Music Citation Guide – Bibliography Format

The following style sheet gives musical examples and musical variations on the standard examples shown in the latest edition of the Chicago Manual of Style (CMS). Also online at: http://libguides.usask.ca/chicagomusic.

Guidelines for Structuring a Bibliographic Entry

A bibliography is the complete list of works cited in a text. In a bibliographic entry the elements (author, title, publication information, etc.) are separated by period and a single space. The first-listed author’s name is usually inverted (last name first). Bibliographic entries are indented after the first line, called a “hanging indent.” The entries should be alphabetized by author. Some bibliographic information may be difficult to determine from a document. To clarify these details, check the information provided in the library catalogue record for the item you are citing.

Titles are capitalized headline-style unless they are in a foreign language (Chicago 14.87 - 14.88). Titles of larger works (e.g., books and journals) are italicized; and titles of smaller works (e.g., chapters, articles) or unpublished works are enclosed in quotation marks. The spelling, hyphenation, and punctuation in the original title found on the item should be preserved, with some exceptions (Chicago 14.88).

Commas and periods are placed inside quotation marks. Noun forms such as editor, translator, volume, and edition are abbreviated, but verb forms such as edited by and translated by are spelled out in a bibliography (Chicago 14.21). If no date or place of publication can be determined, the abbreviations —n.d. " and —n.p." may be substituted. Estimates of dates and places of publication may be placed in square brackets and followed by a question mark. E.g.:

Boston: Oliver Ditson, n.d.
n.p.: Insel-Verlag, [1949?]

Additional Resources


HINT: To create a hanging indent in Microsoft Word, select the entries and press CTRL-T.
Bibliography Examples

BOOK
When citing books, give the author, title, publisher location, publisher name, and year of publication. If accessed online, include the URL (followed by a period) at the end of the citation. (Chicago 14.75-14.76)


GROVE ARTICLE
Citations of articles in *Grove Music Online* should include the title and author of the entry. Use the abbreviation s.v. before the title of the entry (sub verbo, “under the word”). Include a posted publication or revision date for the cited entry; if none is available, supply an access date. Include a URL as the last element of citation; if the entry lists a recommended form for the URL, use that version. (Chicago 14.233)


PERIODICAL ARTICLE
For periodicals (i.e. journals and magazines) one normally gives the author, article title, journal title, volume, issue number, year, and page numbers. If accessed online, include the URL (followed by a period) at the end of the citation. (Chicago 14.168 – 14.187)


ARTICLE / CHAPTER IN EDITED BOOK
When citing an article in a book one normally gives the author, article title, book title, editor, page range, publisher location, publisher name, and year of publication. Precede the title of the book with “In”. (Chicago 14.107)

SCORE

Many scores are cited just like books, though often with the addition of an editor. If in addition to an author there are names of editors or translators, they will appear after the title but preceded by Edited by or Translated by (Chicago 14.104). If accessed online, include the URL (followed by a period) at the end of the citation. (Chicago 14.255)


SCORE OF A WORK PUBLISHED WITHIN A SERIES, COLLECTION, OR COMPLETE WORKS EDITION

Citing a specific piece within a score is treated as a chapter in a book, or “titled part of a book.” The composer’s name is followed by the part, followed by In, followed by the title of the book or score (Chicago 14.106).

When citing a work from a series or complete works, indicate the editor, page range, series, volume, and date. If a single volume of a multivolume work is cited, only the date of that volume should appear. If an entire multivolume, multiyear work is cited, give the range of dates. If the work has not been completed, give the date of the first volume followed by a dash (Chicago, 14.144).


WEB PAGE

When citing a web page, include as much of the following as can be determined: the title or a description of the page, the author of the content (if any), the owner or sponsor of the site, and a URL. Also include a publication date or date of revision or modification; if no such date can be determined, include an access date. (Chicago 14.205)


SOUND RECORDING

Cite the recording by the element you are referring to – composer or performer. If accessed online, include the URL (followed by a period) at the end of the citation. (Chicago 14.263)

Composer. Title of Recording. Performer/Ensemble. Conductor. Label Label number, date, format.


LINER NOTES

If the notes are unsigned (no author is indicated), simply add "Liner notes." to the end of the citation of the recording. Signed notes may be cited by the author’s name. If the notes are titled, the title may follow the author’s name.


VIDEO

Video recordings are cited in a manner similar to sound recordings, although label and label number are not included. If the material is a recording of a speech or other performance, or if it is a digital version of a published source, include information about the original performance or source. Include an indication of the source type (e.g., "DVD") and length. (Chicago 14.265)


ONLINE VIDEO

When citing online multimedia such as a YouTube video, it is never enough simply to cite an electronic file name or URL, though this should be included as well. If the material is a recording of a performance, or if it is a digital version of a published source, include information about the original performance or source. If no date can be determined from the source, include the date the material was last accessed. Include an indication of the source type (e.g., "video") and length. (Chicago 14.267)


PROGRAM NOTES

Some program notes are issued as periodicals or books and should be treated as such. Notes that are neither periodicals nor collections should include (when available) author, titles of notes, title of concert, ensemble, director, location and performance date. If no author is indicated, simply add “Program notes.” to the end of the citation of the performance.

MULTIPLE CITATIONS BY THE SAME AUTHOR

When one cites more than one work by the same author, every citation after the first begins with a 3-em dash followed by a period (———.) in place of the author’s name. Multiple citations by the same author are alphabetized by the title of the work. (Chicago 14.68-14.71)


CURRICULUM GUIDES

Curriculum guides are cited in a similar manner to books, although the organization is listed in the place of the author (Chicago 14.84). If the guide is accessed online, include the URL.


*HINT: To create a 3-em dash in Microsoft Word, press [Ctrl] + [Alt] + [- on the Number Pad] 3 times.*