
Information on Cities and Publishers

**City of Publication**

If the city of publication may be unknown to readers or may be confused with another city of the same name, the abbreviation of the state, province, or (sometimes) country is usually added. Washington is traditionally followed by DC, but other major cities, such as Los Angeles and Baltimore, need no state abbreviation. (For countries not easily abbreviated, spell out the name.) Chicago’s preference is for the two-letter postal codes (IL, MA, etc.). When the publisher’s name includes the state name, the abbreviation is not needed.

Cambridge, MA: Harvard University Press
Cambridge, MA: MIT Press
Englewood Cliffs, NJ: Prentice Hall
Harmondsworth, UK: Penguin Books
Ithaca, NY: Cornell University Press
New Haven, CT: Yale University Press
Washington, DC: Smithsonian Institution Press

but

Cambridge: Cambridge University Press
Chapel Hill: University of North Carolina Press
Berkeley: University of California Press
Abbreviations and omissible parts of a publisher’s name
In notes and bibliography, an initial “The” is omitted from a publisher’s name, as are such abbreviations as Inc., Ltd., or S.A. following a name. Co., & Co., Publishing Co., and the like are also omitted. Such corporate features of a publisher’s name—often subject to many changes over the years—are far less important in leading a reader to the source consulted than the publication date, and attempting to include them will invariably lead to inconsistencies. A given name or initials preceding a family name, however, may be retained, as may terms such as Sons, Brothers, and so forth. “Books” is usually retained (Basic Books, Riverhead Books).

Houghton Mifflin not Houghton Mifflin Co.
Little, Brown not Little, Brown & Co.
Macmillan not Macmillan Publishing Co.

Note that there is no comma in Houghton Mifflin, but there is one in Little, Brown. Likewise, Harcourt, Brace has a comma, but Harcourt Brace Jovanovich does not.

“And” or ampersand in publisher’s name
Either “and” or “&” may be used in a publisher’s name, regardless of how it is rendered on the title page. It is advisable to stick to one or the other throughout a bibliography. Unless an ampersand is used in a foreign publisher’s name, the foreign word for and must be used.

Duncker und Humblot or Duncker & Humblot
Harper and Row or Harper & Row

Foreign publishers’ names
No part of a foreign publisher’s name should be translated, even though the city has been given in its English form.

Mexico City: Fondo de Cultura Económica, 1981
Munich: Delphin Verlag, 1983

Note that abbreviations corresponding to Inc. or Ltd. (German GmbH, for example) are omitted.
Books, Reports, Chapters

One author


Pamphlets, reports, and the like

Pamphlets, corporate reports, brochures, and other freestanding publications are treated essentially as books. Data on author and publisher may not fit the normal pattern, but sufficient information should be given to identify the document.


Organization as author

If a publication issued by an organization, association, or corporation carries no personal author’s name on the title page, the organization is listed as author in a bibliography, even if it is also given as publisher.


Editor or translator in addition to author

The edited, compiled, or translated work of one author is normally listed with the author’s name appearing first and the name(s) of the editor(s), compiler(s), or translator(s) appearing after the title, preceded by edited by or ed., compiled by or comp., or translated by or trans. Note that the plural forms eds. and comps. are never used in this position. Note also that edited by and the like are usually spelled out in bibliographies but abbreviated in notes. If a translator as well as an editor is listed, the names should appear in the same order as on the title page of the original. When the title page carries such phrases as “Edited with an Introduction and Notes by” or “Translated with a Foreword by,” the bibliographic or note reference can usually be simplified to “Edited by” or “Translated by.”


Editor or translator in place of author

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). In full note citations and in bibliographies, the abbreviation ed. or eds., comp. or comps., or trans. follows the name, preceded by a comma. In shortened note citations and text citations, the abbreviation is omitted.


Two subtitles
If, as occasionally happens, there are two subtitles in the original (an awkward contingency), a colon normally precedes the first and a semicolon the second. The second subtitle also begins with a capital.


**Two or more authors (or editors)**

Two or three authors (or editors) of the same work are listed in the order used on the title page. In a bibliography, only the first author’s name is inverted, and a comma must appear both before and after the first author’s given name or initials. Use the conjunction and (not an ampersand).


For works by or edited by four to ten persons, all names are usually given in the bibliography. Word order and punctuation are the same as for two or three authors. In a note, only the name of the first author is included, followed by et al. with no intervening comma.

**Series**

Including a series title in a citation often helps readers decide whether to pursue a reference. But if books belonging to a series can be located without the series title, it may be omitted to save space (especially in a footnote). If the series title is included, it is capitalized headline-style, but it is neither italicized nor put in quotation marks or parentheses.


