

# Chicago Manual of Style 16<sup>th</sup> Edition

The Chicago Manual of Style is one citation style. Find out which citation style your instructor wants you to use before beginning research, and then use it consistently. As you take notes for a research paper, write down **all** the information needed to reference each source you consult. This guide was written using The Chicago Manual of Style: 16<sup>th</sup> Edition and is for reference only. For variations and examples for situations not given below, please consult the guide or ask a Reference Librarian for assistance. Consult your instructor for more help.

## HOW TO CITE SOURCES

When citing sources using the Chicago Manual of Style, use the following list of elements as a guide. Some elements may be in a different order depending upon the specific source. Exclude any element that is not applicable or not given.

### Basic Elements of Citations for Books:

1. **Author(s): full name of author(s); or name of editor(s); or, if no author, name of institution standing in place of author**
2. **Title: include subtitle, if applicable, separated by a colon ( : )**
3. **Editor, compiler, translator: if applicable and if included on title page along with author**
4. **Edition: if not the first edition**
5. **Volume: if applicable**
6. **Series Title: if applicable**
7. **Publication Information: city, publisher, date**
8. **Page number(s) consulted: if applicable**
9. **For electronic books online, use URL or DOI\*; for other type indicate (DVD, CD-ROM, etc.) if applicable**

### Basic Elements of Citations for Periodicals:

1. **Author name(s)**
2. **Title and subtitle of article, separated by a colon ( : )**
3. **Title of periodical**
4. **Issue information (volume, issue number, date): *journals* are generally cited by volume and issue; *magazines* are generally cited by date**
5. **Page(s)**
6. **URL or DOI\*: if applicable**
7. **For articles from the Library's Databases, include a URL if a "stable URL" is provided. Otherwise include the name of the database.**

\*DOI preferable to URL when available

### Basic Elements of Citations for Websites:

1. **Title or description of page**
2. **Author of the content (in any)**
3. **Owner or sponsor of site**
4. **URL**
5. **Publication date or revision date, if any, otherwise include access date.**

## CHICAGO CITATION SYSTEMS

The *Chicago Manual of Style* allows two different systems for citing: **note-bibliography** and **author-date** style. The system you choose depends upon the requirements of your instructor and field. See the *Manual of Style* for a complete discussion of these and other formats.

- ❖ The **notes-bibliography** system is often used by writers in literature, history, and the arts. Notes are either footnotes or endnotes. Notes in a paper using a full bibliography need not be as complete as notes in a paper without a complete bibliography. For example, a note in a document with a *complete bibliography* may only include the author's last name, the title or the work, and the page consulted. Choose a format and stick to it.
- ❖ The **author-date** system is often used in the physical, natural, and social sciences. Sources are cited parenthetically in text and include the author's last name, the publication year, and the pages consulted. A reference list at the end of the document provides complete citation information.

### About Electronic Sources:

- Be sure to verify the accuracy of URLs, since electronic addresses change frequently
- Include DOI whenever available
- All content on the Internet is “published” for copyright purposes and should be treated as such. Any site that does not have a specific publisher or sponsoring body should be treated as unpublished or self-published work.
- When material is available in both print and electronic formats, cite the format consulted. You can mention other formats for the convenience of your readers.
- The first letter of a URL (*http://www...*) is never capitalized, even if it follows a period. Because URLs frequently end in a slash (/), it is not necessary to omit punctuation after the URL. Do not use angle brackets (<>) as they can be mistaken for code.
- In Chicago style, it is not generally necessary to include an access date for Internet sources, unless required by your instructor or field.
- A revision date (date last updated) should not be included in a citation.

### About Notes:

- If you choose the Notes-Bibliography system, Chicago Manual of Style allows use of either footnotes or endnotes. Footnotes appear at the bottom of the page on which the note appears. Endnotes appear at the end of a document, chapter, or entire book. Use the format required by your instructor or field.
- Use the footnote or endnote function in your word processor.
- In text, notes appear as superscript numbers. In the notes themselves, the corresponding number is in regular print, followed by a period.
- Notes that refer to the same source as the one *directly before* it can be cited using the term “Ibid”
- Full notes are optional when a complete bibliography is included. Shortened notes are acceptable with a full bibliography. See sample.
- Bibliographies are arranged in alphabetical order.

### More Hints:

- Titles in notes and bibliographies are in *Headline Style* capitalization (each word is capitalized).
- Bibliography entries have a *hanging indent*; Notes are numbered.
- Microsoft Word 2007 has tools to help format notes and bibliography
- Use RefWorks, the Library’s citation management tool, to help with Chicago. See <http://library.stkate.edu/refworks/index.html>

Various examples for citing books and periodicals using both the notes-bibliography system and author-date system follow. For situations not covered here, please consult the *Manual of Style*.

