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- If you do not cite a source it can be seen as plagiarism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 15TH 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-2 AUTHORS

N:

B:
BOOK-3 AUTHORS

N:

B:
BOOK-MORE THAN 3 AUTHORS

N:

OR

B:
Translated Work

N:

B:
N:


B:

INTRODUCTION TO A BOOK

N:


B:

JOURNAL ARTICLE

N:

B:

NEWSPAPER

N:

B:
WEBSITE

N:

B:
FILM/TV

N:


B:

**Interview (Personal Communication, Email, etc.)**

- **N:**
  

- **B:**
  
  Do not add an entry to the bibliography
UNPUBLISHED WORKS: THeses, DISSERTATIONS, PREsentations

N:


B:

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)
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.

E-mail: Library@avemaria.edu  
Phone: 239-280-2557

The Library staff is always happy to help you!