

How Do I Cite Sources Using Chicago Manual of Style?

Chicago style allows you to acknowledge the resources you used in your paper to substantiate your ideas. If you are not sure how or when to document a source (to give credit to another author when credit is due), please discuss your questions with your professor. Without realizing it, you may plagiarize, ruining a good paper, semester, or even career. We hope this handout will help get you started on the road to successful paper writing.

General Format Guidelines

- ✓ Type or word process your paper on 8.5" x 11" white paper (keep a copy of your work and of any on-line resources you access).
- ✓ Double-space *everything* (quotations, references, citations, etc.) **except** footnotes. (**Caution:** Please check with your course instructor about double-spacing block quotations and spacing between footnotes since professors have different preferences.) Also, consult *Chicago Manual of Style* for exceptions to this.
- ✓ All margins should be a uniform 1-inch. Do not right justify.
- ✓ Number each page (except the first page) in the upper right-hand corner.
- ✓ Avoid the first (I/me) and second (you) person by writing exclusively in third person (he/she/it/they).
- ✓ Write in active voice (i.e., "Research shows that...") rather than passive voice (i.e., "It is shown in the research that...").
- ✓ Discuss works of literature in the present tense (i.e., "At one point, Captain Ahab tells his men..."). Warning: you must distinguish between the text and the actual historical events (which, as history, would continue to be in the past tense).
- ✓ Proofread to make sure your paper is error-free.

Title Page

- ✓ No title page is necessary for short papers (1-5 pages).
- ✓ Papers longer than five pages should have a formal title page. See your instructor for specific instructions about the title page.
- ✓ Make your title interesting.
- ✓ If the title is too long for one line, center the first portion of the title on one line and the second portion on the next line.
- ✓ Do not underline your title, and capitalize only important words.

Footnotes/Endnotes

- ✓ Get to know footnotes/endnotes. (Please check with your class instructor to see which option [footnotes/endnotes] he/she prefers for your assignment.) This means that in the body of the paper, you acknowledge your source with only a number at the end of the paraphrased or quoted passage like this citation from a book by one author:
 - Kenneth Clark points out that critical definitions of what constitutes a masterpiece display “an astonishing degree of unanimity.”¹

Note that the period goes inside the quotation mark, followed by the superscript number. Any word processing program will produce foot -or- endnotes.

Listed below are several other common citation forms you will use. These will match the endnotes that follow.

- ✓ To cite from a book by more than one author
 - This psychological phenomenon is well documented.²
- ✓ To cite from a periodical:
 - A 1983 report found “a decline in the academic quality of students choosing teaching as a career.”³
- ✓ To cite from an edited reference work:
 - Religious understanding has been “either abandoned or radically altered”⁴ as a result of the impact of scientific discoveries in the past 200 years.

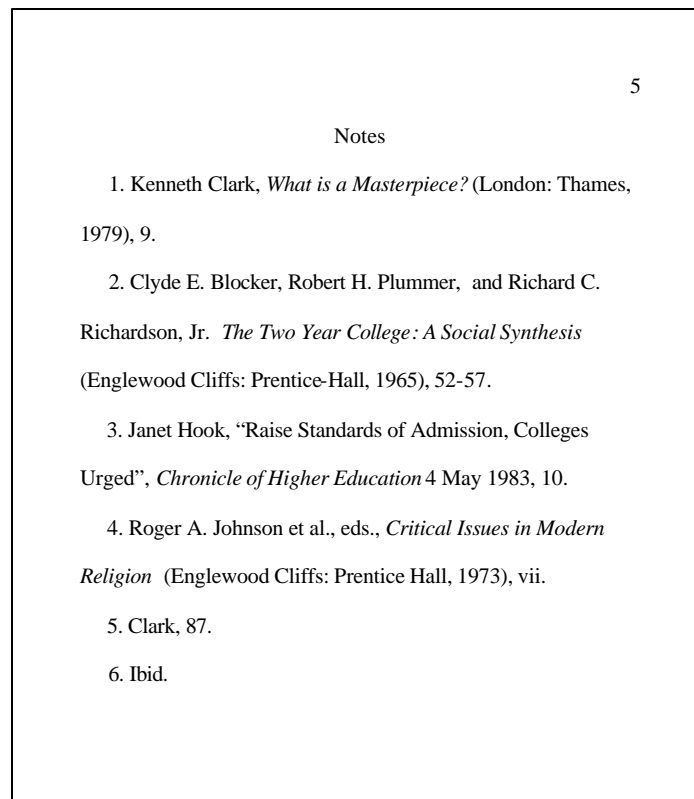
Note two things: the superscript number comes directly after the quoted matter even if it does not end the sentence. Also, since more than three scholars edited this text, only the first name listed appears in the notes. The others appear only in your paper’s Bibliography (see sample, last page).

- ✓ To cite again from a previously cited source:
 - Clark claims that a masterpiece ought to break “new aesthetic ground.”⁵
- ✓ Note that if you used more than one work by the same author, you must add the first key work of the title, underlined, after the author’s name and before the page number in the foot- or endnote.
- ✓ To cite again from the same source as the most-recent citation:
 - Later, he also asserts that the work of art must “stand the test of time.”⁶

Note that if the quote is from the same page, the note must only read, *Ibid*. If it appears on another page in the same work, add a comma and the page number to the note. A different work by the same author will require a new entry.

If you use endnotes...

- ✓ Provide a separate page for the notes.
- ✓ Include the page number in the top right corner.
- ✓ Double space and center either Notes or Endnotes



Sample Endnote Page

Bibliography

- ✓ Create a separate page for the Bibliography
- ✓ Include the page number in the top right corner
- ✓ Double space and center Bibliography
- ✓ Include only those works you've actually referred to in the text of your paper (unless your professor specifically requests that you include works consulted but never cited or referred to)

- ✓ Double space between each entry on your Bibliography page, but single space the entries themselves
- ✓ Note that inclusive page numbers are only necessary for articles and essays in anthologies or reference works; no page numbers should be given for books. Also, you will note there is a “ - - “ beneath the listing for Clark: that indicates a second book written (or, in this case, edited) by him. Here is a sample Bibliography for the works used:

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Bibliography

Blocker, Clyde E., Robert H. Plummer, and Richard C. Richardson, Jr. *The Two-Year College: A Social Synthesis*. Englewood Cliffs: Prentice, 1956.

Clark, Kenneth. *What is a Masterpiece?* London: Thames, 1979.

--, ed. *The Masterpiece Anthology*. Oxford: Oxford University Press, 1980.

Hook, Janet. “Raise Standards of Admission, Colleges Urged.” *Chronicle of Higher Education* 4 May 1983: 1, 9-11.

Johnson, Roger A., Ernest Wallwork, Clifford Green, H. Paul Santmire, and Harold Y. Vanderpool, eds. *Critical Issues in Modern Religion*. Englewood Cliffs: Prentice-Hall, 1973.

Sample Bibliography Page

Note: This style sheet is only a start. All the preceding guidelines, which may be required by your professor for documenting research, were compiled with the assistance of *The Chicago Manual of Style* and the history department chair. Some professors may allow you the option of using either footnotes or endnotes. If you are not certain in what style you should format your paper, please consult your course syllabus or ask your professor. Consult the *Chicago Manual of Style* if you have questions.