



# Citation Guide: Chicago

This guide is based on The Chicago Manual of Style (17th ed.) and provides only selected citation examples for commonly used sources, and of notes/bibliography style only.

For more detailed information, directly consult a print copy (call number **Z 253 U69 2017**) or online version of the style manual, found at

<https://databases.lib.sfu.ca/record/61279909530003610/Chicago-Manual-of-Style>.

Chicago style is sometimes referred to as Turabian style, which is a modified version of Chicago style, and is outlined in Kate L. Turabian's *A Manual for Writers of Term Papers, Theses, and Dissertations*, 7<sup>th</sup> ed, call number **LB 2369 T8 2007**

Keep track of your document references/citations and format your reference lists easily with citation management software.

Information about select software can be found at <https://www.lib.sfu.ca/find/research-tools/citation-software>

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## *General notes on Chicago 17 style*

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Chicago style outlines two distinct citation styles: Notes and bibliography style (covered in this guide) and Author-date style:

- The Notes and bibliography (or **Humanities**) style uses footnotes or endnotes for in-text citations along with a bibliography at the end.
- The Author-date style uses parenthetical author-date references for in-text citations and a reference list at the end.

**Please note that this guide covers only the Humanities style.**

It is **recommended practice** to cite your sources in both the notes and the bibliography ([14.2](#), [14.9](#)). However, consult with your instructor for specific directions.

For coursework [i.e. student papers rather than scholarly submissions], the body of your paper must be double-spaced ([2.8](#)), and according to Turabian, the footnotes/endnotes must be single-spaced with a blank line between notes. Bibliographies follow this same spacing. (Explained further in [Chicago's Q&A](#) on documenting sources.)

Every page of the paper must be assigned a page number, including blank pages, appendices, and bibliography. Arabic numerals are centered or flush right at the top of the page ([2.38](#)).

Cite and document any sources that you have consulted, whether you are quoting directly or presenting ideas from these sources in your own words by summarizing or paraphrasing (13.3). The only exception is for common or easily verifiable knowledge (13.5). You need to cite:

- to identify other people's ideas and information used within your essay
- to inform the reader of your paper where they should look if they want to find the same sources

A citation must appear in two places in your essay (14.9):

- in the notes (footnotes or endnotes)
- in the bibliography (at the end of your paper)

To introduce other people's ideas in text, use the following examples:

Richardson *argues, refers to, explains, hypothesizes, compares, concludes*;  
As Littlewood and Sherwin *demonstrated, proved, ... etc.*

For **spelling**, use Webster's Third New International Dictionary or Merriam-Webster's Collegiate Dictionary for standard spelling references for all Chicago citations (7.1).

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### *Citing in-text using footnotes or endnotes (14.14-14.60)*

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In Chicago notes/bibliography style, use **footnotes** or **endnotes** to cite quotations, paraphrases, and summaries of sources (14.19, 14.20, 14.22-14.60). Check with your instructor to find out which note style they prefer.

- **Footnotes** are found at the bottom of a page
- **Endnotes** are placed just before the bibliography at the end of a paper

To cite a source, a small **superscript (raised) number** is placed after each quotation, paraphrase, or summary. Throughout the paper, these are numbered in sequential order (14.19). For example:

Mooney found that "domestic violence has, since the 1970s, been increasingly recognized as a social problem."<sup>1</sup> As Goodman and Epstein point out, resources to assist women in these situations should be focused on "those whose socioeconomic status limits their opportunities to be safe."<sup>2</sup>

Each numbered in-text citation then corresponds to a numbered footnote or endnote that provides author, title, page, and publication information. (14.19)

The numbers in the notes are regular size (not superscripts) and followed by a period (14.24). Page numbers in notes should refer to the specific passage of the source text being quoted, paraphrased, or summarized (14.22).

According to Turabian, the footnotes/endnotes must be **single-spaced with a blank line between notes**. Bibliographies follow this same spacing. See Figure A.10, p.406 in the Appendix for a sample page with footnotes in Kate L. Turabian's *A Manual for Writers of Term Papers, Theses, and Dissertations*, 9<sup>th</sup> ed.

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### *Citing in-text: Full citations*

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If you do not include a [bibliography](#), or if you only include a partial list of references, you will need to add **full details** to the note the **first time you cite a given source**, including the name of the author/s, title of the work, place of publication, name of the publisher, and page number/s of the cited reference ([14.19](#)).

See section [14.100 - 14.304](#) for more examples of notes.

#### **Example**

1. Jayne Mooney, *Gender, Violence and the Social Order* (London: Macmillan, 2000).
2. Lisa A. Goodman and Deborah Epstein, "A Critical Analysis of System Responses: The Importance of Voice, Community, and Economic Empowerment," in *Listening to Battered Women: A Survivor-centered Approach to Advocacy, Mental Health, and Justice* (Washington: American Psychological Association, 2008), 90.

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### *Citing in-text: Shortened citations (14.108, 14.111, 14.275, 14.29-14.36)*

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**Subsequent notes** for sources that have **already been cited in full** (either in a note or bibliography containing full details), may be **shortened** to the author's last name, abbreviated title, and the appropriate page reference ([14.29](#)).

#### **Example**

2. Mooney, *Gender*, 131-32.

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### *Bibliography (14.19-14.23; 14.61-14.71)*

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The list of sources **at the end of the paper** or at the **end of the chapter** is called the bibliography. This list must **include all references cited** in the text of your paper ([14.61](#) - [14.71](#)).

In the bibliography, entries are listed in **alphabetical order** according to the authors' last names. If no author or editor is provided, the work's title may be used instead ([14.65](#)).

