

# CHICAGO Style Citation Guide

Chicago Style is used for academic writing in history, and some humanities courses, and requires both endnotes and a bibliography. The examples below are for a bibliography with some examples for endnotes. Most citations include three key elements: (1) author's name, (2) title or source, and (3) publication information.

- Italicize titles.
- Follow elements with a period and one space.
- Additional elements such as number of volumes, edition numbers, or Web address may be required.
- For the bibliography, the first line of each citation starts at the left margin; indent 5 spaces before the second and any succeeding lines. List each source separately and arrange alphabetically by the author's last name (use the title if there is no author).
- For endnotes, the first line is indented five spaces. The note number is not raised, and it is followed by a period. Author's names are not inverted, but use the last name only to refer to an earlier note by the same author. An example of a note is included for one source in each section below.
- Refer to the latest edition of the *Chicago Manual of Style* and/or the Chicago Style Web site (<http://www.press.uchicago.edu/Misc/Chicago/cmosfaq/cmosfaq.html>) about Electronic reference formats.

## ANATOMY OF A CHICAGO CITATION

Below is a citation for a book with an editor. Consult the title page and the back of the title page for citation information. Other types of materials require different elements, such as article title and issue date for periodicals; and URL and date of access for anything accessed on the Web. Follow the examples in this guide to format citations according to the type of information you are citing.

Editor → Grossman, John, ed. Title in italics → *The Chicago Manual of Style*. 15th ed. Chicago: University of Chicago Press, 2003. Date of publication →  
Edition. Include if 2<sup>nd</sup> or later → Publisher →

## BOOKS

By a single author:	Moran, Theodore H. <i>Beyond Sweatshops: Foreign Direct Investment and Globalization in Developing Countries</i> . Washington, D.C.: Brookings, 2002. 1. Theodore Moran, <i>Beyond Sweatshops: Foreign Direct Investment and Globalization in Developing Countries</i> (Washington, D.C.: Brookings, 2000), 24-25.
Two authors:	Christianse, John B., and Irene W. Leigh. <i>Cochlear Implants in Children: Ethics and Choices</i> . Washington, D.C.: Gallaudet UP, 2002. 2. John B. Christianse and Irene W. Leigh, <i>Cochlear Implants in Children: Ethics and Choices</i> (Washington, D.C.: Gallaudet UP, 2002), 45-46.
Three authors:	Venolia, Jean P., Georgio Cordini, and Joseph Hitchcock. <i>What Makes a Literary Masterpiece</i> . Chicago: Hudson, 1995.
Four or more authors (or editors)	Sechzer, J.A., S.M. Pfaffilin, F.L. Denmark, A. Griffin, and S.J. Blumenthal, eds. 1996. <i>Women and Mental Health</i> . Baltimore: John Hopkins University Press.
Multiple authors (ten or more)	Bailyn, Bernard, et al. <i>The Great Republic</i> . Lexington, MA: D. C. Heath, 1977.
Unknown author:	<i>Beowulf: A New Prose Translation</i> . Trans. E. Talbot Donaldson. New York: W.W.Norton, 1966.
Multi-volume Work:	Dorival, Bernard. <i>Twentieth Century Painters</i> . Vol. 2. New York: Universe Books, 1958.
Collection produced by an editor:	Guernsey, Otis L., Jr., and Jeffrey Sweet, eds. <i>The Burns Mantle Theater Yearbook of 1989-90</i> . New York: Applause, 1990.
E-Book	Thornton, Chris. <i>Truth from Trash: How Learning Makes Sense</i> . Cambridge, MA: MIT Press, 2000. <a href="http://emedia.netlibrary.com">http://emedia.netlibrary.com</a> . 3. Chris Thornton, <i>Truth from Trash: How Learning Makes Sense</i> (Cambridge, MA: MIT Press, 2000), <a href="http://emedia.netlibrary.com">http://emedia.netlibrary.com</a> .

