

CHICAGO DOCUMENTATION STYLE

When you use the words or original ideas of another person in your writing, you **must** cite the sources. If the exact words of the original source are used, quotation marks are necessary. Although paraphrasing or rewording of an original source does not require quotation marks, documentation of the source is still required. Failure to cite sources of information is **PLAGIARISM**.

There are several documentation formats; be sure to use the one your instructor assigns or finds acceptable. This handout explains the Chicago format (also called Turabian format after Kate L. Turabian, author of *A Manual for Writers*) and is intended for use in lower-division and introductory courses. **If your major field requires the Chicago format, you should purchase a copy of the Chicago style manual.**

FOOTNOTES/ENDNOTES

Footnotes/Endnotes are used, in papers concerning the humanities, to identify specific sources of information. They may be used for reference purposes, to cite authority for the statements in text (facts/opinions as well as exact quotations) or to make cross-references, or they may be used for content, to add to or qualify the textual discussion or to make acknowledgments. Tables, outlines, letters, and like materials should be placed in an appendix and referred to in the text by a content footnote. See *The Chicago Manual of Style* for more information and for guides about using block quotations that contain references to the original source (sections 8.4 and 8.5 in Turabian's *A Manual for Writers*).

In the text itself, both footnotes and endnotes are placed in superscript at the end of the borrowed information:

Theodore Ropp notes that the German Imperial Navy was the fifth largest in Europe when Wilhelm II became emperor.¹

If the passage is an exact quotation, the note number comes at the end of it, not after the author's name or at the end of the text introducing the quotation. A note number should come after the end of a sentence, or at least at the end of a clause. The note reference follows any punctuation mark except the dash, which it precedes, and goes outside a closing parenthesis should there be one in the text. Do not use a period after a superscript note number, and use a new number each time you present a new quote or paraphrase, even if you use only one or two sources. Footnote and endnote numbers must be ordered numerically, beginning with 1. Numbering starts over at the beginning of each chapter. In papers not divided into chapters, footnote and endnote numbers run continuously throughout.

The full footnotes are arranged in numerical order at the bottom of each page below a short rule, or separator. Note numbers preceding the footnotes are preferably typed on the line, followed by a period, though if the computer system used generates footnotes at the bottom of the page with superscript, that is acceptable. A footnote must begin on the page on which it is referenced, though a long note may extend to the bottom of the next page (the separator line must continue at the bottom of the next page above the footnote). Notes may be single-spaced, with a blank line between them. Each footnote must begin on a new line, indented the same amount as the paragraphs above.

All endnotes are grouped in the back matter under the generic heading, NOTES, with subheads giving the chapter numbers when necessary. NOTES should be centered approximately 2 inches from the top of the first page of endnotes. Always use on-the-line numerals for endnotes in their list at the paper's end.

In a footnote, the inclusive page numbers of the source come at the end of the note, preceding the period. Endnotes also include the page numbers of the source of your information at the end of the note. **See the examples below for guides about how to do this.**

A **bibliography** is used with footnotes and endnotes and is a list of the sources that contributed information to your paper. It should appear on a separate page at the paper's end. The heading BIBLIOGRAPHY (or SELECTED BIBLIOGRAPHY, WORKS CITED, SOURCES CONSULTED, since a bibliography rarely includes everything written on a subject) is centered two inches from the top of the page. A bibliography is arranged in alphabetical order by the first word in the reference, whether it is a last name, an organization name, or the first word of a title (ignore "A," "An," and "The"). The first line of each entry is flush left, and any runover lines are indented five spaces. Bibliographies are single-spaced with one blank line between entries. Since bibliographies are typically used for papers in the humanities and social sciences, titles are capitalized headline style, meaning that the first and last words and all other words in the title are capitalized except articles, prepositions, *to* used as part of an infinitive, and coordinating conjunctions (*and, but, or, nor, for*). If italics are not available, use underlining for titles of whole works, but be sure to use one or the other throughout your paper, not both. The general rule is to italicize the titles of whole published works and to put the titles to parts of these works in quotation marks. Periods are used to separate the main parts (author's name, title of work, facts of publication) of an entry. References to periodicals do use parentheses around publication dates following volume numbers. Page numbers are listed only when the item is part of a whole work, for example a chapter in a book or article in a periodical. Page numbers must be inclusive, including the first and last pages of the relevant section; however, when an article is continued at the back of a journal or magazine, only its first page should be given.

PARENTHETICAL REFERENCES/REFERENCE LISTS

For papers concerning the natural and social sciences, **parenthetical references** and reference lists are generally recommended. To cite a reference within the text, use the author's last name and date of publication within the parentheses. A specific page, section, figure, equation, or other division or element of the cited work follows the date, preceded by the final parenthesis. Unless confusion would result, *p.* or *pp.* is omitted. When the reference is to the volume and page, a colon comes between the two. A reference to a volume only, without page number, often requires *vol.* for clarity. Place the parenthetical reference just before a mark of punctuation, though if this placement is impractical, the reference may be inserted at a logical place within the sentence. Note that if the author's name is part of the sentence, only the date (and specific page numbers where necessary) are enclosed in the parentheses.