Entries are **double-spaced**, but **single-spacing** is used **within each entry**. The **second and subsequent lines** are **indented**.

### Example

Darnton, Robert. "An Early Information Society: News and the Media in Eighteenth-Century Paris."  
*American Historical Review* 105, no. 1(2000): 1-35.

Mooney, Jayne. *Gender, Violence and the Social Order*. London: Macmillan, 2000.

When the bibliography includes multiple entries by the same author (one repeated name), a **3-em dash** may be used to replace the author's name after the first entry ([14.67](#) - [14.70](#)).

### Example

Darnton, Robert. "An Early Information Society: New and the Media in Eighteenth-Century Paris."  
*American Historical Review* 105, no. 1(2000): 1-35.

---. *The Devil in the Holy Water or the Art of Slander from Louis XIV to Napoleon*. Philadelphia: University of Pennsylvania Press, 2010.

See section [14.69](#) for examples of multiple entries by more than one repeated name (multiple authors/editors).

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### *Common abbreviations (10.1-10.69)*

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When books have editors, translators, or compilers, the following abbreviations are used (10.42, 14.72 - 14.84):

- one editor - ed. / two or more editors - eds.
- translators - trans.
- one compiler - comp. / two or more compilers - comps.

For editions of books other than the first, the edition number (or description) and the abbreviation "ed." are placed after the book's title in all notes and bibliographic citations (14.112 - 14.115). For example:

- second edition - 2nd ed.
- revised edition - rev. ed.

## Articles

### Journal article - online version (14.167-14.175)

Retrieved from a database (e.g. JSTOR, PsycINFO, Academic Search Complete)

#### Note

1. Mauri J. Palomaki and Allen G. Noble, "Greenhouse Horticulture and Economic Transition," *Geographical Review* 85, no. 2 (1995): 175, <http://www.jstor.org.proxy.lib.sfu.ca/stable/216061>.

2. Amy Dru Stanley, "Instead of Waiting for the Thirteenth Amendment: The War Power, Slave Marriage, and Inviolable Human Rights," *American Historical Review* 115, no. 3 (2010): 755, <https://doi:10.1086/ahr.115.3.732>.

#### Bibliography

Palomaki, Mauri J., and Allen G. Noble. "Greenhouse Horticulture and Economic Transition." *Geographical Review* 85, no. 2 (1995): 173-84. <http://www.jstor.org.proxy.lib.sfu.ca/stable/216061>.

Stanley, Amy Dru. "Instead of Waiting for the Thirteenth Amendment: The War Power, Slave Marriage, and Inviolable Human Rights." *American Historical Review* 115, no. 3 (2010): 732-65. <https://doi:10.1086/ahr.115.3.732>

#### Comments

- Cite an **online journal article** the same as you would a print journal article (see [14.167](#) - [14.174](#)) but include a DOI at the end of a note and bibliography entry, followed by a period.
- If DOI is not available, provide a **URL** of the journal article, followed by a period. A stable URL is preferable to the URL in your browser's address bar.
- Can't find the DOI? [DOI Lookup](http://www.crossref.org/guestquery/) (<http://www.crossref.org/guestquery/>)
- Chicago does not recommend that **access dates** be cited for electronic sources ([14.12](#)), but certain publishers, disciplines, or your professor may require this information. If that is the case, the date of retrieval should be placed directly before the DOI or the URL. Access dates should be written as follows: accessed December 12, 2009 (in a note) and Accessed December 12, 2009 (in the bibliography) ([14.176](#)).

## Journal article - print version (14.167-14.174, 14.176 - 14.187)

### Note

1. S.R. Slings, "Written and Spoken Language: An Exercise in the Pragmatics of the Greek Sentence," *Classical Philology* 87, no. 2 (1992): 98.

### Bibliography

Slings, S.R. "Written and Spoken Language: An Exercise in the Pragmatics of the Greek Sentence." *Classical Philology* 87, no. 2 (1992): 95-109.

### Comments

- Provide the full **journal title** in italics, and include full publication details, including volume number (87 in the example above), issue number (no. 2) and date. Date may include the month or season, as well as **year of publication**, (e.g. April 1999 or Spring 1992) ([14.170](#)).
- If you are citing an article from a journal with continuous pagination within a volume, or if you include the month and year of publication, you may omit the journal issue number ([14.170](#)).
- If the journal volume or publication date is not apparent, state the **issue number** only, following the comma after the journal title ([14.171](#)).
- In **notes**, only the page number(s), where the cited reference appears, is given ([14.174](#)).
- For the **bibliography**, the page numbers for the entire article (i.e. from the first to the last page) are given ([14.174](#)).

## Magazine article - print and online version (14.188 - 14.190)

### Note

1. Charles Q. Choi, "Brain-Destroying Algae?," *Scientific American*, June 2005, 34.

### Bibliography

Choi, Charles Q. "Brain-Destroying Algae?" *Scientific American*, June 2005, 34.

### Comments

- Weekly or monthly **magazines** are cited by date (month/year) only, even if there is a volume/issue number ([14.188](#)).
- Note that there is a comma, not a colon, after the date in the bibliography entry ([14.188](#)).
- Include a DOI or URL at the end of the citation, followed by a period, if you viewed the magazine article online ([14.190](#)).
- If the article you are citing was found in a **database**, provide the database name after the publication details (e.g. CBCA Complete) and any identification number in parentheses ([14.189](#)).

## Newspaper article (14.191 - 14.200)

### Note

1. Laurie Goodstein and William Glaberson, "The Well-Marked Roads to Homicidal Page," *New York Times*, April 10, 2000, national edition.

