**CMS CITING SOURCES**  
**NOTE-BIBLIOGRAPHY (NB) METHOD**

### WHAT IS IT?
*The Chicago Manual of Style* (CMS) is used for formatting and documenting work in a variety of disciplines. Using CMS correctly avoids accidental plagiarism and increases a writer’s credibility by demonstrating knowledge of disciplinary conventions. CMS includes two systems of documentation: Note-Bibliography (NB) and Author-Date (AD). This handout provides basic guidelines for the NB method, preferred by many researchers in the humanities. For more information, consult *The Chicago Manual of Style*, 16th edition; *The Chicago Manual of Style Online* at [http://www.chicagomanualofstyle.org/16/ch14/ch14_toc.html](http://www.chicagomanualofstyle.org/16/ch14/ch14_toc.html); or visit the KSU Writing Center.

### USING SOURCES IN CMS WITH THE NOTE-BIBLIOGRAPHY (NB) METHOD
- Cite all borrowed (paraphrased, summarized, or quoted) information from a source.
- Limit your use of quotations; quote only when absolutely necessary for wording or context purposes.
- Use your own words and voice to summarize and paraphrase source information.
- Introduce research with signal phrases; demonstrate knowledge of the source and/or how it fits into your research.
- Offset long quotations (100+ words or 6+ typed lines) from the text in a “block”: Start the block quotation on a new line; indent the *entire* quotation one-half inch and continue double-spacing. Do not use quotation marks.

### FOOTNOTES/ENDNOTES FOR THE NOTE-BIBLIOGRAPHY (NB) METHOD
The NB method uses superscript (raised¹) numbers at the end of a sentence or clause to refer readers to a correspondingly numbered footnote (at the bottom of the page) or endnote (at the end of the paper) providing source information that “matches” the longer citations on the bibliography page at the end of the paper.
- Either footnotes or endnotes are acceptable if neither is specified by an assignment.
- Single-space notes but double-space between individual entries.
- Use your word-processing program’s footnote/endnote feature to insert superscript numbers/corresponding entries.

### BIBLIOGRAPHY PAGE ENTRIES FOR THE NOTE-BIBLIOGRAPHY (NB) METHOD
- The bibliography page follows the paper’s main body (and endnotes, if using) and is double-spaced.
- On the first line, center the word “Bibliography.” Begin entries on the next line using hanging indentation (first line of each entry is flush-left; subsequent lines are indented 0.5”)
- Alphabetize entries by the last name of each work’s first author. If no author is provided, alphabetize using the name of the authoring organization or the title of the work.
- Every work appearing in a foot/endnote must have a bibliography page entry; do not include works you do not cite.

### FORMATTING NOTE AND BIBLIOGRAPHY ENTRIES
The following formatting examples are organized as follows:

**TYPE OF SOURCE**
Sample bibliography page format for that type of source.

| 1stN: | Sample note format for that source type IF your instructor requires full citation information for the first citation or IF you will not have a bibliography page. |
| 2ndN: | Sample note format for that source type. (For subsequent citations or IF your instructor specifies the abbreviated format is acceptable for the first citation.) |

**BOOK WITH SINGLE AUTHOR OR EDITOR**

BOOK WITH TWO AUTHORS


BOOK WITH MULTIPLE AUTHORS


If a book has four or more authors, list all the authors in the bibliography entry; in the note, cite only the first author followed by et al.

3. Roberts et al., *Atlanta in the Civil War*, 64.

BOOK WITH EDITOR OR TRANSLATOR


CHAPTER IN AN EDITED BOOK


JOURNAL ARTICLE


ELECTRONIC JOURNAL ARTICLE
For articles accessed on the web, provide the one of the following in this order: DOI, name of database, or a stable URL.


PAGE FROM WEBSITE


2ndN: 45 McPherson, “A Brief Overview.”