­­Half Title

Book Title

Subtitle

by

Author Name

with contributions by

Contributor Names

Introduction by

Contributor Names

Table of Contents

TOC A for prelims (introduction, preface, etc.). *Author Name* ###

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Abbreviations

Abbr. Full abbreviation

List of Figures

1. Figure title or short caption ##

List of Plates

1. Plate title or short caption ##

List of Tables

1. Table title or short caption ##

Acknowledgments

This style is called “Body Text no indent.” It is used in the first paragraph following each section or subhead.[[1]](#footnote-1)

The “Body Text with indent” style automatically follows the first (non-indented) paragraph of each section and comprises the bulk of the text in a chapter. Subsequent paragraphs are consistently indented until the beginning of a new section/subhead.

Preface

Equi dendi blaborem fugat.

Pienditem voloribusam laut volecatio quostor sit, quat fuga. Et ex enimusant.

Bibliography

Author last name, first name (“Biblio Author” paragraph style)

Year *Title*. Bibliography entry. (“Biblio Entry” paragraph style; insert tab after year)

Referencing Examples

Examples can be found in *Chicago Manual of Style*, 17th ed., “Author-Date: Sample Citations,”   
<https://www.chicagomanualofstyle.org/tools_citationguide/citation-guide-2.html>.

Here you’ll see several bibliography examples, followed by a footnote example (parenthetical citations are not used by OI Publications). While these examples are standard OI Publications formatting, exceptions can and may be made, depending upon the publication. For multi-author works, bibliographies are usually consolidated into one section here, placed at the end of the front matter. If you are the primary editor for a multi-author manuscript, please copy, paste, and re-alphabetize all contributors’ bibliographies from their individual “OI Manuscript Author Template” documents into this bibliography section of this template—the formatting should easily transfer.

Several important notes:

For multiple works by the same author, please list them in date order, beginning with oldest. E.g.:

Doe, Jane

2015 *Formatting Bibliographies*. Chicago: University of Chicago.

2016 *Still Formatting Bibliographies*. Chicago: University of Chicago.

If there are multiple works by the same author during the same year, please differentiate using ascending alphabetical characters. E.g.:

Doe, John

2018a *Ancient Egyptian History*. Chicago: University of Chicago.

2018b *Another History of Ancient Egypt*. Chicago: University of Chicago.

2018c *Still More Histories of Ancient Egypt*. Chicago: University of Chicago.

Bibliography Examples

Book

Byrne, Muriel St. Clare, ed.

1981 *The Lisle Letters*. 6 vols. Chicago: University of Chicago Press.

Carson, Clayborne, ed.

2014 *The Papers of Martin Luther King, Jr.* Vol. 7, *To Save the Soul of America, January 1961–August 1962*, edited by Tenisha Armstrong. Berkeley: University of California Press.

Grazer, Brian, and Charles Fishman

2015 *A Curious Mind: The Secret to a Bigger Life*. New York: Simon & Schuster.

Smith, Zadie

2016 *Swing Time*. New York: Penguin Press.

Chapter or other part of an edited book

Thoreau, Henry David

2016 “Walking.” In *The Making of the American Essay*, edited by John D’Agata, 167–95. Minneapolis: Graywolf Press.

Book in a series

Mazrim, Robert F.

2011 *At Home in the Illinois Country: French Colonial Domestic Site Archaeology in the Midwest, 1730–1800*. Studies in Illinois Archaeology 9. Urbana: Illinois State Archaeological Survey.

Translated book

Lahiri, Jhumpa

2016 *In Other Words*. Translated by Ann Goldstein. New York: Alfred A. Knopf.

Thesis or dissertation

Rutz, Cynthia Lillian

2013 “*King Lear* and Its Folktale Analogues.” PhD diss., University of Chicago.

Journal article

Keng, Shao-Hsun, Chun-Hung Lin, and Peter F. Orazem

2017 “Expanding College Access in Taiwan, 1978–2014: Effects on Graduate Quality and Income Inequality.” *Journal of Human Capital* 11, no. 1 (Spring): 1–34. https://doi.org/10.1086/690235.

Satterfield, Susan

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Book review

Kakutani, Michiko

2016 “Friendship Takes a Path That Diverges.” Review of *Swing Time*, by Zadie Smith. *New York Times*, November 7, 2016.

Interview

Stamper, Kory

2017 “From ‘F-Bomb’ to ‘Photobomb,’ How the Dictionary Keeps Up with English.” Interview by Terry Gross. *Fresh Air*, NPR, April 19, 2017. Audio, 35:25. http://www.npr.org/2017/04/19/524618639/from-f-bomb-to-photobomb-how-the-dictionary-keeps-up-with-english.

News or magazine article

Manjoo, Farhad

2017 “Snap Makes a Bet on the Cultural Supremacy of the Camera.” *New York Times*, March 8, 2017. https://www.nytimes.com/2017/03/08/technology/snap-makes-a-bet-on-the-cultural-supremacy-of-the-camera.html.

Mead, Rebecca

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Pegoraro, Rob

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Austen, Jane

2007 *Pride and Prejudice*. New York: Penguin Classics. Kindle.

Melville, Herman

1851 *Moby-Dick; or, The Whale*. New York: Harper & Brothers. http://mel.hofstra.edu/moby-dick-the-whale-proofs.html.

Website content

Bouman, Katie

2016 “How to Take a Picture of a Black Hole.” Filmed November 2016 at TEDxBeaconStreet, Brookline, MA. Video, 12:51. https://www.ted.com/talks/katie\_bouman\_what\_does\_a\_black\_hole\_look\_like.

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2017 “Privacy Policy.” Privacy & Terms. Last modified April 17, 2017. https://www.google.com/policies/privacy/.

Yale University

n.d. “About Yale: Yale Facts.” Accessed May 1, 2017. <https://www.yale.edu/about-yale/yale-facts>.

Social media content

Chicago Manual of Style

2015 “Is the world ready for singular they? We thought so back in 1993.” Facebook, April 17, 2015. https://www.facebook.com/ChicagoManual/posts/10152906193679151.

Souza, Pete (@petesouza)

2016 “President Obama bids farewell to President Xi of China at the conclusion of the Nuclear Security Summit.” Instagram photo, April 1, 2016. https://www.instagram.com/p/BDrmfXTtNCt/.

Footnote Example

The name of the author(s) and the date of the work’s publication are given, followed by page numbers and other applicable information (if any). Illustration numbers are separated by a comma and the appropriate abbreviation: fig(s). for figures, pl(s). for plates, etc. E.g.:

Frankfort 1970, 154–55, fig. 52.

1. This is the “Footnote Text no indent” style.

   This is the “Footnote Text with indent” style, to be used when there are footnotes that contain multiple paragraphs. [↑](#footnote-ref-1)