2. Richard Spencer, "Panda Flees Roof to Roof in China," *Vancouver Sun*, July 19, 2005, A9.

### Bibliography

Goodstein, Laurie, and William Glaberson. "The Well-Marked Roads to Homicidal Page." *New York Times*, April 10, 2000, national edition.

Spencer, Richard. "Panda Flees Roof to Roof in China." *Vancouver Sun*, July 19, 2005, A9.

### Comments

- The essential information to provide when citing a newspaper article is the **name of the author(s)**, the **article title** and the **date of issue**, which includes: month/day/year ([14.191](#)).
- Page numbers may be omitted ([14.191](#)).
- Include an **edition statement** (e.g. national edition, weekend edition) ([14.191](#)).
- Include the URL for an online article ([14.191](#)).
- If the article you are citing was found in a **database**, provide the database name (e.g. Canadian Newsstream) and any identification number in parentheses after the publication details ([14.165](#)).
- Use **sentence-style capitalization** for article titles ([14.192](#), see also [8.158](#) - [8.159](#)).
- The city and state or province should be added in parentheses after the name of the newspaper in italics ([14.191](#)). For example: *Globe and Mail* (Toronto, ON).
- If a newspaper article is described in detail in your paper and included in a note, it is not necessary to list the article in the bibliography ([14.198](#)).
- If **no author** is provided, begin the citation with the article title and alphabetize according to the article title in the bibliography ([14.191](#)).

## Audio-visual materials

### Film/film scene (14.265-14.267)

#### Note

A note for a film

1. *Biodemocracy: Making a Difference*, directed by Charles Kassatly (Montreal: National Film Board of Canada/No One to Blame Productions, 2002), VHS.

A note for a film scene

2. John Travolta, "Conversation with Annette," *Saturday Night Fever*, special ed., directed by William Golding (1977; Culver City, CA: Columbia Tristar Home Entertainment, 1998), DVD.

## Bibliography

A bibliographic entry for a film:

*Biodemocracy: Making a Difference*. Directed by Charles Kassatly. Montreal: National Film Board of Canada/No One to Blame Productions, 2002. VHS.

A bibliographic entry for a film scene:

Travolta, John. "Conversation with Annette." special ed. Directed by William Golding. 1977. Culver City, CA: Columbia Tristar Home Entertainment, 1998.

## Comments

- Include such information as: creator(s), title, publisher, date and medium (e.g. DVD) ([14.265](#)).
- If the online material is a digitized version of a performance or published source, then information about the original performance or source should be included in the note and bibliography ([14.267](#)).
- **Film Scenes** (individually accessible in DVDs, e.g. "Conversation with Annette") are treated as chapters and cited by title or by number ([14.265](#)). See film scene example above.

## YouTube (14.265-14.267)

### Note

1. Ze Bookman, "All About that Bass Parody - All About Them Books!," YouTube Video, 3:00, May 18, 2015, <https://youtu.be/Zz4tjFG2W98>

### Bibliography

Ze Bookman, "All About that Bass Parody - All About Them Books!," YouTube Video, 3:00, May 18, 2015, <https://youtu.be/Zz4tjFG2W98>

## Streaming video (14.265-14.267)

### Note

1. Peter Morgan, creator, "Smoke and Mirrors," *The Crown*, season 1, episode 5, 2016, Netflix. Accessed July 23, 2019.



2. Ron E. Scott, director, "Forgiveness," *Blackstone*, season 2, episode 6, n.d., Aboriginal Peoples Television Network. Accessed July 23, 2019.

## Bibliography

Morgan, Peter, creator. "Smoke and Mirrors." *The Crown*. Season 1, Episode 5. 2016. Accessed July 23, 2019. <https://www.netflix.com/ca/title/80025678>

Scott, Ron E., dir. "Forgiveness." *Blackstone*. Season 2, Episode 6. N.d., Aboriginal Peoples Television Network. Accessed July 23, 2019. <https://aptn.ca/blackstone/>

## Podcast (14.265-14.267)

### Note

1. Ryan McMahon, host, "Little Stories." Red Man Laughing (podcast), November 18, 2018, accessed July 25, 2019, <https://radiopublic.com/red-man-laughing-6nvLMj/ep/s1!39a43>.

## Bibliography

McMahon, Ryan, host. "Little Stories." Red Man Laughing (podcast). November 18, 2018. Accessed July 25, 2019. <https://radiopublic.com/red-man-laughing-6nvLMj/ep/s1!39a43>.

## Books

### Single author (14.75)

#### Note

1. Carol Shields, *The Stone Diaries* (Toronto: Random House of Canada, 1993), 342.

## Bibliography

Shields, Carol. *The Stone Diaries*. Toronto: Random House of Canada, 1993.

## Comments

- In a note, state the author's full name, starting with the author's first name.
- In a bibliography, state the author's name in the inverse starting with the author's last name (e.g. Shields, Carol).
- The publisher's name may be slightly abbreviated by omitting The, Inc., Ltd., Co., etc. (14.133 - 14.135).
- If a work contains more than one place of publication, only include the first place listed. If the place of publication is not well known or could be confused with another place with the same

name (e.g. Cambridge), then add the province or state abbreviation in the two-letter postal code format without periods separating the letters (e.g. Cambridge, MA) (14.129, 10.28).

## Two authors (14.76)

### Note

1. Sandra M. Gilbert and Susan Gubar, *The Madwoman in the Attic: The Woman Writer and the Nineteenth-Century Literary Imagination*, 2nd ed. (New Haven: Yale University Press, 2000), 103.

### Bibliography

Gilbert, Sandra M., and Susan Gubar. *The Madwoman in the Attic: The Woman Writer and the Nineteenth-Century Literary Imagination*. 2nd ed. New Haven: Yale University Press, 2000.

