Chicago Style: Quick Citation Guide

The Chicago Manual of Style presents two basic documentation systems:

1. NOTES AND BIBLIOGRAPHY

2. AUTHOR-DATE

Deciding which system to use often depends on subject matter and the nature of sources cited, as each system is favored by different groups of scholars. The notes and bibliography (1) style is preferred by many in the humanities, including those in literature, history, and the arts. This style presents bibliographic information in notes and, often, a bibliography. It accommodates a variety of sources, including unusual ones that are often unsuited to the author-date system. Notes are created each time you use a source, added at the ‘foot’ of the page in which they are used (‘footnotes’), or listed at the end of the paper as ‘endnotes.’

The author-date (2) system is often preferred by those in the physical, natural, and social sciences. In this system, sources are briefly cited in the text, usually in parentheses, by author’s last name and date of publication. The short citations are amplified in a list of references, where full bibliographic information is provided. Aside from the use of notes versus parenthetical references in the text, the two systems share a similar style.

Below are some examples of frequently used materials cited in each style, including the more common types of electronic sources. For numerous specific examples, see chapters 14 and 15 of The Chicago Manual of Style. 16th ed. Chicago: University of Chicago Press, 2010. Copies are available at the reference desk in Smith Library and at the University Center Learning Commons.

1. NOTES AND BIBLIOGRAPHY: SAMPLE CITATIONS

Using this system, the first time a source is cited, follow the more detailed note (N) format. For all subsequent citations using the same source, use the shortened note (S). At the end of the paper, the bibliography (B) is an alphabetical listing of all the sources used, containing all the bibliographical elements needed to accurately identify each source.

1.1 BOOK – ONE AUTHOR


1.2 BOOK – TWO AUTHORS


*In the bibliography entry only, the first-listed name is inverted.*
1.3 **BOOK – THREE AUTHORS**  *Adapt as follows:*


1.4 **BOOK – FOUR OR MORE AUTHORS**

*In the note, list only the first author, followed by et al. (“and others”):*


S: Barnes et al., *Plastics* . . .

B: *For four or more authors, list all of the authors in the bibliography.*

1.5 **EDITOR, TRANSLATOR, OR COMPILER INSTEAD OF AUTHOR**


*In the notes, substitute ‘ed.’ or ‘comp.’ as appropriate.*

1.6 **EDITOR, TRANSLATOR, OR COMPILER IN ADDITION TO AUTHOR**


*In the notes, substitute ‘ed.’ or ‘comp.’ for ‘trans.’ as appropriate.*

*In the bibliography, substitute ‘Edited by’ or ‘Compiled by’ for ‘Translated by’ as appropriate.*

1.7 **CHAPTER OR OTHER PART OF A BOOK**


1.8 CHAPTER OF AN EDITED VOLUME ORIGINALLY PUBLISHED ELSEWHERE

S: Cicero, “Canvassing for the Consulship,” 35.

1.9 PREFACE, FOREWORD, INTRODUCTION, OR SIMILAR PART OF A BOOK

S: Rieger, introduction, xxxiii.

1.10 BOOK PUBLISHED ELECTRONICALLY

S: Kurland and Lerner, Founder’s Constitution, chap. 10, doc. 19.

If a book is available in more than one format, cite the version you consulted. For books consulted online, list the URL address; include an access date only if one is required by your professor or discipline. If no fixed page numbers are available, you can include a section title or a chapter or other number.

1.11 JOURNAL ARTICLE – PRINT

In a note, list the specific page numbers consulted, if any. In the bibliography, list the page range for the whole article.

1.12 JOURNAL ARTICLE – ONLINE

doi:10.1086/599247.

Include a DOI (Digital Object Identifier) if the journal lists one. If no DOI is available, list the URL address. Include an access date only if one is required by your professor or discipline.

1.13 ARTICLE IN A NEWSPAPER OR POPULAR MAGAZINE

Newspaper and magazine articles may be cited in running text ("As Sheryl Stolberg and Robert Pear noted in a New York Times article on February 27, 2010, . . .") instead of in a note, and they are commonly omitted from a bibliography. The following examples show the more formal versions of the citations.


If you consulted the article online, include a URL address; include an access date only if your professor or discipline requires one. If no author is identified, begin the citation with the article title.

S: Stolberg and Pear, “Wary Centrists.”

1.14 BOOK REVIEW

S: Kamp, “Deconstructing Dinner.”

1.15 THESIS OR DISSERTATION

S: Choi, “Contesting Imaginaires.”
1.16 PAPER PRESENTED AT A MEETING OR CONFERENCE


S: Adelman, “Such Stuff as Dreams.”