## REFERENCE SOURCES

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In Chicago Style, well-known reference books such as dictionaries and encyclopedias, are usually not included in bibliographies; they are only cited in notes. It is only necessary to include publication information in subject encyclopedias. Edition number, if not the first, must be specified. Include volume or page number(s) only if the articles are *not* in alphabetical order. (Online versions of encyclopedias are discussed below under electronic databases.)

- Article in a general encyclopedia: 4. *Encyclopedia Britannica*, 15<sup>th</sup> ed., s.v. "China."
- Article in a subject encyclopedia: 5. *Encyclopedia of the Vietnam War*, (New York: Macmillan Library Reference, 1996), s.v. "Media and the War."
- Article from a multi-volume work not in alphabetical order: Pfeil, Fred. *Countercultural Visions. Vol. 2, Encyclopedia of American Cultural & Intellectual History*. New York: Charles Scribner's Sons, 2001.
- An entire reference work: Niiya, Brian, ed. *Japanese American History: An A to Z Reference from 1868 to the Present*. New York: Facts on File, 1993.

## PERIODICALS

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Each periodical entry must include author's name (when shown), title of article, periodical name and page numbers. Journal citations should also include the volume and issue number, and the publication year. For magazine and newspaper citations, the date is the essential element and the volume and issue number and include the complete date. For articles from electronic sources, see **Full-Text Articles** below.

- Journal articles: Wernerfelt, Birgner. "Advertising Content When Brand Choice Is a Signal." *Journal of Business* 63, no.1 (1990): 91-98.
6. Birgner Wernerfelt, "Advertising Content When Brand Choice Is a Signal," *Journal of Business* 63, no. 1 (1990): 91-98.
- Article in weekly publications: Ryback, Timothy W. "Letter from Salzburg." *New Yorker* Dec. 30, 1991, 62-75.
- Articles in monthly publications: Alford, Jeffrey. "Ap Nam? Kin Khao? Feeling at Home in Thai Kitchens." *Eating Well* Jan. - Feb. 1992, 44-55.
- Newspaper Articles: Miller, David. "Tightening the Belt." *Seattle Times*, Jan. 5, 1992, sec. A1.
7. David Miller, "Tightening the Belt," *Seattle Times*, January 5, 1992, sec. A.
- Anonymous Newspaper Articles: *New York Times*, "In Texas, Ad Heats Up Race for Governor," July 30, 2002.
- Editorials: Schmemann, Serge. "The World According to Gorbachev Disappears." Editorial. *New York Times*, December 8, 1991: E3.

## FULL-TEXT ARTICLES FROM ELECTRONIC DATABASES

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A citation for an article from a **Full-text Periodical database** starts off much like the periodical citation as shown above, with the URL at the end. Chicago Style does not include the date accessed, unless the cited material is time sensitive. If page numbers are available, include the page range. Add the URL of the main entrance to the database.

- Journal article accessed through on line periodical database: Wernerfelt, Birgner. "Advertising Content When Brand Choice Is a Signal." *Journal of Business* 63, no.1 (1990): 91-98. <http://proquest.umi.com/pdqweb>.
8. Birgner Wernerfelt, "Advertising Content When Brand Choice Is a Signal." *Journal of Business* 63, no. 1 (1990): 91-98, <http://proquest.umi.com/pdqweb>.
- Magazine article accessed through on line periodical database: Keegan, John, and Tom Wolfe. "Who Should be Person of the Century?" *Time*, August 30, 1999: 15+. <http://proquest.umi.com/pdqweb>.
- Paul, Annie Murphy. "Where Bias Begins: The Truth About Stereotypes." *Psychology Today*, May/June 1998: 52+. <http://search.ebscohost.com/login.aspx>.
9. Annie Murphy Paul, "Where Bias Begins: The Truth About Stereotypes," *Psychology Today*, May/June 1998: 52+. <http://search.ebscohost.com/login.aspx>.
- Newspaper articles accessed through on line periodical database: Montana, Cate. "Media vs. Makah Forged Unity, Spiritual Awareness." *Indian Country Today*, April 1, 1999: D1. <http://enw.softlineweb.com>.
10. Cate Montana, "Media vs. Makah Forged Unity, Spiritual Awareness," *Indian Country Today*, April 1 1999:D1, <http://enw.softlineweb.com>.

