Chicago Style

The University of Chicago Press presents two systems of documentation. This chapter shows their notes-and-bibliography system, which calls for (1) a superscript number for each in-text citation, (2) a correspondingly numbered footnote or endnote, and (3) an end-of-paper bibliography. The models in this chapter draw on The Chicago Manual of Style, 16th edition (2010). Additional information about Chicago style is available at www.chicagomanualofstyle.org.

A DIRECTORY TO CHICAGO STYLE

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Throughout this chapter, you’ll find models that are color-coded to help you see how writers include source information in their notes and bibliographies: tan for author or editor, yellow for title, gray for publication information: place of publication, publisher, date of publication, page number(s), and so on.

**CMS-a Citing with Notes and Bibliography**

Put a superscript number in your text to indicate to your reader that you are citing material from a source. The superscript should follow the QUOTATION, PARAPHRASE, or SUMMARY of the source you are citing, as in the example below.

**IN-TEXT CITATION**

Kaplan insists that understanding power in the Near East requires “Western leaders who know when to intervene, and do so without illusions.”¹

The superscript number directs your reader to a footnote or endnote that gives more information about the source; these in-text citations are numbered sequentially throughout your text. Here is the note that documents the quote from Kaplan’s book.

**NOTE WHEN YOU FIRST CITE A SOURCE**


If you cite the same source later in your paper, give a shorter form of the note that lists just the author’s last name, an abbreviated title, and the page(s) cited.

**SUBSEQUENT NOTES**


If you cite the same source in two consecutive notes, simply change the page number in the second note and use *Ibid.*, a Latin abbrevia-
tion meaning “in the same place.” When your next citation is to the same page of that source, use just Ibid.

5. Ibid., 334.
6. Ibid.

BIBLIOGRAPHY

The bibliography at the end of your paper is an alphabetical list of the sources you’ve cited or consulted. Here is how Kaplan’s book would appear in a bibliography.


If your bibliography includes all of the works cited in the notes, Chicago suggests providing only brief notes. Check your instructor’s preference, however, before using this method.

**CMS-b Note and Bibliography Models**

Because Chicago style requires both notes and a bibliography for documentation, this chapter provides examples of both methods. See pages 199–200 for guidelines on preparing notes and a bibliography; for samples, see pages 203–204.

**Books**

For most books, you’ll need to provide information about the author; the title and any subtitle; and the place of publication, publisher, and year of publication. Treat pamphlets and brochures like books, giving whatever information is available.

**IMPORTANT DETAILS FOR CITING BOOKS**

- **AUTHORS**: Include the author’s middle name or initial, if any.
- **TITLES**: Capitalize the first and last words and all principal words of titles and subtitles. Italicize book titles. Use quotation marks around titles of chapters or other short works within books.
• **PUBLICATION PLACE:** If there’s more than one city, use only the first. If a city may be unfamiliar or could be confused with another of the same name, give the state, province, or country. For the U.S. capital, use “Washington, DC.” Do not list the state or country if that information is part of the publisher’s name.

• **PUBLISHER:** Omit The at the start of a publisher’s name, along with abbreviations such as Inc. If you shorten a publisher’s name (e.g., Wiley for John Wiley), be consistent.

1. **ONE AUTHOR**

   NOTE
   1. Author’s First Name Last Name, *Title* (Publication City: Publisher, Year of publication), Page(s).


   **BIBLIOGRAPHY**
   
   Author’s Last Name, First Name: *Title*. Publication City: Publisher, Year of publication.


2. **MULTIPLE AUTHORS**

   NOTE
   2. First Author’s First Name Last Name, Next Author’s First and Last Names, and Third Author’s First and Last Names, *Title* (Publication City: Publisher, Year of publication), Page(s).

NOTE


BIBLIOGRAPHY

For more than three authors, give the first author’s name followed by *et al.*, Latin for “and others.”


**BIBLIOGRAPHY**

Give all authors’ names for works with ten or fewer authors.

First Author’s Last Name, First Name, Next Author’s First and Last Names, and Final Author’s First and Last Names. *Title.*

Publication City: Publisher, Year of publication.


3. ORGANIZATION OR CORPORATION AS AUTHOR

**NOTE**

3. Organization Name, *Title* (Publication City: Publisher, Year of publication), Page(s).


**BIBLIOGRAPHY**

Organization Name. *Title*. Publication City: Publisher, Year of publication.