### Comments

- In the bibliography, if two authors are listed, invert the name of the first author and add a comma with "and" preceding the second author's name.
- Spell out "and" - do not use an ampersand "&" between the first and second authors' names.
- If the work you are citing is an edition other than the first, include the edition number after the title (14.114).

## Three or more authors (14.76)

### Note

1. Mitchell L. Eisen, Jodi A. Quas, and Gail S. Goodman, eds., *Memory and Suggestibility in the Forensic Interview* (Mahwa, NJ: L. Erlbaum Associates, 2002), 65.

### Bibliography

Eisen, Mitchell L., Jodi A. Quas, and Gail S. Goodman, eds. *Memory and Suggestibility in the Forensic Interview*. Mahwa, NJ: L. Erlbaum Associates, 2002.

### Comments

- For books with more than three, and less than ten authors, all names should be fully cited in the bibliography.
- In a note, however, only the first author's name needs to be fully cited; the rest of the names can be replaced by the phrase "et al." For example: 4. Bob Evans et al., *Governing Sustainable Cities* (London: Earthscan, 2005), 12.
- For works with more than ten authors (e.g. in the natural sciences), only the first seven need to be fully cited in the bibliography; the rest of the names can be replaced by the phrase "et al."

## Organization as author (14.84)

### Note

1. Institute of Medicine (U.S.), *Sustaining Global Surveillance and Response to Zoonotic Diseases* (Washington, D.C.: National Academies Press, 2009), 110.

### Bibliography

Institute of Medicine (U.S.). *Sustaining Global Surveillance and Response to Zoonotic Diseases*. Washington, D.C.: National Academies Press, 2009.

### Comments

- An organization as author may be an organization, association, corporation, committee, city, etc. There is no personal author's name on the title page.
- Provide the organization as author in the bibliography even if the organization is also the publisher.

## Editor, translator, or compiler in place of author (14.103)

### Note

1. Marcia McClintock Folsom, ed., *Approaches to Teaching Austen's Emma* (New York; Modern Language Association of America, 2004), 135.

### Bibliography

Folsom, Marcia McClintock, ed. *Approaches to Teaching Austen's Emma*. New York; Modern Language Association of America, 2004.

### Comments

- If there is no author on the title page of a work, list the name(s) of the editor (ed. or eds.), compiler (comp. or comps.), or translator (trans.).
- The abbreviated forms appear in notes as well as in the bibliography.

## Editor, translator, or compiler in addition to author (14.104)

### Note

1. Clara Schumann, *The Complete Correspondence of Clara and Robert Schumann*, ed. Eva Weissweiler, trans. Hildegard Fritsch (New York: P. Lang, 1994), 189.

## Bibliography

Schumann, Clara. *The Complete Correspondence of Clara and Robert Schumann*. Edited by Eva Weissweiler. Translated by Hildegard Fritsch. New York: P. Lang, 1994.

## Comments

- The author's name appears first. In addition, the name(s) of the editor(s), compiler(s) or translator(s) appear after the title.
- In the bibliography, a spelled-out version is used: "edited by", "translated by", "compiled by". However, the abbreviations are used in notes.
- In notes, use the abbreviation "ed." (not "eds.") and "comp." (not "comps.") even if there is more than one editor or compiler.

## No author, editor, translator, or compiler (14.79)

### Note

1. Holy Bible: Contemporary English Version (New York: American Bible Society, 1995), 5.

## Bibliography

*Holy Bible: Contemporary English Version*. New York: American Bible Society, 1995.

## Comments

- If a work does not have a known author or editor, begin the note or bibliography entry with the title, unless the author is listed as "Anonymous."

## Book chapter - anthology or compilation (14.113)

### Note

1. Leonie Arthur, "Popular Culture: Views of Parents and Educators," in *Popular Culture, New Media, and Digital Literacy in Early Childhood*, edited by Jackie Marsh (London: RoutledgeFalmer, 2005), 173.

## Bibliography

Arthur, Leonie. "Popular Culture: Views of Parents and Educator." In *Popular Culture, New Media, and Digital Literacy in Early Childhood*, edited by Jackie Marsh, 165-82. London: RoutledgeFalmer, 2005.

## Comments

- Start with the author(s) of the chapter. Continue with the chapter title in quotation marks, followed by in (in a note) or In (in the bibliography), followed by the title of the whole book and the editor(s).
- Two editors in notes: After the edited book title, type in: eds. followed by the names (e.g. eds. Anne Carr and Mary Stewart).
- Two editors in the bibliography: After the edited book title, type in: edited by Anne Carr and Mary Stewart.

## Electronic or online (14.161-14.163)

### Note

1. Kylie Mirmohamadi, *The Digital Afterlives of Jane Austen: Janeites at the Keyboard* (Basingstoke: Palgrave Pilot, 2014), 55, doi:10.1057/9781137401335.

2. Ta-Nehisi Coates, *Between the World and Me* (New York: Spiegel and Grau, 2015), Kindle edition.

3. Stephen Quirke, *Blackwell Ancient Religions: Exploring Religion in Ancient Egypt* (Somerset, GB: Wiley-Blackwell, 2014), <http://site.ebrary.com/lib/sfu/detail.action?docID=10964406>.

### Bibliography

Coates, Ta-Nehisi. *Between the World and Me*. New York: Spiegel and Grau, 2015. Kindle edition.

Mirmohamadi, Kylie. *The Digital Afterlives of Jane Austen: Janeites at the Keyboard*. Basingstoke: Palgrave Pilot, 2014. doi:10.1057/9781137401335.

