Chicago Manual of Style Guide
Documenting Your Sources

This guide illustrates the Chicago Manual of Style documentation format for sources most frequently used by students. You must adhere to the format and punctuation as shown. Please note there are other accepted styles that vary from discipline to discipline. Be sure to ask your teacher if there is a preferred style for your assignment.

Citations and bibliographies are used for two reasons. One is to inform your teacher (or any other reader) about the resources you used to write your essay/report/project. The other, and more importantly, is to acknowledge those sources and to differentiate between your thoughts and/or opinions and the facts you found in your research. If you do not cite your sources you are committing a form of academic dishonesty known as plagiarism. Plagiarism is the theft of someone else’s words or ideas and can result in a poor grade, whether done intentionally or not.

You should use citations:
✓ If you are stating facts or statistics.
✓ If you are providing someone else’s opinion.

You do not need to use citations:
✓ If you are giving your own opinion or stating common knowledge, such as:
  The earth is round.
  H₂O is water.
  I think that humanity will realize the importance of the environment and change their ways.

Adapted from:

This booklet is a small selection of examples. More examples are available in the library. Please ask your school librarian for help if you have any questions.

Working Document, 2014
Secondary Schools Librarian Council,
HCDSB
Glossary:

Bibliography: an alphabetical list of sources of information appearing at the end of a research paper identifying a source of information for a direct or paraphrased quote.

Endnotes: numbered citations placed at the end of the research paper indicating the source for direct or paraphrased quote.

Footnotes: numbered citations placed at the bottom of the page indicating the source for direct or paraphrased quotes.

Quote: the copying of a part of a book, article, CD-ROM or Internet document and enclosing it in quotation marks.

Paraphrase: putting an idea from a book, article, CD-ROM or Internet document into your own words (must be cited).

URL: the Uniform Resource Locator is the address and method used to locate a specific resource on the Internet (e.g. http://www...)

SECTION A: Print Books

(general format and punctuation of print citation)

Endnote/Footnote Format (Chicago section 14.15):
List the author, title, and facts of publication, in that order, separated by commas. The facts of publication are enclosed in parentheses.

Example:
First name Last name, Title of Book Italicized and Capitalized (Publication city: Publisher, publication year), page(s).

Bibliography Format (Chicago section 14.16):
List the author, title, and facts of publication, in that order separated by periods; the facts of publication are not enclosed in parentheses.

Example:
Last name, First name. Title of Book Italicized and Capitalized. Publication city: Publisher, publication year.

Additional information:

- Citations referenced in the essay text must be numbered in superscript format. Use the endnote or footnote function under the References tab in MS Word to create the superscript numbers.
- Footnotes or endnotes corresponding to the essay text citations are numbered in regular format. (Chicago section 14.4)
- Numbers should be placed at the end of the clause or sentence to which they refer and should be placed after any and all punctuation.
1) **Book, Single Author (Chicago section 14.18):**

**Endnote/Footnote:**


**Short Endnote/Footnote:**


**Bibliography:**


2) **Book, Two Authors (Chicago section 14.18):**

**Endnote/Footnote:**


**Short Note:**


**Bibliography:**


**Additional information:**

- This example also includes proper placement of an edition statement (Chicago Manual section 14.118)
- The order of the authors’ names should be the same as they appear on the title page.
- For a book with two authors, note that only the first listed name is inverted in the bibliography entry.

3) **Book with Three Authors (Chicago section 14.18):**

**Endnote/Footnote:**


**Short Note:**


**Bibliography:**

4) **Book with More than Three Authors (Chicago section 14.18, 14.76):**

**Endnote/Footnote:**


**Short Note:**


**Bibliography:**


**Additional information:**

- Word order and punctuation are the same as for two or three authors. In the note, however, cite only the name of the first-listed author, followed by *et al.*
- The order of the authors' names should be the same as they appear on the title page.
- List all of the authors in the bibliography.

5) **Book with an Editor (Chicago section 14.87):**

**Endnote/Footnote:**


**Short Note:**

6. Fraser, ed., *A Woman’s Place*, 176.

**Bibliography:**


**Additional information:**

- In both the Notes and Bibliography the abbreviations ed. or eds., comp. or comps., or trans. follow the name, preceded by a comma.

6) **The Bible (Chicago section 14.253 and 14.254):**

**Endnote/Footnote:**

7. 1 Cor. 13:1-13 (New Jerusalem Bible).


