

CHICAGO DOCUMENTATION STYLE (NOTES AND BIBLIOGRAPHY STYLE)

Online: www.ufv.ca/writing_centre

This handout is based on the 15th Edition of *The Chicago Manual of Style*, *The Chicago Manual of Style Online*, found at http://www.chicagomanualofstyle.org/tools_citationguide.html, and *A Pocket Guide to Writing in History* 6th Ed. by Mary Lynn Rampolla. There are two documentation systems within the larger Chicago Style, 1) notes and bibliography and 2) author-date. These two systems reflect different research activities done by different disciplines. The Writing Centre has chosen to address these two systems separately, so this handout only includes the notes and bibliography style guidelines.

How do I cite in the body of my paper?

Each time you make reference to information from a source, you have to indicate that source in a footnote. Even if you are summarizing or paraphrasing, as well as directly quoting, a footnote is necessary to indicate full details of the source of the information. There are some options:

1) Include the author in the sentence: (example from Rampolla, p. 90)

According to historian James McWilliams, the slave trade had a devastating effect on the family structure, religious practices, and way of life of the Africans who were brought to the West Indies.¹

2) Include the information without direct reference to the author's name: (example from Rampolla, p. 89)

Slavery ruined families, destroyed religious expression, and damaged the material world of the Africans who were brought to the West Indies.²

In both cases, the information in the footnote is the same.

3) Direct citation works the same way, except that the words of the original are indicated with quotation marks: (example from Rampolla, p. 89)

¹ James E. McWilliams, *A Revolution in Eating: How the Quest for Food Shaped America* (New York: Columbia University Press, 2005), 29-30.

² James E. McWilliams, *A Revolution in Eating: How the Quest for Food Shaped America* (New York: Columbia University Press, 2005), 29-30.

“The slave trade destroyed families, killed spiritual expression, and undermined the material world of transplanted Africans.”³

Or

James McWilliams notes that “the slave trade destroyed families killed spiritual expression, and undermined the material world of transplanted Africans.”⁴

Note that the footnote looks the same for both options.

How do I know which option to choose?

There are no precise rules about when to include the author’s name in the sentence and when to omit it. A general guideline is that when you are discussing a source at length, it is more common to include the author’s name. Also, if your assignment requires that you analyze the author *as an* author, it is necessary to include the author’s name. Historiographies are common assignments that focus on *authors’ treatments* of a historical phenomena or event. For example, if your assignment is to critique McWilliam’s account of devastating consequences of slavery, it makes more sense that you would refer directly to him. On the other hand, if you only bring in an author to make a brief point, it is more common to offer the information without the author’s name because the author *as an author* is less important. For example, if your assignment is to write a research paper about the devastating consequences of slavery, McWilliams as an author is less central than the information he provides.

What if I cite the same source more than once?

You only need to include full information about the source in the footnote the first time you use it; after that, you only need to include author and page.

⁵ McWilliams, 41.

What is ibid?

This abbreviation is sometimes used to refer to work cited in the previous note—though some professors prefer the method above (author,page). If your instructor prefers *ibid* and you are referring to the same page, use *ibid* alone. If you are referring to different pages, used *ibid* followed by comma and page numbers: *Ibid.*, 79-84.

How do I cite an author citing another author? It is preferable to find and consult the original source, though this is not often possible. You must acknowledge both the original source and the source in which it is quoted.

What goes in the footnote?

For each kind of source, there is a formula for entering the information (see examples p. 3-7). Footnotes need to be indented.

³ James E. McWilliams, *A Revolution in Eating: How the Quest for Food Shaped America* (New York: Columbia University Press, 2005), 29-30.

⁴ James E. McWilliams, *A Revolution in Eating: How the Quest for Food Shaped America* (New York: Columbia University Press, 2005), 29-30.

What goes in the bibliography?

Every source used in your paper must also go on a separate page at the end of your paper called Bibliography. It may seem redundant to include the same information in two different places, but scholars use footnotes and bibliographies differently. Footnotes are used to pinpoint a specific place in the source so that researchers can find more about the information being used and/or use it for their own research purposes. Bibliographies are used to collect lists of sources that discuss similar topics, so they are used in a broader way. For example, if you are going to research some aspects of slavery, you might not be interested in *this particular discussion* about devastating effects, but would like to look at McWilliams' whole book, you would use the Bibliography information to find that book.

The remainder of this handout shows examples of commonly used sources and their footnote and Bibliography entries. "N" indicates the footnote format and "B" indicates the Bibliography format. Please note that there are subtle differences in each, reflective of their uses. **If the kind of source you are using is not listed here, please consult one of the guides upon which this handout is based for a full list of sources.**

Normally, each Footnote and Bibliography entry would have a number in front of it that corresponds to your paper. Here, it is omitted.