Quirke, Stephen. *Blackwell Ancient Religions: Exploring Religion in Ancient Egypt*. Somerset, GB: Wiley-Blackwell, 2014. <http://site.ebrary.com/lib/sfu/detail.action?docID=10964406>

### Comments

- Electronic and online books follow the same format as print books with some additional information at the very end of the citation.
- If you downloaded an electronic book, add the media type at the end of the citation (eg. Kindle edition, PDF ebook, CD-ROM). (14.161-14.162)
- If you consulted a book online or through a database (e.g. eBrary, Google Books, Wiley), add the DOI (Digital Object Identifier) if available, at the end using the format: doi:xxxxxxx. If there is no DOI, include the URL. (14.161)
- If there are no fixed page numbers, include a section title or a chapter or other number in place of page names (eg. chap. 10). (14.160)

- It is not required to include the date of access, but you may include one if preferred by your discipline. Include it after the year of publication in the following format: Accessed January 1, 2017. (14.12).

## Custom courseware

Custom Courseware packages are compilations of journal articles, book chapters and other materials selected by your instructor. The Chicago/Turabian manual does not give specific advice about citing these materials, so you will have to use your judgment and come up with your own solution.

If you need to cite a source from a Custom Courseware package, here are two suggestions. However, our strong recommendation is to **first check with your instructor**.

1. Find the full citation where the article, chapter, etc. was originally published, and cite accordingly. The full citations may be included on the first page of the coursepack. If not, search a relevant database or the library catalogue, or ask a librarian.
2. Treat the Courseware package as an anthology, and the instructor who did the compilation as a book editor/compiler. Therefore, treat the article, chapter, etc. as if it was part of an anthology or edited book. Most probably you will not have the page numbers since the Custom Courseware is not a true publication and is not paginated throughout. You will also have to include the name of the compiler, the title of the Courseware, the name of the course (e.g. CMNS 210), the semester (e.g. Spring 2006) and the publisher (Simon Fraser University). Bear in mind that someone trying to find the article/chapter from a coursepack you cited might not have access to the same coursepack.

## Encyclopedia or dictionary entry (14.232-14.234)

### Print version

#### Note

1. *Encyclopedia Britannica*, 15th ed., s.v. "Ovid."

2. As'ad Abukhalil, "Maronites," in *Encyclopedia of the Modern Middle East and North Africa*, ed. Philip Mattar, 2nd ed., vol. 3 (New York: Macmillan Reference USA, 2004), 1491-92.

#### Bibliography

Abukhalil, As'ad. "Maronites." In *Encyclopedia of the Modern Middle East and North Africa*. Edited by Philip Mattar. 2nd ed. Vol. 3. New York: Macmillan Reference USA, 2004.

## Online version

### Note

1. *Encyclopedia Britannica Online*, s.v. "Ovid," accessed May 2, 2006, <http://search.eb.com/bol/topic?eu=69437&sctn=1>

### Bibliography

*Grove Music Online*, s.v. "Sibelius, Jean," by James Hepkoxi, accessed January 3, 2005, <http://www.grovemusic.com/>.

*Dictionary.com*, s.v. "Anorexia nervosa," accessed March 3, 2005, <http://dictionary.reference.com/>.

### Comments

- Well-known encyclopedias and dictionaries are usually cited only in notes, with the edition specified but not all the publication facts. It is not necessary to list them in bibliographies. Other subject-specific and lesser-known encyclopedias and dictionaries should include publication details in both notes and bibliographic entries (14.232).
- The abbreviation "s.v." (sub verbo, Latin for "under the word") is used to identify the article's title that is not signed (14.232).
- It may be appropriate to include the author of an entry if the entry is signed (12.232).
- If you cite an online encyclopedia or dictionary, always include an access date in addition to the short form of the URL. This is because online versions of encyclopedias are subject to continuous updates (12.233).
- If the article you are citing was found in a database, provide the database name (e.g. Gale Virtual Reference Library) and any identification number in parentheses after the publication details (14.175).

## Lectures, papers presented at meetings, and the like (14.217)

### Note

1. Allen Seager, "Women and the Church in New France," History 204: The Social History of Canada (class lecture, Simon Fraser University, Burnaby, BC, January 13, 2011).

### Bibliography

Seager, Allen. "Women and the Church in New France." History 204: The Social History of Canada. Class lecture at Simon Fraser University, Burnaby, BC, January 13, 2011.

## Comments

- When citing **lectures** and **papers presented**, include the following information in the note and bibliography: the speaker's name, the title of a lecture or speech in quotation marks and the sponsorship, location and date of presentation.
- If you are citing a **class lecture**, include your professor's name, title of the lecture in quotation marks, the course number and name and the location and date.

# Primary sources

## Letter found in an archive (14.228)

### Note

#### General format

#. Last name of the sender to Name of the recipient, publication/creation date, Series Title (if provided), Name of Collection (if provided), Name of the archive/depository (if provided), File number (if provided), and/or other identifying information as provided.

#### Examples

1. Curtis to Mr. W. H. M. Haldane, 1940-1949, The Chung Collection, University of British Columbia Rare Books and Special Collections, Box 197,197-11-3.

2. Brown to Donald M. Forbes, August 5, 1864, Pre-1914 collections, The Canadian Letters & Images Project, [http://www.canadianletters.ca/content/document-4694?position=24&list=e-uq80kpaft\\_JeHiESbheGdkbIPqGhSSwm8dtxb5ezw](http://www.canadianletters.ca/content/document-4694?position=24&list=e-uq80kpaft_JeHiESbheGdkbIPqGhSSwm8dtxb5ezw).

