

Using Chicago Citation Style

Notes and Bibliography

This citation style tip sheet is a guide—not the authoritative manual.

If you do not know how to cite an item or if you are citing one not found in this handout, consult the 16th edition of *The Chicago Manual of Style* (print or digital) or the 6th edition of *A Manual for Writers of Term Papers, Theses, and Dissertations* by Kate Turabian, accessible via the library catalogue.

Copies of the Chicago manual (Call No. Z253 .C572 2010) and the Turabian guide (Call No. LB 2369 .T8 2007) are available at the Research Help Desk on the main (second) floor of the MacOdrum Library.

Note: Always ask your instructor which citation style and edition of the relevant manual to use.

This is a guide to the Chicago notes and bibliography citation style. Notes are either **footnotes** listed at the bottom of each page or endnotes listed at the end of an essay but before the **bibliography**.

There are similarities and differences between the notes/bibliography style and the author-date (parenthetical in-text) style of citation. **Consult Chapters 14 and 15 of *The Chicago Manual of Style*** for more information on these two forms of citation.

FOOTNOTES/ENDNOTES

A footnote is placed at the bottom of a page and an endnote at the end of a document/publication. A footnote/endnote can contain a citation for a given source and/or additional information about a given point in the text. In either case, a superscript number in the text (typically at the end of a sentence) identifies each note and matches the note number that appears at the bottom of the page or at the end of the document/publication.

Citation Components

Generally, a footnote or an endnote lists the author, title, and facts of publication, in that order. Commas separate components; the facts of publication are enclosed in parentheses and, for digital publications, are followed by a DOI, URL or e-book reference.

Author

The author reference includes the first and last name of an individual (including initials) or the name of an organization (even if it is the publisher). If the author is unknown, begin the entry with the title of the work.

For four or more authors, list only the first author's name and then et al. to refer to the other authors.

Date

This is the year of publication or production date of the work. If the year is unknown, use n.d. (abbreviation for no date).

DOI, URL, e-book

A DOI (digital online identifier), URL or e-book reference is required for digital publications. Typically, access dates are not required in citations of formally published electronic sources, although some publishers and disciplines may require this information. When included in a note, the date should immediately precede the DOI, URL or e-book reference, and be followed by a comma.

Issue and volume numbers

These numbers are included for journal articles after the title of the publication. The issue number may be omitted if pagination is continuous throughout a volume or when a month or season precedes the year (but it is never wrong to include the issue number). The year, sometimes preceded by an exact date, a month, or a season, appears in parentheses after the volume number (or issue number, if given).

Pagination

Page numbers are included for book chapters and articles. Shorten pagination for pages in same range (e.g., 500-10 for pages 500 to 510). Newspaper articles are often only cited in footnotes/endnotes. Page numbers may be omitted because a newspaper's issue of any given day may include several editions; and items may be moved or eliminated in various editions.

Place of Publication

Include the place that usually appears on the title page (or sometimes on the copyright page) of the book cited. Where two or more cities are listed, only the first is normally included in the citation.

Publisher

This information is included for books and enclosed in parentheses. For books published before the 20th century, you may omit publishers' names and places if they are not obviously present. If only the publisher name is known, use n.p. (abbreviation for no place).

Title

Titles are capitalized, unless written in a foreign language. For books, use the name of the work. For journal, magazine and newspaper articles, include the titles of the article, and the journal, magazine or newspaper. Titles of larger works (e.g., books and journals) are italicized; titles of smaller works (e.g., chapters, articles) or unpublished works are in roman and enclosed in quotation marks. Abbreviate and lowercase editor/edited by and translator/translated by.

Citation Formatting

Indentation

Indent the first line of the footnote/endnote 0.5" or 1.27 cm. Single space each note.

Repeated use of the same source

Use either a short version of the citation or *ibid.*, depending upon when the source is cited. *Ibid.* usually refers to a single work cited in the note immediately preceding. It takes the place of the name(s) of the author(s) or editor(s), the title of the work, and as much of the succeeding material as is identical.

If the entire reference, including page numbers or other particulars, is identical to the preceding reference:

2. *Ibid.*

If the entire reference, including page numbers or other particulars, is identical to the original citation but appears on a different page and there are no intervening references, use *ibid* and the number of the page where the source originally appeared:

2. *Ibid*, 68.

