

BIBLIOGRAPHY FORMAT GUIDELINES

Based on the University of Chicago Manual of Style

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****N.B.** Numbers given in brackets, e.g., [16.123], refer to the appropriate section in The Chicago Manual of Style. 13th ed. Chicago: University of Chicago Press, 1969, 1982.

AUTHORS

put works edited by an author **after** works written by him.

when a co-author is added, do not use the dash; repeat the name. Therefore co-authored books come at the end, after books authored singly.

one dash may signify several authors.

where two authors have the same last name, the name is usually repeated.

EDITORS, TRANSLATORS, ETC.

Editor and compiler are abbreviated as ed. and comp.

Amplified phrases such as "Edited with an introduction" or "Translated with an introduction" are usually simplified to ed. or translated.

Authors of forwards are generally omitted.

Translations provided for foreign titles follow the title and are put in brackets (or parentheses), set in roman type, without quotation marks, and having only the first word and proper nouns and adjectives capitalized. [16.39]

If a title is given only in translation (usually for a journal article, rather than a book) the original language must be specified. [16.40]

Bibliography Format Guidelines

VOLUMES, SERIES.

The total number of volumes is given after the general title is no individual volume title is given. [16.41]

When only one of several volumes is listed, the general title may be given first, followed by the volume number and the title of the particular volume--or the particular volume first, followed by its volume number and then the general title. [16.42]

Volume is abbreviated and capitalized: Vol. 3

Use only arabic numerals

Series title: Capitalized as in a title, but not underlined, etc. Numbers follow the series title with no comma if the number is part of the title. Series editor is usually omitted. [16:44]

Paperback series (e.g. Phoenix books) are properly part of the facts of publication. E.g. Chicago: University of Chicago Press, Phoenix Books, 1982. [cf. 16:48;58]

EDITION

Follows the title in the listing. [16.54]

Reprint Edition [16.57] Give both the original and reprint publishing data in the entry.

FACTS OF PUBLICATION

Two cities listed: use the city listed first; it is permissible but not necessary to use both. [16.69]

If the place of publication is not widely known, the abbreviation of the state name should follow it (without parentheses), e.g. Menasha, Wis.: Banta Publishing, 1965. [16.70]

The distinction between Cambridge, England and Cambridge, MA should be made. In the absence of contrary indications, such as the inclusion of the state name **or** mention of Harvard or MIT, it will be assumed that the English city is meant. [16.72]

Bibliography Format Guidelines

Foreign cities, use the English name where there is one. E.g. Rome (not Roma), but Frankfurt am Main (not "Frankfort on the Main"). [16.73]

When no facts of publication are to be found, "N.p., n.d." (No place, no date) may be used.

The word "Press" should not be omitted from the name of a university press because the university itself may issue publications independently of its press. [16.77]

For co-published books it is permissible, but not necessary to give both in the facts of publication. [16.82]

A reference to a work of several volumes published in different years should give inclusive dates. [16.90]

When a book will be published but the date has not been determined at the time it is listed in a bibliography, as "Forthcoming" (without date, but publisher if known). [16.93] However, a manuscript not yet assured of publication is considered unpublished [16.97].

JOURNAL ARTICLES

The month, season or number of the issue may also be given, if consistency is observed in all citations to the same journal. [16.105]

For form of article published in more than one issue see [16.116]

Foreign language titles: if the title of the article is given only in translation, the original language is specified in parentheses: [16.123]

Kim, Bok-shik. "Inculturation in the Church Today " (in Korean). Sa-mok 78 (1986): 145-178.

UNPUBLISHED MATERIAL

Title is treated like the title of a journal article. The word unpublished is unnecessary. Location or sponsoring body or both should also appear, along with a date if possible.[16.129]

King, Andrew J. "Law and Land Use in Chicago." Ph.D diss., University of Wisconsin, 1976.

Bibliography Format Guidelines

Green, John. "The Benedictine Ethic and Canon Law." Paper presented at the annual meeting of the International Society for the Comparative Study of Civilizations, Milwaukee, April, 1978.

Personal communication (conversation, letters, etc.) are best cited only in the text, not in the bibliography [16.133]

NONBOOK MATERIALS

Video-recordings

No universal rules, use common sense. [16.179]

Internet Sites:

Give the URL (web-site address) followed by the actual date that you accessed the site, e.g.

James Bretzke's Moral Theology Web-page: <http://www.usfca.edu/fac-staff/bretzkesj/USFWebIndex.htm> (accessed February 20, 2004).

DIFFERENCES BETWEEN BIBLIOGRAPHY AND FOOTNOTE ENTRIES

Please consult the full Turabian *Manual of Style* for individual examples, but in general the following guidelines should be helpful.

- First name first, family name last.
- Periods often turn into commas.
- Facts of publication such as the place, publisher and date are enclosed in parentheses, followed by a colon and the page number.

Bibliography Format

Bretzke, James T., *A Morally Complex World: Engaging Contemporary Moral Theology*. Collegeville MN: Liturgical Press, 2004.

Footnote Format

Initial Reference (*first time cited in your text*)

Bibliography Format Guidelines

¹James T. Bretzke, S.J., *A Morally Complex World: Engaging Contemporary Moral Theology*, (Collegeville MN: Liturgical Press, 2004): 36.

Immediate Next Reference from the Same Work:

²Ibid, p. 38.

Second, and subsequent references (*when other footnotes have intervened*)

[presuming that footnote # 3 was from a totally different text]

⁴Bretzke, *Morally Complex World*, p. 124.

***Op. Cit. and Loc. Cit.* are no longer used in the Turabian Style; *Ibid.* is followed by a period, but is *no longer italicized* or underlined.**

Thus, *Ibid.*, p. 36 [and NOT *Ibid*, p. 36]