CHICAGO STYLE

The guidelines presented here have been adapted from the 2017 *Chicago Manual of Style*, 17th edition. This introductory handout is focused on documentation, but the manual addresses a wide variety of issues and should be consulted for further information. (A copy is available in the Writing Center but may not be taken from the center).

Chicago style is used in some of the humanities and social sciences and is often used outside the university. In it, the writer directs the reader to entries in a bibliography or reference list by using one of two basic forms of documentation: notes and author/date. **This handout describes the note system, which has been widely used for many decades.**

■ Citing Sources in Your Paper

1. **Using notes**. Show the source of every direct quotation and every idea that is not your own. Both paraphrases and direct quotations are often introduced with the author's name. Then the reader is directed to other publication information with a note number.

    > Burchard observes that although Governor Andrew was forbidden to recruit African-American soldiers from outside Massachusetts, he routinely did so.[1]

2. **Placing notes**. Put each note number directly after the first punctuation following the sentence or words that refer to the source (unless the punctuation is a long dash, which the note number goes before).

    > Many critics believe the film to be centrally concerned with the struggle for women's rights,[2] but Gutierrez interprets it as a critique of colonialist views.[3]

3. **Paragraph from one source.** Show that you found all the information in a paragraph in one part of one source by naming the author at the start of the paragraph and placing a note number at the end:

    > Watching the cottagers, Shelley's creature both learns about family and learns how isolated he is in not having one. His observations teach him the difference between children and parents and show him how parents interact with children at different ages. As he sees the warm relationships between Felix, Agatha, and the old man, he "groans" to realize that he has no siblings or parents of his own. [4]

4. **Paragraph from more than one source**. If, however, you're discussing both your own (or another source's) ideas as well as your source's, you'll need to show where each idea comes from by repeating the author's name or using a note number every time you come back to your source.

    > Kennedy sees Sister as the victim of her family's bad behavior.[5] This portrayal is unconvincing because Sister's own actions, like taking the radio that had been a joint gift to her mother, are so outrageous. While it may be true that she was driven out of the household,[6] Sister's attitude towards Stella-Rondo was hostile from the beginning.

5. **Long quotations**. Set off a quotation longer than a paragraph by indenting it 5 spaces (one tab space). Do not put it inside quotation marks (717). **As a general rule, no more than 10% of your paper should consist of direct quotations.**

■ Formatting Notes

6.   **Appearance**. Note numbers can direct the reader to either footnotes or endnotes. Notes are single-spaced, and only the first line is indented. First and last names are not reversed (751).

7.   **Endnotes.** If you use endnotes, endnote pages come before the bibliography and are numbered consecutively with the rest of the paper. Center the title "Notes" on the first endnote page about one inch from the top. Indent the first line of each entry five spaces; do not indent any following lines. Begin the note with the Arabic numeral corresponding to the number in the text and follow the number with a period and a space (764).

8.   **Three forms**. Notes come in three formats: (1) full, (2) "short form," and (3) shorter.

> 1. Alan Macfarlane, *Marriage and Love in England: Modes of Reproduction 1300-1840* (Oxford: Basil Blackwell, Ltd., 1986), 314.
> 2. Macfarlane, *Marriage and Love*, 278.
> 3. Macfarlane, 267.

9.   **Full form**. You'll use the full form if you're first citing a source

- in a paper that doesn't have a separate bibliography (751), or
- in a paper whose bibliography doesn't include the source because it's something like a definition or an email (849-850, 858), or
- in a paper that does have a separate bibliography but your teacher wants to see the full citation once anyway. **Check your teacher's preference!**

10.   **Short form.** You'll use the "short form"

- in a paper that has a separate bibliography (751), even on first reference— if your teacher is OK with that, or
- if you've used the longer form to refer to the source earlier.

11.   **Shortest form.** You'll use the shortest form **only** when you've referred to the same source in the citation right before the one that you're adding.

12.   **Multiple authors.** For works with two or three authors, use "and" instead of "&." For works with four or more authors, use the first author's name with "et al." (754, 786).

13.   **Page numbers**. Each note normally ends with a number identifying the page where your words or information can be found in the original source. Cite that page only—not all the pages in the original article or chapter. If your electronic source has no pages, you may want to include a chapter or paragraph number, a heading ("Disease transmission"), or a description ("Introduction"). For shorter sources, you may not need to provide this information at all (752.)

