Chicago Manual of Style

The Chicago Manual of Style is one citation style. Find out which citation style your instructor wants you to use before beginning research, and then use it consistently. As you take notes for a research paper, write down **all** the information needed to reference each source you consult. When you make a bibliography or reference list, create entries that enable others to find the sources. Cite all sources quoted or used to write your paper. These should also be cited in the body or text of your paper in either notes or parenthetical citations.

This guide was written using The Chicago Manual of Style: 15th Edition (**Reference Z 253 .U69 2003**). For variations and examples for situations not given below, please consult the guide or ask a Reference Librarian for assistance.

HOW TO CITE SOURCES
When citing sources using the Chicago Manual of Style, use the following list of elements as a guide. Some elements may be in a different order depending upon the specific source. Exclude any element that is not applicable or not given.

Basic Elements of Citations for <u>Books</u>:
1. **Author(s): full name of author(s); or name of editor(s); or, if no author, name of institution standing in place of author**
2. **Title: include subtitle, if applicable, separated by a colon (:)**
3. **Editor, compiler, translator: if applicable and if included on title page along with author**
4. **Edition: if not the first edition**
5. **Volume: if applicable**
6. **Series Title: if applicable**
7. **Publication Information: city, publisher, date**
8. **Page number(s) consulted: if applicable**
9. **URL or indication of medium (such as CD-ROM): if applicable**

Basic Elements of Citations for <u>Periodicals</u>:
1. **Author name(s)**
2. **Title and subtitle of article, separated by a colon (:)**
3. **Title of periodical**
4. **Issue information (volume, issue number, date): *journals* are generally cited by volume and issue; *magazines* are generally cited by date**
5. **Page(s)**
6. **URL or entry point for a database: if applicable**

CHICAGO CITATION SYSTEMS
The Chicago Manual of Style allows two different systems for citing: ***note-bibliography*** and ***author-date*** style. The system you choose depends upon the requirements of your instructor and field. See the *Manual of Style* for a complete discussion of these and other formats.

❖ The ***notes-bibliography*** system is often used by writers in literature, history, and the arts. Notes are either footnotes or endnotes. Notes in a paper using a full bibliography need not be as complete as notes in a paper without a complete bibliography. For example, a note in a document with a *complete bibliography* may only include the author's last name, the title or the work, and the page consulted. Choose a format and stick to it.

❖ The ***author-date*** system is often used in the physical, natural, and social sciences. Sources are cited parenthetically in text and include the author's last name, the publication year, and the pages consulted. A reference list at the end of the document provides complete citation information.

Various examples for citing books and periodicals using both the notes-bibliography system and author-date system follow. For situations not covered here, please consult the *Manual of Style*.

Books: NOTES-BIBLIOGRAPHY System

AUTHOR LAST NAME, FIRST NAME. *TITLE.* **PUBLICATION PLACE: PUBLISHER, DATE.**

Waldron, Mary. *Jane Austen and the Fiction of Her Time.* New York: Cambridge University Press,
     1999.

Copeland, Edward and Juliet McMaster, eds. *Cambridge Companion to Jane Austen.* New York:
     Cambridge University Press, 1997.

Strunk, William, Jr. and E.B. White. *The Elements of Style.* 4th ed. New York: Allyn and Bacon,
     2000.

Complete Citations in Notes

Note number. Author first name last name, *Title* **(publication place: Publisher, date), pages.**

1. Mary Waldron, *Jane Austen and the Fiction of Her Time* (New York: Cambridge University Press,
1999), 62-63.

2. Edward Copeland and Juliet McMaster, eds., *Cambridge Companion to Jane Austen* (New York:
Cambridge University Press, 1997), 55.

3. William Strunk, Jr. and E.B. White, *The Elements of Style*, 4th ed. (New
York: Allyn and Bacon, 2000), 12.

Journals: NOTES-BIBLIOGRAPHY System

Author last name, first name. "Title of Article." *Title of Periodical* **volume, number (date): page
number(s).**

Marsching, Jane D. "Orbs, Blobs, and Glows: Astronauts,UFOs, and Photography." *Art Journal*
     62, no.3 (2003):56-65.

Horning, Kathleen T. "A Second Look: John Steptoe's *Baby Says.*" *The Horn Book Magazine*,
     September/October 2003, 563-567.

Stassen-Berger, Rachel E. "State Sex Offender Program Invites Scrutiny." *St. Paul Pioneer
     Press*, August 10, 2003, city edition, sec. 1.

Complete Citations in Notes

Note number. Author first name, last name, "Title of article," *Title of journal* **volume, number
(date): page.**

1. Jane D. Marsching, "Orbs, Blobs, and Glows: Astronauts, UFOs, and Photography," *Art Journal* 62,
no.3 (2003): 58.

2. Kathleen T. Horning, "A Second Look: John Steptoe's *Baby Says*," *The Horn Book Magazine*,
September/October 2003, 566.

3. Rachel E. Stassen-Berger, "State Sex Offender Program Invites Scrutiny," *St. Paul Pioneer Press*,
August 10, 2003, city edition, sec. 1.

**About newspaper articles: Newspapers are more commonly cited in notes or parenthetical
citations, rather than in bibliographies.*

Electronic Sources: NOTES-BIBLIOGRAPHY System

**For Internet sources or material found on databases, follow the citation form given for each
format. Include the URL for an Internet site or entry point for a database.**

Pilger, John. "Truth and the people lie bleeding." *New Statesman* 127, no. 4373 (1998): 16-18.
     http://infotrac.galegroup.com/.

