Chicago Stylesheet

- Alfred C. O’Connell Library -

This handout covers Chicago style basics, formatting, and many examples for sources noted throughout your paper and in the Bibliography list at the end of your paper.

Always consult your professor to learn their requirements for citation and formatting.

Chicago Style 101

1. Cover page? Yes!
2. Margins = 1 inch
3. Spacing = Double

Citing sources:

- Bibliography (list of all sources used in your paper)

&

- Footnotes (most common)

or

- Endnotes (less common)

Guide Contents:

Bibliography & Footnote examples

Books p. 1
- Part of a Book p. 5
Articles p. 7
- Magazines p. 8
- Journals p. 10
Websites p. 11
Multimedia p. 12
Other Sources p. 13
- Primary Sources p. 15

General Rules p. 16 – 18
Sample Paper pages p. 19 – 20

Books

1. One Author
2. Two or Three Authors
3. Four or More Authors
4. Author or Editor Unknown
5. Sacred Books
6. Edited or Translated Book
7. Encyclopedias & Dictionaries
8. Chapter or Part of a Book
9. Multivolume Books
10. eBooks (Countrywatch, SUNY Press, EBSCOHost, Google Books, Kindle, etc.)
1. One Author

BIBLIOGRAPHY:

The basic format for a book Bibliography entry is:

Author Last Name, Author First Name. Title of Book. Place of Publication: Name of Publisher, Year of Publication.

Arrange multiple bibliography entries from the same author in alphabetical order by book/article title.


FULL NOTE:

The basic format for a book Full footnote/endnote entry is:

1. Author Name, Title of Book (Place of Publication: Name of Publisher, Year of Publication), specific page number being cited.

Include city and state of publisher unless the state is part of the publisher’s name, or it is a well-known location


SHORT NOTE:

The basic format for a book Short footnote/endnote entry is:

1. Author Last Name, Shortened Book Title, page number.

Short notes are used for multiple citations from the same source. After a source has been fully cited the first time, a short note should be used for each future citation from that source.


Note: Titles shorter than four words are not shortened. Do not include initial articles – The Old Man and the Sea, would become Old Man.


#4 is also from the Bragdon book. Because you are following a Bragdon footnote with another Bragdon footnote from the same book, you may leave out the shortened title, but you must include the page number, even if it’s the same page number as the previous note.

5. Off, Bitter Chocolate, 73.

2. Two or Three Authors
BIBLIOGRAPHY:


**Note:** In a Bibliography entry, only the first author’s name is reversed.

FULL NOTE:


SHORT NOTE:


3. Four or More Authors

BIBLIOGRAPHY:

For works with **four to ten** authors or editors, list **all** names in the bibliography entry.

For works with **more than ten** authors or editors, list **only** the first seven names in the bibliography entry followed by et al.


**Note:** In a Bibliography entry, only the first author’s name is reversed. Do not include state of publisher if it is a part of the publisher’s name.

FULL NOTE:

Use only the name of the **first** author or editor in the note, followed by "et al." with no comma placed between the author or editor’s name and “et al.”


**Note:** Do not include state of publisher if it is a part of the publisher’s name.
SHORT NOTE:


4. Author or Editor Unknown

BIBLIOGRAPHY:
Use the title or a descriptive phrase in place of an author or editor’s name if there is no name available. Do not use articles (a, an, the) when alphabetizing these entries in the bibliography.

*A True and Sincere Declaration of the Purpose and Ends of the Plantation Begun in Virginia, of the Degrees Which it Hath Received, and Means by Which it Hath Been Advanced*. London, 1610.

**Note:** For books published before 1900 it is acceptable to only list the Place, Date of Publication.

FULL NOTE:
Use the title or a descriptive phrase in place of an author or editor’s name if there is no name available.

1. *A True and Sincere Declaration of the Purpose and Ends of the Plantation Begun in Virginia, of the Degrees Which it Hath Received, and Means by Which it Hath Been Advanced* (London, 1610), 17.

**Note:** For books published before 1900 it is acceptable to only list the (Place, Date of Publication).

SHORT NOTE:


5. Sacred Books
Religious works such as the Bible and the Qur’an are *not included in the Bibliography*, and they are cited by book, chapter, and verse, or in an equivalent manner.

FULL NOTE:

Gen. 1:9-13. (New Cambridge Paragraph Bible)

Qur’an 53:39-41.