**For other Full-text databases**, such as online encyclopedias, include the author (if applicable), name of the complete work, title of the article, the URL and date accessed. On line reference works are normally cited in notes, rather than bibliographies.

Online reference database: "Social Movements." *Encyclopedia Britannica Online*. <http://search.eb.com/eb/> (accessed November 24, 2006).

"FBI and CIA Interference in Civil Rights Movement, 1971-1974." *Discovering U.S. History*. Reproduced in History Resource Center. <http://galenet.galegroup.com.ez.sccd.ctc.edu:2048/servlet/HistRC/> (accessed February 13, 2003).

11. *Discovering U.S. History*, "FBI and CIA Interference in Civil Rights Movement, 1971-1974," <http://galenet.galegroup.com.ez.sccd.ctc.edu:2048/servlet/HistRC/> (accessed February 13, 2003).

## URLS FOR CITING SEATTLE COMMUNITY COLLEGE LIBRARY RESEARCH DATABASES

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<b>Academic Search Premier</b>	<a href="http://search.ebscohost.com/login.aspx">http://search.ebscohost.com/login.aspx</a>
<b>History Resource Center</b>	<a href="http://www.galenet.com/servlet/HistRC/form">http://www.galenet.com/servlet/HistRC/form</a>
<b>ProQuest Research Library</b>	<a href="http://www.umi.com/pqdauto">http://www.umi.com/pqdauto</a>

\* Complete list at [http://dept.sccd.ctc.edu/cclib/Research\\_Tools/Citation\\_Style\\_Guides/urls.asp](http://dept.sccd.ctc.edu/cclib/Research_Tools/Citation_Style_Guides/urls.asp)

## WORLD WIDE WEB RESOURCES

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Citations for a World Wide Web site should include as much of the following information as is available: author, title of the site, sponsor of the site, and the complete URL. If there is no author, include the site's sponsor as the author.

\* **See FULL-TEXT ARTICLES on pages 2-3 for citing articles from periodical databases on the web.**

World Wide Web Site: University of Chicago Dept. of Romance Languages and Literatures. *Romance Languages and Literature*. <http://humanities.uchicago.edu/romance>.

12. University of Chicago Dept. of Romance Languages and Literatures, *Romance Languages and Literature*, <http://humanities.uchicago.edu/romance>.

Online posting to an email discussion list: 13. Victoria Straughn, "Women's History in the High School," posting to Forum on Women's History, September 30, 1998, <http://ashp.listserv.cuny.edu/scripts/ashp/womenshistoryforum.html>

On line posting to an email list are not included in bibliographies.

Personal Web Page: Tice-Deering, Beverly. *English as a Second Language*. <http://www.seattlecentral.org/faculty/bticed>.

14. Beverly Tice-Deering, *English as a Second Language*, <http://www.seattlecentral.org/faculty/bticed>.

Electronic journal article: Flannagan, Roy. "Reflections on Milton and Ariosto." *Early Modern Literary Studies* 2, no. 3 (1996): 16 pars. <http://unixg.ubc.ca:7001/0/e-sources/emls/02-3/flanmilt.html>.

15. Roy Flannagan, "Reflections on Milton and Ariosto," *Early Modern Literary Studies* 2, no. 3 (1996): 16 pars, <http://unixg.ubc.ca:7001/0/e-sources/emls/02-3/flanmilt.html>.

Electronic journal article: Warr, Mark, and Christopher G. Ellison. "Rethinking Social Reactions to Crime: Personal and Altruistic Fear in Family Households." *American Journal of Sociology* 106, no. 3 (November 2000): 551-78. <http://www.journals.uchicago.edu/AJS/journal/issues/v106n3/050125/050125.html>.

