DOCUMENTING CHICAGO STYLE

## Overview of Chicago Style

Where is it used? – The Chicago Manual of Style (CMS) is typically used in professional publications of history, religion, and other humanities. It is often adapted for university student use, but when student-specific concerns arise, refer to the Turabian style, which is the student version of CMS.

What is unique about this citation style? – Chicago cites sources using 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). You should use footnotes instead of endnotes unless your professor requests otherwise. These same sources must also be included in a **bibliography** (complete list of sources) at the end of the document.

Can I use headings in Chicago? – Chicago does not require the use of headings. They are useful in longer papers but are discouraged in shorter ones. If you would like to use headings to organize your paper, consult with your professor first.

Should I include a title page? – The CMS does not have official guidelines for student-paper title pages, but we recommend following Turabian formatting. Bold and centre the title of your paper around 1/3 of the way down the page. Leave several spaces between the title and your name. Then list the course code and name, followed by the date of submission. Do NOT number your title page.

Is the Chicago Manual of Style online? – Yes, here is a link to Tyndale's subscription: https://go.openathens.net/redirector/tyndale.ca?url=http://www.chicagomanualofstyle.org/home.html.
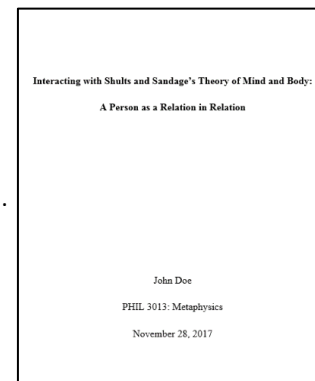
Other Formatting Tips

- Include a page number in the top right corner of all pages, excluding the title page. Count your first page of information as page 1.
- Double-space all paragraphs and indent the first line of each paragraph by one-half inch.

Footnotes or Endnotes

Each time you use a source, whether as a direct quotation (enclosed in quotation marks), a paraphrase, or a summary, you must include an endnote or footnote in your paper. (Use the "Insert Footnote/Endnote" function under the *References* tab in Word).

> This is a paraphrased sentence that contains ideas or facts that you want to cite, and you construct its footnote by starting with the author's first name, followed by last name, the title of the work, and its publication information.[1]
> _____
> 1. John Doe, *Why Pizza is Amazing* (Toronto: A Publishing Company, 2018), 42.

You only need to include the full citation information the first time a source is referenced. Subsequent citations should instead use a shorted citation. (NOTE: Previous editions of Chicago recommended using the abbreviation *Ibid.* to do this, but this is now discouraged.)

When the previous footnote is **from the same source**, include only the author's last name and page number:

  2. Doe, 48.

When the previous footnote is **not from the same source**, include the author's last name, a shortened version of the title (no more than 4 words but still clearly representative of the source), and the page number:

  3. Lee, *The Physics of Brains*, 46.

Block Quotations

For a long quote of 5 or more lines / 100+ words of prose OR of 4 or more lines of poetry, you need to use block formatting. Introduce the quotation with a signal phrase and colon. Forgo quotation marks (except to note quotations within the quotation) and set off the quoted material with an indentation of 1 half-inch from the left margin. Single-space the quotation, leaving a blank line both before and after it.

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

- On a new page, centre and title your list of sources Bibliography. Leave two blank lines between the title and the first entry. Alphabetize entries by authors' surnames. Start each entry at the left margin, leaving a blank line between each one. For entries that spill onto two or more lines, keep them single spaced and use a hanging indent of one-half inch.
- To cite more than one work by the same author(s), arrange entries alphabetically by title. Mention the names of the author(s) in the first entry, but in subsequent entries, replace the name(s) with three hyphens and a period (---.). Fill in the rest of the entry as normal.

Sample Footnotes or Endnotes and Bibliography Entries

For each of the entries on the following page, the numbered entry shows how the source should be cited in the footnote. Some have additional entries for shortened footnotes. The last entry is how the same source should be cited in the Bibliography.

