

## UNIVERSITY OF MISSOURI PRESS



# CITATION STYLE GUIDE

For more complete information, see *The Chicago Manual of Style* or visit: [http://www.chicagomanualofstyle.org/tools\\_citationguide.html](http://www.chicagomanualofstyle.org/tools_citationguide.html)

- Notes should be typed in paragraph format with the first line indented.
- Titles of books should be *italicized*, **not underlined**.
- When a note contains not only the source of a fact or quotation in the text but related substantive material as well, the source comes first. A period usually separates the citation from the commentary. See example below.

11. Shakespeare, *Julius Caesar*, act 3, sc. 1. Caesar's claim of constancy should be taken with a grain of salt.

- All citations of secondary sources should appear in the notes rather than parenthetically in the text.
- Notes that cite works included in the bibliography do not need to repeat all the details given in the bibliographical entry. The following are formatting guidelines:

### Books, first reference

Author's entire name, entire title of work, and page numbers consulted. If the book is not listed in the bibliography, include as well the city of publication, publisher, and year. Please note that the elements are separated by commas, not periods. See the two examples that follow:

1. Barbara Wallraff, *Word Court: Wherein Verbal Virtue Is Rewarded, Crimes against the Language Are Punished, and Poetic Justice Is Done*, 34.

1. Barbara Wallraff, *Word Court: Wherein Verbal Virtue Is Rewarded, Crimes against the Language Are Punished, and Poetic Justice Is Done* (New York: Harcourt, 2000), 34.

Books, second reference

The second appearance of the reference is abbreviated, showing only the author's last name, shortened form of title, and page numbers as follows:

2. Wallraff, *Word Court*, 36.

Articles, first reference

The first appearance of an article takes the author's entire name, entire title of article, page numbers (do not include the name of the magazine, journal, or book in which the article appears or any further publication information unless the article is not in the bibliography). If you are citing the entire article rather than a specific page in it, it is not necessary to include page numbers. See the example below:

4. Peter Loftén, "Reverberations between Wordplay and Swordplay in *Hamlet*," 19.

Articles, second reference

The second appearance of an article is abbreviated, showing only the author's last name, shortened form of title, and page numbers as follows:  
Example:

5. Loftén, "Reverberations," 28.

**Use of "Ibid."**

The abbreviation *ibid.* (from *ibidem*, "in the same place") traditionally refers to a single work cited in the note immediately preceding. In electronic formats that link to one note at a time, however, *ibid.* risks confusing the reader. While the *Chicago Manual of Style* (17th ed.) does not prohibit the use of *ibid.*, it discourages it in favor of shortened citations. To avoid repetition, the title of a work just cited may be omitted. The house style of the University of Missouri Press follows this pattern as follows:

1. Morrison, *Beloved*, 3.
2. Morrison, 18.
3. Morrison, 18.
4. Morrison, 24–26.
5. Morrison, *Song of Solomon*, 401–2.
6. Morrison, 433.
7. Díaz, *Oscar Wao*, 37–38.
8. Morrison, *Song of Solomon*, 403.
9. Díaz, *Oscar Wao*, 152.

10. Díaz, 201–2.
11. Morrison, *Song of Solomon*, 240; *Beloved*, 32.
12. Morrison, *Beloved*, 33.

### Miscellaneous

- Do not use loc. cit. or op. cit.
- Titles of dissertations and theses should be in quotation marks and referred to as Ph.D. diss. or M.A. thesis. The word *unpublished* is not necessary, since if it were published you would be citing the book rather than the dissertation.
- Dates can be cited as October 21, 1980 or 21 October 1980 or Oct. 21, 1980, but you must be consistent in how you write dates throughout the MS and the notes. Continuous years should be in the form 1980-1982. This applies to dates in the text as well as to those in the notes and bibliography.
- Notes should be typed in paragraph format with the first line indented.
- Arabic numbers should be used to refer to journal volumes, book volumes, and any divisions of a work. Colons are used to separate book volume numbers from book page numbers. Periods are used to separate parts within a work. Thus, volume 2, page 20 of a book should be cited 2:20; book 2, line 20 of *Paradise Lost* should be cited 2.20; act, scene, and line numbers of a play should be cited 2.2.20.

### Bibliography Style

- Bibliographies should follow the format given in the *Chicago Manual of Style* (17th ed.), chapter 14, “Notes and Bibliography.”
- All book publications from the twentieth century onward should include the name of the publisher.
- The city of publication should always be given in English; thus, Florence instead of Firenze and Mexico City instead of México, D.F.