How To Use CHICAGO STYLE

While working on your research projects you will seek out sources of information. When discussing the data from the sources you consulted, you have to document them in your paper. According to the Chicago style format, you may use either notes or a bibliography. The following guidelines and examples are taken from the 16th edition of The Chicago Manual of Style.

Overview

“In the system favored by many writers in the humanities, bibliographic citations are provided in notes, preferably supplemented by a bibliography. The notes, whether footnotes or endnotes, are usually numbered and correspond to superscripted note reference numbers in the text.” This description is taken from the 16th edition of the Chicago Manual of style, page 660. It describes how this citation style is different from other types and who typically uses it. This citation style methodology (of notes and a bibliography) is different from MLA Style or APA Style in that the student must learn how to create the superscripted notes in their document, rather than using in-text citations to refer to their noted material. The formatting of the actual notes and bibliography entries also varies from other styles. This guide will give an overview of how this is done. The following is an example of the basic idea.

TEXT

A Union soldier, Jacob Thompson, claimed to have seen Forrest order the killing, but when asked to describe the six-foot-two “a little bit of a man.”12

FOOTNOTE OR ENDNOTE


BIBLIOGRAPHY ENTRY


See the following pages for more examples of entries.
Sample Notes

A footnote or an endnote generally lists the author, title, and facts of publication. Elements are separated by commas; the facts of publication are enclosed in parentheses. Authors’ names are in standard order (first name first). Titles are capitalized in a headline style (with all major words starting with a capital letter). Titles of larger works (books and journals) are italicized; titles of smaller works (chapters and articles) are enclosed in quotation marks. Page numbers are included in the note, but not in the bibliography. Use a shortened form of the basic note entry for all subsequent references to the same work. Be sure to indicate the correct and differing page numbers.

Basic Format

1. Author’s First Name Last Name, Book or Magazine Title (City of publication: Publisher, Date), page numbers.

16. Author’s Last Name, Book Title, p.

Book with one author


Online Book


5. Louisa May Alcott, Rose in Bloom: A Sequel to "Eight Cousins" (Boston: Roberts Brothers, 1876), http://books.google.com/books?id=_sIwAAAAYAAJ.

Electronic Book


Book with two or three authors


Book with more than four authors

Book with an editor or translator


Chapter in an edited book


Journal article


Bible


8. II Cor. 3:1-10 (NRSV).

Periodicals with no volume numbers


Electronic journal article (ejournal)

Include a DOI (Digital Object Identifier) if the journal lists one. A DOI is a permanent ID that, when appended to http://dx.doi.org/ in the address bar of an Internet browser, will lead to the source. If no DOI is available, list a URL. Include an access date only if one is required by your publisher or discipline.


**Government publication**


**Full text in a compiled subscription database (i.e. EbscoHost, Proquest, etc)**

Give whatever identifying information is available in the database listing: a DOI for the article; the name of the database and the number assigned by the database; or a “stable” or “persistent” URL for the article.


**Thesis or Dissertation**


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**Sample Entries for the Bibliography**

An entry in the bibliography should have all of the pertinent information, the same that was listed in the note entry – except for the page numbers. The author’s last name is placed first though, and the entire list is alphabetized according to the last names. In the bibliography entry, the information is separated by periods rather than commas; the facts of publication are not enclosed in parentheses; and the first-listed author’s name is last name first. All other author’s in the same entry are in standard order.

**Basic Format**

Author’s Last Name, First Name. *Book Title*, Place of Pub: Publisher, Date.
Book with one author


Online book


Electronic book


Book with two or three authors


Book with more than four authors


Book with an editor or translator


Chapter in an edited book


Journal article


Bible

You do not need to include the Bible in your bibliography.

Periodicals with no volume numbers

Electronic journal article (ejournal)


Government publication


Full text in a compiled subscription database (i.e. EbscoHost, Proquest, etc)

Give whatever identifying information is available in the database listing: a DOI for the article; the name of the database and the number assigned by the database; or a “stable” or “persistent” URL for the article.


Thesis or Dissertation


The examples in this STUDY GUIDE are based on the sixteenth edition of the The Chicago Manual of Style. The Chicago format is only one of many formats available to writers. If you need another format or writers’ manual, please consult with a Reference Librarian if you require additional assistance.