Documenting *Chicago* Style

Overview of Chicago style

Where is it used?
Chicago (CMS) documentation is typically used in history, religion and other humanities courses.

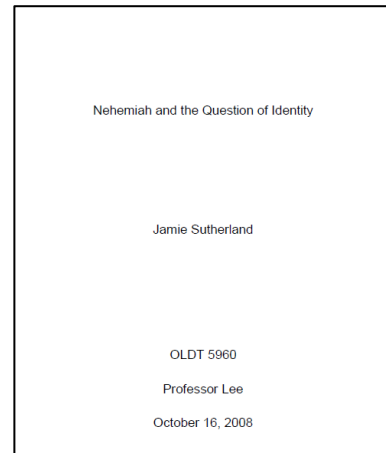*What is unique about this citation style?*
Chicago style uses superscript numbers in the body of a paper which correspond to **footnotes** (at the bottom of the page) **or endnotes** (on a separate page at the end of the paper). Chicago format also includes a **bibliography** (complete list of sources) at the very end of the document.

Can I use headings to organize my paper? Should I include a title page?
Chicago style does not recommend the use of headings. If you would like to use headings to organize a long paper, consult with your instructor. Do include a title page, however.

General formatting tips

- Centre the title of your paper close to halfway down your title page. Leave several spaces between the title and your name. List the title of your course, the instructor's name, and the date of submission near the bottom of the page.
- Number all pages (except the title page) in the upper right hand corner. You may include your last name to the left of the page number.
- Double-space your text and indent the first line of each paragraph by one-half inch.

Nehemiah and the Question of Identity

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OLDT 5960

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Footnotes or endnotes

Each time you use a source, whether in a direct quote, paraphrase or summary, you must include an endnote or footnote in your paper. (Use the "insert footnote/endnote" function under *References* in the 2010 Word menu.)

Although Statistics Canada reported a 0.8% drop in Ontario's child poverty rate in 2009, 1 out of every seven children in our province remains below the poverty line.[1]

1. Laurie Monsebraaten, "Action Urged on Child Poverty," *Toronto Star*, February 6, 2012, A4.

When you borrow a source's exact words, enclose them in quotation marks.

Bullock describes quoting as "a way of weaving someone else's exact words into your text."[2]

2. Richard Bullock, *The Norton Field Guide to Writing (*New York: Norton, 2006), 3.

For a long quote of 4 lines or more, you may use block formatting. Introduce the quote with a signal phrase and colon, indent the quote by one-half inch, and forgo the quotation marks (except to mark a quote within the quote).

Richard Bullock explains that writing serves several purposes:

> We write to explore our thoughts and emotions, to express ourselves, to entertain; we write to record words and events, to communicate with others, to try to persuade others to believe as we do or to behave in certain ways. In fact, we often have several purposes at the same time. We may write an essay in which we try to persuade an audience of something, but as we write, we may also be exploring our thoughts on the subject.[3]

Bibliography

- Type in bold, centre and title your list of sources **Bibliography**. Alphabetize entries by authors' surnames. Single-space your entries and leave a blank line between entries. Start each entry at the left margin and use a hanging indent of one-half inch.
- To cite more than one work by the same author(s), arrange the entries alphabetically by title. Include the name(s) in the first entry, but in subsequent entries, replace the name(s) with three hyphens and a period (---.) Proceed with the standard format for that entry.

Sample footnotes or endnotes (N.) and bibliography entries

One author	**4.** Lynne Truss, *Eats, Shoots and Leaves* (New York: Gotham Books, 2003), 194. Truss, Lynne. *Eats, Shoots and Leaves*. New York: Gotham Books, 2003.
When the next reference is the same source	**5.** Ibid. (If this reference is identical to the preceding one, i.e., also page 194 of *Eats*) **6.** Ibid., 165. (When the reference is identical to the preceding one except for the page number)
Reference to a source cited earlier in document	**7.** Bullock, 203. **OR** **7.** Bullock, *Norton Guide*, 203. (shortened title distinguishes multiple works by the same author)
Four or more authors	**8.** Eugene Toy et al., *Case Files: Pediatrics*, 3rd ed. (New York: McGraw-Hill, 2009), 39. Toy, Eugene, Robert Yetman, Rebecca Girardet, Mark Hormann, Sheela Lahoti, Margaret McNeese, and Mark Jason Sanders. *Case Files: Pediatrics*. 3rd ed. New York: McGraw-Hill, 2009.
The Bible	**9.** Rom. 8:28 (New International Version) (Rom. 8:28 may be placed instead as an in-text parenthetical citation. List the version only in the first in-text citation.) The Bible and other sacred texts are not normally listed in bibliographies.
Work in an anthology	**10.** Mishra Pankaj, "The Train to Tibet," in *The Best American Travel Writing 2008*, ed. Anthony Bourdain (Boston: Houghton Mifflin, 2008), 173. Pankaj, Mishra. "The Train to Tibet." In *The Best American Travel Writing 2008*, edited by Anthony Bourdain, 171-177. Boston: Houghton Mifflin, 2008.
Entry from a reference work	**11.** *Encyclopaedia Britannica,* 14th ed.*,* s.v. "Cold War." (Well-known reference works do not require full publication information in the note, nor must they be listed in a bibliography.) **12.** Chris Baldick, *Oxford Dictionary of Literary Terms,* 3rd ed. (Oxford: Oxford University Press, 2008), s.v. "pathetic fallacy." Baldick, Chris. *Oxford Dictionary of Literary Terms*. 3rd ed. Oxford: Oxford University Press, 2008.
Short work from a website	**13.** Ian Patterson, "Steve Coleman: Symbols and Language," All About Jazz, February 20, 2012, http://www.allaboutjazz.com/php/article.php?id=41339. Patterson, Ian. "Steve Coleman: Symbols and Language." All About Jazz. February 20, 2012. http://www.allaboutjazz.com/php/article.php?id=41339. Include, if possible, the following information: author, title of short work, title of site, sponsor of site, publication date, modified date, or date accessed, and the URL.
Journal article	**14.** J. Kingston, "Tsunami Reflections and Aftershocks," *Critical Asian Studies* 43, no. 3 (2011): 468. Kingston, J. "Tsunami Reflections and Aftershocks." *Critical Asian Studies* 43, no. 3 (2011): 463- 475. For online articles, add the DOI to the bibliographic entry (e.g., doi:10.11/j.150-685.2011.95.x.) or the URL(http://...) if the DOI is unavailable.

Where can I go to learn more about Chicago style documentation?
- *The Chicago Manual of Style*. 16th ed. – a quick guide is available online at www.chicagomanualofstyle.org.
- Drop by the Writing Centre in room 1065 for help with Chicago documentation.