Notes and Bibliography Style

When following the notes and bibliography system, DUP prefers the use of the shortened citation, even at the first mention. Short cites generally include only the author's last name, a shortened version of the work's title (dropping the initial article, dropping the subtitle, and in some cases shortening the main title to around five words or fewer), and the relevant page numbers.

The following examples illustrate citations using the shortened citation and its corresponding bibliographic entry. For more details and many more examples, see chapter 14 of *The Chicago Manual of Style*, 17th edition.

**BOOK**

**One author**


**Two or more authors**


For four or more authors, list all of the authors in the bibliography; in the note, list only the first author’s last name, followed by et al. (“and others”):


**Editor, translator, or compiler instead of author**


**Editor, translator, or compiler in addition to author**


**Chapter or other part of a book**


**Chapter of an edited volume originally published elsewhere (as in primary sources)**


**Preface, foreword, introduction, or similar part of a book**

1. Rieger, introduction, xxxiii.


**Book published electronically**

If a book is available in more than one format, cite the version you consulted. For books consulted online, list a URL and include an access date. If no fixed page numbers are available, you can include a section title or a chapter or other number.


**JOURNAL ARTICLE**

*Article in a print journal*

In a note, list the specific page numbers consulted, if any. In the bibliography, list the page range for the whole article.


*Article in an online journal*

Include a DOI (Digital Object Identifier) if the journal lists one. A DOI is a permanent ID that, when appended to http://dx.doi.org/ in the address bar of an internet browser, will lead to the source. If no DOI is available, list a URL. Include an access date only if there is no publication date.


**ARTICLE IN A NEWSPAPER OR POPULAR MAGAZINE**

Newspaper and magazine articles may be cited in running text (“As Sheryl Stolberg and Robert Pear noted in a *New York Times* article on February 27, 2010,...”) instead of in a note, and they are commonly omitted from a bibliography. The following examples show the more formal versions of the citations. If you consulted the article online, include a URL only if the source is not widely available; include an access date only if there is no publication date. If no author is identified, begin the citation with the newspaper or magazine title.


2. Stolberg and Pear, “Wary Centrists.”


**BOOK REVIEW**


**THESIS OR DISSERTATION**

1. Choi, “Contesting Imaginaires.”


**PAPER PRESENTED AT A MEETING OR CONFERENCE**

1. Adelman, “Such Stuff as Dreams.”


**WEBSITE**

For the most part, citations for websites may be given in full in the notes. If the content is not dated, you will need to provide an access date. A website citation should include much of the same information as a book or journal citation, including an author (which may be a company), title, date, URL.


**BLOG ENTRY OR COMMENT**

Blog entries or comments may be cited in running text (“In a comment posted to the *Becker-Posner Blog* on February 23, 2010,...”) instead of in a note, and they are commonly omitted from a bibliography. The following examples show the more formal versions of the citations. There is no need to add *pseud.* after an apparently fictitious or informal name. (If an access date is required, add it before the URL; see examples on page 2 of this guide.)


EMAIL OR TEXT MESSAGE
Email and text messages may be cited in running text ("In a text message to the author on March 1, 2010, John Doe revealed . . .") instead of in a note, and they are rarely listed in a bibliography. The following example shows the more formal version of a note.


USE OF EMPHASIS IN QUOTES
If emphasis is used in direct quotes, please identify the origin of the emphasis in your note citation. For example, "With this claim in place, Du Bois then puts a fine point on precisely what he means when he says whiteness is a religion."1

1. Du Bois, Dark Water, 235 (my emphasis). Or

USING A LIST OF ABBREVIATIONS
Another way to reduce the length of notes is by using abbreviations for sources (particularly archival collections and newspapers) that are cited frequently. When abbreviations are used, DUP recommends including a list at the beginning of the notes section rather than adding (hereafter cited as . . . ) within the notes themselves. Such lists should be arranged alphabetically by abbreviation and can include repositories, specific collections, personal names, periodical names, and other elements.

