The Music Department uses the Chicago Manual of Style for writing in upper division music classes. This guide includes additional musical examples and some variations on the standard examples shown in the latest edition which is: *Chicago Manual of Style [CMS]. 16th ed. Chicago: University of Chicago Press, 2010.*

- Copies of the latest CMS are kept at the Reference Desk and in the Reserve Room at Cook Library under the call number: REF Z253.U69 2010.
- These examples represent a quick guide in citing music related resources that are either not detailed in the CMS, or have additional components required by our music instructors.
- Consult the CMS or online help guides for additional examples.
- Additional examples for CMS citation help can be found on the Cook Library web page under the Citing Sources link.

**Note:** When using the CMS, remember to look only at examples that are marked either as “N” for footnote/endnote or “B” for bibliography. There are also examples for entries for a reference list (“R”) and parenthetical in-text citation (“T”) but these styles are not being used by the Music Department, so be careful in examining only the examples for a full endnote/footnote or bibliography entry.

### Endnote/Footnote Citations

**Endnotes** or **footnotes** are citations that show the source of the material you are quoting and the exact location of the quote within that source.

- When these citations (notes) are placed at the bottom of the pages of your paper, they are referred to as “footnotes;” when they are placed in one long list at the end of your paper, they are referred to as “endnotes.”
- Both the information listed and the formats of notes are identical, regardless of their placement. In most cases, you will use footnotes.
- Notes are written in the order in which they appear in your paper. Begin the first note with the number “1.” The next note will be numbered “2” with remaining notes in the paper numbered in that manner.
- The first line of a note is indented; all subsequent lines of that entry should rest at the left margin of your paper.
- **For this class only**, notes are single spaced both within the entry and between entries.
- **For this class only**, the numeral of each specific note should be in superscript (see examples).
- If you are using Microsoft Word, use either the “Insert” (Word 2003 and earlier) or “References” (2007 and later) options on your toolbar to select automatic formatting and placement of notes. Be wary of any citation software that formats all parts of a citation – these frequently have errors. Always check citations using a style manual or this guide for proper punctuation and other formatting issues.

### Short Reference Citations

The first time you cite a work in your notes is called a **first reference.** The second and any remaining times that you cite a particular work again is called a **short reference.**

- A short reference should include the **last name of the author**, an **abbreviated form of the title** (remember to italicize the title if it is a book or to put it in quotation marks if it is a journal article, even if it is brief), and the **page number** of the quoted material.
- A few examples for short references are listed for the first three examples; pattern short references for other resources on these three models.
- Do not use the Latin abbreviations, **Ibid.** and **Op. cit.** – follow the short reference format shown below.
Bibliography Citations

The bibliography is the complete list of all the resources that you used in your paper, but it omits the exact page numbers found in a footnote/endnote entry. The bibliography is created in addition to your numbered footnote/endnote entries. Keep the following in mind when creating your bibliography:

- The bibliography is always placed at the end of your paper and consists of one long list of sources used.
- The order of information and punctuation within an entry will be slightly different from that found in the footnote entry.
- These entries are arranged in alphabetical order by the last name of the author of each of the resources you used in writing your paper.
- Recordings should appear at the end of the bibliography under the heading “Discography.”
- The first line of a bibliography entry will rest at the left margin. The second and all subsequent lines of that entry should be indented.
- For MUSC 302, double space between bibliography entries, but single space within each individual entry.

Note: Some sections of MUSC 302 are asked to group their bibliographies into subgroups by resource type (for example: “Books,” “Journal Articles,” etc.) Check with your specific instructor to see if this is required.

Footnote/Endnote and Bibliography Examples in CMS Format

Book with One Author

Footnote/Endnote First Reference Entry:

Short Reference Footnote/Endnote:

Bibliography Entry:

Book with Two or Three Authors

Footnote/Endnote First Reference Entry:

Short Reference Footnote/Endnote:

Bibliography Entry:

Book with Editor or Translator in Place of Author

Footnote/Endnote Entry:

Bibliography Entry:

Book with Editor or Translator in Addition to Author

Footnote/Endnote Entry:
Bibliography Entry:

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Chapter or Part of a Book

Footnote/Endnote Entry:

Bibliography Entry:

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Signed Entry in a Specialized Encyclopedia

Footnote/Endnote Entry:

Bibliography Entry:

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Journal Article Retrieved from an Online Database

Footnote/Endnote Entry:

Bibliography Entry:

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E-book Retrieved from an Online Database

Footnote/Endnote First Reference Entry:

Bibliography Entry:

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Websites and Documents Retrieved from Websites

Footnote/Endnote First Reference Entry:

Bibliography Entry:

Note: For most Web sites, include an author, the title of the site, the sponsor, the date of publication or modified date, and the site’s URL. Do not italicize a web site title unless the site is an online book or periodical. Use quotation marks for the titles of sections or documents in a web site. If a site does not have a date of publication...
or modified date, give the date you accessed the site. For sites missing some of the above pieces, list those parts present in the order described above.

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**Article from Grove Music Online Electronic Database**

Footnote/Endnote First Reference Entry:

Bibliography Entry:

**Note**: *Grove Music Online* articles are often lengthy and have different authors for each section. Be sure to cite the author of the specific section that you are using.

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**Sound Recording – Portion of a Work/Recording**

Footnote/Endnote Entry:
3Frédéric Chopin, *Ballade no. 4, op. 52*, from *Chopin: The Four Ballades, Berceuse, op. 57, Barcarolle, op. 60, Scherzo, op. 54, no. 4*, Evgeny Kissin (piano), RCA/Victor Red Seal 09026-63259-2, 1999, compact disc.

Bibliography Entry:

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**Sound Recording – Complete Work/Recording**

Footnote/Endnote Entry:

Bibliography Entry:

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**Sound Recording from a Streaming Service (Naxos Music Library)**

Footnote/Endnote Entry:

Bibliography Entry:

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**Sound Recording Downloaded as MP3 File from Commercial Vendor (iTunes)**

Footnote/Endnote Entry:

Bibliography Entry:

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Liner Notes from a Sound Recording

Footnote/Endnote Entry:

Bibliography Entry:

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Score – Complete Work

Footnote/Endnote Entry:

Bibliography Entry:

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Score – Portion of a Work

Footnote/Endnote Entry:

Bibliography Entry:

---

Score in PDF Format Downloaded from Internet

Footnote/Endnote Entry:

Bibliography Entry:

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Youtube.com Website Video Clip

Footnote/Endnote Entry:

Bibliography Entry:

Note: The abbreviation “n.d.” in the above examples means “no date.” If your video clip has information that provides a date the video was made, cite that date in the entry. If not, use “n.d.” and place the abbreviation in square brackets.
Labeling Musical Excerpts as Examples in Your Paper

- All musical examples should have a caption placed above the example to identify it.
- Musical examples will be numbered in the order that they occur in your paper (Example 1, Example 2, etc.).
- The caption should list the composer and title of the work (with proper italicization or quotation marks as needed), with measure numbers identifying the exact location of the excerpt within the score.
- Do not put a footnote by the musical example, but list the score in your bibliography.
- Place the musical example even with your left margin.
- Whenever possible, try to use an authoritative edition of the score that does not show fingering recommendations or editorial comments.
- If you create your own musical example using computer software or photocopy and crop images, be sure to include notational braces, beams, clefs, key signatures, meter markings, and remember to indicate instrumentation.
- Begin and end excerpts with complete measures; do not begin or end an example in the middle of a measure.

Musical Excerpt Example:

Example 1  Frédéric Chopin, *Polonaise*, Op. 5, no. 1, mm. 1-4

*Allegro non troppo.*

Labeling and Inserting Tables in Your Paper

Sometimes information you are presenting in your paper is best displayed in a table format. Use a table when you want to compare and contrast information, present data in chronological order, or organize a large amount of data into manageable divisions for ease of use by your reader. Keep these things in mind when creating a table:

- Tables should have a number (Table 1, Table 2, etc.) and in most cases, a title which identifies the content. The title should be brief and capitalized as you would a sentence.

Table Caption Examples:

Table 1. *The Magic Flute* arias organized by voice type

Table 2. Mahler’s symphonic works by date of composition

- Use the tab key to make sure that all columns line up properly.
- Be sure to label columns so that the information is clear to the reader.
- Use the “Table” command from the drop down menu in Microsoft Word (2003 and earlier) or the Insert command (2007 and later) to draw a table with the specific number of columns and rows that are needed.
- Place the table in the center of your manuscript, not even with the left margin.
Here is an example of a formatted table (in this case, without a title):

<table>
<thead>
<tr>
<th>No.</th>
<th>Title</th>
<th>Incipit</th>
<th>Date of composition</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>White moth at twilight</td>
<td>“Phantom amid the bloom of peach, pear, lime”</td>
<td>December 20, [1925]</td>
</tr>
<tr>
<td>2</td>
<td>Drought</td>
<td>“Love was a filmy, fleecy cloud”</td>
<td>December 18, [1925]</td>
</tr>
<tr>
<td>3</td>
<td>Discipleship</td>
<td>“I had a lone disciple”</td>
<td>January 5, 1926/May 8, 1926</td>
</tr>
<tr>
<td>4</td>
<td>Spiritual</td>
<td>“I wan’ ma’ frainds befo’ I die”</td>
<td>December 16, 1925</td>
</tr>
<tr>
<td>5</td>
<td>The Heavens declare</td>
<td>“I have had my heavens”</td>
<td>February 3, 1926</td>
</tr>
</tbody>
</table>

- If you have gathered the data for your table through your own study and observation, no further notation is necessary.
- If you are using another author’s research in your table, use an unnumbered footnote to describe the source of the data. Put the word “source” in italics and place the note directly under the table.

Here is an example of a table source note which indicates material taken from a book:

**Table Source Example:**


For advice about inserting music-specific technical terms in your paper, consult pages 369-371 of the *CMS, 16th edition*. Consult pages 459-460 for advice on how to name musical works and other issues specific to writing about music.

**Further help on CMS formatting is available online**

- Visit the Cook Library web page under the “Citing Sources” link for citation examples: [http://cooklibrary.towson.edu/styleGuides.cfm](http://cooklibrary.towson.edu/styleGuides.cfm) - scroll down to *Chicago Manual of Style* and use the “Notes & Bibliography” guide
- See also *Diana Hacker’s Research and Documentation Online* website at [http://www.dianahacker.com/resdoc/home.html](http://www.dianahacker.com/resdoc/home.html) - click on links for “Chicago – Documenting Sources” for a wide variety of examples of citations as well as a sample paper
- Check out the official *CMS Quick Guide* website at [http://www.chicagomanualofstyle.org/tools_citationguide.html](http://www.chicagomanualofstyle.org/tools_citationguide.html) - be sure to stay in the “Notes and Bibliography” view for the correct format
- For additional music specific examples, see *Citing Music Sources in Your Essay and Bibliography from* the University of Western Ontario - [http://www.lib.uwo.ca/files/music/Cite-mus-2010.pdf](http://www.lib.uwo.ca/files/music/Cite-mus-2010.pdf)