4. AUTHOR AND EDITOR

NOTE

4. Author’s First Name Last Name, Title, ed. Editor’s First Name Last Name (Publication City: Publisher, Year of publication), Page(s).


BIBLIOGRAPHY

Author’s Last Name, First Name. Title. Edited by Editor’s First Name Last Name. Publication City: Publisher, Year of publication.


5. EDITOR ONLY

NOTE

5. Editor’s First Name Last Name, ed., Title (Publication City: Publisher, Year of publication), Page(s).


BIBLIOGRAPHY

Editor’s Last Name, First Name, ed. Title. Publication City: Publisher, Year of publication.

6. WORK IN AN EDITED COLLECTION OR ANTHOLOGY

NOTE

6. Author’s First Name Last Name, “Title of Work,” in Title of Collection or Anthology, ed. Editor’s First Name Last Name (Publication City: Publisher, Year of publication), Page(s).


BIBLIOGRAPHY

Author’s Last Name, First Name. “Title of Work.” In Title of Collection or Anthology, edited by Editor’s First Name Last Name, Page range. Publication City: Publisher, Year of publication.


7. UNKNOWN AUTHOR

NOTE

7. Title (Publication City: Publisher, Year of publication), Page(s).


BIBLIOGRAPHY

Title. Publication City: Publisher, Year of publication.


8. TRANSLATION

NOTE

8. Author’s First Name Last Name, Title, trans. Translator’s First Name Last Name (Publication City: Publisher, Year of publication), Page(s).

BIBLIOGRAPHY

Author’s Last Name, First Name. Title. Translated by Translator’s First and Last Names. Publication City: Publisher, Year of publication.


9. EDITION OTHER THAN THE FIRST

NOTE

9. Author’s First Name Last Name, Title, name or number of ed. (Publication City: Publisher Year of publication), Page(s).


BIBLIOGRAPHY

Author’s Last Name, First Name. Title. Name or number of ed. Publication City: Publisher, Year of publication.


10. VOLUME OF A MULTIVOLUME WORK

NOTE

10. Author’s First Name Last Name, Title of Complete Work, vol. number of individual volume, Title of Individual Volume (Publication City: Publisher, Year of publication), Page(s).


BIBLIOGRAPHY

Author’s Last Name, First Name. Title of Multivolume Work. Vol. number, Title of Individual Volume. Publication City: Publisher, Year of publication.

11. DICTIONARY OR ENCYCLOPEDIA ENTRY

Well-known reference works can be cited in a note without any publication information but do not need to be included in your bibliography. Use the abbreviation s.v., meaning “under the word,” before the name of the entry.

11. *Title*, edition number, s.v. “name of entry.”


12. LETTER IN A PUBLISHED COLLECTION

NOTE

12. "Sender's First Name Last Name" to "Recipient's First Name Last Name," Day Month Year, in *Title of Collection*, ed. Editor's First Name Last Name (Publication City: Publisher, Year of publication), Page(s).


BIBLIOGRAPHY

Senders Last Name, First Name. Senders First Name Last Name to Recipient’s First Name Last Name, Month Day, Year. In *Title of Collection of Letters*, edited by Editor’s First Name Last Name, Pages. Publication City: Publisher, Year.

13. BOOK IN A SERIES

NOTE

13. Author’s First Name Last Name, Title of Book, Title of Series (Publication City: Publisher, Year of publication), Page(s).


BIBLIOGRAPHY

Author’s Last Name, First Name. Title of Book. Title of Series. Publication City: Publisher, Year of publication.


14. SACRED TEXT

Cite a sacred work in a note but not in your bibliography. Provide section information, such as book, chapter, and verse—but never a page number. If you are citing the Bible, identify the version. Translated texts should give the name of the version or translator.


15. SOURCE QUOTED IN ANOTHER SOURCE

Give the author, title, publication, and page information for the source quoted, followed by information on the source where you found it.

NOTE


BIBLIOGRAPHY

Periodicals

For most articles, you’ll need to list the author; the article title and any subtitle; the periodical title; volume and issue numbers (for journals); and date information. Include page references only for journals and magazines.

