



**THE CHICAGO MANUAL: MY  
KIND OF STYLE**

# WHAT AND WHY DO I NEED TO CITE?

- *"Ethics, copyright laws, and courtesy to readers require authors to identify the sources of direct quotations and of any facts or opinions not generally known or easily checked."-- Chicago Manual of Style, 15th edition (Chicago: Chicago Univ. Press), p. 594*
- Anything that you quote, paraphrase, or summarize
- If you do not cite a source it can be seen as plagiarism
- If reading a source contributes to the ideas that you must cite the source
- Citing will allow readers to go and look at the sources that you used



# WHERE CAN I FIND *THE CHICAGO MANUAL OF STYLE 15<sup>TH</sup> EDITION*?

- In the library
  - Reference Z253 U69 2003
- Online
- <http://www.chicagomanualofstyle.org>
- The OWL at Purdue University
  - <http://owl.english.purdue.edu/resource/717/01/>
- May also find, Kate L. Turabian's *Manual for Writers of Research Papers, Theses, and Dissertations, 7th edition*, useful
  - Reference LB2369 .T8 2007




# WHAT IS *THE CHICAGO MANUAL OF STYLE*?

- Citation style that covers many topics including:
  - Manuscript preparation (Chapter 2)
  - Illustrations (Chapter 3)
  - Grammar & Usage(Chapter 5)
  - Punctuation (Chapter 6)
  - Foreign Languages (Chapter 11)
  - Documentation (Chapters 14 &15)



# FOOTNOTES/ENDNOTES

- Added each time you cite a source
  - Footnotes are located at the bottom of the page
  - Endnotes are at the end of a chapter or the entire document
  - A superscript number is placed at the end of the sentence where the source is cited that corresponds to the note
  - First line of each note is indented
  - First note for each source should include all information about the source
    - Each subsequent note
      - Use author's last name and the page number cited
      - If source is referenced 2 or more times in a row 'Ibid.' may be used
- 

# COMMON ELEMENTS IN FOOTNOTES/ENDNOTES

- Author's name(s)
  - First name Last name
- Titles (may use a shortened title)
  - Titles of articles, chapters, poems, etc. are placed in quotes
  - Titles of books and journals are italicized
- For journals include
  - Volume, issue, and year
- Page number(s) cited
- Elements are separated by commas



# BIBLIOGRAPHIES

- Alphabetical listing of all sources used
  - Arranged by author's last name
    - If no author then use the title
- Located at the end of your work
- Should include all sources cited and may include other relevant works that were not cited
- Does not include personal communications
  - Email, personal interviews, etc.
- First line of each entry in left aligned; each additional line is indented



# COMMON ELEMENTS IN A BIBLIOGRAPHY

- Author's name(s)
  - Inverted-Last name, First name
- Titles
  - Titles of books and journals are italicized
  - Titles of articles, chapters, poems, etc. are placed in quotes
- Publication information
  - City of Publication
  - Company that published the item
  - Year of publication
- Punctuation
  - All elements are separated by a period





## SOME EXAMPLES

**Note:** This is in no way and comprehensive list of examples. Please consult *The Chicago Manual of Style* for other examples.

## BOOK-1 AUTHOR

- Footnote/Endnote (N):

1. James C. Hunter, *The Servant* (New York: Crown Business, 1998), 41.

- Bibliography (B):

Hunter, James C. *The Servant: A Simple Story About the True Essence of Leadership*. New York: Crown Business, 1998.



## BOOK-2 AUTHORS

- N:

1. Louis Fisher and Katy J. Harringer, *American Constitutional Law*, 8<sup>th</sup> ed. (Durham, NC: Carolina Academic Press, 2009), 213.

- B:

Fisher, Louis, and Katy J. Harringer. *American Constitutional Law*, 8<sup>th</sup> ed. Durham, NC: Carolina Academic Press, 2009.



## BOOK-3 AUTHORS

- N:

1. Theodore J. Lowi, Benjamin Ginsberg, and Kenneth A. Shepsle, *American Governement, 10<sup>th</sup> ed.*, (New York: W.W. Norton & Company Inc., 2008), 54.

- B:

Lowi, Theodore J., Benjamin Ginsberg, and Kenneth A. Shepsle. *American Governement, 10<sup>th</sup> ed.* New York: W.W. Norton & Company Inc., 2008.



# BOOK-MORE THAN 3 AUTHORS

- N:

1. Allen E. Ivey and others, *Theories of Counseling and Psychotherapy*, 6<sup>th</sup> ed., (Boston, Pearson Education, Inc., 2007), 52.

- OR

1. Allen E. Ivey et al., *Theories of Counseling and Psychotherapy*, 6<sup>th</sup> ed., (Boston, Pearson Education, Inc., 2007), 52.

- B:

Ivey, Allen E., Michael D'Andrea, Mary Bradford Ivey, and Lynn Simek-Morgan. *Theories of Counseling and Psychotherapy*, 6<sup>th</sup> ed., Boston, Pearson Education, Inc., 2007.



