

CITATION: CHICAGO STYLE

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12/02/2004

Chicago Manual of Style, 15th ed. Chicago: The University of Chicago Press, 2003.

This handout is meant to supplement, not substitute for, the *Style Manual*. Chicago allows for 2 different systems of documentation: an in-text parenthetical system called the author-date system, suggested for use in the physical, natural, and social sciences, and a notes system which is suggested for use in the humanities, art, and history. Students are strongly encouraged to consult with their instructor and with the *Manual* itself to determine the most appropriate format.

Copies of the *Chicago Manual of Style* are located in the reference collections at the Northeast Philadelphia campus' library and the Newtown L.R.C. at call number: REF PN 147.C54 2003

I. WHEN TO CITE SOURCES

The purpose of citations is to let the reader know where you obtained information, so sources can easily be located and consulted. Because knowledge is a cumulative process built on the research and writings of other researchers, your instructor needs to see the quality of the sources you used and know how you developed your ideas. In general, you must document sources when you provide information that you ordinarily would not have known before conducting your research, and when you provide information that the reader cannot be assumed to know. You must cite when you:

- **Use statistical or other data**
- **Provide a direct quotation**
- **Discuss, summarize, or paraphrase the ideas of an author**

When you locate sources, be sure to document them thoroughly, noting the author, title, publisher, place of publication, date, and page numbers of sources used. For electronic materials, note the URL of the web site or research database name, the author and institutional affiliation, and the date which you retrieved the item.

II. CHICAGO: THE NOTES SYSTEM

(*Chicago Manual*, pp. 593-640)

The Notes system combines footnotes or endnotes with a bibliography. Numbered notes allow readers to consult the full citation on the Bibliography page at the end of your paper. Information in the note should be sufficient for the reader to locate the source in the bibliography:

Citation in the Text: One study of voting patterns¹ suggests that many Americans do not vote in elections. The superscript ¹ in the text tells the reader that there is a footnote identifying the source of the data.

Footnote: 1. Miller, Voting Patterns, 56.

The footnote gives just enough information to locate the full reference in the bibliography.

Listed in the Bibliography as:

Miller, John D. "Voting Patterns of the American Public in Presidential Elections." *Political Science Journal* 55, no. 2 (1990): 56-8.

III. CHICAGO: THE AUTHOR-DATE SYSTEM

(*Chicago Manual*, pp. 593-640)

The Author-Date System uses parenthetical references in the text, which allow the reader to consult the full citation on the References page at the end of your paper. Information in the text of your paper should consist of the author, publication year of the book, article, or online material accessed, and the page:

Citation in the Text: One study of voting patterns (Miller 1999, 56) suggests that many Americans...

Listed in the Bibliography as:

Miller, John D. 1990. Voting patterns of the American public in Presidential elections. *Political Science Journal* 55 (2): 56-8.

IV. PREPARING YOUR LIST OF CITATIONS --- BASIC EXAMPLES

(*Chicago Manual*, pp. 641-754)

Notes & Bibliography Format

- Book:** Grohol, John M. *The insiders guide to mental health resources*. New York: Guilford Press, 1997.
Journal: Miller, John D. "Voting Patterns of the American Public in Presidential Elections." *Political Science Journal* 55, no. 2 (1990): 56-8.
Website: Sullivan, Danny. "Boolean searching." *Search Engine Watch*, May 1, 2005, <http://www.searchenginewatch.com/>

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Website: Sullivan, Danny. May 1, 2005. Boolean searching. *Search Engine Watch*. <http://www.searchenginewatch.com/>

V. SAMPLE PAPER SHOWING THE AUTHOR-DATE SYSTEM

(from http://www.lib.umd.edu/UES/citing_chicad.html#sample)

