

## 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*, 16<sup>th</sup> edition.

Following are some of the most common: For further information or when in doubt, refer to *Chicago Manual of Style*, 16<sup>th</sup> 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](http://www.chicagomanualofstyle.org/tools_citationguide.html)