IMPORTANT DETAILS FOR CITING PERIODICALS

• **AUTHORS:** If there is more than one author, follow the model for a book with multiple authors (no. 2).

• **TITLES:** Capitalize article titles and subtitles as you would a work in an edited collection (see no. 6). Use quotation marks around article titles. Italicize periodical titles.

• **VOLUME, ISSUE, AND DATE:** Give Arabic numbers for the volume even if a journal uses roman numerals. If an issue number is given, there’s no need to include the month or season in your citation. Magazines and newspapers are cited by date only.

• **PAGES:** Notes for journal and magazine articles should cite a specific page number; newspapers do not. Give the full page range of a journal article in your bibliography, but omit this information when citing magazines or newspapers.

16. ARTICLE IN A JOURNAL

NOTE

16. Author’s First Name Last Name, “Title of Article,” *Title of Journal* volume, no. issue (Year): Page(s).


BIBLIOGRAPHY

Author’s Last Name, First Name. “Title of Article.” *Title of Journal* volume, no. issue (Year): Page range.


BIBLIOGRAPHY

17. ARTICLE IN A MAGAZINE
Include the day for a weekly magazine. For a monthly magazine, give only the month and year with no comma in between.

NOTE
17. Author’s First Name Last Name, “Title of Article,” Title of Magazine, Month Day, Year, Page(s).

BIBLIOGRAPHY
Author’s Last Name, First Name. “Title of Article.” Title of Magazine, Month Day, Year, Page range.

18. ARTICLE IN A NEWSPAPER
NOTE
18. Author’s First Name Last Name, “Title of Article,” Title of Newspaper, Month Day, Year, edition (if any), sec. (if any).

BIBLIOGRAPHY
Author’s Last Name, First Name. “Title of Article.” Title of Newspaper, Month Day, Year, edition (if any), sec. (if any).
Ben Lundgren was a researcher with the AFL-CIO's building trades division when, in 1986, Toyota broke ground for its first fully owned U.S. assembly plant, on a spit of Kentucky farmland twelve miles north of Lexington. Honda and Nissan had recently opened their own non-union facilities in the United States, and organized labor feared the consequences of losing further ground in the auto industry. Lundgren was part of the contingent sent from Washington to prevail upon Toyota to hire union workers; he ended up staying on in the Bluegrass Region, and in 1999 he was elected president of Kentucky's AFL-CIO. When I visited Lundgren last winter at the union's state office—two rooms in a modest three mile from downtown Frankfort—he flipped across his desk a booklet that he had prepared for the battle with Toyota two decades earlier. The pamphlet detailed the scope of the vertically integrated supply chains, called kaisatsus, that Japanese car companies had brought with them to America from Japan and that some believed viable U.S. implementing laws. On its cover was a black drag race hovering ominously above the middle - United States. Lundgren guided me to a specific passage and then began to read it aloud: "The explosive growth of the American automobile market between 1920 and 1940 led to the creation of massive production facilities that had been none of the typical notion of a single plant but instead a team of efficient assembly lines." Lundgren was a contributing editor of Harper's Magazine. He is in Nashville.

NOTE


BIBLIOGRAPHY

19. UNSIGNED ARTICLE
When the author is unknown, put the article title first in notes. In the bibliography entry, put the name of the periodical first.

NOTE
19. “Title of Article,” Title of Newspaper, Month Day, Year, edition (if any), sec. (if any).

BIBLIOGRAPHY
Title of Newspaper. “Title of Article.” Month Day, Year, edition (if any), sec. (if any).

20. BOOK REVIEW
NOTE
20. Reviewer’s First Name Last Name, review of Title of Book, by Author’s First Name Last Name, Title of Periodical volume, no. issue (Year): Page(s).

BIBLIOGRAPHY
Reviewer’s Last Name, First Name. Review of Title of Book, by Author’s First Name Last Name. Title of Periodical volume, no. issue (Year): Page range.
For a review in a magazine or newspaper, replace the volume and issue numbers with the publication date, as in nos. 17 and 18.

**Online Sources**

Citations for many online sources begin with the same elements you’d provide for a print source: author or editor; title of the work; publisher, place of publication, periodical title, publication date, and so on. Provide a DOI (Digital Object Identifier, a string of numbers that identifies an online document) or URL whenever possible. For websites you’ll also need to include the site’s title, sponsor, and a URL.

