Department of Media Studies, Section for Cinema Studies
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Style Guide

This small booklet is a shortened and modified version of the 16th edition of The Chicago Manual of Style. Use it when writing an analysis of a film, a take-home examination, an essay, or another written assignment.

The complete Chicago Manual of Style is available in print at Stockholm University Library and online: http://www.chicagomanualofstyle.org/16/contents.html

Note! The Chicago Manual of Style is written for American English, and according to the US convention periods and commas precede closing quotation marks. When writing in British English position periods and commas outside the quotation mark, according to the British convention. Whether writing in American English or British English, be sure to select that language in the settings of your new document before you start writing. This will ensure that most spelling and grammar errors will appear using the spellcheck function, and quotation marks will curve inward like "this" instead of like "this."

Titles

All types of titles – e.g. of films, TV series, books, magazines, and newspapers – should be italicized. Be consistent with this throughout your written assignment, e.g. in the running text, headings, footnotes, and bibliography.

Film Titles

The first time the title of a film is mentioned, the English title (if there is one) is used. It is followed by the original title, director, and opening year:
Involuntary (*De ofrivilliga*, Ruben Östlund, 2008)

When the English title is the same as the original title, it only needs to be given once:
No Country for Old Men (Ethan and Joel Coen, 2007)

When the director is unknown or irrelevant (which is often the case in research concerning early cinema), it is more common to provide the name of the production company:
Raffles, the Amateur Cracksman (Vitagraph, 1905)

Following this, it is enough to write only the English (or equivalent) title of the film.

TV Titles

The first time a TV production is mentioned, information about the producer/production company or director should be provided, wherever relevant. The original year of broadcast should also be specified:
Beverly Hills 90210 (Spelling, 1990–2000)
Nine to Five (Colin Higgins, 1980)

For television series, indicate the production company or original broadcasting channel, depending on which is relevant for the case:
Six Feet Under (HBO, 2001–2005)
Simpsons (Fox, 1989–?)

Individual episodes of TV series often have their own titles. In such cases, these should be put in quotation marks. The original year of broadcast for the episode in question should be specified. The season and episode number should also be specified.
"Under the Influence" (ep. #5.02, 1994), *Beverly Hills 90210* (Spelling, 1990–2000)

When you mention the title or episode again, only repeat the italicized title or the episode title in quotation marks.

Giving Quotations

If the quotation is shorter than 50 words, merge it with the running text, with quotation marks before and after the quotation:
Börje Heed wrote: "The kids have not been so quiet for years, silent and with eyes full of amazement."

If the quotation is longer than 50 words, it should be set off from the running text in a so-called "block quotation." This should be preceded and followed by a blank row, have a wider left margin than the running text and be written in a smaller font size. Block quotations should not be enclosed by quotation marks:

An article written five years later, in 1909, continued with this argument that an inherent feeblemindedness made women bad automobile drivers:

> The natural training of women is not in the direction to allow her properly to manipulate an automobile in cases of emergencies. She is not trained to think of two things at once. Note her as she walks along a crowded sidewalk and suddenly desires to retrace her steps for some forgotten errand.

Small changes can be made to the original text sometimes, but these should conform to the following guidelines:

To increase coherence, add a word or phrase into square brackets:
"His [Eisenstein's] films were as influential as Griffith's or Chaplin's."

Replace omitted, unnecessary words by an ellipsis:
"His films were as influential as […] Chaplin's."
"His films were as influential as Griffith's […]."

When the case of a letter has to be changed from upper-case to lower-case, or vice versa, put the changed letter into square brackets:
According to X "[h]is films were as influential as Griffith's or Chaplin's."

Quotations marks inside quotations should be changed into single marks:
"As improbable as this scenario may seem, the episode 'plays it straight' for the first two acts."

When you cite dialogue from a film or TV series, you have to explain who is talking and in what circumstance. Do you need to refer to a specific moment, write a timestamp with hour:minute:second: (1:35:12).

Source References

Footnotes should be inserted every time information is taken from a source, regardless of whether it is presented in a quotation, summary, or not mentioned in the running text. In most cases, the footnote number is inserted at the end of the sentence:
According to Börje Heed, "The kids have not been so quiet for years, silent and with eyes full of amazement."[1]

In exceptional cases, however, the footnote number may be placed in the middle of the sentence. This sometimes occurs when referring to several different sources in one single sentence:
"This was obvious in the Shotwell series[1] – and it must be remembered that Shotwell was a student of Robinson."[2]

The footnotes are placed at the bottom of each page and should always contain information about the source referred to:

———————————

[1] First name Last name, *Title of book* (Place of publication: Publisher, Year of publication), page number(s).

When a source is referred to a second time or more in footnotes, the reference may be abbreviated:

[1] Last name, 50.

If you refer to several texts by the same author, specify the *title* of the book/article.

When referring to the same source in a footnote that directly follows another, write 'Ibid.' followed by the page reference:

[1] Last name, 50.
[2] Ibid., 55.

When you refer to several pages, include the first and last page numbers:

[1] Last name, 50–58.

Provide a complete list of references in a **bibliography** after the running text. Every source that you have referred to in the text should be listed in alphabetical order, under the two headings "Films and TV series" and "Written Sources." Use a "hanging indent" (indent the second and following lines) for each entry longer than one line.

The format differs slightly for different types of works according to the following overview:

Note that no abbreviation for the word "page" is used (such as p. or pg.). The **page number** is written simply as a number.

