

CHICAGO STYLE GUIDE

This Chicago style guide is intended to be a quick reference to the most common types of citations that are used in research papers. If an example of a citation is **not** given, please consult *The Chicago Manual of Style* (17th ed.). One copy of the manual is available on Reserve at the Access Services Desk and one copy is available in the Reference section.

General Principles

The style and citation guidelines set forth by individual professors take precedence. Leave margins of at least 1 inch on all sides of every page. In Chicago style, note numbers are superscripted. In the notes themselves, note numbers are full sized, not raised, and followed by a period. **Access dates** (dates on which a source was consulted), while not required by many academics journals, are often required by instructors and are included in the examples below.

Citing Electronic Resources

Electronic resources may include journal or newspaper articles, webpages, or electronic books. There are two options for citing the specific online location where you found the item: the DOI (the preferred method of citation) or the URL. When listing the DOI, type “doi:” followed by the DOI. For example, doi:10.1086/589754. When listing the URL, look for a permalink or similar option

Two Citation Systems

The Chicago style allows you to choose between two systems of providing references. Ask your instructor which he or she prefers you to use.

1. **Notes and bibliography:** This type has footnotes or endnotes followed by a bibliography. Notes allow space for unusual types of sources as well as commentary as needed. It is a more flexible citation preferred by many in literature, history and the arts. The bibliography contains all of the sources from your notes alphabetically.
2. **In-text author-date citations and reference list:** This type of system has in-text citations like APA and is followed by a reference list. The reference list contains all of the full citations listed alphabetically from your in-text citations. This style is preferred by many scholarly journals and book publishers in the sciences and social sciences.

Notes and Bibliography Citation System

Examples of Foot or Endnotes

| Books | |
|------------------------------------|--|
| Single Author | 1. Donald Miller, <i>Blue Like Jazz: Nonreligious Thoughts on Christian Spirituality</i> (Nashville: Thomas Nelson Publishers, 2003), 110. |
| Two or Three Authors | 2. Daniel Chirot and Clark McCauley, <i>Why Not Kill Them All?: The Logic and Prevention of Mass Murder</i> (Princeton, NJ: Princeton University Press, 2006), 57. 3. Clark Adams, Kieran J. Lindsey, and Sara Ash, <i>Urban Wildlife Management</i> (Boca Raton: CRC Press, 2006), 85. |
| More than Three Authors or Editors | 4. Justina Ray et al., eds., <i>Large Carnivores and the Conservation of Biodiversity</i> (Washington: Island Press, 2005), 140. |
| Dictionaries and Encyclopedias | 5. <i>Oxford English Dictionary</i> , s.v. "Salvation," accessed July 9, 2013, http://www.oed.com/view/Entry/170276?redirectedFrom=salvation#eid . 6. <i>Dictionary of American Biography</i> , s.v. "Wadsworth, Jeremiah." |
| Chapter in an Edited Book | 7. Anne Carr and Douglas J. Schuurman, "Religion and Feminism: A Reformist Christian Analysis," in <i>Religion, Feminism, and the Family</i> , ed. Anne Carr and Mary Stewart Van Leeuwen (Louisville, KY: Westminster John Knox Press, 1996), 14. |
| Edition | 8. G.G. Chowdhury, <i>Introduction to Modern Information Retrieval</i> , 2nd ed. (London: Facet Publishing, 2004), 218. |
| Bible | 10. Isa. 43:1-7 (New American Standard Bible). 11. Luke 2:9-14 (KJV). <i>Identify the version of the Bible you are using in parentheses in the first citation, either with the spelled out name or an accepted abbreviation.</i> |
| Online and Other Electronic Books | 12. Thomas Nagel, <i>Concealment and Exposure: And Other Essays</i> (Oxford: Oxford University Press, 2002), 64, accessed January 23, 2008, http://site.ebrary.com/lib/calbaptist/docDetail.action?docID=10085400 . |
| Journal & Newspaper Articles | |
| Print - Journal | 13. Walter Blair, "Americanized Comic Braggarts," <i>Critical Inquiry</i> 4, no. 2 (1977): 331-32. |
| Print - Newspaper | 14. Lori Hines, "Medical Care in a Hurry Debuts in Inland Stores," <i>Press Enterprise</i> , January 23, 2008. |
| Print - Magazine | 15. Jill Lepore, "That Man Who Broke the Music Business," <i>New Yorker</i> , April 17, 2015, 59. |
| Database – Journal Article | 16. Lisa Lynne Mathis, "With Heart and Voice," <i>Christian Century</i> 124, no. 26 (2007): 18, accessed January 23, 2008, http://eds.b.ebscohost.com/eds/pdfviewer/pdfviewer?sid=2ef78111-3d79-401d-a402-421467d5579a%40sessionmgr111&vid=4&hid=101 . |