**IMPORTANT DETAILS FOR CITING ONLINE SOURCES**

- **AUTHORS**: When no person or separate organization is given as the author of a website, list the site’s sponsor as the author. If there is more than one author, list subsequent authors as you would for a book with multiple authors (see no. 2).

- **PAGES OR OTHER LOCATORS**: When an online book or journal article has no page numbers, you may give another locator such as paragraph number or subsection heading. Be sure to make it clear (with an abbreviation such as *par.*, for example) that the locator you cite is not a page number. See no. 25 for an example that uses a subsection heading as a locator.

- **ACCESS DATES**: *Chicago* requires access dates only when a publication or revision date cannot be determined, or when a source is likely to be updated or removed without notice. However, some instructors require access dates for online sources, so the following models include them.

- **DOI OR URL**: *Chicago* prefers DOIs to URLs, as DOIs apply to a work in any medium. If no DOI is readily available, use the URL that appears in your browser’s address bar; a shorter form is also acceptable if supplied with the work (known as a stable URL) or when citing a newspaper article. In general, break a URL that won’t fit on one line before a slash or other punctuation mark—and do not add a hyphen or break the URL at one.
21. ARTICLE IN AN ONLINE JOURNAL

NOTE

21. Author's First Name Last Name, “Title of Article,” Title of Journal volume, no. issue (Year): Page(s) or other locator, accessed Month Day, Year, DOI or URL.


BIBLIOGRAPHY

Author’s Last Name, First Name. “Title of Article.” Title of Journal volume, no. issue (Year): Page(s) or other locator. Accessed Month Day, Year. DOI or URL.


22. ARTICLE IN AN ONLINE MAGAZINE

NOTE

22. Author’s First Name Last Name, “Title of Article,” Title of Magazine, Month Day, Year, accessed Month Day, Year, DOI or URL.


BIBLIOGRAPHY

Author’s Last Name, First Name. “Title of Article.” Title of Magazine, Month Day, Year. Accessed Month Day, Year. DOI or URL.

23. ARTICLE IN AN ONLINE NEWSPAPER

Very lengthy newspaper URLs can be shortened to end after the first single forward slash.

NOTE

23. Author’s First Name Last Name, “Title of Article,” Title of Newspaper, Month Day, Year. Accessed Month Day, Year. DOI or URL.


BIBLIOGRAPHY

Author’s Last Name, First Name. “Title of Article.” Title of Newspaper, Month Day, Year. Accessed Month Day, Year. DOI or URL.


24. JOURNAL ARTICLE ACCESSED THROUGH A DATABASE

For magazines and newspapers, add the appropriate information about the month, day, and year as shown in nos. 22 and 23. Give the URL of the article if the database supplies a stable one; if there’s no stable URL, include the database name and article identification number. Supply an access date only if the work doesn’t have a publication or revision date.

NOTE

24. Author’s First Name Last Name, “Title of Article,” Title of Journal volume, no. issue (Year): Pages(s), stable URL or Database Name (identification number).

NOTE


BIBLIOGRAPHY


BIBLIOGRAPHY

Author's Last Name, First Name. “Title of Article.” Title of Journal volume, no. issue (Year): Page range. Accessed Month Day, Year. Stable URL or Database Name (identification number).


25. EBOOK

Because pagination can vary depending on factors such as text size, indicate the chapter or section instead of a page reference.

NOTE

25. Author’s First Name Last Name, Title (Publication City: Publisher, Year of publication), Page(s) or other locator, DOI or URL.


BIBLIOGRAPHY

Author’s Last Name, First Name. Title. Publication City: Publisher, Year of publication. DOI or URL.


To cite a downloaded ebook of a print work, follow the setup for a print book but indicate the format of the ebook at the end of your citation (PDF ebook, Kindle edition). Note that the publisher and year may be different from the print version. (See page 193 for examples.)
NOTE


BIBLIOGRAPHY

NOTE


BIBLIOGRAPHY


26. WORK FROM A WEBSITE

If no author is given, list the sponsor as the author and do not repeat its name after the title of the website.

NOTE

26. Author’s First Name Last Name or Organization Name, “Title of Work,” Title of Site, Sponsor, Month Day, Year of publication or modification, accessed Month Day, Year, URL.