When different sources are cited between the first and second reference for a given source, use the short form for the second reference of that source:

A book

12. Sheehan, *Bright Shining Lie*, 425.

An article

13. Ansen, "Spielberg's Obsession," 116.

Superscript numbers in text

A superscript number is added to a sentence (often at the end) to indicate or reference a footnote/endnote:

The quick brown fox jumped over the lazy dog.¹

Citation examples

Basic Format: Books

1. Author (First name Last name), *Title* (Place of Publication: Publisher, date of publication), page(s). [Add DOI, URL or e-book for digital publications.]

Basic Format: Articles

1. Author (First name Last name), "Title of Article," *Title of Journal* volume, no. of issue (year of publication): page(s). [Add DOI, URL or e-book for digital publications.]

Print Publications

Books

One Author

1. Mark Twain, *The Adventures of Huckleberry Finn* (Berkeley: University of California Press, 1985), 44.

Two or three authors

2. John E. Schwarz and Thomas J. Volgy, *The Forgotten American* (New York: Norton, 1992), 42.

Four or more authors: List only the first author's name and then et al. to refer to the other authors.

3. Randolph Quirk et al., *A Comprehensive Grammar of the English Language* (London: Longman Group Limited, 1985), 56.

Article (chapter) within a book or anthology

7. Paul Tillich, "Being in Love," in *Moral Principles of Action*, ed. Ruth N. Anshen (New York: Harper & Bros., 1952), 662.

Journal Articles

One author

6. Christopher Policano, "Dueling Colas," *Public Relations Journal* 41, no. 11 (1985): 16.

Two authors

7. George J. Watson and John A. McMann, "Cultural Imperialism: An Irish View," *The Yale Review* 75, no. 4 (1986): 506-15.

Magazine Articles

5. David Ansen, "Spielberg's Obsession," *Newsweek*, December 20, 1993, 112.

Newspaper Articles

4. "The Wrong Issue in Bosnia," *New York Times*, March 22, 1996.

Theses and Dissertations

10. Gwilym Lucas Eades, "Decolonizing Geographic Information Systems" (master's thesis, Carleton University, 2006), 25.

Digital Publications

E-books

1. Mark Twain, *The Adventures of Huckleberry Finn* (Berkeley: University of California Press, 1985), OneClickDigital e-book.

Journal Articles

9. Jodee L. Kawasaki and Matt R. Raven, "Computer-Administered Surveys in Extension," *Journal of Extension* 33 (June 1995): 16, <http://www.joe.org/june33/95.html>.

Lecture Slides and Handouts from CULearn

7. Richard Nimijean, "Doing Research in Canadian Studies" (lecture, Carleton University, Ottawa, ON, May 2, 2016).

Magazine Articles

9. Martin Patriquin, "Does Justin Trudeau Risk Being Overexposed?," *Maclean's*, August 26, 2016, <http://www.macleans.ca/politics/does-justin-trudeau-risk-being-overexposed/>

Newspaper Articles

13. Peter McKnight, "Canada's Opioid Crisis: We Are All Enablers," *Globe and Mail*, August 27, 2016, <http://www.theglobeandmail.com/opinion/canadas-opioid-crisis-we-are-all-enablers/article31582656/>

Theses and Dissertations

8. Fatemeh Bagherian, "An evaluation of Carleton hotline for administration and teaching "CHAT," (PhD diss., Carleton University, 1999), 61, <https://curve.carleton.ca/4cb2e7f6-1501-4c61-a224-36ba3ea9214a>

Web Documents

3. H. Martin, "Introduction to Organic Farming," Ontario Ministry of Agriculture, Food and Rural Affairs, December 2009, <http://www.omafra.gov.on.ca/english/crops/facts/09-077.pdf>.

Web Pages

5. Bob Smith, "Evanston Public Library Strategic Plan, 2000-2010: A Decade of Outreach." Evanston Public Library. <http://www.epl.org/staff/strategic-plan-00.php>.

Weblogs (Blogs)

17. Catholicgauze, "United States of (Google) Autocomplete," *Geographic Travels* (blog), December 5, 2010, <http://www.geographictravels.com>.

BIBLIOGRAPHY

A bibliography is placed at the end of a document/publication. All sources are included and alphabetically arranged in a single list by the authors' last names (or by title if no author or editor).

Entries are single-spaced. Keep the first line flush with the left-hand margin. Indent successive lines 0.5" or 1.27 cm. Components are separated by periods.

Citation Components

Author

Bibliography entries are alphabetized by the first-listed author's name, which is inverted (Last name First name). Other authors' names are as in notes. Include all authors' names in the bibliography.