**Additional information:**
Biblical references rarely appear in the Bibliography. It usually appears in Parenthetical (bracketed) or note references. The Bible reference should include book (in roman numerals and is usually abbreviated), chapter and verse – never a page number. A colon is used between chapter and verse. There are many versions of the Bible, therefore the name of the version is recorded at the end of the entry as supplementary bibliographic information. In this example, the version is the New Jerusalem Bible. In a subsequent entry you can abbreviate the version to (NJB).

7) Corporation/Association/Committee as Author (Chicago section 14.92):

Endnote/Footnote:


Short Note:


Bibliography:


Additional information:
• If a publication issued by an organization, association, or corporation carries no personal author's name on the title page, the organization is listed as author in a bibliography, even if it is also given as publisher.
8) **Work in a Collection, Anthology, or Edited Book (Chicago section 14.111-14.112):**

**Endnote/Footnote:**

**Short Note:**
8. Lurie, “Mad Cow Disease,” 16.

**Bibliography:**

**Additional information:**
- When a specific chapter (or other titled part of a book) is cited in the notes, the author’s name is followed by in, followed by the title of the book.
- Note the use of the state abbreviation in the place of publication. According to the Chicago Manual of Style, if the place is a major city, such as London, Paris, New York, etc., you do not need to include the state, province or country. If the place is a little-known location, you should include the state, province, or country according to standard postal abbreviations. In this example, MI stands for Michigan. For Canadian provinces, use ON, BC, AB, etc. (Rule 14.136)

9) **Translation (Chicago section 14.88):**

**Endnote/Footnote:**

**Short Note:**

**Bibliography:**

**Additional information:**
- The translated work of one author is normally listed with the author's name appearing first and the translator's name appearing after the title, preceded by translated by or trans. In the bibliography the word translated must be spelled out in full.
10) **Graphic novels or Manga (Chicago section 14.88):**

**Endnote/Footnote:**

**Short Note:**

**Bibliography:**

**Additional information:**
- The Chicago Manual of Style does not contain an example for this format. Use the previous example for translated works as a guide, substituting the illustrator in place of the translator.
- The word illustrated can be abbreviated in the note, but written in full in the bibliography.

11) **Encyclopedia and dictionary entries (Chicago section 14.247):**

**Endnote/Footnote:**

**Additional information:**
- Well-known reference books, such as major dictionaries and encyclopaedias, are normally cited in notes only, rather than in bibliographies. This is the Chicago Style rule but check with your teacher for their preference. The facts of publication are often omitted, but the edition (if not the first) must be specified. When referencing an alphabetically arranged work, cite the item (not the volume or page number) preceded by s.v. (sub verbo, or "under the word.") For multiple word title use the plural form s.v.v.

12) **Scholarly Journal (Chicago section 14.175):**

**Endnote/Footnote:**

**Short Note:**


**Bibliography:**


**Additional information:**

- The numbers 47, no. 3 in this example represent the volume and issue number of the journal. They must always be given in that order.

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**Endnote/Footnote:**

13. Magazine article (Chicago section 14.175, 14.199):


**Short Note:**


**Bibliography:**


**Additional information:**

- If no author is available, begin the citation after the endnote number with the Title of the Article.

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**Endnote/Footnote:**


**Short Note:**

15. McKenna, “Green Acres.”

If the above article did not have the author listed, you would begin the entry of the endnote/footnote with the title of the article standing in place of the author (Rule 14.207). See below:

Bibliography:


- If the above article did not have an author listed, you would begin the entry of the bibliography with the title of the newspaper standing in place of the author (Rule 14.207). See below:


Additional information:

- Omit the initial article The from the title of the newspaper when giving it in footnotes/endnotes or a bibliography (i.e. The Globe & Mail becomes Globe & Mail). (Rule 14.210)
- The date of the newspaper must be written out in full (i.e. September not Sept.)

SECTION B: Internet/Web Publications

1) Person as website author (Chicago section 14.245):

Endote/Footnote:


Short Note:


Bibliography:


Additional information:

- When listing the website’s date, you can use the terminology “published”, “last modified,” or “last updated”, depending on how it is phrased on the website. If you cannot find a date, use the date you accessed the website and the phrase “Accessed.” Eg. Accessed April 12, 2013,
2) Organization as Website Author (Chicago section 14.243-14.245):

Endnote/Footnote:

Short Note:
20. Oxfam Canada, “Two Million Syrians.”

Bibliography:

Additional information:
- When there is no author given, begin the Endnote and Bibliography with the title of the webpage in quotations, followed by the organization.
- When the website is published by a major organization, give the name in Italics.

3) Online Book (Chicago section 14.167):

Endnote/Footnote:

Short Note:
21. Esquith, Teach Like, under “What a Wonderful World.”