## Chicago Manual of Style: NOTES-BIBLIOGRAPHY Style

Citations in the BIBLIOGRAPHY	Complete Citations in NOTES
<p><b>BOOKS</b></p> <p><b>Author last name, first name. <i>Title</i>. Publication place: Publisher, date.</b></p> <p>Waldron, Mary. <i>Jane Austen and the Fiction of Her Time</i>. New York: Cambridge University Press, 1999.</p> <p>Copeland, Edward and Juliet McMaster, eds. <i>Cambridge Companion to Jane Austen</i>. New York: Cambridge University Press, 1997.</p> <p>Strunk, William, Jr. and E.B. White. <i>The Elements of Style</i>. 4<sup>th</sup> ed. (New York: Allyn and Bacon, 2000), Kindle edition.</p> <p>Note about e-books: include doi, URL, or type (Kindle, PDF, etc.) if applicable.</p>	<p><b>Note number. Author first name last name, <i>Title</i> (publication place: Publisher, date), pages.</b></p> <ol style="list-style-type: none"> <li>1. Mary Waldron, <i>Jane Austen and the Fiction of Her Time</i> (New York: Cambridge University Press, 1999), 62-63.</li> <li>2. Edward Copeland and Juliet McMaster, eds., <i>Cambridge Companion to Jane Austen</i> (New York: Cambridge University Press, 1997), 55.</li> <li>3. William Strunk, Jr. and E.B. White, <i>The Elements of Style</i>, 4<sup>th</sup> ed. (New York: Allyn and Bacon, 2000), 12.</li> </ol>
<p><b>PERIODICALS, MAGAZINES, NEWSPAPERS</b></p> <p><b>Author last name, first name. "Title of Article." <i>Title of Periodical</i> volume, number (date): page number(s).</b></p> <p>Marsching, Jane D. "Orbs, Blobs, and Glows: Astronauts, UFOs, and Photography." <i>Art Journal</i> 62, no.3 (2003): 56-65.</p> <p>Horning, Kathleen T. "A Second Look: John Steptoe's <i>Baby Says</i>." <i>The Horn Book Magazine</i>, September/October 2003, 563-567.</p> <p>Stassen-Berger, Rachel E. "State Sex Offender Program Invites Scrutiny." <i>St. Paul Pioneer Press</i>, August 10, 2003, city edition, sec. 1.</p>	<p><b>Note number. Author first name, last name, "Title of article," <i>Title of journal</i> volume, number (date): page.</b></p> <ol style="list-style-type: none"> <li>1. Jane D. Marsching, "Orbs, Blobs, and Glows: Astronauts, UFOs, and Photography," <i>Art Journal</i> 62, no.3 (2003): 58.</li> <li>2. Kathleen T. Horning, "A Second Look: John Steptoe's <i>Baby Says</i>," <i>The Horn Book Magazine</i>, September/October 2003, 566.</li> <li>3. Rachel E. Stassen-Berger, "State Sex Offender Program Invites Scrutiny," <i>St. Paul Pioneer Press</i>, August 10, 2003, city edition, sec. 1.</li> </ol> <p>Note about newspaper articles: Newspapers are more commonly cited in notes or parenthetical citations, rather than in bibliographies.</p>
<p><b>ELECTRONIC SOURCES &amp; WEBSITES</b></p> <p><b>For Internet sources or material found on databases, follow the citation form given for each format. Include the URL or DOI for an Internet site or entry point for a database.</b></p> <p>Pilger, John. "Truth and the People Lie Bleeding." <i>New Statesman</i> 127, no. 4373 (1998): 16-18, doi: 10.1089/5847323.</p> <p>Henderson, P.W. "Evidence Links Protein Damage to Parkinson's, Alzheimer's." <i>Pain &amp; Central Nervous System Week</i>, November 18, 2000, 2-4, St. Catherine University. HealthSource.</p> <p>Gray, Terry A. "A Shakespeare Timeline: 1582 Marriage," <i>Mr. Shakespeare and the Internet</i>, accessed August 30, 2008, <a href="http://shakespeare.palomar.edu/timeline/timeline.htm">http://shakespeare.palomar.edu/timeline/timeline.htm</a>.</p> <p>*Chicago does not require a date accessed statement, unless required by your instructor or field, or if no date is given on website.</p>	<p><b>Note number. Author first name, last name, "Title of article," <i>Title of journal</i> volume (date): page, URL</b></p> <ol style="list-style-type: none"> <li>1. John Pilger, "Truth and the People Lie Bleeding," <i>New Statesman</i> 127, no. 4373 (1998): 16, doi: 10.1089/5847323.</li> <li>2. P.W. Henderson, "Evidence Links Protein Damage to Parkinson's, Alzheimer's," <i>Pain &amp; Central Nervous System Week</i>, November 18, 2000: 2, St. Catherine University. HealthSource.</li> <li>3. Terry A. Gray, "A Shakespeare Timeline: 1582 Marriage," <i>Mr. Shakespeare and the Internet</i>, accessed August 30, 2008, <a href="http://shakespeare.palomar.edu/timeline/timeline.htm">http://shakespeare.palomar.edu/timeline/timeline.htm</a>.</li> </ol> <p>Note about web site content: information from informally published material on the Web is more commonly cited in notes.</p>

