**What is Chicago Style?**

The Chicago Manual of Style (16\textsuperscript{th} ed) provides two distinct citation styles: Humanities style (notes and bibliography) and Scientific/Social Sciences styles (parenthetical author/date references and reference list). This handout covers only the Humanities style of Chicago. The manual is available in the library at: Z 253.U69 2010.

**General Rules**

- **When to Cite?** You need to cite all sources that you have consulted, even if you present the ideas from these sources in your own words. “Ethics, copyright laws, and courtesy to readers require authors to identify the sources of direct quotations and of any facts or opinions not generally known or easily checked...The primary criterion of any source citation is sufficient information to lead readers directly to the sources consulted...whether these are published or unpublished, in printed or electronic form.” (14.1)

- **Citation Appears in Two Places:** Chicago requires that you cite sources consulted in the body of your paper (“in-text citations” or footnotes/endnotes) and in the bibliography. (14.2) If the bibliography includes all of the works cited in the notes, then the notes can be formatted in the short form, even for the first citation (14.14, 14.18). Note that discipline/professor preferences may vary and you should consult your professor with questions.

- **Spacing:** Double-space the body of the paper. Single space footnotes/endnotes and bibliographies, leaving a blank line between entries.

- **Page Numbers:** Every page of your paper must be assigned a page number, including blank pages, appendices, and bibliography. Use Arabic numerals centered or on the far right at the top of the page.

- **Page Number Ranges:** For all numbers less than 100, use all digits (Ex. 3-10; 71-71; 96-117). For 100 or multiples of 100, use all digits (Ex. 100-104; 1100-1113). For numbers 101-109/ 201-209, use the changed part of the number only (Ex. 101-8; 808-33). For numbers 110-199, 210-299, use two digits unless more are needed to include all changed parts (Ex. 321-28; 498-532; 11564-615). (9.60)

- **Spelling:** Chicago recommends *Webster’s Third New International Dictionary* (PE 1625.W36 1993) and the abridged *Merriam-Webster’s Collegiate Dictionary* (PE 1628.M36 2003). (7.1)

- **Italics:** Titles of books and journals in the body of the paper should be written in italics. (14.94; 14.177)

- **Capitalization:** Capitalize all significant words of a title and subtitle regardless of how they appear in your source.

- **Publisher Location:** When more than one place of publication is listed, document the first one that appears on the title page. (14.135)

- **Block Quotes:** Chicago does not provide a specific word count guideline. Long quotes or entire paragraphs should be quoted in single-spaced, indented blocks of text. (13.20-13.22)

- **Title page:** include the title, author and date. Do not include page numbers or running head. Consult your professor regarding their preference for the inclusion of course number, professor name, and other details.

**In-text Citations: Footnotes & Endnotes (14.38-14.43 / p. 671-676)**

- Wherever you incorporate another person’s words, facts, or ideas, insert a footnote or endnote.
  - **Footnotes** are numbered citations listed at the bottom of each page within your paper.
  - **Endnotes** are numbered citations listed on a separate page at the end of the research paper (before the bibliography and/or any appendices).
- **Single space within** footnotes and endnotes, **double space between** entries.
- **Indent** the first line of the note (tab once to indent; a tab is 1 inch).
- **In-text Example:**

  Jones states “‘genocide’ is one of the most powerful words in the English language.”

\(^1\)
If the bibliography includes all of the works cited in the notes, then the notes can be formatted in the short form, even for the first citation. (14.14, 14.18)

Instructions: In MS Word 2010, under the “References” tab, insert a footnote or endnote. MS Word will automatically make in-text citations into superscript and properly number footnotes/endnotes to correspond.

In-text Citations: Shortened Citations (14.24-14.31 / p. 667-670)

A. If the bibliography includes all of the works cited in the notes, then the notes can be formatted in the short form, even for the first citation. (14.14, 14.18)
B. If you do not have a bibliography or if you have only a selected bibliography, then you must provide full details of the citation in the notes. (14.14)
- The first time you cite a resource, it must be cited in full with the following information: author/s, title, place of publication, name of publisher, and page number/s of the cited reference. Example:

Short form notes/Subsequent notes may be shortened to include: author’s last name, abbreviated title, and the appropriate page number/s (14.24-14.29). Example:
  2. Jones, Crimes, 97.

Ibid – If you cite the exact same resource multiple times, one immediately after the other, you can replace the normal note format with ‘Ibid’ (Ibid means: in the same place) and the page number/s. (14.29) Example:
  3. Ibid., 121.

Bibliography (14.56-14.67 / p. 684-692) **See Sample Bibliography at end of this guide.

