

Brief Guide to Chicago Style Citations

Formatting Notes and Bibliographies: Information condensed from MGSC Library Guide found at:
<http://www.mga.edu/library/docs/Chicago.pdf>

Overall Guidelines:

- Chicago Style uses footnotes for citations. The formatting for the footnotes is different from the format of sources in the bibliography. "Insert" footnotes in Word so they appear at the bottom of the page they reference.
- Include a separate bibliography at the bottom of your paper.
- Use the Footnote format the first time you cite a source in your paper. Each time after, you may use a shortened citation (examples on the bottom of p. 2).
- The Bibliography should be in alphabetical order according to the authors' **last names** or source title if there is no author.

General Citation Guide: For more examples consult the Chicago Manual of Style online at:
<http://www.chicagomanualofstyle.org/16/contents.html>

Books: Online and Print

- **Books:** The format for books whether online or in print is the same, the only difference being the inclusion of a DOI or URL at the end of the citation for an online source.
 - Footnote example:
 - 1. Catherine Delafield and Bob Jones, *Women's Diaries as Narrative in the Nineteenth-Century Novel* (Burlington, VT: Ashgate, 2009), 145.
 - Bibliography example:
 - Delafield, Catherine, and Bob Jones. *Women's Diaries as Narrative in the Nineteenth-Century Novel*. Burlington, VT: Ashgate, 2009.
- **Chapters or Sections in Books:** Use this formatting if you use a chapter or section in a book or anthology.
 - Footnote example:
 - 1. Christine De Vinne, Bob Jones, and Ed Junior Fly, "Religion under Revolution in Ourika," in *Approaches to Teaching Duras's Ourika*, ed. Mary Ellen Birkett and Christopher Rivers (New York: Modern Language Association of America, 2009), 41.
 - Bibliography example:
 - De Vinne, Christine, Bob Jones, and Ed Junior Fly. "Religion under Revolution in Ourika." In *Approaches to Teaching Duras's Ourika*, edited by Mary Ellen Birkett and Christopher Rivers, 37-44. New York: Modern Language Association of America, 2009.
- **Primary Source Documents from an Anthology:** Primary sources may sometimes be published in anthologies. The citation begins with the author, title of the document, and date of the original document followed by the bibliographic information for the book it is in.
 - Footnote example:
 - 1. Angelina Grimké, "Appeal to the Christian Women of the South," September 1836, in *The Feminist Papers: From Adams to de Beauvoir*, edited by Alice S. Rossi (Lebanon, NH: University Press of New England, 1973), 298.
 - Bibliography example:

- Grimké, Angelina. "Appeal to the Christian Women of the South." September 1836. In *The Feminist Papers: From Adams to de Beauvoir*, edited by Alice S. Rossi, 296-304. Lebanon, NH: University Press of New England, 1973.

Articles: Online and Print

- **Journal Articles:** The format for journal articles whether online or in print is the same, the only difference being the inclusion of a DOI or URL at the end of the citation for an online source.
 - Footnote example:
 - 1. Mary Kate Donais et al, "Analyzing Lead Content in Ancient Bronze Coins by Flame Atomic Absorption Spectroscopy: An Archaeometry Laboratory with Nonscience Majors," *Journal of Chemical Education* 86, no. 3 (2009): 345.
 - Bibliography example:
 - Donais, Mary Kate, Greg Whissel, Ashley Dumas, and Kathleen Golden. "Analyzing Lead Content in Ancient Bronze Coins by Flame Atomic Absorption Spectroscopy: An Archaeometry Laboratory with Nonscience Majors." *Journal of Chemical Education* 86, no. 3 (2009): 343-346.
- **Newspaper Articles:** Newspaper articles are cited in the endnotes/footnotes, but not in the bibliography. You do not need page numbers. If you find the article online, include a URL.
 - Footnote Example:
 - 1. David Pace, "New Prosecutions Drop Dramatically-Federal Investigators Focus on Terrorism," *Macon Telegraph*, Dec. 1, 2001.

Web Sites and Electronic Sources

- **Web Page:** You do not need to cite the web site in the bibliography, only the footnote. Include the content author, title of the web page, site title or owner, a URL, and access date. Also include a last modified date if possible.
 - Footnote example:
 - 1. David Merrill, "Alcoholism and Alcohol Abuse," MedlinePlus, last modified April 29, 2009, accessed October 21, 2009, <http://www.nlm.nih.gov/medlineplus/ency/article/000944.htm>.
- **Film on DVD:** For films, use the screenwriter(s) as the author, include the title, director, production information, and format (DVD, VHS, etc.). If online, include website name and URL.
 - Footnote Example:
 - 1. Beverly Cross, *Clash of the Titans*, directed by Desmond Davis (1981; Buckinghamshire, England: MGM, 2010), DVD.
 - Bibliography Example:
 - Cross, Beverly. *Clash of the Titans*. DVD. Directed by Desmond Davis. Buckinghamshire, England: MGM, 1981.

Shortened Citations:

- Use these if you reference the same source more than once in your paper:
 - If you use **one source from an author** multiple times in your paper, after the full citation in the first footnote reference to the source, you use the author's last name followed by page number to reference the source in subsequent footnotes.
 - Example: Gelman, 144.
 - If you use **more than one source from an author** in your paper, use the author's last name, a shortened title, and page number in subsequent references.
 - Example: Gelman, *Red State*, 144.