# Chicago Documentation Tip Sheet

This handout gives a brief overview of basic Chicago Documentation rules. For an exhaustive list of guidelines, please see the *Chicago Manual of Style* in the ALPHA Center.

# **SOURCES**

There are two kinds of sources:

- Primary: study or data written by someone with firsthand observation
- Secondary: study or data written by someone who has analyzed firsthand data written by someone else

### WHAT TO DOCUMENT

- ✓ All information that is new knowledge to you
- ✓ All paraphrased information
- ✓ Direct quotations

Documenting too much is generally better than not documenting enough. In general, you should probably document at least once per paragraph.

### FOOTNOTES AND ENDNOTES

The basic difference between footnotes and endnotes is that footnotes appear at the end of each page while endnotes appear at the end of the paper before the Bibliography. In the text, the numbers for footnotes and endnotes are placed at the end of a sentence or clause and are positioned after all punctuation marks except for dashes.

Microsoft Word will set up a footnote or endnote for you. When you get to a place in your text where you use an outside source, place your cursor at the end of the sentence after the period. If you have Microsoft Word 97-2003, go to the "Insert" command and select "Footnote." If you have Microsoft Word 2007, go to the "References" tab, find the "Footnotes" channel, and click the arrow in the bottom right hand corner to open the footnote dialogue box. This gives you an option to either use footnotes or endnotes. Select your choice of either footnotes or endnotes, and make sure the numbering selection is set to the Arabic number system (1, 2, 3, ...). This process will place a raised number where the cursor is in the text and move your cursor to the proper place to type in the bibliographic information on that source. Do not assume that Microsoft Word will format the notes perfectly.

- A citation usually needs two things: the author's full name at the start of the borrowed material and a footnote citation at the end of the borrowed material (not necessarily always the end of a quotation).
- For directly cited words, use quotation marks; however, footnotes must be used whether material is cited or paraphrased.
- A quote that is longer than one hundred words or eight lines or any quotation of an entire paragraph must be made into a block quotation. A quote of longer than four lines may be

made into a block quotation for emphasis. Indent the block quote one half inch, double-space it, and do not use quotation marks.

- Use a 10-point font for footnotes. A fine-width, 2-inch-long horizontal line should divide the text of your paper from the footnotes at the bottom of the page (Microsoft Word usually does these two things automatically).
- The first line of each footnote entry is indented ½ inch with the second line going back to the left margin just like a normal paragraph.
- For the first mention of a source, use a Chicago long footnote, which indicates the following information:
  - 1. Author's first and last name,
  - 2. Title of the source in italics,
  - 3. Publishing information in parentheses, and
  - 4. Page numbers (comma before page numbers for a book; colon before page numbers for a journal article).
- For each subsequent mention of a source, use a Chicago short footnote, which includes the authors' names and a page number. If more than one source from the same author is used, also include a shortened title in the short footnote.
- If you quote from the same exact source two times in a row, use the abbreviation "Ibid."
- A footnote may also be used to insert information not needed in the body of the paper or intrusive to the flow of the paper but helpful to the audience or to give background information.
- Chicago style is sometimes known as "Turabian" style.

# SAMPLE ENTRIES FOR FOOTNOTES<sup>2</sup>

#### **Book with one author**

1. Constance Hillard, To the Maypole and Back Again (New York: Varsity Press, 1988), 42.

#### **Book with Two or Three Authors**

2. Kurt Johnson and Steve Coates, *Nabokov's Blues: The Scientific Odyssey of a Literary Genius* (Cambridge, MA: Zolan Books, 1999), 13.

# **Book with More Than Three Authors**

3. Jeri A. Sechzer, et al., Women and Mental Health (Baltimore: Johns Hopkins University Press, 1996), 163.

# **Book with an Editor**

4. Ori Z. Soltes, ed., Georgia: Art and Civilization through the Ages (London: Philip Wilson, 1999), 3.

- 1. See the BIBLIOGRAPHY PAGE section for more information on when to use Chicago long footnotes.
- 2. Most examples are in Chicago long footnote format unless otherwise noted.