Publishers and Place of Publication

These components are not enclosed in parentheses.

Title

Do not abbreviate editor/edited by and translator/translated by. Use uppercase (e.g., Edited by).

Other components

See instructions for footnotes/endnotes.

Citation Examples

Basic Format: Books

Author (Last name, First name). *Title*. Place of Publication: Publisher, date of publication. [Add DOI, URL or e-book for digital publications.]

Basic Format: Articles

Author (Last name, First name). "Title of Article." *Title of Journal* volume, no. of issue (year of publication): page(s). [Add DOI, URL or e-book for digital publications.]

Print Publications

Books

One author

Sheehan, Neil. *A Bright Shining Lie: John Paul Vann and America in Vietnam*. New York: Random House, 1988.

Two or three authors

Schwarz, John E., and Thomas J. Volgy. *The Forgotten American*. New York: Norton, 1992.

Four or more authors (all names)

Quirk, Randolph, Sidney Greenbaum, Geoffrey Leech, and Jan Svartik. *A Comprehensive Grammar of the English Language*. London: Longman Group Limited, 1985.

Article as Book Chapter (Include chapter pages)

Tillich, Paul. "Being and Love." In *Moral Principles of Action*, Edited by Ruth N. Anshen, 661-72. New York: Harper & Bros., 1952.

Journal Articles

One author

Policano, Christopher. "Dueling Colas." *Public Relations Journal* 41, no. 11 (1985): 16-17.

Multiple authors

Watson, George J. and John A. McMann. "Cultural Imperialism: An Irish View." *The Yale Review* 75, no. 4 (1986): 503-16.

Magazine Articles

Ansen, David. "Spielberg's Obsession." *Newsweek*, December 20, 1993.

Theses and Dissertations

Eades, Gwilym Lucas Eades. "Decolonizing Geographic Information Systems." Master's thesis, Carleton University, 2006.

Digital Publications

E-books

One author

Burrows, John. *Freedom and Indigenous Constitutionalism*. (Toronto: University of Toronto Press, 2016). Scholars Portal e-book.

Multiple authors

Dixon, John and David Macarov. *Poverty: A Persistent Global Reality*. Routledge: 1998. MyLibrary e-book.

Journal Articles

Kawasaki, Jodee L., and Matt R. Raven. "Computer-Administered Surveys in Extension." *Journal of Extension* 33 (June 1995): 1-25. <http://www.joe.org/june33/95.html>.

Lecture Slides and Handouts from CULearn

Nimijean, Richard. "Doing Research in Canadian Studies." Lecture. Carleton University, Ottawa, ON. May 2, 2016. <https://culearn.carleton.ca/moodle/mod/book/view.php?id=799682>

Magazine Articles

Patriquin, Martin. "Does Justin Trudeau Risk Being Overexposed?". *Maclean's*. August 26, 2016. <http://www.macleans.ca/politics/does-justin-trudeau-risk-being-overexposed/>

Theses and Dissertations

Fateme, Bagherian. "An evaluation of Carleton Hotline for Administration and Teaching "CHAT". PhD diss., Carleton University, 1999. <https://curve.carleton.ca/4cb2e7f6-1501-4c61-a224-36ba3ea9214a>

Web Documents

Notten, Geranda and Michael Mendelson. *Using low income and material deprivation to monitor poverty reduction*. (Ottawa: Caledon Institute of Public Policy, July 2016) <http://www.caledoninst.org/Publications/PDF/1103ENG.pdf>

Web Pages

Smith, Bob. "Evanston Public Library Strategic Plan, 2000-2010: A Decade of Outreach." Evanston Public Library. <http://www.epl.org/staff/strategic-plan-00.php>.

Weblogs (Blogs)

Catholicgauze. *Geographic Travels* (blog). <http://www.geographictravels.com>.

NEED MORE HELP?

Chicago Citation Style (Carleton University Library site)

<http://www.library.carleton.ca/help/citing-your-sources>
The online version of our guide is the most up-to-date.

Citing Primary Sources: Archive and Non-Archive

<http://www.library.carleton.ca/help/citing-your-sources>

Research Help Desk

Location: Main (2nd) floor, MacOdrum Library
Telephone: 613-520-2735
www.library.carleton.ca

Writing Services

Location: RM 404, MacOdrum Library
Telephone: 613-520-2600, ext. 112
<https://carleton.ca/csas/writingservices/>