### Shortened NOTES w/Full BIB:

**Author, *Title*, page #.**

1. Waldron, *Jane Austen and the Fiction of Her Time*, 254.

## Chicago Manual of Style: AUTHOR-DATE Text Citations/Reference List Style

### Citations in a REFERENCE or WORKS CITED List

### TEXT Citations

BOOKS	
<p><b>Author last name, first name. Date. <i>Title</i>. Publication place: Publisher.</b></p> <p>Waldron, Mary. 1999. <i>Jane Austen and the Fiction of Her Time</i>. New York: Cambridge University Press.</p> <p>Copeland, Edward and Juliet McMaster, eds. 1997. <i>Cambridge Companion to Jane Austen</i>. New York: Cambridge University Press.</p> <p>Strunk, William, Jr. and E.B. White. 2000 <i>The Elements of Style</i>. 4<sup>th</sup> ed. New York: Allyn and Bacon.</p> <p>Note about e-books: include doi, URL, or type (Kindle, PDF, etc.) if applicable.</p>	<p><b>(author date, page number)</b></p> <p>...according to Waldron (1999, 52),...</p> <p>...(Copeland and McMaster 1997).</p> <p>...(Strunk and White 2000, 17).</p>
PERIODICALS, MAGAZINE, NEWSPAPERS	
<p><b>Author last name, first name. Date. Title of article. <i>Title of Journal</i> volume (number or issue): pages.</b> [Include month for magazines.]</p> <p>Marsching, Jane D. 2003. Orbs, Blobs, and Glows: Astronauts, UFOs, and Photography. <i>Art Journal</i> 62 (3): 56-65.</p> <p>Horning, Kathleen T. 2003. A Second Look: John Steptoe's <i>Baby Says</i>. <i>The Horn Book Magazine</i>, September/October: 563-567.</p> <p>Stassen-Berger, Rachel E. 2003. State Sex Offender Program Invites Scrutiny." <i>St. Paul Pioneer Press</i>, August 10: sec. 1.</p>	<p><b>(author date, page number)</b></p> <p>(Marsching 2003) or (Marsching 2003, 62)</p> <p>..according to Horning (2003, 566)....</p> <p>...(Stassen-Berger 2003).</p> <p><i>Note about newspaper articles: Newspapers are more commonly cited in notes or parenthetical citations, rather than in bibliographies.</i></p>
ELECTRONIC SOURCES & WEBSITES	
<p><b>For Internet sources or material found on databases, follow the citation form given for each format. Include the URL for an Internet site or entry point for a database.</b></p> <p>Pilger, John. 1998. Truth and the People Lie Bleeding. <i>New Statesman</i> 127 (4373): 16-18. St. Catherine University. InfoTrac.</p> <p>Henderson, P.W. 2000 Evidence Links Protein Damage to Parkinson's, Alzheimer's. <i>Pain &amp; Central Nervous System Week</i> (November 18): 2-4. St. Catherine University. Academic Search Premier.</p> <p>Gray, Terry A. A Shakespeare Timeline: 1582 Marriage. <i>Mr. Shakespeare and the Internet</i>. <a href="http://shakespeare.palomar.edu/timeline/timeline.htm">http://shakespeare.palomar.edu/timeline/timeline.htm</a>.</p> <p><i>*Chicago does not require a date accessed statement, unless required by your instructor or field, or if no date is given on website.</i></p>	<p><b>(author date, page number)</b> [If electronic source does not include a date, use the title.]</p> <p>...as stated by Pilger (1998).</p> <p>...(Henderson 2000)...</p> <p>...claims Gray (A Shakespeare Timeline).</p>