### Bibliography

#### General format

Sender's Last name, First name. *Title*. Name of Collection (if provided). Name of the archive/depository (if provided). File number (if provided), and/or other identifying information as provided.  
Publication/creation date.

#### Examples

Curtis, M. Louise. *Three letters to Mr. W. H. M. Haldane*. The Chung Collection. University of British Columbia Rare Books and Special Collections. Box 197,197-11-3. 1940-1949.

Brown, JN. Forbes, *Donald M. Letter: 1864 August 5th*. Pre-1914 collections. The Canadian Letters & Images Project, [http://www.canadianletters.ca/content/document-4694?position=24&list=e-uq80kpaft\\_JeHiESbheGdkbIPqGhSSwm8dtxb5ezw](http://www.canadianletters.ca/content/document-4694?position=24&list=e-uq80kpaft_JeHiESbheGdkbIPqGhSSwm8dtxb5ezw). August 5, 1864



## Oral history (14.211)

### Note

#### General format

#. Interviewee's First name Last name (identifying information), interview with/interview by/discussion with interviewer's First name Last name, interview Month Day, Year, Location where transcript or recording may be found, URL (if necessary).

#### Example

1. Nancy Leone (Japanese Canadian), interview by Kirsten McAllister, July 18, 1990, Japanese Canadian Oral History Collection, Simon Fraser University Library, <http://digital.lib.sfu.ca/johc-167/interview-nancy-leone>.

### Bibliography

#### General format

Interviewee's Last name, First name. Interview year. (Identifying information). Interview with/interview by/discussion with interviewer's First name Last Name. Interview Month Day. Location where transcript or recording may be found. URL [if necessary].

#### Example

Leone, Nancy. 1990. (Japanese Canadian). Interview by Kirsten McAllister. July 18. Japanese Canadian Oral History Collection. Simon Fraser University Library. <http://digital.lib.sfu.ca/johc-167/interview-nancy-leone>.

## Paintings, photographs, and sculpture (14.235)

### Painting

#### Note

#### General format

#. Creator's First name Last name, Title of Work, date of creation, medium, Location of work, Name of Collection (if available), URL (if consulted online).

#### Example

1. Lui Shou Kwan, *Taiwan Landscape—Ali Shan*, 1971, ink, pigment on paper, Vancouver Art Gallery.

## Bibliography

### General format

Creator's Last name, First name. Title of Work. Date of creation. Medium. Location of work. Name of Collection (if available). URL (if consulted online).

### Example

Lui, Shou Kwan. *Taiwan Landscape—Ali Shan*. 1971. Ink, pigment on paper. Vancouver Art Gallery.

## Photograph

### Note

### General format

#. Creator's First name Last name, Title of Work, date of creation, medium, Location of work, Name of Collection, URL (if consulted online).

### Example

1. Philip Timms, *Chinese business damaged by race riot*, 1907, photograph, Simon Fraser University Library, *BC Multicultural Photograph Collection at the Vancouver Public Library*, <http://digital.lib.sfu.ca/vpl-122/chinese-business-damaged-race-riot>.

## Bibliography

### General format

Creator's Last name, First name. Title of Work. Date of creation. Medium. Location of work. Name of Collection (if available). URL (if consulted online).

### Example

Timms, Philip. *Chinese business damaged by race riot*. 1907. Photograph. Simon Fraser University Library. *BC Multicultural Photograph Collection at the Vancouver Public Library*. <http://digital.lib.sfu.ca/vpl-122/chinese-business-damaged-race-riot>.

## Sculpture

### Note

### General format

#. Creator's First name Last name, Title of Work, date of creation, medium, dimensions (if available), Location of work, Name of Collection (if available), URL (if consulted online).

### Example

1. Charles Marega, *Lions Gate Bridge lion maquette*, 1938, plaster, 26 x 11 x 43.5 cm, Museum of Vancouver, <http://www.museumofvancouver.ca/collections/object/lions-gate-bridge-lion-maquette>.

### Bibliography

#### General format

Creator's Last name, First name. Title of Work. Date of creation. Medium, dimensions (if available). Location of work. Name of Collection (if available). URL (if consulted online).

### Example

Marega, Charles. *Lions Gate Bridge lion maquette*. 1938. Plaster, 26 x 11 x 43.5 cm. Museum of Vancouver. <http://www.museumofvancouver.ca/collections/object/lions-gate-bridge-lion-maquette>.

## Newspaper article (14.191)

### Note

#### General format: Print

#. First name Last name, "Article Title," Newspaper Title, Month Day, Year, edition, section.

#### General format: Online

#. First name Last name, "Article Title," Newspaper Title, Original publication Month Day, Year, URL.

### Example

1. Laurie Goodstein and William Glaberson, "The Well-Marked Roads to Homicidal Rage," *New York Times*, April 10, 2000. <https://www.nytimes.com/2000/04/10/us/the-well-marked-roads-to-homicidal-rage.html>

2. Richard Spencer, "Panda Flees Roof to Roof in China," *Vancouver Sun*, July 19, 2005, A9.

### Bibliography

#### General format

Last name, First name. "Article Title." Newspaper Title, Month Day, Year, section (for online sources, replace section with URL).

### Example

Goodstein, Laurie, and William Glaberson. "The Well-Marked Roads to Homicidal Page." *New York Times*, April 10, 2000. <https://www.nytimes.com/2000/04/10/us/the-well-marked-roads-to-homicidal-rage.html>

Spencer, Richard. "Panda Flees Roof to Roof in China." *Vancouver Sun*, July 19, 2005, A9.