- The bibliography appears at the end of your paper – it is a list of all sources cited within your paper. If you have a bibliography, use the short form of the notes throughout your paper.
- List entries in alphabetical order according to the authors’ last names. If no author is provided, then use the title instead; note that the words the, a, or an are ignored.
- Single space each entry in the bibliography and double space between entries.
- Indent the second and subsequent lines of the entry (tab once to indent).
- If you have multiple entries by the same author, replace the author’s name in second and subsequent entries with a 3-em dash, followed by a period. Example:

Common Abbreviations (14.87-14.88 / p. 699-700)

When books have editors, translators, or compilers, the following abbreviations are used:
- One editor – ed.
- Two or more editors – eds.
- Translators – trans.
- Compilers – comp.

For editions of books other than the first, the edition number (or description) and the abbreviation “ed.” are placed after the book’s title in all notes and bibliographic citations. (14.118-14.120)
- Second edition – 2nd ed.

Days and months can be spelled out or abbreviated; they must be used consistently. (10.38-10.42, 14.235)

Need Citation Help?

1. Ask your question at the Library Information Desk
2. Call the Library Information Desk at 250-807-9128
3. Ask a librarian through online chat service – AskAway – linked from the Okanagan Library website
4. Additional examples of Chicago Style are available at: http://www.chicagomanualofstyle.org

**Note**

**Short Note**

**Bibliography**

**Comments**
- Notes: the author’s name is ordered normally: first name last name. Bibliography: the author’s name is inverted: last name, first name.
- For an E-book, the citation includes a DOI or URL at the end of the citation. For a print book, the citation is the same, except that the DOI or URL is omitted.
- If an e-book has section headings (ex. “Introduction”) rather than page numbers, replace the page number(s) with the section heading in quotations.

### Book – Two or Three Authors or Editors / E-Book Example (Book: 14.76 / p. 695-696) (E-Book: 14.167 / p. 727)

**Note**

**Short Note**

**Bibliography**

**Comments**
- Bibliography: if two or three authors/editors are listed, only the first author’s name is inverted.
- Select the order the author’s names based on how they appear on the title page.
- Use ‘and’, not an ampersand ‘&’.
- For three authors, the conjunction ‘and’ following a comma is used before the last author’s name (Example: Smith, Heather, James Hudson, and Marjorie Talbot).

### Book – Four to Ten Authors or Editors (14.76 / p. 695-696)

**Note**

**Short Note**

**Bibliography**

**Comments**
- Notes: the first author’s name is listed and subsequent names are replaced by ‘et al.’.
- Bibliography: all author’s names are fully cited, unless there are more than ten.
- If more than ten authors are listed, include only the first seven in a bibliography and replace the rest of the names with ‘et al.’

### Book – Editor, Translator, Compiler in Addition to Author (14.88 / p. 700)

**Note**

**Short Note**
4. Garcia Márquez, *One Hundred Years*, 234-44.

**Bibliography**

**Comments**
- The author’s name appears first and the name(s) of the editor(s), compiler(s), or translator(s) appear after the title.
- The abbreviation (ex. ‘ed.’, ‘trans.’) appears in the notes, but is spelled-out in the bibliography.
- Notes: use the abbreviation ‘ed.’ not ‘eds’ and ‘comp.’ not ‘comps.’ even if there is more than one editor or compiler.
# Book Chapter – Anthology or Compilation (14.112 / p. 708)

**Note**

**Short Note**

**Bibliography**

**Comments**
- Notes: Author of chapter, chapter title in quotation marks, ‘in’, title of book, editor(s), page number being cited, publication place, publisher, year published.
- Bibliography: Author of chapter, chapter title in quotation marks, period, ‘In’, title of book, editor(s), page range of chapter, place of publication, publisher, year published.

# Journal Article – Print and Online (14.170-14.198 / p. 728-738)

**Note**


**Short Note**


**Bibliography**


**Comments**
- If a print journal article is cited, the citation is the same as for an online article except that there will be no URL or DOI.
- In a note refer to the exact page(s) being cited. In the bibliography provide the entire page range of the article.
- If a DOI is available, it is preferable to a URL. If using a URL, look for the most stable link available, which may not be the link in your Internet browser’s address bar.
- Chicago does not require an access date for electronic sources. However, certain disciplines/professors may require this information. Include the access date information in the following format and place it before the doi or URL: Accessed September 27, 2010.

# Secondary Source - “Citation within a citation” (14.273 / p. 764)

**Note**
In this example, de Beauvoir’s book is referenced in Butler’s journal article:


In this example, Zukofsky’s article is referenced in Costello’s book:

### Bibliography


### Comments

- Chicago generally discourages secondary citations as the author is “expected to have examined the works they cite.”
- A short note example is not provided, as secondary sources should be cited fully in notes.


