Writing about Music: A Quick Guide to Formatting
Using the *Chicago Manual of Style*

[Important Note: There are several “manuals of style,” each designed for a particular purpose or group of disciplines. APA (American Psychological Association), for example, is generally used in the social sciences, and MLA (Modern Language Association) in many English departments. The legal profession has its own unique format (*The Bluebook*), and so does the Society for Biblical Literature (SBL). In the arts and historical fields, including musicology, the *Chicago Manual of Style* is most often used in books, monographs, and journals. Recent editions of the *CMS* accept two styles: the “notes and bibliography” style and the “author-date system” (similar to the APA style). But most publishers in the field of music prefer the “notes and bibliography” style. Thus, the instructors in Music History and Music Literature courses at Geneva College require that all formal papers conform to this style of documentation.]

1. Citations of sources may appear as *footnotes* (at the bottom of a page) or as *endnotes* (at the end of a journal article, paper, book, etc.). **For purposes of this class, please make your citations footnotes.** Use the footnote function of your word processor to create them.

2. If all of the works cited in the paper are listed in the Bibliography (at the end of the paper), then the footnotes (even the first citation to a particular work) can be shortened. If there is no Bibliography, or only a selected list, then the first citation of a particular work must be complete.

   **Bibliographical entry:**

   **First footnote in a work with full bibliography:**

   **First footnote in a work without full bibliography:**

   Notice that (1) the author's name is inverted in the Bibliography but not in the footnotes; and (2) each element in the Bibliographical entry is separated from the next by a period, while in the footnotes items are separated by commas; the only period comes after the page number (at the end of the citation). In the Bibliography, all entries are arranged alphabetically by the last name of the author; if citing several works by one author, they are arranged under the author's name, alphabetically by title.

3. The following examples show the formats to be used for various types of source materials. If you have a problem that is not addressed in this list, please consult your instructor.

   **Books:** as above, ¶ 2. In addition, the following items must be included if they are applicable: Editor, compiler, or translator; edition, if not the first; volume; total number of volumes if a multivolume work if cited as a whole, the individual volume number if only one is cited; series title; volume number within series if the series is numbered.


**Chapter in a multi-author book:**


**Reprint or Facsimile editions:**


**Electronic books:** Most of the rules for citing printed books also apply to electronic books. In addition, always indicate the medium in which the book is available or in which you consulted it. If online, always give URL and the date you accessed it; if in other electronic format, state what that is.


[Note: if a URL has to be broken over a line, do it after //, /, before ~, .., -, _ (underline), ?, %; or before or after = or &. DO NOT add a hyphen to indicate a line break, and if a hyphen is part of the URL, do not let it appear at the end of a line.]


[Note: the URL should not be underlined in either the footnote or bibliography, but many word processors seem to insist on making any URL into a hyperlink.]

**Web pages:**


Periodicals:


Reference Works: Well-known reference works may be cited in footnotes without being placed in the Bibliography. The edition must be cited. If the work is alphabetically arranged, cite the article (and not the volume or page number), preceded by s.v. (for sub verbo, “under the word”).


Musical scores:


Fn—16. Ludwig van Beethoven, Symphonie Nr. 3 (Kassel: Bärenreiter, 1999), 9, l/mm. 102 ff.

Sound recordings: Before the record number, indicate the format (LP, CD, DVD, Cassette, etc.)


Note: the name of the conductor or performer may be listed first if that is more relevant to the discussion:


Note: If the details of the performers or a collection of smaller works are important to the discussion, give them in a format similar to those above:


Liner notes:

B—Clark, Leonard. Notes to Severn and Somme: Songs and Poems by Ivor Gurney. LP Pearl SHE 543.

Fn—19. Leonard Clark, Notes to Severn and Somme: Songs and Poems by Ivor Gurney, LP Pearl SHE 543.

Note: It is not necessary to identify “liner” notes, “jacket” notes, “J-card” notes, “CD booklet,” etc.; just call them “notes.”

Program notes:


Interviews:
B—[Unless this is a fieldwork project, interviews and personal communications are usually not listed in the bibliography.]