### CMS Style Guide for Creating a Bibliography

### A Bibliography is placed at the end of your research paper, and includes all of the sources you quoted, paraphrased or summarized within your paper. It provides all information necessary for a reader to locate any of the sources to which you referred in your footnotes. Refer also to the CMS Source Log and CMS Note-taking Templates for specific examples of citations.

### Begin your Bibliography on a new page. Use ‘Times New Roman’ or another easily readable font, set at 12 points. Your title should read Bibliography. This title is centred and should be an inch from the top of the page. Leave 2 blank lines after the title before listing the first source citation.

### Each entry on the Bibliography should be single-spaced, but a blank line should be left between each entry. Use a hanging indent format. Type the first line of each entry flush left and indent additional lines one half inch.

### DO NOT number the entries. DO NOT use headings, or group by types of source.

### Arrange entries alphabetically by the author’s last name (or editor). Author names should be written with the last name followed by the first name, and separated by a comma. Write the names out in full, without using initials. If multiple authors are given, the names should all be listed in full and separated by the word “and”, rather than an ampersand (&). If no author or editor is given, alphabetize by the title of the work, ignoring initial articles such as *A, An* or *The*.

### For books and articles, capitalize only the first letter of the first word of a title and a subtitle, as well as all proper nouns. Capitalize names of magazines and professional journals as they are normally.

* Italicize the title and subtitle of a source (book, website, professional journal, etc.). Put quotation marks around article titles (from magazines, journals, newspapers, etc.).
* When citing journals, do not italicize the volume or issue numbers. Volume and issue numbers should be separated by a comma, and the issue number should follow the abbreviation “no. ”

### Dates should always be listed as month day, year e.g. – Jan. 21, 2012.

### All punctuation must be used precisely.

### A single space is used after any punctuation mark.

* In CMS citation, online sources often include what are known as DOIs or digital object identifiers. If a DOI is available, it is used in place of the URL.

If you require more detailed information, please refer to *Purdue Online Writing Lab,* https://owl.english.purdue.edu/owl/resource/717/01/