14.   **Secondary citations**. If an idea or quotation you want to use is quoted in another source, find the original if you can. If not, name the original source in a signal phrase and then, in your footnote or endnote, give the publication information for both the original source and the source where you found it. Separate the two with the words "quoted in" (868).

■ The Bibliography

The bibliography at the end of the paper identifies the sources you've cited or consulted. Its purpose is to help the readers find the materials you used, so each entry must be complete, accurate, and easy to follow.

15. **Page format.** Center the title "Bibliography" one inch from the top of the page without underlining, italics, or quotation marks. Number the pages like part of your paper.

16. **Entry format.** Use the "hanging indent" format: start the first line of each entry at the left margin, but indent any additional lines one tab space, which is five spaces (778-9).

17. **Names.** Each source is listed alphabetically by the last name of its first author. List all names as they appear on the title page of your source, whether they're C.J. Cregg or Jean-Marie Formentin de la Maisoneuve Jr. Don't include academic degrees (785).

18. **Name order.** List multiple authors in the same order that your source does. Reverse the first and last names of the first one. Don't reverse any other names in the entry (786).

19. **Multiple authors.** For works with two or more authors, use "and" instead of "&." For works with up to ten authors, list every author's name (786).

20. **No author.** If you don't know the author, alphabetize your source by the first word of its title, excluding *a, an, the* (787-88).

21. **Date.** In a book, the date of publication is usually on the copyright page behind the title page. If no date is available, use the abbreviation *n.d.* ("no date") (820).

22. **Place of publication.** The place of publication is usually at the bottom of the title page. If several cities are listed, use only the first. If the city isn't well-known or if there is more than one city with that name, add a state or national abbreviation for clarity (813-4).

23. **Title format**. Book, play, and film titles and subtitles are italicized. The titles of short stories, essays, poems, chapters and songs are placed in quotation marks. Titles within titles are placed in quotation marks (791, 794, 802, 541).

24. **Website title format**. Website names are italicized only if they have a print counterpart (e.g. *Washington Post, Field and Stream*). Leave the names of online-only sources like Wikipedia and Facebook in plain type, both in your bibliography and in your paper (538).

25. **DOIs, URLs, and databases**. Entries for online sources end with a URL, DOI, or database name. If a source has a DOI, use the DOI; if it has a URL that allows the reader to see the article or full citation for it, use that; if it has a URL that leads nonsubscribers to a database homepage, name the database instead (748).

26. **Sources not cited in bibliography**. Notes usually direct readers to listings in a bibliography, but citations for encyclopedia dictionary entries (858), personal communications like emails and conversations (850-51), and newspaper articles (842) are usually included in notes only.

27. **Access dates.** Students may be required to include the date an online source was accessed, although this rule does not usually apply to professional writing.

■ Sample References

Because each source is cited differently in a note and in a bibliography, examples of both are given for each entry below. A short form for later references to the same source is also given. Be aware that any source you use may require elements of several different examples--for example, you might be citing a translated article in the third edition of a book with two editors.

Book, *shown with two authors* (753):

NOTE 1. Frank B. Gilbreth and Ernestine Gilbreth Carey, *Cheaper by the Dozen.* (New York: Harper Crowell, 1948) 84.

SHORT FORM 2. Gilbreth and Carey, *Cheaper,* 61.

BIB. Gilbreth, Frank, and Ernestine Gilbreth Carey. *Cheaper by the Dozen.* New York: Harper Crowell, 1948.

Book with translator (or editor) and author (754):

NOTE 2. Patrik Ouředník, *Europeana: A Brief History of the Twentieth Century,* trans. Gerald Turner (Normal, IL: Dalkey Archive Press, 2005), 54.

SHORT FORM 4. Ouředník, *Europeana,* 61.

BIB. Ouředník, Patrik. *Europeana: A Brief History of the Twentieth Century.* Translated by Gerald Turner. Normal, IL: Dalkey Archive Press, 2005.

Book with editor instead of author (786, 800):

NOTE 5. Marshall, Sherrin, ed., *Women in Reformation and Counter-Reformation Europe: Private and Public Worlds* (Bloomington, IN: Indiana University Press, 1989), 5.

SHORT FORM 6. Marshall, *Women,* 6.

BIB. Marshall, Sherrin, ed. *Women in Reformation and Counter-Reformation Europe: Private and Public Worlds* Bloomington, IN: Indiana University Press, 1989.

Essay, chapter, or section in edited work (754):

NOTE 7. Milagros Ortega Costa, "Spanish Women in the Reformation," in *Women in Reformation and Counter-Reformation Europe: Private and Public Worlds,* ed. Sherrin Marshall (Bloomington, IN: Indiana University Press, 1989), 113.