BIBLIOGRAPHY

Author’s Last Name, First Name or Organization Name. “Title of Work.” Title of Site. Sponsor. Month Day, Year of publication or modification. Accessed Month Day, Year. URL.


27. BLOG ENTRY

If a blog is sponsored by a larger publication, include the publication’s title in italics. Omit (blog) if that word is included in the title, as in the example on page 194.
NOTE

27. Author’s First Name Last Name, “Title of Entry,” Title of Blog (blog), Month Day, Year, accessed Month Day, Year, URL.


BIBLIOGRAPHY

Author’s Last Name, First Name. “Title of Entry.” Title of Blog (blog). Month Day, Year. Accessed Month Day, Year. URL.


28. PODCAST

If you’re citing an interview, use the model for a broadcast interview (no. 29) and insert the medium (podcast audio, podcast video) before the date.

NOTE

28. Author’s or Speaker’s First Name Last Name, “Title of Podcast,” Title of Site, Sponsor, medium, Month Day, Year of posting, URL.


BIBLIOGRAPHY

Author’s or Speaker’s Last Name, First Name. “Title of Podcast.” Title of Site. Sponsor. Medium. Month Day, Year of posting. URL.

29. EMAIL OR POSTING TO AN ONLINE FORUM
Include these sources in notes, but not in a bibliography.

EMAIL

29. **Writer’s First Name Last Name**, email message to author, Month Day, Year.

POSTING TO AN ELECTRONIC FORUM

29. **Writer’s First Name Last Name** to Name of Forum, Month Day, Year, accessed Month Day, Year, URL.

**Other Kinds of Sources**

30. BROADCAST INTERVIEW

NOTE

30. **Subject’s First Name Last Name**, interview by First Name Last Name, *Title of Program*, Network, Month Day, Year.

BIBLIOGRAPHY

Subject’s Last Name, First Name. Interview by Interviewer’s First Name Last Name, *Title of Program*, Network, Month Day, Year.
31. **SOUND RECORDING**

**NOTE**

31. Composer’s First Name Last Name, *Title of Work*, other appropriate information about the performer, conductor, recording, etc., Recording Company identifying number of recording, year of release, medium.


**BIBLIOGRAPHY**

Composer’s Last Name, First Name. *Title of Work*. Other appropriate information about the performer, conductor, recording, etc. Recording Company identifying number of recording, year of release, medium.


To cite a particular person’s work, start with that name.


32. **VIDEO OR DVD**

To cite a particular person’s work, start with that name.

**NOTE**

32. Writer’s First Name Last Name, *Title*, directed by First Name Last Name (Original release year; City: Studio, Year of recording release), Medium.

**BIBLIOGRAPHY**

*Writer’s Last Name, First Name.* *Title.* Directed by *First Name Last Name.* Original release year. City: Studio, Year of recording release. Medium.


33. **VIDEO CLIP**

The information you provide will vary according to what you’re citing. Here’s an example of a video clip on YouTube.

**NOTE**


**BIBLIOGRAPHY**


34. **GOVERNMENT PUBLICATION**

Most government publications can be cited like a work by an organization or corporation (no. 3) or a work by an unknown author (no. 7).

**NOTE**

BIBLIOGRAPHY


**Citing Sources Not Covered by Chicago**

To cite a source for which *Chicago* does not provide guidelines, look for models similar to the source you are citing. Give any information readers will need in order to find your source themselves—author; title; publisher; date of publication; information about electronic retrieval (such as the URL and date of access); and any other pertinent information. You might want to try out your citation yourself, to be sure it will lead others to your source.

**CMS-c Formatting a Paper**

**Name, course, title.** Type the title of your paper about halfway down a page; capitalize it as you would the title of a book. Place your name on the line below the title. At the bottom of the page, give the title of your course, your instructor’s name, and the date. Center each element on the title page on a separate line.

**Page numbers.** Insert a page number, preceded by either your name or a short form of the title, in the upper right-hand corner of each page; number pages consecutively, but do not put a page number on the title page.

**Spacing and margins.** Double-space the entire paper, including endnotes and bibliography; single-space any footnotes. Set one-inch margins on all sides.