#### Note


#### Short Note


### Bibliography


### Comments

- Well-known reference works are usually cited only in notes and not the bibliography. In a note, the edition is specified but not the publication details (See examples: #10 and 12). Reference works that are not well known are cited in both places (See examples: #11 and 13).
- Online reference works are subject to continuous updates. As such, Chicago recommends always including an access date in addition to the DOI or URL.
- A DOI is preferred for online works. If there is no DOI, include the full stable URL.
- The abbreviation ‘s.v.’ (sub verbo, Latin for “under the word”) is used in works arranged by alphabetical order instead of volume or page number. Place ‘s.v’ in front of the entry/word that you are citing.
- In notes: the abbreviation ‘s.v.’ is placed near the beginning of an online citation and near the end of a print citation (See examples: #11 and #13).

### Magazine Article – Online and Print (14.199-14.202 / p. 738-739)

#### Note


#### Short Note

Bibliography


Comments
- If a print magazine article is cited, the citation is the same as for an online article except that there will be no URL or DOI.
- Chicago does not require an access date for electronic sources. However, certain disciplines/professors may require this information. See the Journal Article example in this guide for details on where to place the access date and DOI or URL.
- Weekly or monthly magazines are cited by date only, not by volume/issue number.
- A DOI is preferred for online works. If there is no DOI, include the full stable URL.

Newspaper Article – Online and Print (14.203-14.213 / p. 739-742)

Note


Short Note


17. Luciw, “UBCO Continues.”

Bibliography


http://proquest.umi.com/pqdweb?did=1843074861&sid=1&Fmt=3&clientId=6993&RQT=309&VName=PQD.

Comments
- Citations for print and online newspapers are identical except for the addition of the URL in the citation of an online paper.
- Newspapers are produced in many editions and formats and page numbers are not required.
- If no author is listed, the newspaper title should be used in its place (See example #17).
- Chicago does not require an access date for electronic sources. However, certain disciplines/professors may require this information. Include the access date information in the following format and place it before the URL: Accessed September 27, 2010.


Note


Short Note


Bibliography


Comments  ▪ For dissertations on microfilm see 14.120. For published abstracts of dissertations see 14.197.

Film / Film Scene / Online Video (14.279 / p. 768-769)


21. Genocide in Me, directed by Araz Artinian (Montreal: InformAction/Twenty Voices, 2005), DVD.

22. “Great Plains,” Planet Earth, narrated by David Attenborough (London: BBC, 2006), DVD.


Comments  ▪ Indexed scenes are treated as chapters and cited by title or number (See Examples #21 & 24).
▪ For online multimedia, if no date can be determined from the source, include the date the material was last accessed.
▪ If the online version is a reproduction of an original performance, include the information about the original performance as well as online access (See p. 769 for examples).
▪ Providing a link to an online video is not sufficient; provide as full a citation as possible.
▪ A short note example is not provided, as multimedia should be cited fully in notes.

Website (14.243-14.246 / p. 752-754)


Comments
- All attempts should be made to include the following: title of webpage, author of content, owner or sponsor of website, and the URL. If available, include the publication date. If no date is available or if content is likely to change, include the access date.
- Chicago prefers for website references to be cited in notes. Discipline/Professor preferences may vary and bibliography examples have been provided.
- Include the date the website was last modified/revised, if that is provided on the website (See example #25). If the last modified date is not provided, use the access date (See example #26).
- A short note example is not provided, as websites should be cited fully in notes and in the bibliography if required by discipline/professor.

Images / Illustrations / Figures / Tables / Artwork (14.165 / p. 726 & 14.280 / p. 768-769)

Note


Short Note


Bibliography


Comments
- Basic elements of “image” citation: Name of performer, artist, creator, author, “Title of Work,” indication of format/medium, running time (if applicable), publication date, URL or DOI.
- Citations to works published previously should also include the original citation information.
- The following words can be used to represent various “images” – cartoon, drawing, figure, graph, map, painting, photograph, portrait, table.
- If using Google Images or a similar website, click through to the original location of the image and create your citation based on that source.
- Providing a link to an online image is not sufficient; provide as full a citation as possible.

E-mail Correspondence (14.222 / p. 745-746)

Note

Bibliography
- Not applicable.

Comments
- References to conversations (in person, by letter, by e-mail) are generally referenced in text and in notes and are rarely included in the bibliography. For electronic mailing lists see 14.223.
- A short note example is not provided, as e-mail should be cited fully in notes.
|------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Comments | ▪ If the word blog is not part of the title of the blog, then add (blog) in brackets after the title.  
▪ Blogs are normally cited only in the notes and not the bibliography.  
▪ A short note example is not provided, as blogs should be cited fully in notes and in the bibliography if required by discipline/professor. |

| Course Sites (Connect) (Based on 14.224-14.231 / p. 746-748) |
|----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Comments | ▪ Course sites and other similar online resources are subject to continuous updates. It is recommended to include the access date and the URL. |

**Bibliography**


**Sample Bibliography (Figure 14.8, p. 686)**