

Using Chicago Style

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.

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.

FOOTNOTES

Basic format for print publications

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

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

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.

BOOKS IN PRINT

***One author**

1. Neil Sheehan, *A Bright Shining Lie: John Paul Vann and America in Vietnam* (New York: Random House, 1988), 425–35.

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; all names are usually given in the bibliography.

3. Randolph Quirk et al., *A Comprehensive Grammar of the English Language* (London, England: 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.

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.

21. *Parents and Their Children* (London, England: Hodge Publishing, 1768), 5.

***Note:** shorten pagination for pages in same range.

Repeated use of the same source:

After the first full reference when there are no intervening references:	2. Ibid.
The same reference is used, but from a different page:	3. Ibid., 68.
When there are different references between the first full reference and this one (book and article titles may be shortened). For a book: For an article:	12. Sheehan, <i>Bright Shining Lie</i> , 425. 13. Ansen, "Spielberg's Obsession," 116.

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

1. Neil Sheehan, *A Bright Shining Lie: John Paul Vann and America in Vietnam* (New York: Random House, 1988), 425,
http://books.google.ca/books?id=ZuxZGo_ds7QC&printsec=frontcover&dq=a+bright+shining+lie+john+paul+vann+and+america+in+vietnam+ebook&source=bl&ots=hkgls7eemn&sig=H7-c3VCkenWPn3f2WlkWkp1jDis&hl=en&ei=D4MCTZ-vDozknQeDq8zIDQ&sa=X&oi=book_result&ct=result&resnum=2&ved=0CBsQ6AEwAQ#v=onepage&q&f=false

ENCYCLOPEDIA ARTICLES

Print

4. *Oxford Dictionary of Geography*, 4th ed. (Oxford: Oxford University Press, 2009), s.v. "schist."

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

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

Online articles (include DOI or URL)

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>.

Multiple authors (print)

7. George J. Watson and John A. McMann, "Cultural Imperialism: An Irish View," *The Yale Review* 75, no. 4 (1986): 506-515.

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

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

Online

13. Phil Rosenthal, "Last Spin for Michael J. Fox," *Chicago Sun-Times*, Late Sports Final Edition, May 23, 1999, Section 2 (Features), 31, <http://infoweb.newsbank.com>.

NEWSPAPER ARTICLES

Print

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

Online

5. Jesella, Kara, "A Hipper Crowd of Shushers," *New York Times*, July 8, 2007, <http://www.nytimes.com>.

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

OTHER ONLINE SOURCES

Blogs

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

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

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

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.

8. Bob Smith, "Evanston Public Library Strategic Plan, 2000-2010: A Decade of Outreach," Evanston Public Library, last modified 2003, <http://www.epl.org.library/strategic-plan-00.html>

UNPUBLISHED DOCUMENTS

Theses and dissertations

Print

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

Online

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>

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.

BOOKS IN PRINT

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.

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.

Parents and their children. London, England: Hodge Publishing, 1768.

ONLINE (ELECTRONIC)-BOOKS

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

Note: Include stable URL if available.

ENCYCLOPEDIA ARTICLES

Print

Mayhew, Susan. *Oxford Dictionary of Geography*, 4th ed. Oxford: Oxford University Press, 2009.

Online

Kalman, Harold D. "Airport Architecture." *The Canadian Encyclopaedia*. Accessed June 20, 2009. <http://www.thecanadianencyclopedia.com/articles/airport-architecture>.

JOURNAL ARTICLES

Print articles

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

Online 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>.

Multiple authors*

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

Note: for more than two authors, use "Print Books" rules.

Note: shorten pagination for pages in same range.

MAGAZINE ARTICLES

Print

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

Online

Rosenthal, Phil. "Last Spin for Michael J. Fox." *Chicago Sun-Times*, Late Sports Final Edition, May 23, 1999. <http://infoweb.newsbank.com>.

NEWSPAPER ARTICLES

Print

Jesella, Kara. "A Hipper Crowd of Shushers." *New York Times*, July 8, 2007.

Online

Jesella, Kara. "A Hipper Crowd of Shushers." *New York Times*, July 8, 2007. <http://www.nytimes.com>.

Note: often newspaper articles are only cited in footnotes.

UNPUBLISHED DOCUMENTS

Theses and dissertations

Print

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

Online

Fatemeh, 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>

Lecture notes

Richardson, Murray. "Descriptive Spatial Statistics." Lecture. Carleton University. Ottawa. February 7, 2011.

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

OTHER ONLINE SOURCES

Internet documents

Education Suffolk. "Teaching Styles and Forms of Student Engagement," 12 May 2002, pt. 2.
<http://bit.ly/A65912>.

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>.

Blogs

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

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/>