

CITING SOURCES: THE BASICS OF THE CHICAGO MANUAL OF STYLE NOTES-BIBLIOGRAPHY

WHY CITE SOURCES?

Citations indicate what you have read and how you have come to your views; they tell the story of your intellectual journey. By citing sources, you:

- **Add to your own credibility.** Citations show the reader the work you have put into locating and exploring your sources, and demonstrate your skill and integrity in the research process.
- **Assist your audience.** Citations help readers understand where your argument falls within the context of other scholarship. Readers may also want to learn more about your topic, and citations (and your bibliography page) show them where to look for further information.
- **Show respect for those whose work you used.** Citations allow you to acknowledge those authors whose ideas you draw on to create the foundation of your ideas.
- **Avoid accusations of plagiarism.** Failure to acknowledge ideas you have borrowed or build upon by providing adequate citations constitutes plagiarism.

For more information on different citation styles, including APA and Chicago Manual of Style, see the OWL Citation Style Chart Handout or reference the Purdue OWL website.

CHICAGO RESOURCES

BASIC CHICAGO INFO

- Online Writing Lab (OWL) at Purdue University Website: Includes extensive info and sample Chicago papers.
- chicagomanualofstyle.org: Includes practice templates for works cited pages, FAQs, and sample Chicago papers.
- *Chicago Manual of Style*, 17th edition.
- *Kate L. Turabian's Manual for Writers of Research Papers, Theses, and Dissertations* (8th ed.): This manual follows the two CMOS patterns of documentation (author-date and notes-bibliography) but offers slight modifications suited to student texts.

ONLINE CITATION GENERATORS (Always double-check citation format for accuracy)

- Easybib: www.easybib.com
- Citation Machine: www.citationmachine.net

CHICAGO 17TH EDITION OVERVIEW

The Chicago Manual of Style (CMS) is used by many professional publications as well as various areas of academic study. The CMS is often used by students in literature, history, political science, and the arts. There are two Chicago Manual of Style (CMOS) documentation styles: Notes-Bibliography (NB) and Author-Date. This handout will focus on Notes-Bibliography style.

In the NB system, you should include a note (endnote or footnote) each time you use a source, whether through a direct quote, paraphrase, or summary. Footnotes should be added at the end of the page on which the source is referenced, and endnotes should be compiled at the end of each chapter or at the end of the entire document. A bibliography is still typically (though not always) required in addition to footnotes/endnotes.

Paper Format

- Margins should be set at no less than 1" and no greater than 1.5".
- Typeface should be something readable, such as Times New Roman or Palatino.
- Font size should be no less than 10 pt. (preferably, 12 pt.).
- Titles of longer works (plays, books, television shows, full websites) and periodicals (magazines, newspapers, journals) should be italicized. Titles of shorter works (articles, short stories, poems, essays) should be in quotation marks.
- Text should be double-spaced, except for:
 - Block quotations, table titles, and figure captions, which should be single-spaced.
 - A block quotation is a prose quotation of five or more lines. It should not be enclosed in quotation marks. An extra line space should immediately precede and follow a blocked quotation. Blocked quotations should be indented .5" as a whole.
 - Notes and bibliographies should be single-spaced if the note or entry runs more than one line; however, double space between one note/entry and the next.
- Page numbers begin in the header of the first page of text with number 1.
- Include either a title page or the title on the first page of the text. Use the following guidelines should your instructor require a title page:
 - The title should be centered a third of the way down the page.
 - Your name, class information, and the date should follow several lines later.
 - For subtitles, end the title line with a colon and place the subtitle on the line below the title.
 - Double-space each line of the title page.

Footnotes, Endnotes, and Bibliography

- When using the Notes-Bibliography system, you need to use either footnotes (numbered citations that appear at the bottom of each page) or endnotes (numbered citations that appear at the end of the document). Each note corresponds to a raised (superscript) number in the text.¹
- When you cite a source in a note for the second time, you do not need to put in all the information again: you can use a shortened form (See next section for formatting of common sources). In contrast to earlier editions of CMOS, if you cite the same source two or more times consecutively, CMOS recommends using shortened citations – NOT the abbreviation *Ibid*.

FORMATS FOR COMMON SOURCES

Book

Bibliography

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

- **Example:** Shea, Stuart. *Wrigley Field: The Long Life and Contentious Times of the Friendly Confines*. Chicago: University of Chicago Press, 2014.

