

FORMATTING & STYLE GUIDE

Architecture_MPS follows the Notes-Bibliography System (NB) of the *Chicago Manual of Style*, 16th edition. The NB system of documentation presents bibliographic information in endnotes and a bibliography. This Architecture_MPS formatting & style guide includes examples of citations using the NB system as well as common general style issues. For more details and many more examples, see chapter 14 of *The Chicago Manual of Style*.

Endnotes and Bibliography: Sample Citations

Book

One author

ENDNOTE: Michael Pollan, *The Omnivore's Dilemma: A Natural History of Four Meals* (New York: Penguin, 2006), 99–100.

BIBLIO: Pollan, Michael. *The Omnivore's Dilemma: A Natural History of Four Meals*. New York: Penguin, 2006.

Two or more authors

ENDNOTE: Geoffrey C. Ward and Ken Burns, *The War: An Intimate History, 1941–1945* (New York: Knopf, 2007), 52.

BIBLIO: Ward, Geoffrey C., and Ken Burns. *The War: An Intimate History, 1941–1945*. New York: Knopf, 2007.

Editor, translator, or compiler instead of author

ENDNOTE: Richmond Lattimore, trans., *The Iliad of Homer* (Chicago: University of Chicago Press, 1951), 91–92.

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

Editor, translator, or compiler in addition to author

ENDNOTE: Gabriel García Márquez, *Love in the Time of Cholera*, trans. Edith Grossman (LondoENDNOTE: Cape, 1988), 242–55.

BIBLIO: García Márquez, Gabriel. *Love in the Time of Cholera*. Translated by Edith Grossman. LondoENDNOTE: Cape, 1988.

Chapter or other part of a book

ENDNOTE: John D. Kelly, "Seeing Red: Mao Fetishism, Pax Americana, and the Moral Economy of War," in *Anthropology and Global Counterinsurgency*, ed. John D. Kelly et al. (Chicago: University of Chicago Press, 2010), 77.

BIBLIO: Kelly, John D. "Seeing Red: Mao Fetishism, Pax Americana, and the Moral Economy of War." In *Anthropology and Global Counterinsurgency*, edited by John D. Kelly, Beatrice Jauregui, Sean T. Mitchell, and Jeremy Walton, 67–83. Chicago: University of Chicago Press, 2010.

Preface, foreword, introduction, or similar part of a book

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

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

*Journal article**Article in a print journal*

In a note, list the specific page numbers consulted, if any. In the bibliography, list the page range for the whole article.

ENDNOTE: Joshua I. Weinstein, “The Market in Plato’s *Republic*,” *Classical Philology* 104 (2009): 440.

BIBLIO: Weinstein, Joshua I. “The Market in Plato’s *Republic*.” *Classical Philology* 104 (2009): 439–58.

Article in an online journal

Include a DOI (Digital Object Identifier) if the journal lists one. A DOI is a permanent ID that, when appended to <http://dx.doi.org/> in the address bar of an Internet browser, will lead to the source. If no DOI is available, list a URL.

ENDNOTE: Gueorgi Kossinets and Duncan J. Watts, “Origins of Homophily in an Evolving Social Network,” *American Journal of Sociology* 115 (2009): 411, accessed February 28, 2010, doi:10.1086/599247.

BIBLIO: Kossinets, Gueorgi, and Duncan J. Watts. “Origins of Homophily in an Evolving Social Network.” *American Journal of Sociology* 115 (2009): 405–50. Accessed February 28, 2010. doi:10.1086/599247.

Article in a newspaper or popular magazine

If you consulted the article online, include a URL.

ENDNOTE: Sheryl Gay Stolberg and Robert Pear, “Wary Centrists Posing Challenge in Health Care Vote,” *New York Times*, February 27, 2010, <http://www.nytimes.com/2010/02/28/us/politics/28health.html>.

BIBLIO: Stolberg, Sheryl Gay, and Robert Pear. “Wary Centrists Posing Challenge in Health Care Vote.” *New York Times*, February 27, 2010. <http://www.nytimes.com/2010/02/28/us/politics/28health.html>.

Paper presented at a meeting or conference

ENDNOTE: Rachel Adelman, “ ‘Such Stuff as Dreams Are Made On’: God’s Footstool in the Aramaic Targumim and Midrashic Tradition” (paper presented at the annual meeting for the Society of Biblical Literature, New Orleans, Louisiana, November 21–24, 2009).

BIBLIO: Adelman, Rachel. “ ‘Such Stuff as Dreams Are Made On’: God’s Footstool in the Aramaic Targumim and Midrashic Tradition.” Paper presented at the annual meeting for the Society of Biblical Literature, New Orleans, Louisiana, November 21–24, 2009.

Website

Because such content is subject to change, include an access date or, if available, a date that the site was last modified.

ENDNOTE: “McDonald’s Happy Meal Toy Safety Facts,” McDonald’s Corporation, accessed July 19, 2008, <http://www.mcdonalds.com/corp/about/factsheets.html>.

BIBLIO: McDonald’s Corporation. “McDonald’s Happy Meal Toy Safety Facts.” Accessed July 19, 2008. <http://www.mcdonalds.com/corp/about/factsheets.html>.

For Subsequent References to the Same Source:

When you cite the same work in a subsequent reference, use only the author’s last name, a shortened title and the page number. When referring to a work cited in the note immediately preceding, use *Ibid.* and the page number.

ENDNOTE (first instance): Gilbert Herdt, *Same Sex, Different Cultures: Exploring Gay and Lesbian Lives* (Boulder, CO: Westview Press, 1997), 32.

Subsequent endnote: Herdt, *Same Sex*, 32.

General Style

Architecture_MPS prefers style issues are handled according to guidelines set out in *Chicago Manual of Style*, 16th edition.

Following are some of the most common: For further information or when in doubt, refer to *Chicago Manual of Style*, 16th edition.

Symbols

- Ampersand (&): Always spell out “and” in text, endnotes, or bibliography.

Word as Word

- Use quotation marks, not italics: e.g. They define “causality” differently.

Dates

- Use month-day-year format, with months always spelled out: October 10, 2002.
- No punctuation when only month and year are give: August 1945

Centuries and Decades

- Spell out references to particular centuries: the twentieth century, eighteenth-century history, mid-eighteenth-century poet, a late nineteenth-century poet. Note: no apostrophe before the “s”: the 1880s and 1890s (not 1880s and ’90s)

Numbers—Digits and Words

- Spell out numbers one through one hundred.
- Numbers with two words should be hyphenated (thirty-seven).
- Round numbers followed by hundred, thousand, hundred thousand, million, and so forth should also be spelled out.

Punctuation— Periods and commas

- Periods and commas precede closing quotation marks, whether double or single.

This guide was adapted from the "Chicago-Style Citation Quick Guide." Accessed December 27, 2012.
http://www.chicagomanualofstyle.org/tools_citationguide.html