SHORT FORM	8. Ortega Costa, "Spanish Women," 98.
BIB.	Ortega Costa, Milagros. "Spanish Women in the Reformation." In *Women in Reformation and Counter-Reformation Europe: Private and Public Worlds.* Edited by Sherrin Marshall Bloomington, IN: Indiana University Press, 1989.

Edition of book other than the first, *shown with four authors* (806, 754):

NOTE	9. Birch et al., *A Theological Introduction to the Old Testament*, 2nd ed. (Nashville: Abingdon Press, 2005), 347.
SHORT FORM	10. Birch et al., *Theological Introduction*, 290.
BIB.	Birch, Bruce C., Walter Brueggemann, Terence E, Fretheim, and David L. Petersen. *A Theological Introduction to the Old Testament*, 2nd ed. Nashville: Abingdon Press, 2005.

Journal article with DOI (830-31):

NOTE	11. Elizabeth Tingle, "Indulgences in the Catholic Reformation: Polemic and Pastoral Uses of Pardons in France c. 1520-1715," *Reformation and Renaissance Review* 16, no. 4 (July 2014): 183, https://doi.org/10.1179/1462245914Z .00000000056.
SHORT FORM	12. Tingle, "Indulgences," 32.
BIB.	Elizabeth Tingle, "Indulgences in the Catholic Reformation: Polemic and Pastoral Uses of Pardons in France c. 1520-1715," *Reformation and Renaissance Review* 16, no. 4 (July 2014): 181-204. https://doi.org/10.1179/1462245914Z .00000000056.

Journal article with URL instead of DOI, *shown with optional access date* (831):

NOTE	13. Sven Hernberg, "Lead Poisoning in a Historical Perspective," *American Journal of Industrial Medicine* 38 (2000): 247*,* accessed January 20, 2018, https://pdfs.semanticscholar.org /16be/e19088761a303f1b1f0627518a6a55b1126b.pdf.
SHORT FORM	14. Hernberg, *"*Lead Poisoning*,"* 252.
BIB.	Hernberg, Sven. "Lead Poisoning in a Historical Perspective." *American Journal of Industrial Medicine* 38 (2000): 244-254. Accessed January 20, 2018, https://pdfs.semanticscholar. org/16be/e19088761a303f1b1f0627518a6a55b1126b.pdf.

Journal article found in an electronic database, if no doi or useful url available (827, 833):

NOTE   17. Robert Montgomerie, "The 300 Suicide Squad or Advance Guard?" *Journal of Ancient Spartan and Greek History* 5, no. 2 (December, 2009): 31. Humanities International Index.

SHORT FORM   18. Montgomerie, *"*300 Suicide Squad,*"* 32.

BIB.   Montgomerie, Robert. "The 300 Suicide Squad or Advance Guard?" *Journal of Ancient Spartan and Greek History* 5, no. 2 (December, 2009): 27-33. Humanities International Index.

Magazine article online, where magazine also has a print version and author is known (838):

NOTE   21. Adrienne LaFrance, "The Danger of Ignoring Tuberculosis," *The Atlantic,* October 14, 2006, https://www.theatlantic.com/health/archive/2016/08 /tuberculosis-doomsday-scenario/494108/

SHORT FORM   22. LaFrance, "Ignoring Tuberculosis."

BIB.   LaFrance, Adrienne. "The Danger of Ignoring Tuberculosis." *The Atlantic,* October 14, 2006, https://www.theatlantic.com /health/archive/2016/08/tuberculosis-doomsday -scenario/494108/

Online reference work, *not in bibliography unless required by teacher* (858):

NOTE   17. *The Columbia Encyclopedia*, s.v. "Berthe Morisot," accessed April 18, 2007, http://www.bartleby.com/65/mo/Morisot.html.

Personal interview, *in-text or note only—not in bibliography unless required by teacher* (850):

In-Text   In an interview with the author on March 15, 2017, ISU Economics Professor Cynthia D. Hill explained...

NOTE   16. Cynthia D. Hill (Professor of Economics, ISU), in discussion with the author, March 2017.

Newspaper article online, *not in bibliography unless required by teacher* (842):

NOTE   15. Sam Dillon, "U.S. Is Urged to Raise Teachers' Status," *New York Times*, March 16, 2011, accessed January 23, 2018, http://www.nytimes.com/2011/03/16/education/16teachers.html.

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