First Footnote/Endnote

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

- **Example:** 1. Stuart Shea, *Wrigley Field: The Long Life and Contentious Times of the Friendly Confines* (Chicago: University of Chicago Press, 2014), 51-52.

¹ "General Format," *The Purdue OWL*, <https://owl.english.purdue.edu/owl/resource/717/02/>.

Subsequent Footnote/Endnote

Last name, shortened title, page number.

- **Example:** 2. Shea, *Wrigley Field*, 138.

Book with Two or Three AuthorsBibliography

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

- **Example:** Grazer, Brian, and Charles Fishman. *A Curious Mind: The Secret to a Bigger Life*. New York: Simon & Schuster, 2015.

First Footnote/Endnote

1. First name Last name and First name Last name, *Title of Book* (Place of publication: Publisher, Year of publication), page number.

- **Example:** 1. Brian Grazer and Charles Fishman, *A Curious Mind: The Secret to a Bigger Life* (New York: Simon & Schuster, 2015), 188.

Subsequent Footnote/Endnote

Last name and Last name, shortened title, page number.

- **Example:** 2. Grazer and Fishman, *Curious Mind*, 190.

Book with Four or More Authors

For four to ten authors, write out all names in the bibliography but only the first author's name plus "et al." in notes.

Book with Author plus Editor or TranslatorBibliography

- **Example:** Garcia Marquez, Gabriel. *Love in the Time of Cholera*. Translated by Edith Grossman. London: Cape, 1988.

First Footnote/Endnote

- **Example:** 1. Gabriel Garcia Marquez, *Love in the Time of Cholera*, trans. Edith Grossman (London: Cape, 1988), 242-245.

Subsequent Footnote/Endnote

- **Example:** 2. Marquez, *Cholera*, 105.

Unknown Author

Sources that have no known author or editor should be cited by title. Follow the basic format for "Footnote or Endnote" and "Corresponding Bibliographical Entry" that are exemplified above, omitting author and/or editor names and beginning respective entries with the title of the source.

Journal Article

If the journal is consulted online, include the URL or DOI (DOI is preferred). Include the journal, volume number, issue number, and page numbers.

Bibliography

- **Example:** Bent, Henry E. "Professionalization of the Ph.D. Degree." *College Composition and Communication* 58, no. 4 (2007): 0-145. Accessed December 4, 2017. <http://www.jstor.org/stable/1978286>.

First Footnote/Endnote

- **Example:** 1. Henry E. Bent, "Professionalization of the Ph.D. Degree," *College Composition and Communication* 58, no. 4 (2007): 141, accessed December 4, 2017, <http://www.jstor.org/stable/1978286>.

Subsequent Footnote/Endnote

- **Example:** 2. Bent, "Professionalization," 145.

WebsiteBibliography

- **Example:** Heck, Jr., Richard G. "About the Philosophical Gourmet Report." Last modified August 5, 2016. <http://rgheck.frege.org/philosophy/aboutpgr.php>.

First Footnote/Endnote

- **Example:** 7. Richard G. Heck, Jr., "About the Philosophical Gourmet Report," last modified August 5, 2016, <http://rgheck.frege.org/philosophy/aboutpgr.php>.

Subsequent Footnote/Endnote

- **Example:** 8. Heck, "About the Philosophical Gourmet Report."

Article from an Online Newspaper/Magazine

NOTE: Only include the accessed date if one is required by your professor. Write out the word "accessed."

Bibliography

- **Example:** Twenge, Jean M. "Have Smartphones Destroyed a Generation?" *The Atlantic*, September 2017. <https://www.theatlantic.com/magazine/archive/2017/09/has-the-smartphone-destroyed-a-generation/534198/>

First Footnote/Endnote

- **Example:** 7. Twenge, Jean M. "Have Smartphones Destroyed a Generation?" *The Atlantic*, September 2017, <https://www.theatlantic.com/magazine/archive/2017/09/has-the-smartphone-destroyed-a-generation/534198/>

Subsequent Footnote/Endnote

- **Example:** 8. Twenge, "Have Smartphones Destroyed a Generation?"

Adapted from: "Chicago Manual of Style 17th Edition." *The OWL at Purdue*. 2018, owl.english.purdue.edu/owl/resource/717/01/

**For assistance with citing sources, contact the ARC (LIB G-04) | arcservices@emmanuel.edu | 617-735-9755
for an appointment with a Writing Specialist or Writing Peer Tutor.**