Example:

Abbreviations

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>AARC</td>
<td>Alumni Affairs Reference Collection, Duke University Archives, David M. Rubenstein Rare Book and Manuscript Library, Duke University, Durham, NC</td>
</tr>
<tr>
<td>ABTOHC</td>
<td>Allen Building Takeover Oral History Collection, Duke University Archives, David M. Rubenstein Rare Book and Manuscript Library, Duke University, Durham, NC</td>
</tr>
<tr>
<td>DC</td>
<td>Duke Chronicle</td>
</tr>
<tr>
<td>DMK Records</td>
<td>Douglas M. Knight Records, Duke University Archives, David M. Rubenstein Rare Book and Manuscript Library, Duke University, Durham, NC</td>
</tr>
<tr>
<td>DUA</td>
<td>Duke University Archives, David M. Rubenstein Rare Book and Manuscript Library, Duke University, Durham, NC</td>
</tr>
<tr>
<td>NYT</td>
<td>New York Times</td>
</tr>
<tr>
<td>OP Records</td>
<td>Office of the Provost Records, Duke University Archives, David M. Rubenstein Rare Book and Manuscript Library, Duke University, Durham, NC</td>
</tr>
</tbody>
</table>

Note:

RTC: R. Taylor Cole
Sanford Papers: Terry Sanford Papers, Duke University Archives, David M. Rubenstein Rare Book and Manuscript Library, Duke University, Durham, NC
SDC: Samuel DuBois Cook
SHC: Southern Historical Collection, Wilson Library, University of North Carolina at Chapel Hill
SOHP: Southern Oral History Program Collection, Southern Historical Collection, Wilson Library, University of North Carolina at Chapel Hill
Author-Date Style

The following examples illustrate citations using the author-date system. Each example of a reference list entry is accompanied by an example of a corresponding parenthetical citation in the text. For more details and many more examples, see chapter 15 of The Chicago Manual of Style, 17th edition.

BOOK

One author


(Pollan 2006, 99–100)

Two or more authors


(Ward and Burns 2007, 52)

For four or more authors, list all of the authors in the reference list; in the text, list only the first author, followed by et al. (“and others”):

(Barnes et al. 2010, 25)

Editor, translator, or compiler instead of author


(Lattimore 1951, 91–92)

Editor, translator, or compiler in addition to author


(García Márquez 1988, 242–55)

Chapter or other part of a book


(Kelly 2010, 77)

Chapter of an edited volume originally published elsewhere (as in primary sources)


(Cicero 1986, 35)

Preface, foreword, introduction, or similar part of a book


(Rieger 1982, xx–xxi)

Book published electronically

If a book is available in more than one format, cite the version you consulted. For books consulted online, list a URL; include an access date only if there is no publication date. If no fixed page numbers are available, you can include a section title or a chapter or other number.


(Kurland and Lerner, chap. 10, loc. 19)

JOURNAL ARTICLE

Article in a print journal

In the text, list the specific page numbers consulted, if any. In the reference list entry, list the page range for the whole article.


(Weinstein 2009, 440)


(Farrugia et al. 2015)

Article in an online journal

Include a DOI (Digital Object Identifier) if the journal lists one. A DOI is a permanent ID that, when appended to http://dx.doi.org/ in the address bar of an Internet browser, will lead to the source. If no DOI is available, list a URL. Include an access date.

ARTICLE IN A NEWSPAPER OR POPULAR MAGAZINE

Newspaper and magazine articles may be cited in running text ("As Sheryl Stolberg and Robert Pear noted in a New York Times article on February 27, 2010, . . ."), and they are commonly omitted from a reference list. The following examples show the more formal versions of the citations. If you consulted the article online, include a URL only if the source is not widely available; include an access date only if there is no publication date. If no author is identified, begin the citation with the article title.


BOOK REVIEW


THESIS OR DISSERTATION


PAPER PRESENTED AT A MEETING OR CONFERENCE


WEBSITE

A citation to website content can often be limited to a mention in the text ("As of July 19, 2008, the McDonald’s Corporation listed on its website . . ."). If a more formal citation is desired, it may be styled as in the examples below. Because such content is subject to change, include an access date or, if available, a date that the site was last modified. In the absence of a date of publication, use the access date or last-modified date as the basis of the citation.


EMAIL OR TEXT MESSAGE

Email and text messages may be cited in running text ("In a text message to the author on March 1, 2010, John Doe revealed . . ."), and they are rarely listed in a reference list. In parenthetical citations, the term personal communication (or pers. comm.) can be used.

(John Doe, email to author, February 28, 2010)

or

(John Doe, pers. comm.)