1.17 WEBSITE

A citation to website content can often be limited to a mention in the text or in a note (“As of July 19, 2008, the McDonald’s Corporation listed on its website . . .”). If a more formal citation is desired, it may be styled as in the examples below. Because such content is subject to change, include an access date or, if available, a date that the site was last modified.


S: “Google Privacy Policy.”


S: “Toy Safety Facts.”


2. AUTHOR-DATE: SAMPLE CITATIONS

The following examples illustrate citations using the author-date system. Each example of a reference list (RL) entry is accompanied by an example of a corresponding parenthetical in text (IT) citation. For more details and many more examples, see chapter 15 of The Chicago Manual of Style, 16th ed. Chicago: University of Chicago Press, 2010.

2.1 BOOK - ONE AUTHOR


IT: (Pollan 2006, 99–100)

2.2 BOOK – TWO OR MORE AUTHORS


IT: (Ward and Burns 2007, 52)

For four or more authors, list all of the authors in the reference list; in the text, list only the first author, followed by et al. (“and others”): (Barnes et al. 2010)
2.3 BOOK – EDITOR, TRANSLATOR, OR COMPILER INSTEAD OF AUTHOR

IT: (Lattimore 1951, 91–92)

2.4 BOOK - EDITOR, TRANSLATOR, OR COMPILER IN ADDITION TO AUTHOR

IT: (García Márquez 1988, 242–55)

2.5 BOOK - CHAPTER OR OTHER PART OF A BOOK

IT: (Kelly 2010, 77)

2.6 BOOK - CHAPTER OF AN EDITED VOLUME ORIGINALLY PUBLISHED ELSEWHERE

IT: (Cicero 1986, 35)

2.7 BOOK - PREFACE, FOREWORD, INTRODUCTION, OR SIMILAR PART OF A BOOK

IT: (Rieger 1982, xx–xxi)

2.8 BOOK PUBLISHED ELECTRONICALLY

If a book is available in more than one format, cite the version you consulted. For books consulted online, list a URL address; include an access date only if one is required by your professor or discipline. If no fixed page numbers are available, you can include a section title or a chapter or other number.

IT: (Austen 2007)
IT: (Kurland and Lerner, chap. 10, doc. 19)
2.9 JOURNAL ARTICLE – PRINT

In the text, list the specific page numbers consulted, if any. In the reference list entry, list the page range for the whole article.

IT:  (Weinstein 2009, 440)

2.10 JOURNAL ARTICLE – ONLINE

Include a DOI (Digital Object Identifier) if the journal lists one. A DOI is permanently attached to a document, enabling repeatable discoveries of the source. If no DOI is available, list a URL. Include an access date only if one is required by your professor or discipline. Note: the DOI is written as ‘doi’ in the RL.

IT:  (Kossinets and Watts 2009, 411)

2.11 ARTICLE IN A NEWSPAPER OR POPULAR MAGAZINE

Newspaper and magazine articles may be cited in running text (“As Sheryl Stolberg and Robert Pear noted in a New York Times article on February 27, 2010, . . .”), and they are commonly omitted from a reference list. The following examples show the more formal versions of the citations. If you consulted the article online, include a URL; include an access date only if your professor or discipline requires one. If no author is identified, begin the citation with the article title.

IT:  (Mendelsohn 2010, 68)
IT:  (Stolberg and Pear 2010)

2.12 BOOK REVIEW

IT:  (Kamp 2006)

2.13 THESIS OR DISSERTATION

RL:  Choi, Mihwa. 2008. “Contesting Imaginaires in Death Rituals during the Northern Song Dynasty.”
    PhD diss., University of Chicago.
IT:  (Choi 2008)
2.14 PAPER PRESENTED AT A MEETING OR CONFERENCE

IT: (Adelman 2009)

2.15 WEBSITE

A citation to website content can often be limited to a mention in the text (“As of July 19, 2008, the McDonald’s Corporation listed on its website . . .”). If a more formal citation is desired, it may be styled as in the examples below. Because such content is subject to change, include an access date or, if available, a date that the site was last modified. In the absence of a date of publication, use the access date or last-modified date as the basis of the citation.

IT: (Google 2009)

IT: (McDonald’s 2008)

2.16 ITEM IN A COMMERCIAL DATABASE

For items retrieved from a commercial database, add the name of the database and an accession number following the facts of publication. In this example, the dissertation cited above is shown as it would be cited if it were retrieved from ProQuest’s database for dissertations and theses.

IT: (Choi 2008)

Excerpted from: