Citing Music Resources Using Chicago Style (Bibliography Format)

Based on *The Chicago Manual of Style*, 16th ed. and Style Sheet 2008 by Prof. Julie Cumming

Bibliographic and reference forms must be consistent and must include all the necessary information. The following style sheet is based on *The Chicago Manual of Style*, 16th ed. (REF Z253 U69 2010; *The Chicago Manual of Style Online*).

**Bibliography Format**

In a bibliographic entry the elements (author, title, publication information, etc.) are separated by a period and a single space. The first-listed author’s name is inverted (last name first). The spelling, hyphenation, and punctuation in the original title found on the item should be preserved, with some exceptions (Chicago 14.96). English-language titles and subtitles are capitalized headline-style (Chicago 14.95), while titles in other languages are usually capitalized sentence-style (Chicago 14.107). Titles of larger works (e.g., books and journals) are italicized; and titles of smaller works (e.g., chapters, articles) are enclosed in quotation marks. Note that commas and periods go *inside* the quotation marks.

Noun forms such as *editor*, *translator*, *volume*, and *edition* are abbreviated, but verb forms such as *edited by* and *translated by* are spelled out (Chicago 14.16). If a work is a reprint, that information may be included, particularly the date. For more information about citing reprints, see Chicago 14.119.

Some bibliographic information may be difficult to determine from a document. To clarify these details, check the library catalogue record for the document. If no date or place of publication can be determined, the abbreviations “n.d.” and “n.p.” may be substituted. Estimates of dates and places of publication may be placed in square brackets and followed by a question mark.

Boston, Oliver Ditson, n.d. n.p.: Insel-Verlag, 1949
Edinburgh, [1750?] [Lake Bluff, IL?]: Vliet & Edwards, 1890

Bibliographic entries are indented after the first line, called a “hanging indent.” HINT: To do this in Microsoft Word, select the entries and press CTRL-T. The entries should be alphabetized by author.

**BOOK** (Chicago 14.75-14.76)

When citing books one normally gives the author, title, publisher location, publisher name, and year of publication. If the book was accessed online, include a URL followed by a period.


ARTICLE / CHAPTER IN EDITED BOOK (Chicago 14.112)
When citing an article in a book one normally gives the author, article title, book title, editor, page range, publisher location, publisher name, and year of publication. Precede the title of the book with In.


GROVE ARTICLE (Chicago 14.248)
Articles in The New Grove and its offshoots (The New Grove Dictionary of Musical Instruments, The New Grove Dictionary of Opera, etc.) are cited by author of the article. The author’s name is found at the very end of the print Grove article, after the bibliography; or on the top left of the first page of the online version.

Online:

Print:

PERIODICAL ARTICLE (Chicago 14.175 – 14.198)
For periodicals (i.e. journals and magazines) one normally gives the author, article title, journal title, volume, issue number, year, and page numbers. Convert roman numerals into Arabic numbers for the volume numbers. If the article was accessed online, include a URL.


REVIEW (Chicago 14.214-14.217)
Citations of reviews include the following elements, if present: name of reviewer; title of the review; the words Review of, followed by the name of the work reviewed and its author/composer/performer; Location and date (in the case of a performance); and the listing of the periodical in which the review appeared. Unsigned reviews are alphabetized by the name of the periodical in which they appear.


**THESIS / DISSERTATION** (Chicago 14.224)  
The title of a thesis or dissertation is placed in quotation marks and not italicized, since this type of document is not published. List the type of thesis, the degree-granting institution, and the year of submission after the title. Add a URL if the document is consulted online. If it comes from a database such as Proquest, replace the URL with the name of the database and an identifying number supplied by the database.


**SCORE** (Chicago 14.269)  
Many scores are treated just like books, though often with the addition of an editor. If in addition to an author there are names of editors or translators, they will appear after the title preceded by *Edited by* or *Translated by* (Chicago 14.88). If the score was accessed online, add the URL (followed by a period) at the end of the citation (as in the first example) (Chicago 14.10).


**SCORE OF A WORK PUBLISHED WITHIN A SERIES, COLLECTION, OR COMPLETE WORKS EDITION**  
Citing a specific piece within a score is treated as a chapter in a book, or “titled part of a book.” The composer’s name is followed by the part, followed by *In*, followed by the title of the book or score (Chicago 14.111).

When citing a work from a series or complete works, indicate the editor, page range, series, volume, and date. If a single volume of a multivolume work is cited, only the date of that volume should appear. If an entire multivolume, multiyear work is cited, give the range of dates. If the work has not been completed, give the date of the first volume followed by a dash (Chicago, 14.151).


SOUND RECORDING (Chicago 14.276)
Cite the recording by the element you are referring to: composer or performer. For online recordings, add a URL (followed by a period) to the end of the citation (Chicago 14.10).

Composer. Title of Recording. Performer/Ensemble. Conductor. Label Label number, date, format.


VIDEO RECORDING (Chicago 14.279)
Video recordings are cited in a manner very similar to sound recordings, except for the inclusion of publication information as required for books (place of publication, publisher, and date). The label number is not required.


LINER NOTES
If the notes are unsigned (that is, no author is indicated), simply add “Liner notes.” to the end of the citation of the recording. Signed notes may be cited by the author’s name. If the notes are titled, the title may follow the author’s name.


WEB PAGE (Chicago 14.243)
When citing a web page, include as much of the following as can be determined: the title or a description of the page, the author of the content (if any), the owner or sponsor of the site, and a URL. Also include a publication date or date of revision or modification; if no such date can be determined, include an access date.


MULTIPLE CITATIONS BY THE SAME AUTHOR (Chicago 14.64-14.67)
When one cites more than one work by the same author, every citation after the first begins with a 3-em dash followed by a period (———.) in place of the author’s name. HINT: To create a 3-em dash in Microsoft Word, press Ctrl+Alt+- on the Number Pad 3 times. Multiple citations by the same author are alphabetized by the title of the work as below.