A **reference list** (used with parenthetical references) goes at the end of the paper with the title REFERENCES, WORKS CITED, LITERATURE CITED or another appropriate designation. Entries are arranged alphabetically and are in the same order as bibliographic entries except for the date, which directly follows the author's name.

The full titles and subtitles of books and articles are capitalized sentence style, meaning that the first word in the title is capitalized and the word following a colon (should the title

include one) and only proper nouns or proper adjectives thereafter. Titles and subtitles are italicized or underlined as titles are in notes. The titles of series are capitalized headline style and not italicized or underlined. The titles of chapters are capitalized sentence style with no quotation marks. The titles of periodical articles are capitalized sentence style with no quotation marks; the titles of periodicals themselves are capitalized headline style and italicized or underlined. The list itself is single-spaced with one blank line between entries. The first line is flush left, and any runover lines are indented five spaces. If the list includes several works by one author, the name is given for the first entry, and an eight-space line (the underscore line struck eight times) takes its place in subsequent entries. Entries by the same author may be arranged alphabetically by title or chronologically.

Again, for ease of locating an item on the list, the year of publication directly follows the author's name, as it does in the parenthetical reference. If there is no date for a work or if it is forthcoming, substitute *n.d.* (lowercase, not italicized) and place the work after others by the same author.

For periodicals the month, season, or day and month is also given, but following the name of the periodical. Seasons are not capitalized. In journal citations the season or month is enclosed in parentheses after the volume or issue number (there is no comma between the journal title and the volume number) and, following a colon, the page numbers of the article cited within the journal are given. For magazines the season or month (or day and month) follows the name of the magazine but is not enclosed in parentheses. Instead, it is preceded by a comma and followed by a comma and the inclusive page numbers. In the author-date system, citations to items in daily newspapers are *usually* confined to text where their newspaper's name is given, followed by an inverted date (for example, 30 June 1993).

If you have a type of source not covered by this style sheet, ask a SLAC counselor to show you the *The Chicago Manual of Style* or Kate L. Turabian's *A Manual for Writers of Term Papers, Theses, and Dissertations, 6th Edition*.

CITATION SAMPLES

(N=Footnote/Endnote, B=Bibliography, PR=Parenthetical Reference, RL=Reference List)

BOOK WITH SINGLE AUTHOR

N ¹John Hope Franklin, *George Washington Williams: A Biography*
(Chicago: University of Chicago Press, 1985), 54.

B Franklin, John Hope. *George Washington Williams: A Biography*. Chicago:
University of Chicago Press, 1985.

PR (Franklin 1985, 54)

RL Franklin, John Hope. 1985. *George Washington Williams: A biography*.
Chicago: University of Chicago Press.

BOOK WITH TWO AUTHORS

- N 2. Robert Lynd and Helen Lynd, *Middletown: A Study in American Culture* (New York: Harcourt, Brace and World, 1929), 67.
- B Lynd, Robert, and Helen Lynd. *Middletown: A Study in American Culture*. New York: Harcourt, Brace and World, 1929.
- PR (Lynd and Lynd 1929, 67)
- RL Lynd, Robert, and Helen Lynd. 1929. *Middletown: A study in American culture*. New York: Harcourt, Brace and World.

BOOK WITH THREE AUTHORS

- N ³Mary Lyon, Bryce Lyon, and Henry S. Lucas, *The Wardrobe Book of William de Norwell, 12 July 1338 to 27 May 1340*, with the collaboration of Jean de Sturler (Brussels: Commission Royale d'Histoire de Belgique, 1983), 42.
- B Lyon, Mary, Bryce Lyon, and Henry S. Lucas. *The Wardrobe Book of William de Norwell, 12 July 1338 to 27 May 1340*. With the collaboration of Jean de Sturler. Brussels: Commission Royale d'Histoire de Belgique, 1983.
- PR (Lyon, Lyon, and Lucas 1983, 42)
- RL Lyon, Mary, Bryce Lyon, and Henry S. Lucas. 1983. *The wardrobe book of William de Norwell, 12 July 1338 to 27 May 1340*. With the collaboration of Jean de Sturler. Brussels: Commission Royale d'Histoire de Belgique.

EDITOR OR COMPILER AS "AUTHOR"

- N ⁹Robert von Hallberg, ed., *Canons* (Chicago: University of Chicago Press, 1984), 225.
- B von Hallberg, Robert, ed. *Canons*. Chicago: University of Chicago Press, 1984.
- PR (von Hallberg 1984, 225)
- RL von Hallberg, Robert, ed. 1984. *Canons*. Chicago: University of Chicago Press.