## Missing information

In addition to crediting the ideas and work of others, the purpose of citation is to enable your reader to identify or find the sources you consulted. In some situations, you may consult primary material that is missing some of the standard means of identification, ie author, title, date, etc. Use the full [Chicago Manual of Style](#) and adapt the examples above in these cases, and bear in mind your purpose when crafting these citations.

### General guidelines

- **No place of publication** ([14.132](#)): Use the abbreviation n.p. (or N.p. if following a period) before the publisher's name, if the place of publication is unknown. A question mark may be given in brackets, if the place can be surmised.
- **No date of publication** ([14.145](#)): If the publication date of a printed work cannot be ascertained, use the abbreviation n.d. in the publication details. A guessed-at date may either be substituted in brackets or added.
- **Unsigned Newspaper articles** ([14.199](#)): Unsigned newspaper articles or features are best dealt with in text or notes. Use the title of the newspaper stands in place of the author, if a bibliography entry should be needed.
- **Pamphlets, reports and the like** ([14.220](#)): Provide sufficient information to identify the document even when data on author and publisher may not fit the normal pattern.

For example, here is a citation for an unattributed 1980s concert poster viewed online:

### Note

1. Curious George and Head First, "Curious George with Head First Sat. Jan. 27," (1988), poster, *Vancouver Punk Rock Collection*, Simon Fraser University Library, <http://digital.lib.sfu.ca/vanpunk-609/curious-george-head-first-sat-jan-27>

## Bibliography

Curious George and Head First. "Curious George with Head First Sat. Jan. 27." (1988). Poster. *Vancouver Punk Rock Collection*. Simon Fraser University Library. <http://digital.lib.sfu.ca/vanpunk-609/curious-george-head-first-sat-jan-27>

# Secondary sources (i.e. one source quoted in another) (14.260)

The Chicago Manual encourages authors to look at the sources that they cite, however "[i]f an original source is unavailable... both the original and the secondary source must be listed."

## Book referenced in a journal article

In this case, Simone de Beauvoir's book, *The Second Sex*, is referenced in a journal article by Judith Butler.

### Note

1. Simone de Beauvoir, *The Second Sex* (New York: Vintage, 1974), 38, quoted in Judith Butler, "Performative Acts and Gender Constitution: An Essay in Phenomenology and Feminist Theory," *Theatre Journal* 40, no. 4 (1988): 519.

## Bibliography

Beauvoir, Simone de. *The Second Sex*. New York: Vintage, 1974. Quoted in Judith Butler, "Performative Acts and Gender Constitution: An Essay in Phenomenology and Feminist Theory," *Theatre Journal* 40, no. 4 (1988): 519-31.

## Article referenced in a book

To cite an article (Zukofsky's article) referenced in a book (Costello's book)

### Note

1. 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.

## Bibliography

Zukofsky, Louis. "Sincerity and Objectification." Poetry 37 (February 1931): 269. Quoted in Bonnie Costello, Marianne Moore: Imaginary Possessions (Cambridge, MA: Harvard University Press, 1981).

## Comments

- The style manual discourages writers from citing secondary sources. Whenever possible, the **original source** should be located and fully cited.
- In the footnote, start with the author and publication details of original work. Add the text "**quoted in**" and then add the author and publication details of the secondary work, the source you consulted. Make sure you use the correct format for a book or for an article ([15.56](#)). The **original and the secondary source** must both appear in the Bibliography.
- The style manual does not have an example for the Bibliography for secondary sources. The formatting of the examples are based on [Turabian](#) style, section 17.9.3.

# Website (14.205- 14.209)

## Note

1. Donald Scott, "Mormonism and the American Mainstream," National Humanities Center, last modified August 2004, <http://nationalhumanitiescenter.org/tserve/nineteen/nkeyinfo/nmormon.htm>.

2. Michael Geist, "The Canadian Wireless Story: Comparative Data Shows World's Highest Carrier Revenues Per SIM," Michael Geist (blog), January 22, 2019, <http://www.michaelgeist.ca/2019/01/the-canadian-wireless-story-comparative-data-shows-worlds-highest-carrier-revenues-per-sim/>.

## Bibliography

Scott, Donald. "Mormonism and the American Mainstream." National Humanities Center. Last modified August 2004. <http://nationalhumanitiescenter.org/tserve/nineteen/nkeyinfo/nmormon.htm>.

Geist, Michael. "The Canadian Wireless Story: Comparative Data Shows World's Highest Carrier Revenues Per SIM." Michael Geist (blog). January 22, 2019. <http://www.michaelgeist.ca/2019/01/the-canadian-wireless-story-comparative-data-shows-worlds-highest-carrier-revenues-per-sim/>.

## Comments

- Include the title and author/sponsor of cited websites in the body of your paper as well as in the notes and bibliographic entries ([14.206](#)).
- Website citations should include: author, title, **owner or sponsor of the site**, date of publication, **modification or revision** and URL ([14.207](#)).

- The title of a website is not put in quotation marks and is not italicized unless it is also the title of a book. Titled sections or pages within a website are put in quotation marks ([14.206](#)).
- If no publication, modification or revision date is available on the website, provide an **access date** (e.g. accessed May 18, 2005) ([14.207](#)).
- A **blog title** needs to be italicized (e.g. *Michael Geist*) and the titles of blog entries put in quotation marks. Include also the word "blog" in parentheses if not part of the blog title, the date the blog entry was posted and a URL. Treat a blog entry in the same way you would an article in a periodical ([14.206](#), [14.208](#)).
- References to **website content** (a webpage rather than the whole website or an entire work) must be included in the notes but not necessarily in the bibliography ([14.207](#)).