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| Database – Newspaper | 17. Spencer S. Hsu, “Disaster Plan is Set for Release; New Blueprint Will Restore Power to FEMA,” <i>Washington Post</i> , January 20, 2008, accessed January 23, 2008, http://www.lexisnexis.com/hottopics/Inacademic/?verb=sr&csi=8075 . |
| Webpage | 18. Jim Milliot, “Profits Jump at McGraw-Hill on 7% Sales Gain,” <i>Publishers Weekly</i> , January 24, 2008, accessed January 31, 2008, http://www.publishersweekly.com/article/CA6525205.html . |
| Webpage – no author, no date | 19. “Baptist Faith and Message, 2000,” Southern Baptist Convention, last modified 2000, accessed January 24, 2008, http://www.sbc.net/bfm/default.asp . |
| Website - Newspaper | 20. Joshua Norman, “Residents Say They’re Okay: Some Just Need to Talk it Over,” <i>Sun Herald</i> , January 23, 2008, accessed January 31, 2008, http://www.sunherald.com/278/story/317900.html . |

Examples of Bibliography

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| Chapter in an Edited Book | Carr, Anne and Douglas J. Schuurman. “Religion and Feminism: A Reformist Christian Analysis.” In <i>Religion, Feminism, and the Family</i> , edited by Anne Carr and Mary Stewart Van Leeuwen, 14-25. Louisville, KY: Westminster John Knox Press, 1996. |
| Edition | Chowdhury, G.G. <i>Introduction to Modern Information Retrieval</i> . 2nd ed. London: Facet Publishing, 2004. |
| Bible | Not necessary to place in bibliography, see your instructor for instructions. |
| Online and Other Electronic Books | Nagel, Thomas. <i>Concealment and Exposure: And Other Essays</i> . Oxford: Oxford University Press, 2002. Accessed January 23, 2008. http://site.ebrary.com/lib/calbaptist/docDetail.action?docID=10085400 . |
| Journal & Newspaper Articles | |
| Print – Journal | Blair, Walter. “Americanized Comic Braggarts.” <i>Critical Inquiry</i> 4, no. 2 (1977): 331-49. |

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| Print – Newspaper | Not necessary to place in bibliography, see your instructor for instructions. |
| Print – Magazine | Lepore, Jill. “That Man Who Broke the Music Business.” <i>New Yorker</i> , April 17, 2015. |
| Database – Journal Article | Mathis, Lisa Lynne. “With Heart and Voice.” <i>Christian Century</i> 124, no. 26 (2007): 18-21. Accessed January 23, 2008. http://eds.b.ebscohost.com/eds/pdfviewer/pdfviewer?sid=2ef78111-3d79-401d-a402-421467d5579a%40sessionmgr111&vid=4&hid=101 . |
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| Webpage – no author, no date | Southern Baptist Convention. “Baptist Faith and Message, 2000.” Updated 2000. Accessed January 24, 2008. http://www.sbc.net/bfm/default.asp . |
| Website – Newspaper | Norman, Joshua. “Residents Say They’re Okay: Some Just Need to Talk it Over.” <i>Sun Herald</i> . January 23, 2008. Accessed January 13, 2008. http://www.sunherald.com/278/story/317900.html . |