Books

Book with one author:

N Psyche A. Williams-Forson, *Building Houses Out of Chicken Legs: Black Women, Food, and Power* (Chapel Hill: University of North Carolina Press, 2006), 135.

B Williams-Forson, Psyche A. *Building Houses Out of Chicken Legs: Black Women, Food, and Power*. Chapel Hill: University of North Carolina Press, 2006.

Book with multiple authors:

N Toyin Falola and Matthew M. Heaton, *A History of Nigeria* (Cambridge: Cambridge University Press, 2008), 262.

B Falola, Toyin and Matthew M. Heaton, *A History of Nigeria*. Cambridge: Cambridge University Press, 2008.

Online book: (add the online publisher, date, URL, and access date) *The Chicago Manual of Style* notes that access dates are of limited value and does not recommend using them in published work. Check with your instructor about whether or not they would like you to include access date.

N Alfred Russell Wallace, *Contributions to the Theory of Natural Selection: A Series of Essays* (New York: Macmillan, 1871; Project Gutenberg, 2007), 19, <http://www.gutenberg.org/etext/22428> (accessed November 4, 2008).

- B** Wallace, Alfred Russell. *Contributions to the Theory of Natural Selection: A Series of Essays*. New York: Macmillan, 1871; Project Gutenberg, 2007. <http://www.gutenberg.org/etext/22428> (accessed November 4, 2008).

Reference Book: (For online reference books, add URL and access date—see format below).

- N** *Encyclopedia Britannica*, 15th ed. rev., s.v. “steam power.”

B **Well known reference books are not usually included in the Bibliography.**

Article or chapter in an edited work: (cite the author and title of the chapter first, followed by the title, editor, and publication information for the book from which it comes.)

- N** Bernard Hamilton, “The Impact of the Crusades on Western Geographical Knowledge,” in *Eastward Bound: Travel and Travelers, 1050-1550*, ed. Rosamund Allen (Manchester: Manchester University Press, 2004), 18.

- B** Hamilton, Barnard. “The Impact of the Crusades on Western Geographical Knowledge.” In *Eastward Bound: Travel and Travelers, 1050-1550*, edited by Rosamund Allen, 15-34. Manchester: Manchester University Press, 2004.

Letter in a published collection: (list the sender, recipient, and data of the communication, and then cite the collection as you would a book. If you cite one letter from a collection, you may list it as an individual letter in your bibliography; if you cite several letters from the same collection, list only the collection in your bibliography.)

- N** Private Arthur E. Stark to Carole Joyce Stark Blocker, January 2, 1944. In *World War II Letters: A Glimpse into the Heart of the Second World War Through the Words of Those Who Were Fighting It*, ed. Bill Adler (New York: St. Martin’s Press, 2002), 142.

- B** Stark, Arthur E. Private Arthur E. Stark to Carole Joyce Stark Blocker, January 2, 1944. In *World War II Letters: A Glimpse into the Heart of the Second World War Through the Words of Those Who Were Fighting It*, ed. Bill Adler. New York: St. Martin’s Press, 2002.

Periodicals

Journal article, print: (include the author’s name, the title of the article in quotations, the name of the journal in italics, the volume number, the issue number if available, and the date in parentheses.)

- N** Rhoda Wynn, “Saints and Sinners: Women and the Practice of Medicine throughout the Ages,” *Journal of the American Medical Association* 283, no. 5 (2000): 668.

- B** Wynn, Rhoda. "Saints and Sinners: Women and the Practice of Medicine throughout the Ages." *Journal of the American Medical Association* 283, no. 5 (2000): 668-682.

Journal article accessed from a database: (Include the same information as for a print article, and include the URL and access date.)

- N** Robert Brent Toplin, "The Filmmaker as Historian," *American Historical Review* 93, no. 5 (1988): 1220, <http://www.jstor.org/> (accessed June 13, 2008).

- B** Toplin, Robert Brent. "The Filmmaker as Historian." *American Historical Review* 93, no. 5 (1988): 1210-27. <http://www.jstor.org/> (accessed June 13, 2008).

Secondary source citation: (An author citing another author)

- N** E.W. Creak, "On the Mariner's Compass, in Modern Vessels of War," *Journal of the Royal United Services Institute*, vol.33 (1889-90), 966, quoted in Alan Gurney, *Compass: A Story of Exploration and Innovation* (New York: Norton, 2004), 275-76.

- B** Creak, E.W. "On the Mariner's Compass, in Modern Vessels of War." *Journal of the Royal United Services Institute*, 33 (1889-90): 949-75. Quoted in Alan Gurney. *Compass: A Story of Exploration and Innovation*. New York: Norton, 2004.

