

# A Manual for Writers of Research Papers, Theses, and Dissertations

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**Chicago Style for Students and Researchers**

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Kate L. Turabian

**9th Edition**

**Revised by**

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21.7.3). For edited or translated works, put a comma and the appropriate designation (*ed.*, *trans.*, or the like) after the dash. List all such works before any that the individual coauthored or coedited. Successive entries by two or more authors in which only the first author's name is the same are alphabetized according to the coauthors' last names. Note that it is best to make all these adjustments manually—after you have sorted your complete bibliography alphabetically by name.

- B: Gates, Henry Louis, Jr. *America behind the Color Line: Dialogues with African Americans*. New York: Warner Books, 2004.
- . *Black in Latin America*. New York: New York University Press, 2011.
- , ed. *The Classic Slave Narratives*. New York: Penguin Putnam, 2002.
- . *The Signifying Monkey: A Theory of African-American Literary Criticism*. New York: Oxford University Press, 1988.
- . *Tradition and the Black Atlantic: Critical Theory in the African Diaspora*. New York: BasicCivitas, 2010.
- Gates, Henry Louis, Jr., and Cornel West. *The African-American Century: How Black Americans Have Shaped Our Country*. New York: Free Press, 2000.
- Gates, Henry Louis, Jr., and Donald Yacovone. *The African Americans: Many Rivers to Cross*. Carlsbad, CA: SmileyBooks, 2013.

The same principles apply to works by a single group of authors named in the same order.

- B: Marty, Martin E., and R. Scott Appleby, eds. *Accounting for Fundamentalisms*. Chicago: University of Chicago Press, 2004.
- . *The Glory and the Power: The Fundamentalist Challenge to the Modern World*. Boston: Beacon Press, 1992.
- Marty, Martin E., and Micah Marty. *When True Simplicity Is Gained: Finding Spiritual Clarity in a Complex World*. Grand Rapids, MI: William B. Eerdmans, 1998.

If a source does not have a named author or editor, alphabetize it based on the first element of the citation, generally a title. Ignore articles such as *a* and *the*.

- B: *Account of the Operations of the Great Trigonometrical Survey of India*. 22 vols. Dehra Dun: Survey of India, 1870–1910.
- "The Great Trigonometrical Survey of India." *Calcutta Review* 38 (1863): 26–62.
- "State and Prospects of Asia." *Quarterly Review* 63, no. 126 (March 1839): 369–402.

16.2.2.2 **SPECIAL TYPES OF NAMES.** Some authors' names consist of more than a readily identifiable "first name" and "last name." In many cases you can determine the correct order by consulting your library's catalog. For historical names, the biographical entries at Merriam-Webster.com can be helpful. This section outlines some general principles for alphabetizing such names in your bibliography. In shortened or parenthetical notes, use

the last name exactly as inverted (shown below in bold). If your paper involves names from languages other than English, follow the conventions for those languages.

- **Compound names.** Alphabetize compound last names, including hyphenated names, by the first part of the compound. If a woman uses both her own family name and her husband's but does not hyphenate them, generally alphabetize by the second surname. While many languages have predictable patterns for compound names (see below), others—such as French and German—do not.

Hine, Darlene Clark  
Kessler-Harris, Alice

Mies van der Rohe, Ludwig  
Teilhard de Chardin, Pierre

- **Names with particles.** Depending on the language, particles such as *de*, *di*, *D'*, and *van* may or may not be considered the first part of a last name for alphabetizing. Consult one of the resources noted above if you are unsure about a particular name. Note that particles may be either lowercased or capitalized, and some are followed by an apostrophe.

Beauvoir, Simone de  
de Gaulle, Charles  
di Leonardo, Micaela

Kooning, Willem de  
Medici, Lorenzo de'  
Van Rensselaer, Stephen

- **Names beginning with "Mac," "Saint," or "O'."** Names that begin with *Mac*, *Saint*, or *O'* can have many variations in abbreviation (*Mc*, *St.*), spelling (*Sainte*, *San*), capitalization (*Macmillan*, *McAllister*), and hyphenation or apostrophes (*O'Neill* or *Odell*; *Saint-Gaudens* or *St. Denis*). Alphabetize all such names based on the letters actually present; do not group them because they are similar.
- **Spanish names.** Many Spanish last names are compound names consisting of an individual's paternal and maternal family names, sometimes joined by the conjunction *y*. Alphabetize such names under the first part.

Ortega y Gasset, José

Sánchez Mendoza, Juana

- **Arabic names.** Alphabetize Arabic last names that begin with the particle *al-* or *el-* (the) under the element following the particle. Names that begin with *Abu*, *Abd*, and *Ibn*, like English names beginning with *Mac* or *Saint*, should be alphabetized under these terms.

Abu Zafar Nadvi, Syed  
Hakim, Tawfiq al-

Ibn Saud, Aziz  
Jamal, Muhammad Hamid al-

- **Chinese, Japanese, and Korean names.** If an author with a Chinese, Japanese, or Korean name follows traditional usage (family name followed by given

name), do not invert the name or insert a comma between the "first" and "last" names. If the author follows Westernized usage (given name followed by family name), treat the name as you would an English name.

#### Traditional usage

Chao Wu-chi  
Kim Dae-jung  
Yoshida Shigeru

#### Westernized usage

Kurosawa, Noriaki  
Lee, Chang-rae  
Tsou, Tang

- 16.2.2.3 **OTHER THAN ALPHABETICAL.** Occasionally readers will find an order other than alphabetical more useful. Single-author bibliographies are often more usefully arranged chronologically, as are specialized listings such as newspaper articles, archival records, and so on. You may also find it useful to invent an order for a specific purpose—for example, a list of topographical maps arranged by state or region. If you do use an order other than alphabetical or chronological, explain your choice in a headnote.

- 16.2.2.4 **CATEGORIZED LISTINGS.** You may organize a longer bibliography into categories to help readers see related sources as a group. Common ways of categorizing longer bibliographies into sections include these:

- **By format.** You can create separate lists for manuscripts, archival collections, recordings, and so on.
- **By primacy.** You can separate primary sources from secondary and tertiary ones, as in a single-author bibliography.
- **By field.** You can group sources by field, either because your readers will have different interests (as in the bibliography to this book) or because you mix work from fields not usually combined. For example, a work on the theory and psychology of comic literature might categorize sources as follows: *Theory of Comedy*, *Psychological Studies*, *Literary Criticism*, *Comic Works*.

If you categorize sources, present them either in separate bibliographies or in a single bibliography divided into sections. Introduce each separate bibliography or section with a subheading and, if necessary, a headnote. In a single bibliography, use the same principle of order within each section (usually alphabetical), and do not list a source in more than one section unless it clearly could be categorized in two or more ways. If you use different principles of order, create separate bibliographies, each with its own explanatory heading.