The name of the series editor is usually omitted. When included, it follows the series title:


**Book published before 1900**

For books published before 1900, it is acceptable to omit publishers’ names and to include only the place and date of publication. A comma, not a colon, follows the place.


**Copublication**

When books are published simultaneously (or almost so) by two publishers, usually in different countries, only one publisher need be listed—the one that is more relevant to the users of the citation. For example, if a book copublished by a British and an American publisher is listed in the bibliography of an American publication, only the American publication details need be given. If for some reason (e.g., as a matter of historical interest), information is included for both publishers, a semicolon should be used as a separator. (Occasionally, the dates of publication will be different; in such cases, record both.)


Stover, Eric, Voravit Suwanvanichkij, Andrew Moss, David Tuller, Tom Lee, Emily Whichard, Rachel

“Forthcoming”
When a book is under contract with a publisher and is already titled, but the date of publication is not yet known, forthcoming is used in place of the date.


Chapter in a single-author book
When a specific chapter (or other titled part of a book) is cited in the notes, the author’s name is followed by the title of the chapter (or other part), followed by in, followed by the title of the book. The chapter title is enclosed in quotation marks. Either the inclusive page numbers (see 9.60) or the chapter or part number is usually given also. In the bibliography, either the chapter or the book may be listed first.


or


or

Stover, Eric. “Witnesses in the System.” Chap. 2 in *The Witnesses: War Crimes and the Promise of Justice in*
Contribution to a multiauthor book

When one contribution to a multiauthor book is cited, the contributor’s name comes first, followed by the title of the contribution enclosed in quotations, followed by in (also roman), followed by the title of the book in italics, followed by the name(s) of the editor(s). In a bibliography entry, the inclusive page numbers are usually given also (as in the second example below).


Introductions, prefaces, afterwords, and the like

If the reference is to a generic title such as introduction, preface, or afterword, that term (lowercased unless following a period) is added before the title of the book. If the author of the introduction or other part is someone other than the main author of a book, that author comes first, and the author of the book follows the title. In a bibliography entry, include the page number range for the part cited, as shown in the second example below. Authors of forewords or introductions to books by other authors are included in notes and bibliography entries only if the foreword or introduction is of major significance.


Editions other than the first
When an edition other than the first is used or cited, the number or description of the edition follows the title in the listing. An edition number usually appears on the title page and is repeated, along with the date of the edition, on the copyright page. Such wording as Second Edition, Revised and Enlarged is abbreviated in notes and bibliographies simply as 2nd ed.; Revised Edition (with no number) is abbreviated as rev. ed. Other terms are similarly abbreviated. Any volume number mentioned follows the edition number.


Reprinted
If an article or chapter is reprinted under a different title:

“With the assistance of” and the like
The title page of some edited books carries information that must be dealt with ad hoc. The usual formats, phrases, and abbreviations may not work. If a title page lists, for example, one editor, followed in smaller type by “Associate Editor So-and-So” and “Assistant Editor So-and-So,” the secondary names may be included with such wording as “With the assistance of So-and-So and So-and-So” (or simply omitted).


Citations taken from secondary sources
To cite a source from a secondary source (“quoted in . . .”) is generally to be discouraged, since authors are expected to have examined the works they cite. If an original source is unavailable, however, both the original and the secondary source must be listed


Citing numbered notes
Notes are cited with the abbreviation “n” or “nn”.
For example, footnote number 16 on page 182 is typed as: 182n16

Periodicals
“Periodicals” defined
The word periodical is used here to include scholarly and professional journals, popular magazines, and newspapers. Periodicals are far more likely than books to be consulted in electronic form. Except for the addition of a URL or DOI, the citation of an online periodical is the same as that recommended for printed periodicals.
Omit initial “The” in titles of journals and other periodicals.

Journal articles
In references to the article as a whole (as in a bibliography), first and last pages are given.


Italics and quotation marks within article titles
Book titles and other normally italicized terms remain italicized within an article title. A term normally quoted is enclosed in single quotation marks (since it is already within double quotation marks). Retain both double and single quotation marks, if any, in short citations.


Question marks or exclamation points in article titles
As with book titles, when a main title ends with a question mark or an exclamation point, no colon is added before any subtitle unless the question mark or exclamation point is followed by a closing quotation mark (as in the third example). Note the comma before the page number in the shortened citations (second and fourth examples). This departure from Chicago’s former usage aids readability and consistency. When a title ending with a question mark or an exclamation mark would normally be followed by a period, however, the period is omitted.
No volume number or date only
When a journal uses issue numbers only, without volume numbers, a comma follows the journal title.

