

END NOTES GUIDE
[Revised June 2014]

The following is a *Choral Journal* style guide for end note citation.

NOTE: All footnotes need to be converted to end notes before submission.

Reference Books

The Chicago Manual of Style, 16th Edition

A Manual for Writers, 8th Edition, Kate L. Turabian

Book

Information to be included:

1. Author first and last name
2. *Book title*
3. City of publication
4. Publisher
5. Year of publication
6. pages quoted (if applicable)

1. One author

First instance:

- Malcolm Gladwell, *The Tipping Point: How Little Things Can Make a Big Difference* (Boston: Little, Brown, 2000), 64–65.

Second instance of the same book:

- Gladwell, *Tipping Point*, 71.

2. Two or three authors

Listed with full name of all authors in the order listed on the title page.

3. Four or more authors

Only include the first name of the first author, followed by *et al.* with no intervening comma.

- Jeri A. Sechzer et al., ed., *Women and Mental Health* (Baltimore: John Hopkins University Press, 1996), 243.

4. Editor or translator in addition to the author

The edited, compiled, or translated work of one author is normally listed with the author's name appearing first and the name(s) of the editor/compiler/translated appearing after the title, preceded by *ed.*, *comp.*, or *trans.*

- Yves Bonnefoy, *New and Selected Poems*, ed. John Naughton and Anthony Rudolf (Chicago: University of Chicago Press, 1995).

5. Chapter or other part of a book

Author's name is followed by the title of the chapter in quotation marks, followed by *in*, followed by the title of the book.

- John Samples, "The Origins of Modern Campaign Finance Law," in *The Fallacy of Campaign Finance Reform* (Chicago: University of Chicago Press, 2006).

When to specify state, province, or country (Chicago 14.136)

If the city of publication may be unknown to readers or may be confused with another city of the same name, the abbreviation of the state, province, or (sometimes) country is usually added. *Washington* is traditionally followed by *DC*, but other major cities, such as Los Angeles and Baltimore, need no state abbreviation. Two-letter postal codes are used in the case of state abbreviation (IL, MA, etc.). When the publisher's name includes the state name, the abbreviation is not needed.

- Cambridge, MA: Harvard University Press
But Cambridge: Cambridge University Press
- Washington, DC: Smithsonian Institution Press
- Chapel Hill: University of North Carolina Press

Article in a Journal, Magazine, or Newspaper

Information to be included:

1. Full name(s) of author or authors
2. Title and subtitle of article or column
3. Title of periodical
4. Issue information (volume, issue number, date, etc.)
5. Page reference (if any)
6. For online periodicals, include a URL or DOI

Journal

- Carroll L. Gonzo, "Metaphoric Behavior in Choral Conducting," *Choral Journal* 17, no. 7 (1977): 8-12.
- David Meban, "Temple Building and the Proem to Virgil's Third *Georgic*," *Classical Philology* 103, no. 2 (2008): 153, accessed July 17, 2011, doi: 10.1086/591611.
*access dates are not required

Magazine

- Michael Frank, "La Concha Revival: San Juan's Tropical Modernist Gem Makes a Comeback," *Architectural Digest*, August 2009, 103-4.
- Wendy Cole and Janice Castro, "Scientology's Largesse in Russia," *Time*, April 13, 1992, <http://www.time.com/time/magazine/article/12654958.html>. (see Chicago 14.200)

Newspaper

- Mike Royko, "Next Time, Dan, Take Aim at Arnold," *Chicago Tribune*, September 23, 1992.
- Elisabeth Bumiller and Thom Shanker, "Pentagon Lifts Ban on Women in Combat," *New York Times*, January 23, 2013, accessed January 24, 2013, <http://www.nytimes.com/2013/01/24/us/pentagon-says-it-is-lifting-ban-on-women-in-combat.html>.

Interviews and Personal Communication

The name of the person interviewed comes first; the name of the person from whom the communication was received comes second.

- Constance Conlon, e-mail message to author, April 17, 2000.

Unpublished interviews should include the names of both persons interviewed and the interviewer; brief identifying information, if appropriate; the place or date of the interview (or both, if known); and, if a transcript or recording is available, where it may be found.

- Andrew Macmillan (principal adviser, Investment Center Division, FAO), in discussion with the author, September 1998.
- Benjamin Spock, interview by Milton J. E. Senn, November 20, 1974, interview 67A, transcript, Senn Oral History Collection, National Library of Medicine, Bethesda, MD.

Published or broadcast interviews are treated like an article in a periodical or a chapter in a book. Interviews consulted online should include a URL or similar identifier.

- Darcey Steinke, interview by Sam Tanenhaus and Dwight Garner, *New York Times Book Reviews*, podcast audio, April 22, 2007, <http://podcasts.nytimes.com/podcasts/2007/04/20/21bookupdated.mp3>.

Thesis/Dissertation

Titles of unpublished works appear in quotation marks, not in italics. If the document was consulted online, include a URL or give the name of the database and ID number. (Chicago 14.224)

- Sandra Landis Gogel, "A Grammar of Old Hebrew" (Ph.D. diss., University of Chicago, 1985), 46-50.
- Ilya Vedrashko, "Advertising in Computer Games" (master's thesis, MIT, 2006), 59, <http://cms.mit.edu/research/theses/IlyaVedrashko2006.pdf>.

Lectures & Papers Presented at Meetings

The sponsorship, location, and date of the meeting at which a speech was given or a paper presented follow the title. This information, like that following a thesis title, is put in parenthesis in a note *but* not in a bibliography. (Chicago 14.226)

- Stacy D’Erasmus, “The Craft and Career of Writing” (lecture, Northwestern University, Evanston, IL, April 26, 2000).
- Daniel Swanson, “The Weakest Link: The Argument for On-Wrist Band Welding” (doctoral thesis, Harvard University, 2006), 60-62.

Encyclopedias and Dictionaries

For well-known reference books *Choral Journal* style is to cite the author, if known, and the name of the article first, followed by the title of the encyclopedia or dictionary and the date of publication. Facts about publication are often omitted, but the edition (if not the first) must be specified.

- J. W. Cosyns-Carr, "Blake, William," in *Encyclopedia Britannica*, 1980, 178.

Websites

Websites should be referred to in text and notes by specific title (if any), name of the author, or by a descriptive phrase. Titles of websites are set in roman without quotation marks. Specific sections or pages of a website should be placed in quotation marks. (Chicago 14.244)

- *The Chicago Manual of Style Online*; “Chicago Style Q&A”
- the website of the *New York Times*; the *New York Times* online

Sound Recordings/Audiovisual Materials

Documentation of a recording usually includes some or all of the following: name of the composer, writer, performer, or other person primarily responsible for the content; title, in italics or quotation marks as applicable; the name of the recording company or publisher; identifying recording information; indication of medium (compact disc, audiocassette, audiovisual file, etc.); and the copyright date or date of production or performance. (Chicago 14.274/14.276)

- Steven Stucky, *August 4, 1964*, with Indira Mahajan, Kristine Jepson, Vale Rideout, Rod Gilfry and the Dallas Symphony Chorus and Orchestra, conducted by Jaap van Zweden, recorded 2012, Naxos.
- New York Trumpet Ensemble, with Edward Carroll (trumpet) and Edward Brewer (organ), *Art of the Trumpet*, recorded at the Madeira Festival, June 1-2, 1981, Vox/Turnabout, PVT 7183, 1982, compact disc.