Bibliography:

Additional Information:
- In the footnote or endnote, instead of giving page numbers (as many online books do not have them), include the name of the section the information was retrieved from.
4) **E-book (Chicago section 14.166):**

**Endnote/Footnote:**

**Short Note:**

**Bibliography:**

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5) **Online encyclopedia (Chicago section 14.248-14.249):**

**Endnote/Footnote:**

**Short Note:**
23. Canadian Encyclopedia Online, s.v. “Karst Landform.”

**Bibliography:**

**Additional Information**
In the absence of a posted publication or revision date for the cited entry, supply an access date.

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6) **Online image:**

**Endnote/Footnote:**

**Short Note:**

**Bibliography:**

**Additional information:**
• The Chicago Manual of Style does not contain clear guidelines for online images. In order to maintain consistency with your citations, follow the guidelines for website citations as closely as possible. Give the information in the following order: Author/creator (if given), title of the image in quotations, medium, year, web address or DOI.

• Many words can be used to describe the medium: photograph, painting, cartoon, graph, map, etc.

• If you cannot find a year of publication for the image, include an access date, such as in the above example.

7) Article, Online newspaper (Chicago section 14.203-14.213):

Endnote/Footnote:

Short Note:

Bibliography:

8) Article, Online journal (Chicago section 14.170-14.198):

Endnote/Footnote:

Short Note:

Bibliography:

Additional information:
• If the journal article is available in PDF and contains page numbers, list them. If not, just give the URL or DOI.
• The title of the article is given in quotation marks, while the journal title is given in italics.
9) **Online magazine article (Chicago section 14.199-14.202):**

**Endnote/Footnote:**

**Short Note:**
27. Perrottet, “American Vacation.”

**Bibliography:**

10) **Article from a database (EBSCO/Gale) (Chicago section 14.271-14.272):**

**Endnote/Footnote:**

**Short Note:**

**Bibliography:**

**Additional information:**
- In this example, General OneFile is the name of the database the article came from. The database name should be given in italics. Gale is the program that hosts all the databases. List that as well, so that if your teacher wants to look at your source, they will know which host and database to search in.
- If the article provides a DOI, stable link or Permalink, you may include that as well at the end of your note and bibliography entry.
11) Two or More Works by the Same Author (Chicago section 6.91 and 14.63-14.67):

Bibliography:


Additional information:

- For successive entries by the same author, a 3-em dash replaces the name after the first appearance. The entries are arranged alphabetically by title.
Sample Title Page in Chicago Style

- Title centered 1/3 down
- Name centered halfway down
- Class, Instructor and Date centered on double-spaced lines 2/3 down

Beauty and Frailty: Body Image in the Victorian Period

Cindy Smith

HIS 2000
Professor Spanbauer
February 8, 2010
Sample Page in Chicago Style

- Page one is the title page; this is page two.
- Margins are 1”, text is double spaced.
- Last name and page number are at the top right hand corner.

Smith 2

Many social critics have deemed 21st-century American society as obsessed with thinness. Citing models like Kate Moss and actresses like Keira Knightley, these commentators denounce the value placed on thinness and wonder about the effect these images have on the younger generation. “Today’s models,” one writer remarks, “grow more minimal by the day.” Though this fixation on stickly beauty is seen as a modern-day phenomenon, it is not wholly new. The ideal Victorian woman, for example, was more plump and curvaceous, but 19th-century society valued other unhealthy traits in a woman’s appearance. Examining Victorian society’s attraction to illness and frailty shows that valuing women for an unhealthy appearance is not a new trend.

Women’s Changing Role in Victorian Society

In a time of increasing industrialization and urbanization, roles of all members of society were changing rapidly. Many men now left the house to work, and more children were in school due to compulsory education laws. While rural women still had farm work and working-class women worked outside the home, middle- and upper-class women found themselves at home with little to contribute to the family’s income. Thus, roles changed as women were expected to become “the primary emotional and physical caretakers of their families.” Artists of the day, such as Mary Cassatt, show this idealized picture of motherhood. Even as much as women were supposed to find this new role wholly fulfilling, not all did. Some women did begin to work outside the home for political causes such as promoting women’s suffrage or ending child labor. This first wave of feminism provided an outlet for some frustrated women. The common illnesses and complaints of the day show that many other women focused their unhappiness inward, to the point of making themselves ill, or appear ill. Disorders such as dyspepsia, hysteria, brain fever, and “the vapors” were applied mostly to women, or, in some cases, exclusively to