

Chicago

Citing in Chicago

Chicago is a formal citation style that relies on either a Notes-Bibliography system or Author-Date system for citation. This citation style primarily relies on books and journal articles as sources, and these are the most common works published in this style.

Notes-Bibliography Format

The Notes-Bibliography format is Chicago's primary citation system, relying on in-text footnotes or post-text endnotes plus a bibliography page. To create a footnote, press Ctrl + Alt + F (PC) or Command + Alt + F (Mac) on your keyboard. This will create a footnotes section above the footer of your document, where you will include citations for works used in the body of the work and, if desired, add commentary on the text.¹

Endnotes

As the name suggests, the endnotes section comes at the end of a work or section of a work but are not commonly used for university essays.

Author-Date Format

The Author-Date format is Chicago's other main citation system, and it uses in-text citations which consist of the author and year, as well as page numbers when applicable. If your professor asks for Chicago style with in-text citations, but no footnotes, it is likely they are referring to author-date format.

- **Basic Format:** (Author Year, page numbers)
- **Example:** (Gould 1984, 310)

Books

Basic Footnote Citation²

1. Author A's First Name Last Name and Author B's First Name Last Name, *Title of Book* (Location of publication: Publisher, Year of Publication), Page Numbers.

Basic Bibliography Citation

Author A's Last Name, First Name, and Author B's First Name Last Name.
Title of Book. Location of publication: Publisher, Year of Publication.

▪ One Author

1. Michael Pollan, *The Omnivore's Dilemma: A Natural History of Four Meals* (New York: Penguin, 2006), 99-100.

Footnote vs. Bibliography

One big difference between a footnote citation and a bibliography citation is punctuation. Footnotes use commas to separate information before the final period.

Another difference is that the order of the author's first and last name is also reversed between citations. Also, the bibliography needs a hanging indent, while the footnotes do not.

¹ This is where your footnotes will appear.

² Create a new note for each citation.

Pollan, Michael. *The Omnivore's Dilemma: A Natural History of Four Meals*. New York: Penguin, 2006.

- **Multiple Authors**

2. Karl Marx and Friedrich Engles, *The Communist Manifesto*, ed. Gareth Steadman Jones (London: Penguin Books, 2002), 22-25.

Marx, Karl, and Friedrich Engels. *The Communist Manifesto*. Edited by Gareth Steadman Jones. London: Penguin Books, 2002.

- **Chapter in an Edited Book**

3. Leslie A. Schwalm, "Freedwomen's Reconstruction of Life and Labor in Lowcountry South Carolina," in *Major Problems in the Civil War and Reconstruction*, ed. Michael Perman and Amy Murrell Taylor (Boston: Wadsworth, Cengage Learning, 2011), 366-79.

Schwalm, Leslie A. "Freedwomen's Reconstruction of Life and Labor in Lowcountry South Carolina." In *Major Problems in the Civil War and Reconstruction*, edited by Michael Perman and Amy Murrell Taylor, 366-79. Boston: Wadsworth, Cengage Learning, 2011.

Journal Articles

Basic Footnote Citation

1. Author's First Name Last Name, "Title of Article," *Name of Journal* Volume number, Issue number (Year of Publication): Page Numbers, DOI or URL.

Basic Bibliography Citation

Author's Last Name, First Name. "Title of Article." *Name of Journal* Volume number, Issue number (Year of Publication): Page Numbers. DOI or URL.

More than Four Authors

If a source has four or more authors, list all the authors in the bibliography, but use "et al." when referencing the source in text.

According to Schmidt et al. ...

- **One Author**

1. Henry E. Bent, "Professionalization of the Ph.D. Degree," *College Composition and Communication* 58, no. 4 (2007): 141, doi: 10.2307/1978286.

Bent, Henry E. "Professionalization of the Ph.D. Degree." *College Composition and Communication* 58, no. 4 (2007): 0-145. doi: 10.2307/1978286.

Websites

Basic Footnote Citation

1. Author's First Name Last Name, "Title of Web Page," Title of Website, Name of Publishing Organization, last modified/accessed Month Day, Year, URL.

Basic Bibliography Citation

Author's Last Name, First Name. "Title of Web Page." Title of Website. Publishing Organization, last modified/accessed Month Day, Year, URL.

▪ One Author

1. Richard G. Heck, Jr., "About the Philosophical Gourmet Report," last modified August 5, 2016, <http://rgheck.frege.org/philosophy/aboutpgr.php>.

Heck, Jr., Richard G. "About the Philosophical Gourmet Report." Last modified August 5, 2016. <http://rgheck.frege.org/philosophy/aboutpgr.php>.

▪ No Author

1. "About Yale: Yale Facts," Yale University, accessed May 1, 2017, <https://www.yale.edu/about-yale/yale-facts>.

Yale University. "About Yale: Yale Facts." Accessed May 1, 2017. <https://www.yale.edu/about-yale/yale-facts>.

Repeating Citations

If you are going to cite a source more than once, you can cite the source one of two ways:

1. Author Last Name, Shortened Title of Work, Page Numbers.
2. Author Last Name, Page Numbers (if same source as previous citation)

The shortened title should provide enough information to remind the reader which source is being referenced. Titles that are already short (four words or less) often do not need to be shortened.

Title Page and Headers

Chicago requires a title page for academic essays, including the title (a third of the way down the page), your name, the course name, and the date (several lines below the title). The header contains your last name and the page number in the top-right corner of every page. Always pay close attention to your professor's instructions for any variation on this format.

Still have questions?

Try looking at a sample paper online at the WOU library's style guides resource page at http://research.wou.edu/ld.php?content_id=24511404

or

Check out Chicago's website to answer more specific questions at <https://www.chicagomanualofstyle.org/home.html>

Information adapted from The Chicago Manual of Style, Seventeenth Edition. For more information, look at Purdue University's [Online Writing Lab](#).