Books

Printed book

In the note:

[1] First name Last name, *Title of book* (Place of publication: Publisher, Year of publication), page number.

In the bibliography:

Last name, First name. *Title of book*. Place of publication: Publisher, Year of publication.

For a book with two or three authors, write all names. In the bibliography, the authors are written in alphabetical order, but only the name of the first author is inverted.

Book with four or more authors

In the note:

[1] First name Last name et. al., *Title of book* (Place of publication: Publisher, Year of publication), page number.

In the bibliography:

Last name, First name, First name Last name, First name Last name, and First name Last name. *Title of book.* Place of publication: Publisher, Year of publication.

Translated book

In the note:

[1] First name Last name, *Title of book,* trans. First name Last name (Place of publication: Publisher, Year of publication), page number.

In the bibliography:

Last name, First name. *Title of book.* Translated by First name Last name. Place of publication: Publisher, Year of publication.

Edited volume

<u>In the note:</u>
[1] First name Last name and First name Last name, ed., *Title of book* (Place of publication: Publisher, Year of publication).

<u>In the bibliography:</u>
Last name, First name and First name Last name, ed. *Title of book*. Place of publication: Publisher, Year of publication.

Write the editor's/editors' name/names when you refer to an edited volume. When you refer to a chapter or section of an edited volume, write the author's name (see below).

Chapter or section of an edited volume

<u>In the note:</u>
[1] First name Last name of the author of the chapter, "Chapter title", in *Complete title of the edited volume,* ed. First name Last name (Place of publication: Publisher, Year of publication), page number.

<u>In the bibliography:</u>
Last name, First name. "Chapter title". In *Complete title of the edited volume*, edited by First name Last name and First name Last name. Place of publication: Publisher, year of publication, The chapter's first page–the chapter's last page.

Unpublished academic dissertation

<u>In the note:</u>
[1] First name Last name, "Title" (Ph.D. diss., Department, University, Year of publication), page number.

<u>In the bibliography:</u>
Last name, First name. "Title". Ph.D. diss., Department, University, Year of publication.

E-book

<u>In the note:</u>
[1] First name Last name, *Title of book* (Place of publication: Publisher, Year of publication), accessed month day, Year, http://address.

<u>In the bibliography:</u>
Last name, First name. *Title of book*. Place of publication: Publisher, year. Accessed month day, Year, http://address.

Articles

Note! An article from a printed journal also available electronically, e.g. via Academic Search Premier, JSTOR, and Project Muse, should be specified the same way as an article in a printed journal.

The **volume number** is written simply as a number after the name of the journal. Do not write "volume" or "vol.".

The **issue number** is written with the abbreviation for number: "no. 1."

Write the volume number, issue number, and month/season when provided by the journal in question.

Article in a printed journal

<u>In the note:</u>
    [1] First name Last name, "Article title," *Journal* volume number, no. number (season/month year): page number.

<u>In the bibliography:</u>
Last name, First name. "Article title." *Journal* volume number, no. number (season/month year): the first page of the article–the last page of the article.

Popular magazine article

<u>In the note:</u>
    [1] First name Last name, "Article title," *Journal*, month day, year, page number.

<u>In the bibliography:</u>
Last name, First name. "Article title." *Journal*, month day, year.

Newspaper article

<u>In the note:</u>
    [1] First name Last name, "Article title," *Name of the newspaper*, month day, year, part of newspaper, page number.

<u>In the bibliography:</u>
Last name, First name. "Article title." *Name of the newspaper*, month day, year, part of newspaper.

Article in an online-publication

<u>In the note:</u>
    [1] First name Last name, "Article title," *Online-journal* volume number, no. number (season/month year): page number, accessed month day, year, doi:xx.xxx/xxxxxx.

<u>In the bibliography:</u>
Last name, First name. "Article title." *The name of the online-journal* volume number, no. number (season/month year): the first page of the article–the last page of the article. Accessed month, day year. doi:xx.xxx/xxxxxx.

When available, a **DOI** (Digital Object Identifier) is included.

Websites

For a blog or website with an author and a website without an author, write:

In the note:
[1] First name Last name, "Page title," Name of Blog/Website, accessed month day, year, http://address.

[1] Website Name, "Page title," accessed month day, year, http://address.

In the bibliography:
Last name, First name. "Page title." Name of blog/Name of website. Accessed month day, year. http://address.

The name of the website. "Page title." Accessed month day, year. http://address.

Films and TV Series

Films and TV series do not need a footnote when referred to.

In the bibliography they are listed in alphabetical order, according to their (English) title.

Films:
The Piano (Jane Campion, 1993)
Celebration, The (*Festen*, Thomas Vinterberg, 1998)
Involuntary (*De ofrivilliga* Ruben Östlund, 2008)

TV series:
24 (20th Century Fox Television, 2001–2010)
CSI (CBS Productions, 2000–?)
Six Feet Under (HBO, 2001–2005)

Formatting the Document

Stockholm University Library offers a word template for student essays. In this template, both the left and right margins are 2.5 cm. Times New Roman in size 11 is used for the body text, and Verdana is used for headings. For home examinations and essays, use the same margin width and font. The text size should be 11 or 12, and the spacing 1.5. According to the Chicago Manual of Style, indention (1.3 cm) shows where new paragraphs begin.
Write your full name on the first page of all home examinations and essays! On the following pages, only write your last name next to the pagination in the upper right-hand corner.