Chicago Style, 16th Edition Quick Guide

http://www.nwacc.edu/library/citation_help.php

This quick guide provides a basic overview of how to format notes and bibliographic entries in Chicago Style, 16th edition. For further information, consult the following resources available at the NWACC Library:

University of Chicago. *The Chicago Manual of Style: The Essential Guide for Writers, Editors, and Publishers*. 16th ed. Chicago: University of Chicago Press, 2010.

Lipson, Charles. *Cite Right: A Quick Guide to Citation Styles—MLA, APA, Chicago, the Sciences, Professions, and More*. 2nd ed. Chicago: University of Chicago Press, 2011.

Notes

What Are Notes and When Should I Use Them?
Notes are references to works by other authors. They are used to document sources of information in academic and scholarly writing. They come in two forms: footnotes and endnotes. Footnotes occur at the bottom of the page where the citation occurs, and endnotes all occur on a separate page at the end of the paper, just before the Bibliography page. You should use either footnotes or endnotes—but never use both in the same paper. Ask your instructor which is preferred. You should include a note wherever you directly quote another author; paraphrase, or put another author's ideas into your own words; or include dates, statistics, or other factual information found in a source.

Where Do I Place Notes in the Text?
Whenever you quote, paraphrase or otherwise use information from a source, you should include a superscript number (e.g. [1], [2], etc.) immediately after the period at the end of the sentence. The first note should be followed by the superscript [1], the second by the superscript [2], and so on. (The "Insert Endnote" or "Insert Footnote" features in Microsoft Word simplify the process for creating notes. You can find these options under the "References" menu.)

Then, in the corresponding footnote or endnote, begin with the same superscript number, followed by the publishing information for the source. The first time you quote a source, list all of its publishing information including the author, title, publisher, and so on. (See the instructions for how to format note entries in the later section, "Bibliographic and Note Entries.")

If you cite the same source again, simply include the author's last name, the title of the source, and relevant page numbers. When citing the same source two or more times consecutively, simply place the Latin abbreviation "Ibid." in the note, which translates to "in the same place," followed by a comma and the page number if the page number is different from the previous citation.

Here is an example of a quotation and a corresponding note:

Although the 1980s were thought of as a prosperous time for all US citizens, the reality is that "the income of the typical worker or family in the United States grew very slowly during the 1980s."[1]

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[1] Paul Krugman, *Peddling Prosperity: Economic Sense and Nonsense in an Age of Diminished Expectations* (New York: W.W. Norton & Company, 1995), 136.

For more information on notes, see pages 653–769 in *The Chicago Manual of Style.*

Bibliographic and Note Entries

In addition to notes, Chicago also requires that you also include a Bibliography page at the end of your paper. The Bibliography section includes the full publication information for the sources referenced in your in-text citation, for instance, the author, title, publisher, publication date, medium of publication, and so on. Note that the format for notes and bibliographic entries vary slightly. Rules and examples for both are provided below.

Basic Rules for Bibliography Section

- Your Bibliography should be located at the end of your paper, on a separate page.
- Title the page Bibliography and center the title at the top of the page.
- Leave two blank lines between "Bibliography" and the first entry.
- Single space entries that require more than one line.
- For entries that require more than one line, indent each line after the initial line five spaces, creating what is called a "hanging indent."
- Place an extra space between entries.
- Alphabetize the entries by the authors' last names.
- Alphabetize sources without a credited author by title. When alphabetizing by title, ignore articles (a/an/the).
- Capitalize the first world and each word thereafter in the titles of articles, books, chapters and so on, except for articles (a/an/the), prepositions (of/on/with), and conjunctions (and/but/for).

Books:

The basic format for citing a book is as follows:

Note:
1. Author's First and Last Name. *Title of Book* (Place of Publication: Publisher, Year of Publication), Page Number(s).

Bibliography:
Author's Last Name, First Name. *Title of Book.* Place of Publication: Publisher, Year of Publication.

- **Single Author:**

  Note:
  1. Kurt Vonnegut. *Cat's Cradle* (New York: Dell, 1998), 126.

  Bibliography:
  Vonnegut, Kurt. *Cat's Cradle*. New York: Dell, 1998.

- **Multiple Authors:**

  Note:
  Frederick Pohl and Cyril M. Kornbluth. *The Space Merchants* (New York: St. Martins, 1985), 65.

  Bibliography:
  Pohl, Frederick, and Cyril M. Kornbluth. *The Space Merchants*. New York: St. Martins, 1985.

- **Corporate (Organizational) Author:**

  Note:
  1. American Medical Association. *The American Medical Association Encyclopedia of Medicine* (New York: Random, 1989), 197.

  Bibliography:
  American Medical Association. *The American Medical Association Encyclopedia of Medicine*. New York: Random, 1989.

- **A Subsequent Edition of a Book:**

  Note:
  1. Nancy L. Baker and Nancy Huling. *A Research Guide for Undergraduate Students: English and American Literature*, 6th ed. (New York: MLA, 2006), 84.

  Bibliography:
  Baker, Nancy L., and Nancy Huling. *A Research Guide for Undergraduate Students: English and American Literature*, 6th ed. New York: MLA, 2006.

Works Collected in an Anthology:

Works may include articles, essays, and other short pieces collected in an edited anthology. The basic format for citing a work in an anthology is as follows:

Note:
1. Author's First and Last Name, "Title of Work," in *Title of Anthology*, ed. Editor's First and Last Name. (Place of Publication: Publisher, Year of Publication), Page Number(s).

Bibliography:
Author's Last Name, First Name. "Title of Work." In *Title of Anthology*, edited by Editor's First and Last Name, Page range of work. Place of Publication: Publisher, Year of Publication.

