

Chicago Manual of Style – STYLE ONLINE CITATION

The most important aspect of citing an online source is to make it possible for your readers to find the source you are referencing. To do this you must:

1. Direct readers as closely as possible to the information being cited; whenever possible, reference specific documents rather than home or menu pages.
2. Provide addresses that work.

References should include the title of the document, the date of publication/update (or date of retrieval if no publication/update date is available), and a URL. Authors should be included when available, and may be either individuals or organizations.

Always make sure that your URLs work by checking them before submitting your paper. The easiest way to ensure accuracy is to copy and paste the URL directly from your browser into your document. However, when you do this ensure that your URL does not turn into a live “hyperlink” (text blue and underlined). If you do have a live hyperlink, right-click the link and then select “remove hyperlink” from the drop-down menu, which will remove the hyperlink.

The *Chicago Manual of Style* does address the use of digital object identifier (DOI) numbers, but recommends using them in place of page numbers. For most purposes you will want to use the page numbers, so citation using DOI numbers will not be included in this quick style guide. For more information on CMS and DOI see CMS 17.14 and the last part of 17.181.

The 15th edition of the *Chicago Manual of Style* explains many of the common forms of electronic citation, but additional information can be acquired from the Q&A section of the *Chicago Manual of Style Online* Web site. The most relevant sections are entitled “URLs” and “Internet, Web, and Other Post-Watergate Concerns.” Find the Q&A section at the following address:

http://www.chicagomanualofstyle.org/CMS_FAQ/qatopics.html

Footnotes/Endnotes and Bibliographic Entries

A limited selection of electronic sources follows. For additional information and sources consult the marked sections of the *Chicago Manual of Style* and the *Chicago Manual of Style Online* Web site.

In this section, footnotes/endnotes will be marked as “Note” and Bibliographic entries will be marked as “Bib.”

a. Electronic copy of a journal article based on a print source (CMS 17.181)

Access dates may or may not be required by your professor. When in doubt, include the date.

If an access date is required:

Note: Bugs Bunny, “Strange Directions: Missing the Left at Albuquerque,” *Journal of the Directionally Challenged* 17, no. 1, (2008), 24-37. <http://www.jdc.org/articles/1234567890> (accessed April 1, 2009).

Bib.: Bunny, Bugs. “Strange Directions: Missing the Left at Albuquerque. *Journal of the Directionally Challenged*, 17, no. 1 (2008): 24-37. <http://www.jdc.org/articles/1234567890> (accessed April 1, 2009).

If no access date is required:

Note: Bugs Bunny, “Strange Directions: Missing the Left at Albuquerque,” *Journal of the Directionally Challenged* 17, no. 1, (2008): 29, <http://www.jdc.org/articles/1234567890>.

Bib.: Bunny, Bugs. “Strange Directions: Missing the Left at Albuquerque. *Journal of the Directionally Challenged*, 17, no. 1 (2008): 24-37. <http://www.jdc.org/articles/1234567890>.

b. Electronic copy of a journal article based on a print source retrieved from database (CMS 17.359 and CMSO Web site)

When using databases such as EBSCOhost or Expanded Academic ASAP do not include URLs for the articles. The 15th CMS prefers giving database retrieval information, but the CMSO Web site allows for electronic retrieval information to be left out as though you have an original print version of the article. Therefore, you can either cite the database itself or leave out the electronic retrieval information if your professor prefers. If you are using a Web site with a stable URL (such as JSTOR) which is unlikely to change, provide the complete link. Otherwise, direct your reader to the main page for the database.

If retrieval information is required:

Stable URL:

Note: Wiley E. Coyote and Elmer Fudd "The Long-term Psychological Effects of Disappointment: We Never Get Our Man and now We're Mad, *Journal of Applied Psychology*, 78, (2000): 446, <http://www.jstor.org/stable/0987654321>.

Bib.: Coyote, Wiley E., and Fudd, Elmer. "The Long-term Psychological Effects of Disappointment: We Never Get Our Man and Now We're Mad. *Journal of Applied Psychology*, 78 (2000): 443-449. <http://www.jstor.org/stable/0987654321>.

Non-stable URL:

Note: Wiley E. Coyote and Elmer Fudd "The Long-term Psychological Effects of Disappointment: We Never Get Our Man and now We're Mad, *Journal of Applied Psychology*, 78, (2000): 446, <http://www.psycharticles.org/>.

Bib.: Coyote, Wiley E., and Fudd, Elmer. "The Long-term Psychological Effects of Disappointment: We Never Get Our Man and Now We're Mad. *Journal of Applied Psychology*, 78 (2000): 443-449. <http://www.psycharticles.org/>.

If no retrieval information is required:

Note: Wiley E. Coyote and Elmer Fudd "The Long-term Psychological Effects of Disappointment: We Never Get Our Man and now We're Mad, *Journal of Applied Psychology*, 78, (2000): 446.

Bib.: Coyote, Wiley E., and Fudd, Elmer. "The Long-term Psychological Effects of Disappointment: We Never Get Our Man and Now We're Mad. *Journal of Applied Psychology*, 78 (2000): 443-449.

c. Non-periodical multipage document found online (17.237)

Note: Greater Gotham City Urban Renewal Coalition, Task Force on Housing Issues, "A Study of Community Development of Gotham City's Abandoned Warehouse District," Greater Gotham City Urban Renewal Coalition, <http://www.gcurbrenew.org> (accessed February 14, 2001).

Bib.: Greater Gotham City Urban Renewal Coalition, Task Force on Housing Issues. "A Study of Community Development of Gotham City's Abandoned Warehouse District." Greater Gotham City Urban Renewal Coalition. <http://www.gcurbrenew.org>.

d. Daily newspaper article, electronic version available by search (CMS 17.188 and 17.359)

Newspaper articles will generally only be cited in footnotes/endnotes. They are usually not included in bibliographies, though the appropriate style for citing newspapers in bibliographies is included. If no author, cite by title of article, not name of newspaper.

Note: Porky Pig, "Tazmanian Devil Creates Stir over Speculation of World's End," *Toon Town Times*, April 1, 2001, second edition, <http://www.tttimes.com>.

Bib.: Pig, P. "Tazmanian Devil Creates Stir over Speculation of World's End." *Toon Town Times*, April 1, 2001, second edition. <http://www.tttimes.com>.

e. Entire book available online (CMS 17.143)

Note: Donald Duck. *Life in the Shadow of a Mouse*. (Anaheim, CA: Mousehouse Books, 2001), <http://www.mousehousebooks.com/duckstory> (accessed June 12, 2008).

Bib.: Duck, D. *Life in the Shadow of a Mouse*. Anaheim, CA: Mousehouse Books, 2001. <http://www.mousehousebooks.com/duckstory> (accessed June 12, 2008).