## Citing tables, figures, and images

### Tables

A table is defined as list presented as an array with horizontal rows and vertical columns. [\[3.2\]](#)

When more than one table is included, table numbering is recommended. However, this numbering should be separate from figure/illustration numbering (for example, fig. 1, fig 2., table 1, fig 3.). [\[3.50\]](#)

References to tables in the text should use the lowercase form of the word table. [\[3.50\]](#) A numbered table should be included as soon as possible after it is first referenced in the text. [\[3.51\]](#)

Notes to a table come in several types, and are always included directly below a table. These notes should have a separate numbering scheme from the text notes. [\[3.76\]](#)

For tables taken from another source, acknowledgement needs to be made in an unnumbered footnotes starting with Source: or Sources: [\[3.77\]](#)

#### Examples

Sources: Data from Richard H. Adams Jr., "Remittances, Investment, and Rural Asset Accumulation in Pakistan," *Economic Development and Cultural Change* 47, no. 1 (1998): 155–73; David Bevan, Paul Collier, and Jan Gunning, *Peasants and Government: An Economic Analysis* (Oxford: Clarendon Press, 1989), 125–28.

Sources: Data from Adams (1998); Bevan, Collier, and Gunning (1989).

### Figures

In Chicago Style, the term figure can refer to illustrations or images that are displayed or reproduced separately from the text. Illustrations or images, in this case, can refer to a wide range of visual materials, including photographs, maps, drawings, and charts placed within a text. [\[3.1\]](#) [\[3.5\]](#)

Figures can be used to more easily refer to illustrations cited in your writing. This is particularly helpful where there are several cited illustrations. An example of a textual reference to a figure might look like the following: "as figure 2 shows..."; "when comparing figures 3 and 4." The lowercase figure should be used when making references to figures in the text. [\[3.9\]](#)

## Figure captions

Captions are usually included immediately below a figure, and provide a text explanation of the visual. [\[3.9\]](#) The amount of detail in captions can vary from a few words to several sentences. Caption text should, where appropriate, be formatted as complete sentences with capitalization and punctuation. [\[3.21\]](#)

The titles of works, such as those from which the figures are taken, should be reproduced according to the standard Chicago Style rules, discussed in Chapter 8 of the manual, for notes and textual references. [\[3.22\]](#)

A credit line, which includes a statement about the figure's source, should be included. [\[3.29\]](#) This credit line often appears at the end of a caption. [\[3.30\]](#)

## Examples

Figure 3. Detailed stratigraphy and geochronology of the Dubawnt Supergroup.

Figure 4. Frontispiece of *Christian Prayers and Meditations* (London: John Daye, 1569), showing Queen Elizabeth at prayer in her private chapel. Reproduced by permission of the Archbishop of Canterbury and the Trustees of the Lambeth Palace Library.

## Figures found in other works

When citing a figure, such as an illustration included within another text, you can include the abbreviation fig. to refer to the figure.

### General format

1. First Name Last Name of creator, Title of Work (Place of publication: Publisher, Year of publication), page number, figure number.

### Example

1. Kate van Orden, Music, Authorship, and the Book in the First Century of Print (Berkeley: University of California Press, 2013), 38, fig. 2.



# Images

Images are sometimes referred to as illustrations, artwork, or art in the Chicago Style, and refer to images presented separately from text (as opposed to an embedded chart or figure). Images, or illustrations, can come in a range of forms, including charts, maps, line drawings, paintings, and photographs. [3.1]

## Note

- Information about paintings, photographs, sculptures, or other works of art can usually be presented in the text rather than in a note or bibliography. [14.235]
- If note or bibliography entry is needed, follow the guidelines below.

## General Format

1. First Name Last Name of creator, *Title of Work*, date of creation or completion, medium, Name of Institution, location (if applicable), URL.

## Example

As illustrated in *Three Planets Dance over La Silla*<sup>[4]</sup>, the phenomenon of 'syzygy' is when celestial bodies align in the sky.

1. Yuri Beletsky, *Three Planets Dance over La Silla*, June 3, 2013, photograph, European Southern Observatory, <https://www.eso.org/public/images/potw1322a/>.

## Incorporating images into the text of your paper

- If you chose to incorporate images into the text of your paper, the image should appear as soon as possible after the first text reference to it. [3.8]
- Images should bear numbers, and all text references to them should be by the numbers (eg. “as figure 1 shows...”) The word “figure” should be lowercased and fully spelled out, unless in parenthetical references (where “fig” may be used). [3.9]
- Below the image, the caption will begin with “Figure” or “Fig.” followed by a number and period. (Eg. Figure 1.) [3.23]
- A caption may consist of a word or two, an incomplete or a complete sentence, several sentences, or a combination. [3.21]
- Within a caption, most titles (including those for paintings, drawings, photographs, statues, and books) will be capitalized and italicized. [3.22]
- A brief statement of the source of an illustration, known as a credit line, is usually appropriate and sometimes required by the owner of the illustration. [3.29]
- A credit line usually appears at the end of a caption, sometimes in parentheses. [3.30]
- In addition to author, title, publication details, and (occasionally) copyright date, the credit line should include any page or figure number. If the work being credited is listed in the bibliography or reference list, only a shortened form need appear in the credit line [3.32]

- Illustrations from works in the public domain may be reproduced without permission. For readers' information, however, a credit line is appropriate. [3.35]

## Bibliography

### General format

Last name First name. Title of Work. Date of creation or completion. Medium. Name of Institution. Location (if applicable). URL.

### Example

Beletsky, Yuri. *Three Planets Dance over La Silla*. June 3, 2013. Photograph. European Southern Observatory. <https://www.eso.org/public/images/potw1322a/>.