#### **Book with an Editor and Author**

5. Yves Bonnefoy, *New and Selected Poems*, ed. John Naughton and Anthony Rudolf (Chicago: University of Chicago Press, 1995), 23.

# **Anthology**

6. Anne Carr and Douglas J. Schuurman, "Religion and Feminism: A Reformist Christian Analysis," in *Religion, Feminism, and the Family*, ed. Anne Carr and Mary Steward Van Leeuwen (Louisville, KY: Westminster John Knox Press, 1996), 27.

#### **Book with Edition**

7. Karen V. Harper-Dorton and Martin Herbert, *Working with Children, Adolescentes, and Their Families*, 3rd ed. (Chicago: Lyceum Books, 2002), 199.

#### **Biblical Reference**

8. Gen. 12:1-2 (New King James Version).3

# **Journal Article**

9. Margery Kemp, "Studies in Prophetic Literature," Journal of Prophetic Literature 28, no. 2 (1996): 250.

# **Magazine Article**

10. Thomas Hughs, "Talk Versus Walk," Christianity Today, April 4, 1997, 53.

### **Internet Sources**

11. Jorge Maldonado, "Bilingual Special Education: Specific Learning Disabilities in Language and Reading," *The Journal of Educational Issues of Language Minority Students* 21, no. 4 (April 16, 1994), http://www.ncbe.gwu.edu (accessed March 3, 1999).

#### **Electronic Database**

Cite as a magazine or journal, but after the publication date or page number (if it has page numbers), give the web address for the site's main page and the date of access:

12. Margery Kemp, "Studies in Prophetic Literature," *Journal of Prophetic Literature* 28, no. 2 (1996): 250, http://www.jstor.com (accessed May 2, 2003).

#### Second Mention of Sources and Use of Ibid.

- 13. Johnson and Coates, 17.
- 14. Hughs, 54.
- 15. Hillard, To the Maypole, 24.
- 16. Hillard, Under the Bridges, 64.
- 17. Ibid., 66.
- 18. Bonnefoy, 24.

<sup>3.</sup> When writing to an audience who knows the Bible well, the version may be abbreviated: e.g. (NKJV).

#### **BIBLIOGRAPHY PAGE**

- Chicago style papers may or may not have a Bibliography page depending on the professor's preferences. If your paper does not have a Bibliography page, you will need to use a long footnote for the first reference to a work and then short footnotes thereafter. If your paper does have a Bibliography page, you only need to use short footnotes. Be sure to find out your professor's preferences.
- The alphabetized Bibliography comes at the end of your paper (after the endnotes if you used them). It should be of a list of works cited in your paper but not those merely consulted (unless specifically indicated by your professor).
- Individual entries should be single-spaced with a double space between each entry.
- The word *Bibliography* should be centered two inches from the top of the page, not underlined, italicized, or bolded and in 12-point font. Double space after the word.
- Include a subsequent page number on the Bibliography page. For example, if the last page of the paper was 12, then the Bibliography should begin on page 13.
- Use a hanging indent for all entries: the first line of an entry is flush left, and all other lines in the entry are indented one half inch.

#### SAMPLE ENTRIES FOR BIBLIOGRAPHIES

#### **Basic Book Format**

Hillard, Constance. To the Maypole and Back Again. New York: Varsity Press, 1988.

# **Book with Two or Three Authors**

Johnson, Kurt and Steve Coates. *Nabokov's Blues: The Scientific Odyssey of a Literary Genius*. Cambridge, MA: Zolan Books, 1999.

### **Book with More Than Three Authors**

Sechzer, Jeri A., et al. *Women and Mental Health*. Baltimore: Johns Hopkins University Press, 1996.

# **Book with an Editor**

Soltes, Ori Z., ed. *Georgia: Art and Civilization through the Ages*. London: Philip Wilson, 1999.

### **Book with an Editor and Author**

Bonnefoy, Yves. *New and Selected Poems*. Edited by John Naughton and Anthony Rudolf. Chicago: University of Chicago Press, 1995.