Electronic journal articles—URL or DOI
Many of the examples in this section include a URL or a DOI at the end of the citation. A DOI, if it is available, is preferable to a URL. If using a URL, use the address that appears in your browser’s address bar when viewing the article (or the abstract) unless a shorter, more stable form of the URL is offered along with the electronic article.

Magazines and Newspapers
Many of the guidelines for citing journals apply to magazines also. Weekly or monthly (or bimonthly) magazines, even if numbered by volume and issue, are usually cited by date only. The date, being an essential element in the citation, is not enclosed in parentheses. 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. When page numbers are included, a comma rather than a colon separates them from the date of issue.

The name of the author (if known) and the headline or column heading in a daily newspaper are cited much like the corresponding elements in magazines. The month (often abbreviated), day, and year are the indispensable elements. Because a newspaper’s issue of any given day may include several editions, and items may be moved or eliminated in various editions, page numbers may usually be omitted. Since headlines are often grammatical sentences, sentence-style capitalization is preferred in the headlines of many major newspapers. In documentation, however, Chicago recommends headline style for citing headlines in notes and bibliographies for the sake of consistency with other titles. Unsigned newspaper articles or features are best dealt with in text or notes. But if a bibliography entry should be needed, the name of the newspaper stands in place of the author.


Coates, Ta-Nehis. “The Case for Reparations.” Atlantic, June 2014,


Book Reviews
Cite book reviews by author of the review and include book title and author(s) or editor(s). Follow applicable guidelines for citing periodicals.


Special Citations

Unpublished interviews
Unpublished interviews are best cited in text or in notes, though they occasionally appear in bibliographies. 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 recording is available, where it may be found. 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 (e.g., “All interviews were conducted in confidentiality, and the names of interviewees are withheld by mutual agreement”).
2. Interview with health care worker, September 25, 2015.
3. Interview with Zbigniew Brzezinski, June 24, 2009, Washington, DC.

**Theses and dissertations**

Titles of unpublished works appear in quotation marks—not in italics. This treatment extends to theses and dissertations, which are otherwise cited like books. The kind of thesis (PhD diss., MA thesis, BA thesis), the academic institution, and the date follow the title. Like the publication data of a book, these are enclosed in parentheses in a note but not in a bibliography.


**Lectures, papers presented at meetings, and the like**

The sponsorship, location, and date of the meeting at which a speech was given or a paper presented follow the title. This information, like that following a thesis title, is put in parentheses in a note but not in a bibliography.

A paper included in the published proceedings of a meeting may be treated like a chapter in a book. If published in a journal, it is treated as an article.


Reyes, Kevin D. “Ayotzinapa and the Crossroads of Accountability Precedents: Mexico’s Enforced
Disappearance Crisis as a Case Study of the Human Rights Paradox.” Paper presented at the Undergraduate Legal Studies Research Conference, University of California, Berkeley, School of Law, April 24, 2015.


Working papers and other unpublished works
Most unpublished papers can be treated in much the same way as a dissertation or thesis or a lecture, paper, or other presentation.


U.S. Government Hearings


Archive Collections
The 1987 edition of the Guide to the National Archives of the United States offers the following advice: “The most convenient citation for archives is one similar to that used for personal papers and other historical manuscripts. Full identification of most unpublished material usually requires giving the 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, however, should be used consistently throughout the same work” (761). This advice has been extended by the leaflet Citing Records in the National Archives of the United States (available at the National Archives and Records
Administration website), which includes advice on citing textual and nontextual records, including electronic records. See also bibliog. 4.5. It should be noted that citations of collections consulted online (which remain a relative rarity given the cost of digitizing the miscellaneous, nonstandard items typical of most manuscript collections) will usually be the same as citations of physical collections, aside from the addition of a URL or DOI.

**Note forms versus bibliography entries**

In a note, the main element of a manuscript citation is usually a specific item (a letter, a memorandum, or whatever) and is thus cited first. In a bibliography, the main element is usually either the collection in which the specific item may be found, the author(s) of the items in the collection, or the depository for the collection. (Entries beginning with the name of the collection or the last name of the author—which sometimes overlap—tend to be easiest to locate in a bibliography.) Specific items are not included in a bibliography unless only one item from a collection is cited. The location (city and state) of such well-known depositories as major university libraries is rarely necessary. See below for how to list archives in a bibliography.


**Archive Collections**

**Bancroft Library, University of California, Berkeley**

University Archives

**Ronald Reagan Presidential Library, Simi Valley, CA**

Governor’s Office Files

Ronald Reagan 1980 Campaign Papers

**ONLINE AND PUBLISHED DOCUMENTS**

Days of Cal, Bancroft Library, University of California, Berkeley. Available at http://vm136.lib.berkeley.edu/BANC/CalHistory/.