One author (14.75)	4. Lynne Truss, *Eats, Shoots and Leaves* (New York: Gotham Books, 2003), 194. 5. Truss, *Eats, Shoots and Leaves*, 195. 6. Truss, 172. Truss, Lynne. *Eats, Shoots and Leaves*. New York: Gotham Books, 2003.
2-3 authors (14.76)	7. James M. Robinson and Helmut Koester, *Trajectories through Early Christianity* (Philadelphia: Fortress, 1971), 225. 8. Robinson and Koester, *Trajectories through Early Christianity*, 237. 9. Robinson and Koester, 252. Robinson, James M. and Helmut Koester. *Trajectories through Early Christianity*. Philadelphia: Fortress, 1971.
4+ authors (14.76)	10. Eugene Toy et al., *Case Files: Pediatrics*, 3rd ed. (New York: McGraw-Hill, 2009), 39. 11. Toy et al., *Case Files*, 32. 12. Toy et al., 36. 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.
eBook (e.g., Kindle, EPUB, Google Play, etc.) (14.160-161)	13. Henning Graf Reventlow, *From the Old Testament to Origen.* Vol. 1 of *History of Biblical Interpretation*, trans. Leo G. Perdue (Atlanta: Society of Biblical Literature, 2009), chap. 13, Nook edition. 14. Reventlow, *From the Old Testament*, chap. 13. 15. Reventlow, chap. 13. **Note: When a source has no page number, use the smallest identifiable locator instead (e.g. paragraph or chapter number, section name, etc.). If the book is online, replace the publication type with a URL / DOI number.** Reventlow, Henning Graf. *From the Old Testament to Origen.* Volume 1 of *History of Biblical Interpretation.* Translated by Leo G. Perdue. Atlanta: Society of Biblical Literature, 2009. Nook edition.
Work in an anthology or edited volume (14.107)	16. Mishra Pankaj, "The Train to Tibet," in *The Best American Travel Writing 2008*, ed. Anthony Bourdain (Boston: Houghton Mifflin, 2008), 173. 17. Pankaj, "The Train to Tibet," 176. 18. Pankaj, 172. Pankaj, Mishra. "The Train to Tibet." In *The Best American Travel Writing 2008*, edited by Anthony Bourdain, 171-177. Boston: Houghton Mifflin, 2008.
Edited work without an author (14.103)	19. Helen Christiansen and Sharon Ramadevi, eds., *Reeducating the Educator: Global Perspectives on Community Building* (Albany: State University of New York Press, 2002), 14. 20. Christiansen and Ramadevi, *Reeducating the Educator*, 16. 21. Christiansen and Ramadevi, 21. Christiansen, Helen and Sharon Ramadevi, eds. *Reeducating the Educator: Global Perspectives on Community Building*. Albany: State University of New York Press, 2002.
Thesis or Dissertation (14.215)	22. Ilya Vedrashko, "Advertising in Computer Games," (master's thesis, MIT, 2006), 59. http://hdl.handle.net/1721.1/39144. 23. Vedrashko, "Advertising in Computer Games," (master's thesis, MIT, 2006), 63. 24. Vedrashko, 62. Vedrashko, Ilya. "Advertising in Computer Games." Master's Thesis, MIT, 2006. http://hdl.handle.net/1721.1/39144.
The Bible (14.239-240)	Biblical references are placed as an in-text parenthetical citation e.g., (Rom. 8:28). Include the translation in the <u>*first*</u> Scripture reference only e.g. (Rom. 8:28 English Standard Version). See pp. 597-599 in the Chicago manual for a list of accepted abbreviations. The Bible and other sacred texts are not normally listed in bibliographies.
Biblical commentaries in a series (14.123-124)	25. Peter Enns, *Exodus*, The NIV Application Commentary Series (Grand Rapids: Zondervan, 2000), 126. 26. Enns, *Exodus*, 128. 27. Enns, 135. Enns, Peter. *Exodus*. The NIV Application Commentary Series. Grand Rapids, Zondervan, 2000. **Do not include general editors when citing commentaries in a series. Note: If you are citing a commentary in an Edited/Multivolume work that is *NOT* part of a series, cite it like a work in an anthology (see above).**
Entry from a reference work (14.232-233)	**Well-known reference works do not require publication info in the note, nor must they be listed in bibliographies.** 28. *Encyclopaedia Britannica,* 14th ed.*,* s.v. "Cold War." (NOTE: Does not include page number) 29. *Encyclopaedia Britannica*, s.v. "Cold War."

Entry from a reference work (14.232-233)	**Lesser known reference works should include fuller citations in footnotes and bibliographies.** 30. Chris Baldick, *Oxford Dictionary of Literary Terms,* 3rd ed. (Oxford: Oxford University Press, 2008), s.v. "genre." 31. Baldick, *Dictionary of Literary Terms*, s.v. "genre." 32. Baldick, s.v. "genre." Baldick, Chris. *Oxford Dictionary of Literary Terms.* 3rd ed. Oxford: Oxford University Press, 2008. **Note: "s.v." means "sub verbo" or "under the word."**
Short work from a website (14.207)	33. "What does the Bible say about women pastors?," Got Questions, accessed Nov. 12, 2019, https://www.gotquestions.org/women-pastors.html. 34. "About women pastors," https://www.gotquestions.org/women-pastors.html. (NOTE: If there were an author's name for page, that would go first.) "What does the Bible say about women pastors?" Got Questions. Accessed Nov. 12, 2019. https://www.gotquestions.org/women-pastors.html. **Note: Include the following if possible: author/authoring organization (when provided), title of page, title of site, publishing/revision/access date, and URL. Use the phrase "Last modified" before the revision date. Use the phrase "Accessed" before the date you visited the source if there is no publishing or revision date.**
Journal article (electronic) (14.171)	35. Joshua Kingston, "Tsunami Reflections and Aftershocks," *Critical Asian Studies* 43, no. 3 (2011): 468, doi:10.11/j.150-685.2011.95.x. 36. Kingston, Tsunami Reflections," 472. 37. Kingston, 473. Kingston, Joshua. "Tsunami Reflections and Aftershocks." *Critical Asian Studies* 43, no. 3 (2011): 463-475. doi:10.11/j.150-685.2011.95.x. **Note: If possible, provide a DOI instead of an URL (as pictured). If there is no DOI, use a Permalink assigned to the article (if applicable) instead of the URL listed at the top of the webpage.**
Lecture (14.217)	38. Margaret Farrell, "Revising the Essay" (lecture, Queen's University, Kingston, ON, October 16, 2009). 39. Farrell, "Revising the Essay." Farrell, Margaret. "Revising the Essay." Lecture presented at Queen's University, Kingston, ON, October 16, 2009.
Quoting another book's citation (14.260)	40. Louis Zukofsky, "Sincerity and Objectification," *Poetry* 37 (February 1931): 269, quoted in Bonnie Costello, *Marianne Moore: Imaginary Possessions* (Cambridge, MA: Harvard University Press, 1981), 78. **Note: Cite only the source you have in the bibliography. However, it is preferred you locate and cite the original source.**