**Long quotations.** When quoting more than a hundred words (at least six lines) or two or more paragraphs, set off the quotation as a block, indenting it one-half inch (or five spaces) from the left margin. Block quotations should not be enclosed in quotation marks.
Bruce Catton describes the end of the U.S. Civil War:

The end of the war was like the beginning, with the army marching down the open road under the spring sky, seeing a far light on the horizon. Many lights had died in the windy dark but far down the road there was always a gleam, and it was as if a legend had been created to express some obscure truth that could not otherwise be stated. Everything had changed, the war and the men and the land they fought for, but the road ahead had not changed. It went on through the trees and past the little towns and over the hills, and there was no getting to the end of it.¹

Poetry should be set off when you’re quoting two or more lines.

By referring to him as both “Captain” and “father,” Walt Whitman makes clear the strong sense of identification he has felt with the now-fallen Lincoln:

My Captain does not answer, his lips are pale and still,
My father does not feel my arm, he has no pulse nor will.²

Illustrations. You may wish to include figures and tables. Figures include charts, diagrams, graphs, maps, photographs, and other illustrations. Figures and tables should be numbered and given a title (Figure 1. A Map of Columbus, Ohio, 2010; Table 1. Telephone Ownership, 1900–20). Any illustration that comes from another source should include a short citation—Source: David Siegel, Creating Killer Web Sites (Indianapolis, IN: Hayden Books, 1996), 72.—along with full source information in your bibliography. Put the title above the illustration and any source note below. Position illustrations as soon as possible after they are discussed in your text—and be sure to explain how they relate to your point.

Notes. You may choose to give notes as footnotes at the bottom of the page on which you cite the source, or as endnotes that are grouped
at the end of your text under the heading Notes. For both footnotes and endnotes, indent the first line one-half inch (five spaces); do not indent subsequent lines. Footnotes should be single-spaced with an extra line between notes; endnotes should be double-spaced.

**Bibliography.** Start your list on a new page at the end of your paper, following any notes. Center the heading. Each entry should begin at the left margin, and subsequent lines should be indented one-half inch (or five spaces). Alphabetize the list by authors’ or editors’ last names; for works with no author or editor, or for multiple works by the same author, use the first important words of titles. If you include multiple works by the same author, use a three-em dash (or three hyphens) in place of the author’s name in every entry after the first.

**CMS-d Sample Pages**

The following sample pages are from “History at Home: Leighton House, Sambourne House, and the Heritage Debate,” written by Erika Graham for a museum studies course and internship during a study-abroad program in London. They are formatted according to the guidelines of the *Chicago Manual of Style*, 16th edition. To read Graham’s complete research paper, go to wwnorton.com/write/little-seagull-handbook.
History at Home:
Leighton House, Sambourne House, and the Heritage Debate

Erika Graham

Grinnell-in-London Internship
Professors Strauber and Vinter
December 3, 2008
In the Royal Borough of Kensington and Chelsea, many Victorian houses remain standing, for this part of London was favored by many artists of the day. Two of these buildings have since become museums: Leighton House, home to Frederic Lord Leighton, P.R.A., and Linley Sambourne House, residence of the premier cartoonist for Punch magazine and his family. Though managed by the same team of curators and staff, the houses have distinct characters, which stem from the finery of their interiors—Sambourne House sports almost entirely original furnishings and decor, while Leighton House has been painstakingly restored to its intended grandeur as a “palace of art.”

But although it might not be apparent to an average visitor overwhelmed by these displays, both museums are unavoidably involved in the fierce debate that surrounds all sites that present “the past.” This debate is multifaceted, but all strands return eventually to the issue of whether or not such presentations can educate the visitor—the key role of the museum. As museum-studies scholar Eilean Hooper-Greenhill observes, “Knowledge is now well understood as the commodity that museums offer.” The details of this knowledge vary by museum; we will here be focusing on the transmission of historical knowledge. The history museum, however, has an interesting place in the discourse on museum education, for not everyone accepts that these institutions fulfill their didactic role. The accusation runs that some history museums have abandoned their educational duties by moving beyond the glass case format to display history in context through reconstruction, preservation, and, most feared of all, living history.
Sample Endnotes, Chicago Style


5. Though a criticism here, not everyone believes this is a bad thing. For example, see Kevin Moore, *Museums and Popular Culture*, Contemporary Issues in Museum Culture (London: Cassell, 1997).


Sample Bibliography, Chicago Style

Bibliography