Magazine article (print): (Omit volume and issue number. For **online articles**, do the same format, but add the URL and access date in the same format as the above examples.)

- N** David Van Biema, "God vs. Science," *Time*, November 13, 2006, 50.

- B** Van Biema, David. "God vs. Science." *Time*, November 13, 2006, 48-55.

Newspaper article (print): (For **online articles**, do the same format, but add the URL and access date in the same format as the above examples.)

- N** Darryl Fears, "House Issues and Apology for Slavery." *Washington Post*, July 30, 2008, District and Maryland home edition, sec. A.

- B** Fears, Darryl. "House Issues and Apology for Slavery." *Washington Post*, July 30, 2008, District and Maryland home edition, sec. A.

Government Publications

Online government publication: (For print publications, use the same format, but omit URL and access date).

N U.S. Department of State, *County Reports on Terrorism 2007*, April 30, 2008, <http://www.state.gov/s/ct/rls/crt/2007/index.htm> (accessed August 7, 2008).

B U.S. Department of State, *County Reports on Terrorism 2007*. April 30, 2008, <http://www.state.gov/s/ct/rls/crt/2007/index.htm> (accessed August 7, 2008).

Charter, Constitution, Criminal Code, Policy Documents: (cite title, article, section. If online, add URL and access date.)

N U.S. Constitution, art. 4, sec. 1.

B References to such documents should not be included in your bibliography (as their location is considered “common knowledge”.)

Treaty: (include treaty title, the date it was signed, and the name of the publication in which it appears. Bibliographic entries should list the country as author.)

N “Treaty of Peace and Friendship with the Cherokees,” July 2, 1791, *Statutes at Large of the United States of America* 8, art. 4.

B United States. “Treaty of Peace and Friendship with the Cherokees,” July 2, 1791, *Statutes at Large of the United States of America* 8, art. 4.

Online material (in addition to other examples discussed in above entries)

Material from a web site with a known author (If the cite is has a professional, group, corporate author, show that body as the author).

N E.L. Skip Knox, “Results of the Fourth Crusade,” *The Crusades*, <http://cruisades.boisestate.edu/4th/13.shtml> (accessed September 2, 2008).

B Knox, E.L. Skip. “Results of the Fourth Crusade.” *The Crusades*, <http://cruisades.boisestate.edu/4th/13.shtml> (accessed September 2, 2008).

Material from a web site with an unknown author (use owner of the site, and any available title).

N Smithsonian Institution, “Dread History: The African Diaspora, Ethiopianism, and Rastafari,” *Migrations in History*, <http://www.smithsonianeducation.org/migration/rasta/rasessay.html> (accessed September 2, 2008).

- B** Smithsonian Institution, "Dread History: The African Diaspora, Ethiopianism, and Rastafari." *Migrations in History*.
<http://www.smithsonianeducation.org/migration/rasta/rasessay.html>
 (accessed September 2, 2008).

Web forum or discussion posting (include author's name, title of the thread, the name of the list or forum, date of the posting, URL, and access date.) **Due to privacy, you should never include personal email addresses in your citations.**

- N** Paul Lovejoy, "Slavery in Traditional Africa," posting to H-Africa Discussion Log, February 1, 2007 <http://h-net.msu.edu/cgi-bin/longbrowse.pl>.....include whole URL, even if it is long. (accessed September 2, 2008).

- B** Online forum and list postings are not included in Bibliographies.

Multi-media

Film, Video, or DVD: (begin with title, followed by the type, name of director, and publication information.)

- N** *Last Letters Home: Voices of American Troops from the Battlefields of Iraq* (2004), DVD, directed by Bill Couturie (New York: HBO Home Video, 2005).

- B** *Last Letters Home: Voices of American Troops from the Battlefields of Iraq* (2004), DVD, directed by Bill Couturie. New York: HBO Home Video, 2005.

Online sound or video recording: (provide information as for print, but include relevant descriptions about the original recording if applicable, the website, digital format, the URL, and the access date.)

- N** Heise, William. *Annie Oakley* (Edison Manufacturing Co., 1894), 21 sec.; 35mm; from Library of Congress, *Inventing Entertainment: The Motion Pictures and Sound Recordings of the Edison Companies*, MPEG,
<http://memory.loc.gov/ammen/edhtml/edhome.html> (accessed September 1, 2008).

- B** Heise, William. *Annie Oakley*. Edison Manufacturing Co., 1894; 21 sec.; 35mm. From Library of Congress, *Inventing Entertainment: The Motion Pictures and Sound Recordings of the Edison Companies*, MPEG,
<http://memory.loc.gov/ammen/edhtml/edhome.html> (accessed September 1, 2008).