6. Edited or Translated Book

BIBLIOGRAPHY:
Editor is abbreviated ed. (or eds. for more than one), and translator is abbreviated trans., and they are preceded by a comma when there is no author. The author’s name comes before the translator’s name, when you have one. When edited by/translated by comes after the title, it is spelled out fully.


FULL NOTE:
Editor is abbreviated ed. (or eds. for more than one) and is preceded by a comma. The author’s name comes before the translator’s name (when you have one), and the word “translator” is abbreviated. When editors are listed after the title they are abbreviated as ed. (no “s”) (see footnote #2 on p.7).


SHORT NOTE:
In short notes the abbreviations are not included.

Dudley and Leone, Opposing Viewpoints, 55.
Thucydides, History, 95.

7. Encyclopedias & Dictionaries
Encyclopedias and dictionaries are generally cited in notes but not in the bibliography. Make sure that your instructor allows you to cite from this kind of source before including it in your paper. Include “s.v.” which stands for sub verbo (Latin for “under the word”), this lets the reader know what entry you used. Use this format for shorter entries from well-known reference books.

FULL NOTE:


Note: #3 & #4 are from online sources.

8. Chapter or Part of a Book

BIBLIOGRAPHY:
*A work may be an essay, short story, poem, article or chapter that appears within a book that has an editor. When using a multivolume work, list the volume number before the page number or numbers (for example, volume two, pages 33 through 55 would appear as 2:33-55).

Note that the editor information is not abbreviated in the bibliography entry.


Note: The word “In” must appear in the citation in front of the work that the part came from.
FULL NOTE:
When using a multivolume work, list the volume number before the page number(s) (for example, volume two, page 35 would appear as 2:35). Use this format for longer entries with authors from reference books.


9. **Multivolume Books**

**BIBLIOGRAPHY:**


**FULL NOTE:**


**SHORT NOTE:**


10. **eBooks**

(Countrywatch, SUNY Press EBook Collection, EBSCOHost eBook Collection, Google Books, and books from eReader devices – Kindle, nook, iPad/Pod, etc.)

**BIBLIOGRAPHY:**


**Note:** Bibliography examples are in proper alphabetical order.
FULL NOTE:


   Note: In order to find citation info for Countrywatch, click on Country Review (PDF) towards the bottom of the menu on the left side of the screen. Include a stable web address/URL, or else include the name of the database and a document or accession number/ID.


   Note: Only the single version of ed. is used, even if there are multiple editors, when the editors are not listed first.


4. Frederick Douglass, Narrative of the Life of Frederick Douglass (Lexington, KY: SoHo Books, 2010), part III, Kindle.

   Note: Indicate which specific chapter or section and which format/device you used if no page number is available.

Newspaper, Magazine, and Journal Articles

Note 1: See previous section above for how to cite from online books.

Newspaper
Magazine
Journal

1. Newspaper Article

The basic format for a newspaper article Bibliography entry is:

   Author Last Name, Author First Name. “Title of Article.” Title of Source, Month Day, Year of Publication, edition/section. DOI OR stable web address/URL OR Name of Database (Document or Accession Number/ID).

BIBLIOGRAPHY:
Newspaper articles are not usually included in a bibliography. However, some instructors require them. Always follow the directions given by your instructor.

Do not include “The” as part of newspaper titles. Also, break long links after punctuation symbols.


**FULL NOTE:**

<table>
<thead>
<tr>
<th>Entry</th>
<th>Format</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Author Name, “Title of Article,” <em>Title of Source</em>, Month Day, Year of Publication, edition/section, DOI OR stable web address/URL OR Name of Database (Document or Accession Number/ID).</td>
<td>Do not include page numbers for newspaper articles. Include newspaper edition, if available.</td>
</tr>
</tbody>
</table>

**SHORT NOTE:**

<table>
<thead>
<tr>
<th>Entry</th>
<th>Format</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Author Last Name, “Shortened Article Title.”</td>
<td>Short notes are used for multiple references from the same source. After a source has been fully cited the first time, a short note should be used for each future reference to that source. Titles shorter than four words are not shortened. Do not include initial articles – The Old Man and the Sea, would become Old Man.</td>
</tr>
<tr>
<td>3.</td>
<td>Chazan, “Rapid German Expansion.”</td>
<td></td>
</tr>
</tbody>
</table>

**2. Magazine Article**

**BIBLIOGRAPHY:**

<table>
<thead>
<tr>
<th>Entry</th>
<th>Format</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Author Last Name, Author First Name. “Title of Article,” <em>Title of Source</em>, Month Day, Year of Publication. DOI OR stable web address/URL OR Name of Database (Document or Accession Number/ID).</td>
<td></td>
</tr>
</tbody>
</table>


**Note:** Do not include “The” as part of magazine title, break long links after punctuation symbols, and do not include page numbers in Magazine Bibliography entries.