- **Work with a Credited Author:**

Note:
1. Plato, "The Apology of Socrates," in *The Norton Anthology of World Masterpieces*, ed. Mack Maynard (New York: Norton, 1985), 817.

Bibliography:
Plato. "The Apology of Socrates." In *The Norton Anthology of World Masterpieces*, edited by Mack Maynard, 816-838. New York: Norton, 1985.

- **Work without a Credited Author:**

Note:
"Beowulf," in *The Norton Anthology of English Literature*, ed. M.H. Abrams (New York: Norton, 1993), 25.

Bibliography:
"Beowulf." In *The Norton Anthology of English Literature*, edited by M.H. Abrams, 21-67. New York: Norton, 1993.

Articles:

Articles appear in newspapers, magazines, scholarly journals, reference books, and electronic databases. See the section on **Electronic Publications** for instructions on citing articles in electronic databases. The format for the citation varies depending on the type of publication:

- **Article in a Newspaper**

Note:
1. Author's First and Last Name, "Title of Article," *Title of Newspaper*, Date of Publication, Page number(s).

1. Chris Casteel, "Fallin Discusses Fiscal Cliff with Obama, Leaders," *The Daily Oklahoman,* December 5, 2012, 5A.

Bibliography:
Author's Last Name, First Name. "Title of Article." *Title of Newspaper*, Date of Publication, Page range of article.

Casteel, Chris. "Fallin Discusses Fiscal Cliff with Obama, Leaders." *The Daily Oklahoman*, December 5, 2012, 5A.

- **Article in a Magazine**

Note:
1. Author's First and Last Name, "Title of Article," *Title of Magazine*, Date of Publication, Page number(s).

1. Michael Grunwald, "How to Avoid the Fiscal Cliff," *Time*, December 10, 2012, 42.

Bibliography:
Author's Last Name, First Name. "Title of Article." *Title of Magazine*, Date of Publication, Page range of article.

Grunwald, Michael. "How to Avoid the Fiscal Cliff." *Time*, December 10, 2012, 40-43.

- **Article in a Scholarly Journal**

Note:
1. Author's First and Last Name, "Title of Article," *Title of Scholarly Journal* Volume, no. Issue (Year of Publication): Page number(s).

1. Richard C. Hall, "Balkan Wars," *History Today* 62, no. 11 (2012): 37.

Bibliography:
Author's Last Name, First Name. "Title of Article." *Title of Scholarly Journal* Volume, no. Issue (Year of Publication): Page range of article.

Hall, Richard C. "Balkan Wars." *History Today* 62, no. 11 (2012): 36-42.

- **Article in a Reference Book**

Note:
1. Author's First Name and Last Name, *Title of Reference Book* (Place of Publication: Publisher, Year of Publication), s.v. "Title of Article."

1. David M. Randall, *The Harvard Biographical Dictionary of Music* (Cambridge: Belknap Press, 1996), s.v. "Randall, D.M."

Bibliography:
Author's Last and First Name. *Title of Reference Book*. Place of Publication: Publisher, Year of Publication.

Randall, David M. *The Harvard Biographical Dictionary of Music*. Cambridge: Belknap Press, 1996.

Electronic Publications:

Electronic publications include websites, articles on websites, and articles from online databases. The format for the citation varies depending on the type of publication:

- **An Entire Website**

Note:
1. Author's First and Last Name (if given), Title of Website, Publisher of Website, last modified date, http://www.somewebsite.com.

1. Cloudy Nights, Astronomics, last modified January 10, 2012, http://www.cloudynights.com.

Bibliography:

Author's Last Name, First Name (if given). Title of Website. Publisher of Website. Last modified date. http://www.somewebsite.com.

Cloudy Nights. Astronomics. Last modified January 10, 2012. http://www.cloudynights.com.

- **A Page or Article on a Website**

Note:

1. Author's First and Last Name (if given), "Title of Page or Article," Title of Website, last modified date, http://www.somewebsite.com.

1. Phil Harington, "Binocular Universe: Lamplighter," Cloudy Nights, last modified November 22, 2012, http://www.cloudynights.com/item.php?item_id=2828.

Bibliography:

Author's Last Name, First Name (if given). "Title of Page or Article." Title of Website. Last modified date. http://www.somewebsite.com.

Phil Harington. "Binocular Universe: Lamplighter." Cloudy Nights. Last modified November 22, 2012. http://www.cloudynights.com/item.php?item_id=2828.

- **An Article from an Online Database**

Articles retrieved from online databases should be cited the same way as print sources, with the addition of the date of access and the URL for the database.

Note:
1. Author's First and Last Name, "Title of Article," *Title of Scholarly Journal* Volume, no. Issue (Year of Publication): Page number(s). accessed date, http://www.somedatabase.com/full/url.

1. Richard C. Hall, "Balkan Wars," *History Today* 62, no. 11 (2012): 37, accessed January 5, 2013, http://proxy01.nwacc.edu:2048/login?url=http://search.ebscohost.com/login.aspx?direct=true&db=afh&AN=83883091&site=ehost-live.

Bibliography:
Author's Last Name, First Name. "Title of Article." *Title of Scholarly Journal* Volume, no. Issue (Year of Publication): Page range of article. Accessed date. http://www.somedatabase.com/full/url.

Hall, Richard C. "Balkan Wars." *History Today* 62, no. 11 (2012): 36-42. Accessed January 5, 2013. http://proxy01.nwacc.edu:2048/login?url=http://search.ebscohost.com/login.aspx?direct=true&db=afh&AN=83883091&site=ehost-live.