the state (San Antonio, TX).*

2. Stacy D’Erasmus, “The Craft and Career of Writing” (lecture, Northwestern University, Evanston, IL, April 26, 2000).

*Note that individual contributions to conference proceedings may be treated like chapters in multi-author books (17.69, 17.71). In other words, if the proceedings are published, include page numbers.*

## **SHORTENED CITATIONS (16.3, 16.41-16.50)**

*The first citation for a source must be given in full unless there is a full bibliography provided. Thereafter, the citations may be shortened. This should include enough information to remind readers of the full title or to lead them to the appropriate entry in the bibliography.*

*The most common short form consists of the last name of the author and the main title of the work cited, usually shortened if more than four words.*

*First note citation in a work without a full bibliography:*

1. Samuel A. Morley, *Poverty and Inequality in Latin America: The Impact of Adjustment and Recovery* (Baltimore: John Hopkins University Press, 1995), 24-25.

*First note citation in a work with a full bibliography. This is also the format for a shortened citation following the full citation above:*

4. Morley, *Poverty and Inequality*, 43.

## **IBID (16.47)**

*“Ibid.” refers to a single work cited in the note immediately preceding. It must never be used if the preceding note contains more than one citation. It takes the place of the name(s) of the author(s) or editor(s), the title of the work, and as much of the material as is identical. If the entire reference, including page numbers, is identical, the word “ibid.” alone is used.*

5. Farmwinkle, *Humor of the Midwest*, 241.
6. Ibid., 258-59.
7. Ibid.
8. Ibid., 333-34.

**ARCHIVAL/MANUSCRIPT COLLECTIONS: UNPUBLISHED AND INFORMALLY PUBLISHED MATERIAL (17.222 – 17.233)**

*Full identification of most unpublished material usually requires giving the full title and date of the item, series title (if applicable), name of the collection, and name of the depository. Except for placing the cited item first [in a note], there is no general agreement on the sequence of the remaining elements in the citation. Whatever sequence is adopted, should be used consistently throughout the work.*

*Note forms versus bibliographic entries: In a note, the main element of a manuscript citation is usually a specific item, and is thus cited first. In a bibliography, the main element is usually the collection, the author(s), or the depository. COLLECTIONS, AUTHORS, AND DEPOSITORIES ARE THEREFORE ENTERED IN ALPHABETICAL ORDER. Specific items are not included in a bibliography unless only one item from a collection is cited.*

38. James Oglethorpe to the Trustees, 13 January 1733, Phillipps Collection of Egmont Manuscripts, 14200:13, University of Georgia Library.

Egmont Manuscripts, Phillipps Collection. University of Georgia Library.

*Folios, page numbers, and such: Older manuscripts are usually numbered by signatures only or by folios (fol., fols.) rather than by page. More recent ones usually carry page numbers. If needed, the abbreviations p. and pp. should be used to avoid ambiguity. Some manuscript collections have identifying series or file numbers, which may be included in a citation.*

*Depositories: The location (city and state) of such well-known depositories as major university libraries is rarely necessary.*

**For Chicago Manual online edition/Quick Guide, see:**

[http://www.chicagomanualofstyle.org/tools\\_citationguide.html](http://www.chicagomanualofstyle.org/tools_citationguide.html)