

# Chicago Style Quick Bits



Available online at: <https://ufv.ca/asc/student-resources/>

**Note:** this is an abridged version of the UFV Academic Success Centre’s version of the Chicago Manual of Style, 17th ed., which includes many more explanations for beginners, examples of citations and Bibliography, as well as artwork captions. **Important:** the **Author-Date** version of Chicago follows another format and is not covered here.

Each time you make reference to information from a source, you have to indicate that source in either a **footnote** or **endnote**. If you are summarizing, paraphrasing, or directly quoting, a footnote (endnote, or just **note**) is necessary to indicate the full details of the source of the information. This differs from other systems of citation in that there are no parenthetical references. Identify your sources with a **superscript number** in-text (e.g. <sup>1</sup>), in order of appearance at the end of the sentence (including punctuation) containing the information you wish to cite.

To create a clear path for your reader, notes are in order by number, with name order *first name, last name*, as opposed to the **Bibliography**, which is organized alphabetically with *last name, first*. The Bibliography also contains all gathered sources, even if they are not directly cited. There are other slight differences between the two which are demonstrated here. This duplication of information is useful to the reader to locate your sources easily.

- **IN-TEXT**

... author Laurel Sefton MacDowell describes the evolution of environmental history in Canada.<sup>1</sup>

- **NOTE: (Footnote or Endnote)**

<sup>1</sup> Laurel Sefton MacDowell, *An Environmental History of Canada* (Vancouver: UBC Press, 2012), 2.

- **BIBLIOGRAPHY:**

MacDowell, Laurel Sefton. *An Environmental History of Canada*. Vancouver: UBC Press, 2012.

Despite how complicated Chicago citations look, they are all comprised of basic elements, always in the same order:

- ✓ **WHO** (author, editor, producer, “organization as author,” title if no author or organization is named)
- ✓ **WHAT** (title of book, article, movie, report, etc.)
- ✓ **WHERE** (city and publisher) (*for online sources, the URL or DOI are added to the end of the reference*)
- ✓ **WHEN** (date of publication: usually just the year, but could also include month, day, or season)

Different formats of publication will have different ways of expressing these basic parts, but the pattern doesn’t change. It’s helpful to think of each of the basic parts as a unit of meaning, like a sentence that is followed by a period before the next “idea” begins. **Note** the difference in punctuation between the **Notes** and **Bibliography**.

Source Type	Footnote/Endnote and Bibliography Examples
<b>Print book with one author</b>	<p><b>Note:</b> <sup>1</sup> Karl Popper, <i>The Poverty of Historicism</i> (Boston: Beacon Press, 1957), 149.</p> <p><b>Bib:</b> Popper, Karl. <i>The Poverty of Historicism</i>. Boston: Beacon Press, 1957.</p>
<b>Journal, online, two authors</b>	<p><b>Note:</b> <sup>2</sup> Mary J. Hatch and Majken Schultz, "Toward a Theory of Using History Authentically: Historicizing in the Carlsberg Group," <i>Administrative Science Quarterly</i> 62, no. 4 (December 2017): 657-697, doi: 10.1177/0001839217692535.</p> <p><b>Bib:</b> Hatch, Mary J., and Majken Schultz. "Toward a Theory of Using History Authentically: Historicizing in the Carlsberg Group." <i>Administrative Science Quarterly</i> 62, no. 4 (December 2017): 657-697. doi: 10.1177/0001839217692535.</p>
<b>Journal, online, four or more authors</b>	<p><b>Note:</b> <sup>3</sup> Mohammadali M. Shoja et al., "The Roman Empire Legacy of Galen (129-200 AD)," <i>Child's Nervous System</i> 31, no. 1 (January 2015): 1-5, doi: 10.1007/s00381-014-2467-7.</p> <p><b>Bib:</b> Shoja, Mohammadali M., Shane R. Tubbs, Kamyar Ghabili, Christoph J. Griessenauer, Margaret W. Blach, and Mariana Cuceu. "The Roman Empire Legacy of Galen (129-200 AD)." <i>Child's Nervous System</i> 31, no. 1 (January 2015): 1-5. doi:10.1007/s00381-014-2467-7.</p>
<b>Journal article, print</b>	<p><b>Note:</b> <sup>4</sup> Dimitry Anastakis and Mary-Ellen Kelm, "A Century of the Canadian Historical Review: Speaking to the Past, Present, and Future of Canadian History and Canada," <i>Scholarly &amp; Research Communication</i> 9, no. 1 (January 2018): 1-6.</p> <p><b>Bib:</b> Anastakis, Dimitry, and Mary-Ellen Kelm. "A Century of the Canadian Historical Review: Speaking to the Past, Present, and Future of Canadian History and Canada." <i>Scholarly &amp; Research Communication</i> 9, no. 1 (January 2018): 1-6.</p>
<b>Magazine/ Newspaper online, one author</b>	<p><b>Note:</b> <sup>5</sup> Eric Hobsbawm, "In Defence of History," <i>The Guardian</i> January 15, 2005, <a href="https://www.theguardian.com/books/2005/jan/15/news.comment/">https://www.theguardian.com/books/2005/jan/15/news.comment/</a>.</p> <p><b>Bib:</b> Hobsbawm, Eric. "In Defence of History." <i>The Guardian</i> January 15, 2005. <a href="https://www.theguardian.com/books/2005/jan/15/news.comment/">https://www.theguardian.com/books/2005/jan/15/news.comment/</a>.</p>
<b>Government website, pdf document</b>	<p><b>Note:</b> <sup>6</sup> Statistics Canada, <i>Estimated population of Canada, 1867 to 1977</i> (Ottawa: Statistics Canada), accessed March 7, 2018, <a href="https://www.statcan.gc.ca/pub/11-516-x/sectiona/4147436-eng.htm">https://www.statcan.gc.ca/pub/11-516-x/sectiona/4147436-eng.htm</a>.</p> <p><b>Bib:</b> Statistics Canada. <i>Estimated population of Canada, 1867 to 1977</i>. Ottawa: Statistics Canada. Accessed March 7, 2018. <a href="https://www.statcan.gc.ca/pub/11-516-x/sectiona/4147436-eng.htm">https://www.statcan.gc.ca/pub/11-516-x/sectiona/4147436-eng.htm</a>.</p>
<b>Blog post, webpage</b>	<p><b>Note:</b> <sup>7</sup> Susan Holloway Scott, "How Many Hours to Stitch a Woman's Gown in 1775?" <i>Two Nerdy History Girls</i> (Blog) March 4, 2018, <a href="http://twonerdyhistorygirls.blogspot.ca/2018/03/how-many-hours-to-stitch-womans-gown-in.html">http://twonerdyhistorygirls.blogspot.ca/2018/03/how-many-hours-to-stitch-womans-gown-in.html</a>.</p> <p><b>Bib:</b> Holloway Scott, Susan. "How Many Hours to Stitch a Woman's Gown in 1775?" <i>Two Nerdy History Girls</i> (Blog). March 4, 2018. <a href="http://twonerdyhistorygirls.blogspot.ca/2018/03/how-many-hours-to-stitch-womans-gown-in.html">http://twonerdyhistorygirls.blogspot.ca/2018/03/how-many-hours-to-stitch-womans-gown-in.html</a>.</p>

**Citing one source multiple times:** You only need to include the full reference in your Notes the first time in multiple consecutive citations. For the second (third, fourth, etc.) Note, you only need to include *author*, a short form of the *title*, and the *page number*.

<sup>8</sup>Isaac Asimov, *Foundation* (New York: Gnome Press, 1951), 43.

<sup>9</sup>Asimov, *Foundation*, 44.