16. Mark Warr and Christopher G. Ellison, "Rethinking Social Reactions to Crime: Personal and Altruistic Fear in Family Households," *American Journal of Sociology* 106, no. 3 (2000), under "The Consequences of Fear," <http://www.journals.uchicago.edu/AJS/journal/issues/v106n3/050125/050125.html>.

## PAMPHLETS

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Treat a pamphlet as you would a book: *Outsmarting Crime: A Guide to Safer Living*. Washington State Criminal Justice Training Commission, 1990.

## GOVERNMENT PUBLICATIONS

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If no individual author is shown, give the governmental body (e.g., Washington State, City of Seattle), followed by the agency name, and the usual publication information (title, place, publisher and date). For most federal publications, the publisher will be the Government Printing Office (GPO).

Issued by a state agency: Washington State University, Pullman Cooperative Extension. *Raising Rabbits, Helpful Suggestions for Beginners*. Extension Bulletin 0975. Pullman: WSU, 1991.

Federal Publication: United States. Commerce Dept. *An Act to Provide the Small Business Administration Continuing Authority to Administer a Program for Small Innovative Firms, and for Other Purposes*. Washington, DC: GPO, 1986.

17. Commerce Department, *An Act to Provide the Small Business Administration Continuing Authority to Administer a Program for Small Innovative Firms, and for Other Purposes*. Washington, DC: GPO, 1986.

## AUDIOVISUAL AND NON-PRINT MATERIALS

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In general, citations for AV materials must include author (if available), title, producing company and date. Other elements vary depending on the type of material, so refer to the *Chicago Manual of Style*. For music, if you are using a format *other than* compact disc (CD), indicate as shown in the examples below.

Videos or DVDs: *Conscience and the Constitution*. VHS. Produced, directed and written by Frank Abe. Hohokus, NJ: Transit Media, 1988.

Note: 18. *Conscience and the Constitution*. VHS. Produced, directed and written by Frank Abe (Hohokus, NJ: Transit Media, 1988).

Television or Radio Program: "Cuba and Cocaine." Narr. Bill Moyers. *Frontline*. Documentary Consortium. PBS. WTVS, Miami. 18 Jan. 1990.

Music Recordings (no composer shown): Lewiston, David. *Fiestas of Peru: Music of the High Andes*. Nonesuch Records, 1972. LP.

Composer and performer different: Woody Guthrie. *Pete Seeger Sings Woody Guthrie*, performed by Pete Seeger. Folkways, 1968. Audiocassette.

Interview (broadcast): Gore, Al & Tipper Gore. Interview with Terry Gross. *Fresh Air*. National Public Radio, KUOW, November 19, 2002.

Unpublished interview: Mitchell, Charles. 2003. Interview with Anna James. Tape Recording. March 7.  
19. Charles Mitchell, interview with Anna James, March 7, 2003.

Personal communication: 20. Howard Zinn, e-mail message to author, Oct. 6, 2003.

Personal communications are not included in bibliographies.

CD-Rom: Ricci, Steven, et al. *Executive Order 9066*. Los Angeles: Grolier Educational, 1998. CD-Rom.

21. Steven Ricci, et al, *Executive Order 9066* (Los Angeles, Grolier Educational, 1998), CD-Rom.

## FORMATTING CITATIONS IN MICROSOFT WORD

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### To format hanging indentation

1. Go to the *Format* menu and click *Paragraph*. Choose the *Indents and Spacing* tab
2. In the *Special* list under *Indentation*, select *Hanging*.
3. In the *By* box, set the amount of space for the hanging indent. Use preview to see the results of your adjustments before making your final decision.

### To turn off automatic underlining for Web addresses

1. Go to the *Format* menu and click *AutoFormat*.
2. Click *Options*.
3. Under the *AutoFormat* tab, if the *Internet and network paths with hyperlinks* box is checked, click to remove the check mark.
4. Click the *AutoFormat as you type* tab, and remove the check mark from *Internet and network paths with hyperlinks* box.
5. Click OK in the AutoCorrect window; click OK in the AutoFormat window.