**FULL NOTE:**

The basic format for a magazine article **Full Footnote/endnote** entry is:

1. Author Name, “Title of Article,” *Title of Source*, Month Day, Year of Publication, specific page number being cited (if available), DOI OR stable web address/URL OR Name of Database (Document or Accession Number/ID).


**Note:** Use et al. after first author for articles with 4 or more authors. Include page numbers in Magazine footnotes when available.

**SHORT NOTE:**

The basic format for a magazine article **Short endnote/footnote** entry is:

5. Author Last Name, “Shortened Article Title,” page number.


**Note:** Titles shorter than four words are not shortened, but initial articles (A, An, The) are still omitted.
3. Journal Article

The basic format for a journal article **Bibliography** entry is:

Author Last Name, Author First Name. "Title of Article." Title of Source Volume number, no. issue number (Year of Publication): First page number-Last page number. DOI OR stable web address/URL OR Name of Database (Document or Accession Number/ID).

**BIBLIOGRAPHY:**


**Notes:** For publication date, only the year is required for journal articles. Do not include “The” as part of journal titles. Be sure to format DOIs as you see here. Bibliography examples are in proper alphabetical order.

**FULL NOTE:**

The basic format for a journal article **Full Footnote/endnote** entry is:

1. Author Name, “Title of Article,” Title of Source Volume number, no. issue number (Year of Publication): specific page number being cited, DOI OR stable web address/URL OR Name of Database (Document or Accession Number/ID).


**Notes:** Do not include “The” as part of journal titles. Use a stable web address or permalink.
SHORT NOTE:


Websites and Multimedia

Citations for websites are usually dealt with as notes and not as entries in the bibliography; however, your instructor may require you to list websites in your bibliography. Personal communications and legal works are NOT included in the bibliography. Always check with your instructor and follow their assignment guidelines carefully.

See Books – 10. eBooks (p. 6) for how to cite from online books from places such as Google Books, Countrywatch, etc.

1. Basic Websites & Blogs
2. Video & Film Recordings
3. Photographs

1. Basic Websites & Blogs

• BIBLIOGRAPHY:

The basic format for a website/blog Bibliography entry is:

Author Last Name, Author First Name. "Title of Article or Page within a Website." Sponsor/Owner of Website or Database. Publication Date/Date of Last Revision/Modification OR an Access Date, [timestamp if necessary]. Web address/URL.

Websites are not usually included in a bibliography. Always follow the directions given by your instructor and include websites in your bibliography if required to do so. Titles of blogs should be italicized, titles of web pages should not. Insert the words "last updated," "last revised," or "accessed," as necessary.


• **FULL NOTE:**

The basic format for a website **Full Footnote/endnote** entry is:

1. Author Name, "Title of Article or Page within a Website," Sponsor/Owner of Website or Database, Publication Date/Date of Last Revision/Modification OR an Access Date, [timestamp if necessary], web address/URL.


   Note: When a site has no author, start with the title.


• **SHORT NOTE:**

The basic format for a website **Short endnote/footnote** entry is:

5. Author Last Name, “Shortened Website Title.”


7. Livius, “Neanderthals.”

**2. Video & Film Recordings**

Online multimedia includes such items as MP3s, MPEGs, streaming services (Netflix, Amazon, Hulu) etc. Include the type of media (if appropriate), the access date (if required) and the web address/URL (if applicable).

• **BIBLIOGRAPHY:**


• **FULL NOTE:**


### 3. Photographs

Use this format for photos you have personally taken.

- **BIBLIOGRAPHY:**


- **FULL NOTE:**


### Other Sources

1. National Archives - Civil War Service Records
2. Interviews - Published
3. Interviews - Unpublished
4. Lectures/Course Materials
5. Personal Communications
6. Legal Citation - Laws and Statutes
7. Legal Citation - United States Supreme Court Decisions
8. Primary Sources
9. Secondary Sources

#### 1. National Archives - Civil War Service Records

- **BIBLIOGRAPHY:**


- **FULL NOTE:**


#### 2. Interviews - Published

Interviews must include the name of the person who was interviewed, name of the interviewer, brief identifying information and place, and/or date of the interview.