# **Anthology**

Carr, Anne and Douglas J. Schuurman, "Religion and Feminism: A Reformist Christian Analysis." In *Religion, Feminism, and the Family*, edited by Anne Carr and Mary Steward Van Leeuwen, 11-32. Louisville, KY: Westminster John Knox Press, 1996.

### **Book with Edition**

Harper-Dorton, Karen V. and Martin Herbert. Working with Children, Adolescentes, and Their Families. 3rd ed. Chicago: Lyceum Books, 2002.

### **Biblical Reference**

The Bible is usually not included on the Bibliography page.

# **Journal Article**

Kemp, Margery. "Studies in Prophetic Literature." *Journal of Prophetic Literature* 28, no. 2 (1996): 231-287.

# **Magazine Article**

Hughs, Thomas. "Talk Versus Walk." Christianity Today, April 4, 1997, 50-54.

# CITING ELECTRONIC SOURCES

- With electronic sources, some of the data which should be included on the Bibliography page is frequently missing. As a general rule, include as much data as you can find on your source, but do not be alarmed if you cannot find everything.
- Because of the fluctuation within electronic media, it is important to carefully determine the credibility of electronic sources. Most articles that appear in journals or books have been reviewed and juried by several experts, enhancing their **credibility**. This is not always the case with electronic sources. Web sites ending in .edu (educational institution), .gov (government agency), and .org (non-profit organization) are more consistently credible than Web sites ending in .com or .net.

#### SAMPLE ENTRIES FOR ELECTRONIC SOURCES

#### **Internet Sources**

Maldonado, Jorge. "Bilingual Special Education: Specific Learning Disabilities in Language and Reading." *The Journal of Educational Issues of Language Minority Students* 21, no. 4 (April 16, 1994), http://www.ncbe.gwu.edu (accessed March 3, 1999).

# **Electronic Database**

Cite as a magazine or journal, but after the publication date or page number (if it has page numbers), give the web address for the site's main page and the date of access:

Kemp, Margery. "Studies in Prophetic Literature." *Journal of Prophetic Literature* 28, no. 2 (1996): 231-287. http://www.jstor.com (accessed May 2, 2003).

# Sample Chicago Bibliography Page:

# Bibliography

- Bonnefoy, Yves. *New and Selected Poems*. Edited by John Naughton and Anthony Rudolf. Chicago: University of Chicago Press, 1995.
- Carr, Anne and Douglas J. Schuurman, "Religion and Feminism: A Reformist Christian Analysis." In *Religion, Feminism, and the Family*, edited by Anne Carr and Mary Steward Van Leeuwen, 11-32. Louisville, KY: Westminster John Knox Press, 1996.
- Harper-Dorton, Karen V. and Martin Herbert. Working with Children, Adolescentes, and Their Families. 3rd ed. Chicago: Lyceum Books, 2002.
- Hillard, Constance. To the Maypole and Back Again. New York: Varsity Press, 1988.
- ----. *Under the Bridges and Back Again*. New York: Varsity Press, 1990.
- Hughs, Thomas. "Talk Versus Walk." Christianity Today, April 4, 1997, 50-54.
- Johnson, Kurt and Steve Coates. *Nabokov's Blues: The Scientific Odyssey of a Literary Genius*. Cambridge, MA: Zolan Books, 1999.
- Kemp, Margery. "Studies in Prophetic Literature." *Journal of Prophetic Literature* 28, no. 2 (1996): 231-287. http://www.jstor.com (accessed May 2, 2003).
- Maldonado, Jorge. "Bilingual Special Education: Specific Learning Disabilities in Language and Reading." *The Journal of Educational Issues of Language Minority Students* 21, no. 4 (April 16, 1994), http://www.ncbe.gwu.edu (accessed March 3, 1999).
- Sechzer, Jeri A., et al. *Women and Mental Health*. Baltimore: Johns Hopkins University Press, 1996.
- Soltes, Ori Z., ed. *Georgia: Art and Civilization through the Ages*. London: Philip Wilson, 1999.