Henderson, P.W. "Evidence Links Protein Damage to Parkinson's, Alzheimer's." *Pain & Central
     Nervous System Week*, November 18, 2000, 2-4. http://search.epnet.com.

Gray, Terry A. "A Shakespeare Timeline: 1582 Marriage." *Mr. Shakespeare and the Internet*.

http://shakespeare.palomar.edu/timeline/timeline.htm.

Chicago does not require a date-accessed

Complete Citations in Notes
Note number. Author first name, last name, "Title of article," *Title of journal* volume (date): page, URL
1. John Pilger, "Truth and the people lie bleeding," *New Statesman* 127, no. 4373 (1998): 16, http://infotrac.galegroup.com/.

2. P.W. Henderson, "Evidence Links Protein Damage to Parkinson's, Alzheimer's," *Pain & Central Nervous System Week*, November 18, 2000: 2, http://search.epnet.com.

3. Terry A. Gray, "A Shakespeare Timeline: 1582 Marriage," *Mr. Shakespeare and the Internet*, http://shakespeare.palomar.edu/timeline/
timeline.htm.

Books: AUTHOR-DATE System
Author last name, first name. Date. *Title*. Publication place: Publisher.
Waldron, Mary. 1999. *Jane Austen and the fiction of her time*. New York: Cambridge University
        Press.

Copeland, Edward and Juliet McMaster, eds. 1997. *Cambridge companion to Jane Austen*. New
        York: Cambridge University Press.

Strunk, William, Jr. and E.B. White. 2000 *The elements of style*. 4th ed. New York: Allyn and
        Bacon.

In-Text Citations
(author date, page number)
…according to Waldron (1999, 52),…

…(Copeland and McMaster 1997).

…(Strunk and White 2000, 17).

Journals: AUTHOR-DATE System
**Author last name, first name. Date. Title of article. *Title of Journal* volume (number or issue):
pages.** [Include month for magazines.]
Marsching, Jane D. 2003. Orbs, blobs, and glows: Astronauts,
    UFOs, and photography. *Art Journal* 62 (3): 56-65.

Horning, Kathleen T. 2003. A second look: John Steptoe's
    Baby Says. *The Horn Book Magazine* (September/October):
    563-567.

Stassen-Berger, Rachel E. 2003. State sex offender program
    invites scrutiny." *St. Paul Pioneer Press* (August 10): sec. 1.

In-Text Citations:
(author date, page number)

(Marsching 2003) or (Marsching 2003, 62)

..according to Horning (2003, 566)….

…(Stassen-Berger 2003).
*About newspaper articles: Newspapers are more commonly cited in notes or parenthetical
citations, rather than in bibliographies.*

Electronic Sources: AUTHOR-DATE System
For Internet sources or material found on databases, follow the citation form given for each format. Include the URL for an Internet site or entry point for a database.
Pilger, John. 1998. Truth and the people lie bleeding. *New Statesman* 127 (4373): 16-18.
      http://infotrac.galegroup.com/.

Henderson, P.W. 2000 Evidence links protein damage to Parkinson's, Alzheimer's. *Pain & Central Nervous System Week* (November 18): 2-4. http://search.epnet.com.

Gray, Terry A. A Shakespeare Timeline: 1582 Marriage. *Mr. Shakespeare and the Internet.*
    http://shakespeare.palomar.edu/timeline/timeline.htm.
Chicago does not require a date-accessed statement, unless required by your instructor or field.

In-Text Citations:
(author date, page number) [If electronic source does not include a date, use the title.]
…as stated by Pilger (1998).

…(Henderson 2000)…

…claims Gray (A Shakespeare Timeline).

About Electronic Sources:

- Be sure to verify the accuracy of URLs, since electronic addresses change frequently
- All content on the Internet is "published" for copyright purposes and should be treated as such. Any site that does not have a specific publisher or sponsoring body should be treated as unpublished or self-published work.
- When material is available in both print and electronic formats, cite the format consulted. You can mention other formats for the convenience of your readers.
- The first letter of a URL (*http://www…*) is never capitalized, even if it follows a period. Because URLs frequently end in a slash (/), it is not necessary to omit punctuation after the URL. Do not use angle brackets (< >) as they can be mistaken for code.
- In Chicago style, it is not generally necessary to include an access date for Internet sources, unless required by your instructor or field.
- A revision date (date last updated) should not be included in a citation.
- For news and journal databases, include the URL of the main entrance to the service or the stable URL for the article provided by the service, if available. Some entry points for CSC databases:
  - CINAHL (via OVID): http://gateway.ovid.com
  - Health Source or Alt-HealthWatch: http://search.epnet.com
  - InfoTrac: http://infotrac.galegroup.com/
  - JSTOR: http://www.jstor.org/search
  - Lexis-Nexis: http://web.lexis-nexis.com/universe
  - ProQuest Newspapers and ProQuest Education Journals: http://proquest.umi.com/pqdweb
  - Project MUSE: http://muse.jhu.edu/search/search.pl
  - ScienceDirect: http://www.sciencedirect.com/science/search/journal

About Notes:

- If you choose the Notes-Bibliography system, Chicago Manual of Style allows use of either footnotes or endnotes. Footnotes appear at the bottom of the page on which the note appears. Endnotes appear at the end of a document, chapter, or entire book. Use the format required by your instructor or field.
- Use the footnote or endnote function in your word processor.

- In text, notes appear as superscript numbers. In the notes themselves, the corresponding number is in regular print, followed by a period.
- Notes that refer to the same source as the one *directly before* it can be cited using the term "Ibid"

Please stop by the Reference Desk or call a Reference Librarian (651-690-6652) for assistance or refer to the *Chicago Manual of Style* for any situations not covered here.