- **BIBLIOGRAPHY:**


- **FULL NOTE:**

3. Interviews - Unpublished

- FULL NOTE:

4. Lectures/Course Materials
The speaker/author, title, material type, location, and date of the speech/material should all be provided.

- BIBLIOGRAPHY:

  Swanson, Garth. “Rosie the Riveter: Women in the Workforce, WWII and Beyond.” Power Point presentation for HIS 102 online, Genesee Community College, Summer 2017.
  

- FULL NOTE:
  2. Garth Swanson, “Rosie the Riveter: Women in the Workforce, WWII and Beyond” (Power Point presentation for HIS 102 online, Genesee Community College, Summer 2017).

5. Personal Communications

- FULL NOTE:
  1. Howard Zinn, email message to author, June 1, 2018.

6. Legal Citation - Laws and Statutes

- FULL NOTE:
  2. N.Y. Const. art. XI, § 2.

**Note:** Article and amendment numbers use Roman numerals (I, II, III) and section and clause numbers use Arabic numerals (1, 2, 3).
7. Legal Citation - United States Supreme Court Decisions
Do not use versus or vs. for U.S. Supreme Court citations; only v. is acceptable.

• BIBLIOGRAPHY/FULL NOTE:


   **Note:** 5 U.S. 137 = Volume, Name of Book Series, Page number.

8. Primary Sources

• BIBLIOGRAPHY:


   **Note:** Include website information for primary sources found online.

• FULL NOTE:


   **Note:** Provide book, chapter, and/or section information if you have it.

9. Secondary Sources

Citations from secondary sources (“quoted in...”) are discouraged; authors are expected to review each item cited. If the original source is not available, both the original and secondary sources must be listed in the citation.

• FULL NOTE:


   **Note:** In this case, 116 is the page number from the original source and 9 is the page number from the book you used.
General Rules

Authors
- Always include full names whenever you can. See basic format boxes for formatting guidelines.

Bibliography
- **One to ten** authors/editors are all listed.
- Only the **first author's name is reversed**, commas follow the names of all authors, and the word “and” **always** precedes the last author (Smith, John, Jane Doe, and John Q. Public.)
- For **more than ten** authors, list only the **first seven** authors followed by “et al.”

Footnotes/Endnotes
- For an item with **four or more** authors or editors only the name of the first author/editor is included followed by the words “et al.” with no comma between them (see 3. Four or More Authors on p. 4 and 2. Magazine Article on pp. 9 - 10).

Titles
- Capitalize all important words – first word of the title, first word of the subtitle (right after the colon) and all other major words. Do **not** capitalize words such as: a, an, the, against, between, in, of, to, and, but, for, and so, **unless** they are the first word of the title or the subtitle.
- Leave out initial articles from titles of periodicals (newspapers, magazines, and journals) ([Lancet], **not** The Lancet; **not** The New York Times).
- Put the following titles in **italics** – books, periodicals, plays, movies, TV & radio programs, operas, album titles, paintings, statues, and cartoons.
- Put the following titles in **“quotation marks”** – “periodical articles,” “book chapters,” “short stories,” “poems,” “specific songs,” and “photographs.”
- Titles of books are taken from the title page (first printed page of the book) and not from the cover. If the title on the title page starts with any of the initial articles “A,” “An,” or “The” include it in your citation, but be sure to alphabetize by the second word.
- When titles or subtitles end with question marks or exclamation points they are **not** followed by a colon or period (see Magazine example on p. 9 and the Sweeney Journal article example on p. 11). However, if a comma should come next, be sure to include it (see Magazine full note #2 on p. 10).

Page numbers

Newspapers
- **Bibliography & Footnotes/Endnotes**: Do not include page numbers, instead end with edition (late edition) or section number/name. (sec. 1/sec. A/Sports section).

Magazines
- **Bibliography**: Do not include page numbers.
- **Footnotes/Endnotes**: Include specific page number(s). For items without page numbers you may include either a paragraph number (para.) or a section heading (sec.) to indicate the specific section, but this is **not** required.

