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, 7th 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

General notes on Chicago 17 style

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)**

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."\(^1\) 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."\(^2\)

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\(^{th}\)ed.
Citing in-text: Full citations

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


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.


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


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


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)**

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.
How to cite....

Articles

Journal article - online version (14.167-14.175)

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

Note


Bibliography


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/)
- 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).

Note


Bibliography


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


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


Bibliography


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


Bibliography

A bibliographic entry for a film:


A bibliographic entry for a film scene:


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


Bibliography


**Streaming video (14.265-14.267)**

Note


Bibliography


Podcast (14.265-14.267)

Note


Bibliography


Books

Single author (14.75)

Note


Bibliography


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


Bibliography


Comments

- In the bibliography, if two authors are listed, invert the name of the first author and add a comma with "and" proceeding 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


Bibliography


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


Bibliography


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


Bibliography


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

Bibliography


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


Bibliography


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


Bibliography

Electronic or online (14.161-14.163)

Note


Bibliography


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 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


Bibliography

Online version

Note


Bibliography


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


Bibliography

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.


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


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


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


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

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


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


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


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


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


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


Bibliography

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

Example


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

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


Bibliography


Article referenced in a book

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

Note


**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**


**Bibliography**


**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 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

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[1], the phenomenon of ‘syzygy’ is when celestial bodies align in the sky.


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