This 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 Chicago Manual of Style* (in print or online) or *A Manual for Writers of Term Papers, Theses, and Dissertations* by Kate Turabian.

A copy of the Chicago manual is available at the Research Help Desk on the main (second) floor of the library (**Call No. Z253 .C572 2010**) as is a copy of the Turabian guide (**Call No. LB 2369 .T8 2007**).

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

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The Chicago style allows two forms of citation: **notes/bibliography** and **author-date**.

This is a guide to the notes and bibliography system:

- 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 between the notes/bibliography style and the author-date (parenthetical in-text) style of citation. In particular, the forms for authors' names (full names rather than initials) and titles of works (headline-style capitalization and use of quotation marks and italics) are identical.

There are also differences such as the placement for the year of publication in the reference list.

Consult Chapters 14 and 15 of *The Chicago Manual of Style* for more information on these two forms of citation.

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**FOOTNOTES**

**Basic format for print publications**

1. Author (First name Last name), *Title* (Place of Publication: Publisher, Date of publication), page(s).

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**Basic format for online publications**

1. Author (First name Last name), *Title* (Place of Publication: Publisher, Date of publication), page(s). URL.

**Note:** type the footnote number on the line (although a word processing program can generate superscript numerals) and **indent the first line of the footnote** 5" or 1.27 cm.

Endnotes follow the same format and appear at the end of the essay.

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**BOOKS IN PRINT**

*One author*


*Two or three authors*


*Four or more authors*: list only the first author’s name and then et al. to refer to the other authors; all names are usually given in the bibliography.


**Article (chapter) within a book or anthology**


**Organization as author**: list the organization in place of the author, even if it is also the publisher’s name.

**No author**: begin the entry with the title.


**Note**: shorten pagination for pages in same range.
Repeated use of the same source:

<table>
<thead>
<tr>
<th>After the first full reference when there are no intervening references:</th>
<th>2. Ibid.</th>
</tr>
</thead>
<tbody>
<tr>
<td>The same reference is used, but from a different page:</td>
<td>3. Ibid., 68.</td>
</tr>
<tr>
<td>When there are different references between the first full reference and this one (book and article titles may be shortened). For a book:</td>
<td>12. Sheehan, Bright Shining Lie, 425.</td>
</tr>
</tbody>
</table>

Unknown date: use n.d.

Unknown publisher or place of publication: for books published before the 20th century, you may omit publisher’s names and places if they are obviously present. If only the publisher name is present, use n.p. instead of place.

ONLINE (ELECTRONIC) BOOKS


ENCYCLOPEDIA ARTICLES

Print


Note: online sources and access dates
The DOI (digital online identifier) or URL is required. Typically, access dates are not required in citations of formally published electronic sources, although some publishers and disciplines may require them. When included, they should immediately precede the DOI or URL, separated from the surrounding citation by commas in a note and periods in a bibliography entry.

JOURNAL ARTICLES

Basic format

1. Author (First name Last name), “Title of Article,” Title of Journal volume, issue (year of publication): page(s).

Note: add URL or DOI for electronic articles.

Print articles


Online articles (include DOI or URL)


Multiple authors (print)


Note: the issue number may be omitted if pagination is continuous throughout a volume or when a month or season precedes the year.

Note: for more than two authors, use the same rules given for “Books in Print”.

MAGAZINE ARTICLES

Print


Online


NEWSPAPER ARTICLES

Print


Online


Note: page numbers or sections may be omitted in the footnote.
OTHER ONLINE SOURCES

Blogs

Internet document (including documents from university websites and government agencies)

Web pages
Include as much of the following information as possible: author of the content, title of the page, title or owner of the site, date of publication, modification or access and URL.

If the author is not identified, the owner of the site may stand in for the author.


UNPUBLISHED DOCUMENTS

Theses and dissertations
Print

Online

Lecture notes
7. Murray Richardson, “Descriptive Spatial Statistics” (lecture, Carleton University, Ottawa, ON, February 7, 2011).

BIBLIOGRAPHY

Basic format
Author (Last name, First name). Title. Place of Publication: Publisher, Date of publication.

Note: add URL for online publications.

Note: The first line of the bibliography entry is flush with the left-hand margin. All other lines are indented .5” or 1.27 cm.

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One author

Two or three authors

Four or more authors (all names)

Article as book chapter (include chapter pages)

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MAGAZINE ARTICLES

Print

Online

NEWSPAPER ARTICLES

Print

Online

Note: often newspaper articles are only cited in footnotes.

UNPUBLISHED DOCUMENTS

Theses and dissertations
Print

Online

Lecture notes

Note: if a lecture is unpublished, only cite in the text.

OTHER ONLINE SOURCES

Internet documents

Web pages

Blogs

NEED MORE HELP?

Citing your sources (Carleton Library site) http://www.library.carleton.ca/help/citing-your-sources

Citing primary sources: archive and non-archive http://www.library.carleton.ca/help/citing-your-sources

Harvard Business School Citation Guide (Based on Chicago Style) http://www.library.hbs.edu/guides/citationguide.pdf

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

Writing Tutorial Service
Location: RM 404, MacOdrum Library
Telephone: 613-520-2600, ext. 1125
http://carleton.ca/lss/