Author-Date Reference Citation System

Examples of In-text Citations

| Books | |
|---------------------------------------|---|
| Single Author | (Miller 2003, 110) |
| Two or Three Authors | (Chirof and McCauley 2006, 57) (Adams, Lindsey, and Ash 2006, 85) |
| More than Three Authors or Editors | (Daly et al. 2005, 119) |
| Dictionaries and Encyclopedias | (<i>Oxford English Dictionary</i> , s.v. “Salvation” [accessed January 31, 2008, http://www.oed.com/view/Entry/170276?redirectedFrom=salvation#eid].) (<i>Dictionary of American Biography</i> , s.v. “Wadsworth, Jeremiah.”) |
| Chapter in an Edited Book | (Carr and Schuurman 1996, 14) |
| Edition | (Chowdhury 2004, 218) → if original date IS NOT important OR (Chowdhury [1999] 2004, 218) → if original date IS important <i>The original publication date is necessary only if it is cited in your Reference List – choose which you will use and be consistent throughout your paper.</i> |

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| Volume | (Webber 1994, 5:171) |
| Bible – use abbr. listing pp. 341-ff. | (Isa. 43:1-7 [New American Standard Bible]) (Luke 2:9-14) <i>Identify the version of the Bible you are using in brackets in the first citation, either with the spelled out name or an accepted abbreviation.</i> |
| Electronic Books | (Nagel 2002, 44) |

Journal & Newspaper Articles

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|------------------------------|------------------------------------|
| Print – Journal | (Blair 1977, 331) |
| Print – Newspaper | (Hines 2008) |
| Print – Magazine | (Lepore 2015) |
| Database – Journal Article | (Mathis 2007, 18) |
| Database – Newspaper | (Hsu 2008) |
| Webpage | (Milliot 2008) |
| Webpage – no author, no date | (Southern Baptist Convention 2000) |
| Website – Newspaper | (Norman 2008) |

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| Single Author | Miller, Donald. 2003. <i>Blue Like Jazz: Nonreligious Thoughts on Christian Spirituality</i> . Nashville: Thomas Nelson Publishers. |
| Two or Three Authors | Chirot, Daniel and Clark McCauley. 2006. <i>Why Not Kill Them All?: The Logic and Prevention of Mass Murder</i> . Princeton, NJ: Princeton University Press. Adams, Clark, Kieran J. Lindsey, and Sara Ash. 2006. <i>Urban Wildlife Management</i> . Boca Raton: CRC Press. |
| More than Three Authors or Editors | Daly, John, Sandra Speedy, Debra Jackson, Vickie A. Lambert, and Clinton E. Lambert, eds. 2005. <i>Professional Nursing: Concepts, Issues, and Challenges</i> . New York: Springer Publishing. |
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| Chapter in an Edited Book | Carr, Anne and Douglas J. Schuurman. 1996. “Religion and Feminism: A Reformist Christian Analysis” in <i>Religion, Feminism, and the Family</i> , edited by Anne Carr and Mary Stewart Van Leeuwen, 14-25. Louisville, KY: Westminster John Knox Press. |