## TRANSLATED WORK

- N:

1. Martin Heidegger, *What is Philosophy?*, trans. William Kluback and Jean T. Wilde (London: Vision Press Limited, 1956), 11.

- B:

Heidegger, Martin. *What is Philosophy?*, translated by William Kluback and Jean T. Wilde. London: Vision Press Limited, 1956.



# ARTICLE, CHAPTER, ESSAY, SHORT STORY, ETC., IN AN EDITED COLLECTION

- N:

1. Thomas Chatterton, “Minstrel’s Song,” in *A Treasury of Great Poems*, edited by Louis Untermeyer (New York: Simon and Schuster, Inc., 1942), 585.

- B:

Chatterton, Thomas, “Minstrel’s Song,” in *A Treasury of Great Poems: English and American from the Foundations of the English Spirit to the Outstanding Poetry of our Own Time With Lives of the Poets and Historical Settings*, edited by Louis Untermeyer, 585. New York: Simon and Schuster, Inc., 1942.



# INTRODUCTION TO A BOOK

- N:

1. Cerise Oberman, introduction to *Information Literacy Instruction: Theory and Practice*, by Esther S. Grassian and Joan R. Kaplowitz (New York: Neal-Schuman Publishers, Inc., 2001), xxix.

- B:

Oberman, Cerise. Introduction to *Information Literacy Instruction: Theory and Practice*, by Esther S. Grassian and Joan R. Kaplowitz. New York: Neal-Schuman Publishers, Inc., 2001.



## JOURNAL ARTICLE

- N:

1. Jim Gemmell and Gordon Bell, “The E-Memory Revolution,” *Library Journal* 134, no 15 (2009): 21.

- B:

Gemmell, Jim, and Gordon Bell. “The E-Memory Revolution.” *Library Journal* 134, no 15 (2009): 20-23.



# ELECTRONIC JOURNAL ARTICLE

- N:

1. Thomas C. Powell, “The Philosophy of Strategy,” *Strategic Management Journal* 23 no 9 (2002): 875, <http://www.jstor.org/stable/3094284> (accessed September 30, 2009).

- B:

Powell, Thomas C. “The Philosophy of Strategy.” *Strategic Management Journal* 23 no 9 (2002): 873-880, <http://www.jstor.org/stable/3094284> (accessed September 30, 2009).



# NEWSPAPER

- N:

1. Eric Staats, “Not-so-mean season,” *Naples Daily News* (Naples, FL), Oct. 1, 2009.

- B:

Staats, Eric. “Not-so-mean season.” *Naples Daily News* (Naples, FL) Oct. 1, 2009.



## WEBSITE

- N:

1. Associated Press, “Hero Pilot Chesley 'Sully' Sullenberger Will Return to Cockpit,” *foxnews.com*, 28 September 2009, <http://www.foxnews.com/story/0,2933,556701,00.html>.

- B:

Associated Press. “Hero Pilot Chesley 'Sully' Sullenberger Will Return to Cockpit.” *foxnews.com*. 28 September 2009, <http://www.foxnews.com/story/0,2933,556701,00.html>.



## FILM/TV

- N:

1. *The Country Girl*, DVD, directed by George Seaton (1954; Hollywood, CA: Paramount Pictures, 2004).

- B:

*The Country Girl*. DVD. Directed by George Seaton. 1954. Hollywood, CA: Paramount Pictures, 2004.



# INTERVIEW (PERSONAL COMMUNICATION, EMAIL, ETC.)

- N:

1. John Doe, interviewed by Sarah DeVille,  
October 1, 2009.

- B:

- Do not add an entry to the bibliography



# UNPUBLISHED WORKS: THESES, DISSERTATIONS, PRESENTATIONS

- N:

1. Charles Alfarone, “Bonum est Causa Mali’ An Analysis of how Good Causes Evil in the Metaphysics of St. Thomas Aquinas,” (PhD diss., Pontifical University of the Holy Cross, 2005), 20.

- B:

Alfarone, Charles. “Bonum est Causa Mali’ An Analysis of how Good Causes Evil in the Metaphysics of St. Thomas Aquinas.” PhD diss., Pontifical University of the Holy Cross, 2005.



# THE BIBLE

- References appear in the notes rather than bibliography
- Abbreviate the book (see 15.48-49 & 15.50-53)
- Include chapter number and verse number
- Version of the Bible should be spelled out the first time and then abbreviated in the remainder of the paper (see 15.54)
- Example:
  1. 2 Cor. 4:18 (New Revised Standard Version)
  2. 2 Kings 11:8 (NRSV)



# *SUMMA THEOLOGIAE*

- First reference Thomas Aquinas, *Summa Theologiae II-II, q. 1, a. 4, ad 3*
- Later references:
  - For second and later references, you may use the abbreviation *ST*.
- Multiple parts For a reference to more than one question or article, write:
  - *ST II-II, q. 1-2, a. 4-7 (for example)*.



QUESTIONS?



If you have any reference questions please visit the front desk of the library or contact us.

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Phone: 239-280-2557

The Library staff is always happy to help you!

