



# CMS: Bibliography Guide

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## Bibliography Overview

Chicago Manual of Style (CMS) format is mainly used in the humanities, especially in history. This documentation style presents content without parenthetical citations to sources; sources are cited within the text with superscript numbers that refer readers to one of two options for complete source information:

- a) Footnotes (at the bottom of the page)
- b) Endnotes (all notes in sequence collected in a NOTES page after the paper itself.)
- c) CMS citation generally includes a BIBLIOGRAPHY at the very end of the paper.

(Check with your instructor to see if you need both NOTES and a BIBLIOGRAPHY. In some cases, the NOTES may be sufficient. CMS also has an alternate system of parenthetical author-date references).

## Bibliography Guidelines

- The BIBLIOGRAPHY appears at the end of the paper after any NOTES. Note that when a BIBLIOGRAPHY is included, only short-form NOTES (author and page) may be needed. Consult with your instructor.
- Include all works cited and consulted other than personal communications.
- Use 12-pt. Times New Roman font.

## Conventions

- Center “BIBLIOGRAPHY,” and double-space twice below. Single space entries with double spaces between entries.
- Alphabetize by author’s last name; if author has two publications, list by date order, earliest first, and replace the author’s name in the second entry with the double dash.
- Type the first line of each entry flush left and indent additional lines five spaces (called a hanging indent).
- If you need to break a URL at the end of a line, do so based on the URL: *after* a colon or a double slash; *before* a single slash, a tilde (~), a period, a comma, a hyphen, an underline, a question mark, a number sign, or a percent symbol. You may break the URL either *before* or *after* an equal sign or an ampersand (&).