Documenting Sources in Chicago Style

This guide provides examples of frequently cited sources using the Chicago’s Notes and Bibliographies citation style, which calls for a footnotes or endnotes section in the paper as well as a bibliography. The following examples are based on the Chicago Manual of Style, 16th edition. If you need information on the author-date-reference style, please refer to the manual in the library (REF Z253 .U69 2010). You can also refer to the Chicago Manual of Style Online (http://www.chicagomanualofstyle.org/16/contents.html). The numbers in brackets [ ] refer to the appropriate chapters in the manual. Please consult the manual directly for items not referenced in this guide.

BASIC RULES FOR NOTES

1. Include a footnote or an endnote for each source you use.

2. Note numbers within the text should appear as superscripts.

3. The first note about a source needs to include all relevant citation information for that type of source. See example 1 below.

4. The second citation of a source, only needs the author’s last name followed an abbreviated version of the title if longer than four words, and the relevant page numbers. See example 2 below.

5. If citing the same source with the same page number(s) two times or more consecutively, use “Ibid.” See example 3 below.

6. If citing the same source, but different page number(s), use “Ibid” followed by a comma and page number(s). See example 4 below.

Examples:


2. Fowler, Iceman, 138-139.

3. Ibid

4. Ibid, 145-146.
**BASIC RULES FOR BIBLIOGRAPHY**

1. Include each source you use in the bibliography.

2. Arrange entries alphabetically by author or editor’s last name. If source does not have an author name available, use the title.

3. Use — if one author has more than one entry on the bibliography list.

4. List the author/editor names as they appear in the source.

5. Use “and” not “&” when there are multiple authors/editors.

   See examples for 1-5 below.

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**Examples:**

<table>
<thead>
<tr>
<th>Page Number</th>
<th>Bibliography</th>
</tr>
</thead>
</table>
BASIC FORMAT FOR BOOKS [14.18]

- **Footnote or Endnote:**

  1. Author First Name Last Name, *Title of Work: Capital Letter also for Subtitle* (Place of publication: Publisher, Year of publication), page number.

- **Bibliography:**

  Author Last Name, First Name. *Title of Work: Capital Letters also for Subtitle*. Place of Publication: Publisher, Year of publication.

BOOK WITH A SINGLE AUTHOR OR EDITOR [14.75]

- **Footnote or Endnote:**


- **Bibliography:**


BOOK WITH MULTIPLE AUTHORS OR EDITORS [14.76]

- **Footnote or Endnote:**


- **Bibliography:**

CHAPTER IN A SINGLE-AUTHOR BOOK [14.111]

- **Footnote or Endnote:**


- **Bibliography:**


ELECTRONIC BOOKS [14.166]

- **Footnote or Endnote:**


- **Bibliography:**

JOURNAL ARTICLE, PRINT

- **Footnote or Endnote:**

- **Bibliography:**

JOURNAL ARTICLE, ONLINE

- **Footnote or Endnote:**

- **Bibliography:**
NEWSPAPER ARTICLES, PRINT

- **Footnote or Endnote:**

  1. Rick Barboza, "In the Garden," *Honolulu Star - Bulletin* (Honolulu, HI), June 06, 2008.

- **Bibliography:**


NEWSPAPER ARTICLES, ONLINE

- **Footnote or Endnote:**


- **Bibliography:**


BASIC FORMAT FOR NEWSPAPERS [14.175-14.198]

- **Footnote or Endnote:**

  1. First Name Last Name, "Headline or Column Heading," *Title of Newspaper* (City, State Abbreviation), Month Date, Year.

- **Bibliography:**

  Last Name, First Name. "Headline or Column Heading." *Title of Newspaper* (City, State Abbreviation), Month Date, Year.
WEBSITES

- **Footnote or Endnote:**


- **Bibliography:**


OTHER HELPFUL RESOURCES

HCC Librarians recommend Purdue University's Online Writing Lab (OWL) for additional guidance and examples with Chicago citation style:
http://owl.english.purdue.edu/owl/resource/717/01/

Chicago Web Site
http://www.chicagomanualofstyle.org/about16.html