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


Two or more authors


Editor, translator, or compiler instead of author


Editor, translator, or compiler in addition to author


Chapter or other part of a book

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


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.


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.


Article in a newspaper or popular magazine
If you consulted the article online, include a URL.


Paper presented at a meeting or conference

Website

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


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.


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