**ARTICLE IN A JOURNAL, WITH AUTHOR
(Volume number following name of journal)**

- N ³⁷Richard Jackson, "Running down the Up-Escalator: Regional Inequality in Papua New Guinea," *Australian Geographer* 14 (May 1979): 180.
- B Jackson, Richard. "Running down the Up-Escalator: Regional Inequality in Papua New Guinea." *Australian Geographer* 14 (May 1979): 175-84.

PR (Jackson 1979, 180)

RL Jackson, Richard. 1979. Running down the up-escalator: Regional inequality in Papua New Guinea. *Australian Geographer* 14 (May): 175-84.

ARTICLE IN A MAGAZINE, WITH AUTHOR

N 40. Bruce Weber, "The Myth Maker: The Creative Mind of Novelist E. L. Doctorow," *New York Times Magazine*, 20 October 1985, 42.

B Weber, Bruce. "The Myth Maker: The Creative Mind of Novelist E. L. Doctorow." *New York Times Magazine*, 20 October 1985, 42.

PR (Weber 1985, 42)

RL Weber, Bruce. 1985. The myth maker: The creative mind of novelist E. L. Doctorow. *New York Times Magazine*, 20 October, 42.

NEWSPAPER ARTICLE

For most newspaper citations, use only the name of the paper and the date; however, for large papers with sections that are separately paginated, use section number or letter, page number, and edition letter. For the reader's convenience, include the title of the article and the author's name, if given. News items from daily papers need not be included in the bibliography; instead, use a note or parenthetical reference in the text.

N ⁷Tyler Marshall, "200th Birthday of Grimms Celebrated," *Los Angeles Times*, 15 March 1985, sec. 1A, p. 3.

N ⁴³*Irish Daily Independent* (Dublin), 16 June 1904.

PR (Irish Daily Independent [Dublin], 16 June 1904).

ENDNOTE/FOOTNOTE FORMAT FOR SECOND REFERENCES

¹Max Plowman, *An Introduction to the Study of Blake* (London: Gollancz, 1982), 32.

²Ibid. (Same source, same page)

³Ibid., 68. (Same source, different page)

⁴Max Plowman, *William Blake's Design for "The Marriage of Heaven and Hell"* (London: Faber and Faber, 1960), ix-xii.

⁵Plowman, *Study of Blake*, 125. (second reference--first-mentioned book)

ELECTRONIC DOCUMENTS

Note citations of electronic documents can follow the same general form as citations of printed materials. The same basic information is needed: author and title of the particular item; name and description of the source cited, whether CD-ROM, some other physical form, or an on-line source; city of publication, if any; publisher or vendor (or both); date of publication or access (or both); and identifying numbers or pathway needed for access to the material. Citations of material previously issued in print should include the same information and use the same style as any references to books and periodicals, as well as providing the additional information necessary to locate the electronic version.

¹Richard D. Lanham, *The Electronic Word: Democracy, Technology, and the Arts* [diskette] (Chicago: University of Chicago Press, 1993).

²Robin Toner, "Senate Approves Welfare Plan That Would End Aid Guarantee," *New York Times*, 20 September 1995, national ed., A1, *New York Times OnDisc* [CD-ROM], UMI-Proquest, December 1995.

⁴*Oxford English Dictionary*, 2d ed., s.v. "glossolalia" [CD-ROM] (Oxford: Oxford University Press, 1992).

¹⁰William J. Mitchell, *City of Bits: Space, Place, and the Infobahn* [book on-line] (Cambridge, Mass.: MIT Press, 1995, accessed 29 September 1995); available from http://www-mitpress.mit.edu:80/City_of_Bits/Pulling_Glass/index.html; Internet.

¹¹Joanne C. Baker and Richard W. Hunstead, "Revealing the Effects of Orientation in Composite Quasar Spectra," *Astrophysical Journal* 452:L95-L98, 20 October 1995 [journal on-line]; available from <http://www.aas.org/ApJ/v452n2/5309.html>; Internet; accessed 29 September 1995.

CITATION SAMPLE

- N 56. Rosabel Flax, *Guidelines for Teaching Mathematics K-12* (Topeka: Kansas State Department of Education, 1979) [database on-line]; available from Dialog, ERIC, ED 178312.
- B Flax, Rosabel. *Guidelines for Teaching Mathematics K-12*. Topeka: Kansas Department of Education, 1979. Database on-line. Available from Dialog, ERIC, ED 178312.
- PR (Flax 1979)
- RL Flax, Rosabel. 1979. *Guidelines for teaching mathematics K-12*. Topeka: Kansas Department of Education. Database on-line. Available from Dialog, ERIC, ED 178312.

Examples from Kate L. Turabian's *A Manual for Writers of Term Papers, Theses, and Dissertations, 6th Edition* (Chicago: University of Chicago Press, 1996).

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Student Learning Assistance Center (SLAC)

Texas State University-San Marcos