

## **E. Chicago Manual of Style**

For general guidance, see *The Harbrace Handbook*, 680 ff.

For on-line help, see [www.library.osu.edu/sites/quides/chicagofd.html](http://www.library.osu.edu/sites/quides/chicagofd.html)

The most important idea underlining the entire apparatus of documentation is readers' need to know where to find sources used in a paper and what further reading they can do in the subject. The apparatus is not intended to make anyone's life impossible.

The second most important idea is that of honesty. Because students are not necessarily familiar with complex ideas and because their control of vocabulary and grammar is somewhat limited, they tend to "lift" words, phrases, and sentence constructions (not necessarily the words themselves) from the materials they are using in the construction of a paper. This "lifting" constitutes plagiarism. Understanding the principles of paraphrase and summary writing is crucial to successful documentation. Many professional writers have been caught in very public plagiarism scandals; since sources of information now include the world wide web, which drops sources as quickly as adding them, honesty in reporting is more important than ever before and students will be held to a much higher standard than has been the case in the past.

Citations are required for anything not general knowledge that is not directly from the student alone. Therefore, ALL words, phrases, sentence constructions, as well as ideas, must be documented. Not to do so is plagiarism. Obviously, a web source counts even if it goes off the internet.

With quoted citations, writers should be aware that any shift in voice from the writer's narrative to a quoted voice demands attention from readers. As much as possible, writers should put cited material into paraphrase or, better, summary form in order to avoid an unnecessarily abrupt shift from one voice to another. Generally, there should be very few direct quotes in a paper. The purpose of a quote is to show readers something in the turn of a phrase, in an explication of an idea, or in a peculiarly constructed sentence or paragraph that a paraphrase could not show. If only the idea is being cited directly, writers should rethink their strategy, put the idea in their own words, and cite the source.

The rules for introducing cited material into a paper are as follows:

1. Set readers up for the information by signaling a shift, even if the material is paraphrased or summarized
2. present the information with documentation
3. interpret the meaning of the cited material in light of the thesis

Very often writers think that presenting cited information speaks for itself. It does not. Readers must be shown how to connect every detail of a paper. Through interpretation of cited material readers can then see the connections, just as transitions connect paragraphs and sections of papers together. The test of an excellent researched paper is the ability of the writer to interpret the material used in light of the thesis argued. If a balance between citation and interpretation is lacking, the paper will fail, just as an inference drawn from too few or inadequate facts will fail.

In Chicago Style there are two ways of citing bibliographic information: footnote or bibliography entry. All papers should contain a Bibliography page even if the footnote is used.

TEXT\*

A Union soldier, Jacob Thomas, claimed to have seen Forrest order the killing, but when asked to describe the six-foot-two general, he called him “a little bit of a man.”<sup>13</sup>  
[Bedford 769]

Bibliographic Footnote or Endnote

13. Brian Steele Wills, *A Battle from the Start: The Life of Nathan Bedford Forrest* (New York: HarperCollins, 1992), 187. [Bedford 770]

NOTE: Some professors may prefer an abbreviated form of this note since complete information will also be contained in the bibliography page. Students should check with their professors for correct style:

13. Wills, *Battle*, 187.

Bibliography Page Entry

Wills, Brian Steele. *A Battle from the Start: The Life of Nathan Bedford Forrest*. New York: HarperCollins, 1992. [Bedford 770]

For subsequent references to Wills’ book, the cite will be:

15. Wills, 201. [If another book intervenes]

Or

15. Wills, *Battle*, 201. [If several of Wills’ books are cited in the paper and another book intervenes]

Or

15. *Ibid.*, 201. [If note 14 is also from *Battle* by Wills, in which case note 14 would also be *Ibid.* with the page number.]

See *The Harbrace Handbook* or the Web Site given above for more detailed information regarding Chicago Style documentation.

The bibliography page for Chicago Style includes not only the works cited in the paper, but also any other material consulted but not cited.

The word “Bibliography” should be centered at the top margin of the page. All entries should be presented alphabetically, double-spaced, with hanging margins. The page should be numbered and begin as a separate page from the text.

\* Material taken from Diana Hacker, *The Bedford Handbook*, 7<sup>th</sup> Edition.