Journals
- **Bibliography**: Include page range (250 – 265).
- **Footnotes/Endnotes**: Include specific page number(s). For items without page numbers you may include either a paragraph number (para.) or a section heading (sec.) to indicate the specific section, but this is **not** required.
Dates
- Do not put magazine and newspaper article dates in parentheses. For newspaper and magazines articles use Month Day, Year format - February 16, 2018.
- For books and journal articles just use the year.

Publishers
- Shorten publishers names by removing such words as The, Inc., Co., & Co., and Publishing Co.
- Do not include state of publisher if it is a part of the publisher’s name.
- Include states only for lesser known cities, but always include D.C. with Washington.

Abbreviations

Bibliography
- “Edited by” and “Translated by” are spelled out fully.

Footnotes/Endnotes
- “Edited by” and “Translated by” are abbreviated as (ed.) and (trans.).

Formatting in the Body of the Paper

There are two notation styles in Chicago: endnotes and footnotes. Pick ONE style and use it throughout the entire paper.

- Note numbers in text are formatted as superscript, which is half a space above the line. To get a superscript number in Microsoft Word 2013 or 2010, place your cursor where you want to insert a note, click on the References tab and then click on either Insert Footnote or Insert Endnote. Neither version of Word will create Notes/Bibliography entries in the current version of Chicago (17th ed.). If you use this feature, double check against this stylesheet.

Footnotes/Endnotes
- Endnotes appear on a separate page (or pages) at the end of the body of the paper but before the bibliography. The heading for the endnotes page(s) should consist only of the word Notes. Footnotes appear at the bottom of each page.
- The first line of the note must be indented half an inch. Only the first line should be indented, not the entire note. Single-space each note and double-space between notes, unless your instructor has given you other directions. Microsoft Word does not do either of these things automatically when creating notes.
- The font size of notes should be 2 sizes smaller than the font size used in the main body of the paper. A paper with a text font size of 12 point should have notes with a font size of 10 point. In order for notes to be readable, do not make the font size smaller than 9 point.

Bibliography
- The entries in a Bibliography are listed alphabetically by authors' last names (or by title when no author is given).
Long Quotations

- If a quotation continues for 100 or more words, it should be set as a block quotation. Block quotations should begin with a lowercase letter unless there is no material that precedes it. End the last sentence of the block quotation with a period followed by your footnote or endnote number.

For example:

Levy informs us that
tattooing has been practiced since before recorded history. In fact, it may have been one of the earliest art forms. No one knows for sure how or when tattooing was invented. Victoria Lautman suggests in *The New Tattoo* that it may have been discovered by accident, as often happened in human history. Perhaps some prehistoric person got ashes pressed into his or her skin when falling near a fire, liked the way it looked, and tried to reproduce it. Regardless of how humans discovered tattooing, we know they did discover it, perhaps in different ways and at different times in different places. Evidence tells us that tattooing had a long history in Europe, Japan, Egypt, Polynesia, Russia, Greece, Rome, and the Americas. The oldest evidence for tattooing comes from prehistoric Europe.¹
Sample Paper Pages

The first line of the note must be indented half an inch. Only the first line should be indented, not the entire note. Single-space each note with double-spacing between notes, unless your instructor has given you other directions. Microsoft Word does not do either of these things automatically when creating notes.

Your professor may prefer specific variations to the way your foot/endnotes and bibliography citations look, which may differ from the way they are presented in this guide.

*Always consult your professor to learn if they have any special requirements for citations.*
Sample Bibliography

The Bibliography list includes all the sources used in the research and writing of your paper and it should be on a separate page at the end of the paper, single-spaced with double-spacing between entries, and in alphabetical order by the authors' last names (or by title when no author is given, ignoring “A,” “An,” and “The”).

Your professor may prefer specific variations to the way your foot/endnotes and bibliography citations look, which may differ from the way they are presented in this guide.

Always consult your professor to learn if they have any special requirements for citations.

For More Information


For help in deciding the difference between responsible writing and plagiarism, see the following websites: https://owl.purdue.edu/owl/research_and_citation/using_research/avoiding_plagiarism/index.html or https://wts.indiana.edu/writing-guides/plagiarism.html.

Questions? Contact a Librarian:

In Person: ........................................ Library Information Desk
Phone: ........................................... 585-343-0055 Ext. 6419
Email: ........................................... Click on Email from the library’s web page
Chat: ............................................... Click on Chat online from the library’s web page