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| Edition | Chowdhury, G.G. 2004. <i>Introduction to Modern Information Retrieval</i> . 2nd ed. London: Facet Publishing. |
| Volume | Webber, Robert E. ed. 1994. <i>The Services of the Christian Year</i> . vol. 5 of <i>The Complete Library of Christian Worship</i> . Nashville: Star Song Publishing Group. |
| Bible – use abbr. listing pp. 341-ff. | Generally not needed for well known reference works, see your instructor for instructions. |
| Online and Other Electronic Books | Nagel, Thomas. 2002. <i>Concealment and Exposure: And Other Essays</i> . Oxford: Oxford University Press. Accessed January 23, 2008. http://site.ebrary.com/lib/calbaptist/docDetail.action?docID=10085400 . |
| Journal & Newspaper Articles | |
| Print – Journal | Blair, Walter. 1977. “Americanized Comic Braggarts.” <i>Critical Inquiry</i> 4 (2): 331-49. Liu, Jui-Ch’i. 2015. “Beholding the Feminine Sublime: Lee Miller’s War Photography.” <i>Signs</i> 40, no. 2 (Winter): 308-19. |
| Print – Newspaper | Hines, Lori. 2008. “Medical Care in a Hurry Debuts in Inland Stores.” <i>Press Enterprise</i> , January 23, 2008. |
| Print – Magazine | Lepore, Jill. 2015. “That Man Who Broke the Music Business.” <i>New Yorker</i> , April 17, 2015. |
| Database – Journal Article | Mathis, Lisa Lynne. 2007. “With Heart and Voice.” <i>Christian Century</i> 124 (26): 18-21. Accessed January 23, 2008. http://search.ebscohost.com/login.aspx?direct=true&db=aph &AN=28144684&site=ehost-live . Liu, Jui-Ch’i. 2015. “Beholding the Feminine Sublime: Lee Miller’s War Photography.” <i>Signs</i> 40, no. 2 (Winter): 308-19. https://doi.org/10.1086/678242 . |
| Database – Newspaper | Hsu, Spencer S. 2008. “Disaster Plan is Set For Release; New Blueprint Will Restore Power to FEMA.” <i>Washington Post</i> . January 20, 2008. Accessed January 23, 2008. http://www.lexisnexis.com/hottopics/lnacademic/?verb=sr&csi=8075 . |
| Webpage | Milliot, Jim. 2008. “Profits Jump at McGraw-Hill on 7% Sales Gain.” <i>Publishers Weekly</i> . January 24, 2008. Accessed January 31, 2008. http://www.publishersweekly.com/article/CA6525205.html . |
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| Website – Newspaper | Norman, Joshua. 2008. “Residents Say They’re Okay: Some Just Need to Talk it Over.” <i>Sun Herald</i> . January 23, 2008. Accessed January 31, 2008. http://www.sunherald.com/278/story/317900.html . |

Other Items of Note

Block Quotations

If your quotation is five or more lines set it as a single-spaced indented block. For instance, an example of a longer block quotation is as follows:

We couldn't keep from looking at this train wreck. Even today, sightseers still make their own inquisitive way to the end of Main Street, but they can't appreciate the sorrow that we as locals feel. In its own way, the beauty of the destruction is heartbreaking and magnificent at the same time. . . . I hope that no one is offended by my captions and commentary. I feel that we have to laugh at some of this awfulness just to keep from bursting into tears, which we often do simultaneously anyway.¹

The above paragraph also shows the correct usage of ellipsis points between two sentences from different portions of a text and usage of a footnote below.

The following is an example of an in-text citation. While reading John Steinbeck's "The Chrysanthemums," the description of the Salinas Valley in winter, "the yellow stubble fields seemed to be bathed in pale cold sunshine, but there was no sunshine in the valley now in December," made this Californian homesick while living in the humid and always green Deep South (Steinbeck [1938] 2008).

Headings and Subheadings

While this citation style does not include a prescribed system for formatting headings and subheads, the manual does makes several recommendations.

- Maintain consistency and parallel structure in headings and subheads.
- Use headline-style for purposes of capitalization.
- Subheadings should begin on a new line.
- Subheadings can be distinguished by font-size.
- Ensure that each level of hierarchy is clear and consistent.
- Levels of subheads can be differentiated by type style, use of boldface or italics, and placement on the page, usually either centered or flush left.
- Use no more than three levels of hierarchy.
- Avoid ending subheadings with periods.

¹ Vicki Niolet, *Parting Shots of Old Town Bay St. Louis* (Bay St. Louis, MS, 2006), iv-v.