Chicago Citation Style for Academic Writing

Center for Writing Excellence
Overview

• This presentation will cover the following—
  – Updates in the 17th Edition
  – General Chicago guidelines
  – Citation options
What is Chicago Style?
Chicago General Format

• Margins should be set at 1”

• Times New Roman font

• Font size should be no less than 10pt, 12pt preferred
Chicago Style

How to Use

• Always follow your instructor’s advice, as style and usage vary

- If you are unsure about formatting and cannot confirm an answer in the manual, ask your professor

• Be aware that the 17th edition has new information
17th Edition Updates

• The use of ibid. is no longer preferred; use short form citations instead

• Directions for how to cite online reader comments, social media content, maps, industry standards, live performances, and multimedia app content (ex: video games) are included in this edition

• “Email” is no longer hyphenated and “internet” is now lower case

• Use of “they” as a preferred singular personal pronoun is now accepted

• Block quotes are single spaced
Documentation Styles

Two Options

• Notes Bibliography
  – Used in humanities (literature, history, the arts)
  – More common

• Author Date
  – Preferred by physical, natural, and social sciences
Documentation Styles

**Notes**

- Include note (endnote or footnote) each time source mentioned

- Use superscript number in text, followed by numbered list in notes
  - Superscript number should appear after ending punctuation

- Put all information in first note, shorten in subsequent notes
Documentation Styles

Notes

• Unless you are working on a manuscript, the notes should be a smaller font size than the body
  - ex: note font size 10 if paper font is size 12

• If pages cited span more than one page and the page number is over one hundred, the page range should only list the tens place
  – ex: 82-83
  – ex: 282-83
Documentation Styles

Notes

• If you have two or more subsequent short form notes from the same source, the notes following the first should only include the author and page number.

• The first line of the note should be indented and the subsequent lines flushed left.

• The number in the footnote should be size 10 font.
  – Double check that the word processor you are working on allows this.
Documentation Styles

Notes

Remember to double-check all of your note formatting using the updated manual
Bibliography

Common Elements

• Hanging indent
• Authors’ names
  – Inverted style
• Titles
  – Titles of books and journals are italicized
  – Titles of articles, chapters, poems, etc. are placed in quotation marks
• Publication information
  – The year of publication is listed after the publisher or journal name
• Punctuation
  – Major elements are separated by periods
Types of citations

- Books
- Articles
- Thesis or dissertation
- Paper presented at a meeting or conference
- Website
- Blog entry or comment
- Item in commercial database
- Social media content
- Multimedia app content
One Author

Footnote/ Endnote:


Bibliography:

Citations

Two or More Authors

Footnote/ Endnote:


Bibliography:

Citations

Four or More Authors

List all of the authors in the bibliography. In the note, list only the first author followed by et al. (“and others”).

Footnote/ Endnote:


Bibliography:

Citations

**Editor, Translator, or Compiler instead of Author**

Footnote/ Endnote:

Bibliography:
Citations

Editor, Translator, or Compiler in addition to Author

Footnote/ Endnote:

Bibliography:
Citations

Chapter or Other Part of a Book

Footnote/ Endnote:


Bibliography:
Citations

Books Published Electronically

Footnote/ Endnote:


Bibliography:


Citations

Article in a Print Journal

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

Footnote/ Endnote:

Bibliography:
Citations

Article in an Online Journal

Include a **DOI (Digital Object Identifier)** if the journal lists one. A DOI is a permanent ID that, when appended to http://dx.doi.org/ in the address bar of an Internet browser, will lead to the source.

- If no DOI is available, list a URL
- Include an access date only if one is required by your publisher or discipline
- In a note, list the specific page numbers consulted, if any
- In the bibliography, list the page range for the whole article
Citations

Article in an Online Journal

Footnote/Endnote:


Bibliography:
Citations

**Article in Newspaper or 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

- If you consulted the article online, include a URL; include an access date only if your publisher or discipline requires one

- If no author is identified, begin the citation with the article title
Citations

Article in Newspaper or Magazine

Footnote/ Endnote:

Bibliography

Citations

**Dissertation or Thesis**

Footnote/ Endnote:

2. Choi, “Contesting Imaginaires.”

Bibliography:

Citations

Paper Presented at a Meeting or Conference

Footnote/ Endnote:


Bibliography:

Citations

Websites

• For a website, try to include as much of the following that is available:
  - title of the page
  - title of the website as a whole
  - owner/ sponsor of the site
  - URL

• Include a publication date or a date of modification. If one is not available, include the access date instead
Footnote/Endnote:


Bibliography:

Blog Entry or Comment

- Blog posts are cited like online newspaper articles and include: the author of the post, the title of the post, the title of the blog, the date of the post, and the URL.

- The word “blog” can be added in parentheses after the title of the blog if it is omitted from the title.
  - ex: Chicago Style Blog vs How to use Chicago Style (blog)

- Blogs that are part of a larger publication should also include the name of the publication.

- Often, citations of blog posts can be in only the text or the notes, but if a bibliography entry is needed it should be listed under the name of the author.
Citations

Blog Entry or Comment

Footnote/ Endnote:


Bibliography:

Citations

**Item in Commercial Database**

For items retrieved from a commercial database, add the name of the database and an accession number following the facts of publication.

**Footnote/ Endnote:**


**Bibliography:**

Citations

Social Media Content

• Social media citations can often be limited to the text, but if it is important also include a note

• If the content is frequently cited or an extensive thread, then also include it in the bibliography

• Private content, like direct messages, are considered a form of personal communication
Conan O’Brien’s tweet was characteristically deadpan: “In honor of Earth Day, I’m recycling my tweets” (@ConanOBrien, April 22, 2015).

2. O’Brien, “In honor of Earth Day.”

Despite the belief that “they” cannot be used as a singular pronoun, the Chicago Manual of Style thought it could be done in the early 90s (Chicago Manual of Style, April 17, 2015).

Footnote/ Endnote:

2. Chicago Manual of Style, “Is the world ready for singular they?”

Bibliography:

The two presidents, Obama and Xi, could be seen saying goodbye to each other at the Nuclear Security Summit (@petesouza, April 1, 2016).

Footnote/Endnote:

1. Pete Souza (@petesouza), “President Obama bids farewell to President Xi of China at the conclusion of the Nuclear Security Summit,” Instagram photo, April 1, 2016, https://www.instagram.com/p/BDrmfXTtNCt/.

2. Souza, “President Obama.”

Bibliography:

Pete Souza (@petesouza). “President Obama bids farewell to President Xi of China at the conclusion of the Nuclear Security Summit.” Instagram photo, April 1, 2016. https://www.instagram.com/p/BDrmfXTtNCt/
Multimedia App Content

- Multimedia apps are content designed to function as a stand-alone application for use on a computer or other device and include video games, interactive books and encyclopedias.

- Include any version number and the information about the device or operating system needed to run the app.
Citations

Multimedia App Content

Footnote/ Endnote:


2. Angry Birds Transformers, v. 1.4.25 (Rovio Entertainment, 2014), Android 4.0 or later, soundtrack by Vince DiCola and Kenny Meriedeth.

Bibliography:


Chicago Resources

Chicago Manual of Style
http://www.chicagomanualofstyle.org/home.html


Center for Writing Excellence
https://www.montclair.edu/center-for-writing-excellence/cwe-digital-dashboard/resources-for-writers/citing-sources/#CMS
Q&A and Discussion

• There is no great writing, only great rewriting.
  --Justice Brandeis

• Writing is 1 percent inspiration, and 99 percent elimination.
  --Louise Brooks