Chicago Style is a method of formatting and documenting sources in academic writing. Chicago Style is commonly used for papers in History, although other disciplines, including Architecture, Dance, and Anthropology, also employ this style. This guide is primarily concerned with the Chicago Style of documenting outside sources. For more information on the Chicago Style of formatting a paper, see The Chicago Manual of Style: The Essential Guide for Writers, Editors, and Publishers, 15th Ed. (also known as CMS 15).

Introduction to Using the Chicago Style of Documentation

When you use outside sources (i.e., books, journal articles, newspaper stories, etc.) in your paper, the Chicago Style of citation requires that you provide two types of information:

1. Footnotes or Endnotes:

Footnotes and endnotes are a documentation system that uses raised (or “superscript”) numbers to identify any source material. After each quote or paraphrase, you need to include a superscript number like the one at the end of this sentence. The number corresponds to a note with the appropriate information about your source. Footnotes appear at the bottom of the page, like the one below. Endnotes appear on a separate page at the end of your paper. Ask your teacher which version he or she prefers.

Footnotes and endnotes use different formats depending on the kind of source being used. Check the citation guide to view the correct format for a footnote or endnote for each of your sources.

2. A Bibliography:

A bibliography is sometimes called a works cited or a list of citations. It is a listing of every source that you used, usually arranged alphabetically, by the author’s last name.

There are different formats for citing different kinds of sources. For example, if you are citing a book, you’ll present the information one way, and if you are citing a journal article you’ll present the information another way. This guide includes sample citations for 35 of the most commonly used formats in academic writing. You’ll see that most of them require most of the following information: the author’s name, the title of the work, and the date and place of publication.

What if my source doesn’t have an author (or page numbers, or a place of publication, or a date of publication, etc.)? What if my source doesn’t fit in any of these citation formats?

Every source is unique, and some sources don’t provide all of the information called for in the samples. Luckily, the authors of the Chicago Style guide anticipated this, and they created acceptable formats for citing most types of sources. If don’t find what you need in this brief guide, you can consult the The Chicago Manual of Style: The Essential Guide for Writers, Editors, and Publishers: it offers guidelines for citing even the most unusual source.

1 Most word processing programs, such as Microsoft Word and Corel WordPerfect, can insert and keep track of notes for you. Check your program’s Help menu for more information.
It’s sometimes difficult to follow the variations between citations. Is there any way to make this list easier to understand?

We know how difficult it is to learn a new citation style, so we’re trying a new approach that might make it easier to comprehend. Each entry in the online version of this Citation Guide is now color-coded to make it easier for you to isolate different parts of an entry.

Authors will always be listed in red. Publication dates will always be listed in blue. Information specific to books (like the place of publication) will be assigned a color in the sample entry at the beginning of the Documenting Books section. Information specific to periodicals (like a journal title) will be assigned a color in the sample entry at the beginning of the Documenting Periodicals section. Information specific to Internet sources (like a URL) will be assigned a color in the sample entry at the beginning of the Documenting Electronic Sources section.
What Is Plagiarism? What Happens If I Plagiarize? How Do I Avoid Plagiarizing?

Q: What is plagiarism?

Plagiarism is a form of academic dishonesty in which you knowingly use another person’s words or ideas without giving him or her credit. Plagiarism is considered a form of theft and is a serious breach of the University Code of Conduct. Some plagiarism is clearly intentional. Copying all or part of a paper from the Internet passing it off as one's own is a case in point. Most people would agree that such an act is unmistakably plagiarism. Not all cases are as clear-cut, though, because not everyone who plagiarizes means to do so. For example, paraphrasing improperly or having a friend help write part of your paper qualifies as plagiarism. Failure to cite all of your sources (including paraphrases) using a documentation style appropriate for your discipline is also considered plagiarism.

Q: What will happen if I get caught plagiarizing?

The consequences for plagiarism vary based on the severity of the offense, the policy of the instructor, the policy of the department, and the policy of the school or college. Plagiarism is never worth the risk, but if you are curious about the policies for your course, check your syllabus or ask your instructor. The most common consequences for plagiarism include a failing grade on the plagiarized paper, a failing grade for the course, and possible suspension/expulsion from your degree program and/or the University.

Q: How can I avoid plagiarizing unintentionally?

Learn how (and why) to incorporate source materials in different ways. There are several methods of using sources into your text, and each of them achieves a different effect; some strategies remind the reader that the source information is coming from an outside expert, while other strategies demonstrate how well the writer has been able to merge her/his ideas with those of the source. You can learn more about these strategies from our Incorporating Source Materials Effectively handout (www.temple.edu/writingctr/student_resources/avoiding_plagiarism.htm).

Make sure you understand how to paraphrase correctly. Most people misunderstand what paraphrasing really means and don't know how to write an appropriate paraphrase. You can learn more about what paraphrases should involve using our Avoiding Unintentional Plagiarism handout (http://www.temple.edu/writingctr/student_resources/avoiding_plagiarism.htm). You can also practice writing paraphrases (http://www.temple.edu/writingctr/student_resources/paraphrasing.htm).

If you are worried about borrowing too much from your source, don't keep your book or your notes directly in front of you while you write. Your goal while you are writing, and especially while you are paraphrasing, should be to use your own words as often as possible. Imagine yourself interpreting the author's argument for a friend or classmate: that's the kind of approach you want to take in your paper. You can always go back to the source to add a quote or correct your interpretation of that source after you've gotten the main points into the paper.

Cite all of your sources completely using an accepted documentation style, like the Chicago Style presented in this Citation Guide.
All entries list the footnote/endnote format first, then the format for the bibliography.

**DOCUMENTING BOOKS AND PARTS OF BOOKS**

When you are citing a book, you need to be sure to include the author, the title, the place of publication, the publishing company and the date of publication, but always be sure to check the specific listing for your source to make sure that you arrange the information in the correct order, that you use the correct punctuation and that you include any additional information required.

*Citations for books usually follow this general pattern:*

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Author’s name (if any); Title of book; Place of publication (usually just the city, but include the state
or country if the place of publication is not a major city); Publishing company; Date of publication;
Page number.
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Any additional information (edition number, editor, chapter title, etc.) will remain in **black** type.

However, you should only cite the entire book if you have *used* the entire book, or at least multiple sections of the book. If you have only referred to part of the book, like an introduction, a single chapter, or a story or essay from a compiled work, you should cite the individual part you have used rather than the whole book. Citations for parts of books vary widely; check the specific listing for your source below to make sure that you include all relevant information.

**Book by One Author**


**Book by Two or More Authors**


**Edited Book**

3 Patricia Bizzell and Bruce Herzberg, eds., *Negotiating Differences: Cultural Case Studies for Composition* (Boston: Bedford/St. Martin’s, 1996), 12.


**Revised Edition of a Book**


Reprinted Book
5 Edward Hall, *The Union of Two Noble and Illustre Famelies of Lancastre and Yorke* (London: 1548), 92.


Introduction, Preface, Foreword, or Afterword in a Book


Book by a Corporation, Organization, Association, or Foundation


Book with an Author and an Editor


Translated Book


Anonymous Book


Government Document

One Volume of a Multivolume Book


Work in an Anthology or Chapter in an Edited Collection

Include the title of the article or chapter, the title of the book, and the editor name (if any). After the publication information, include the page numbers of the article or chapter you cited.


Essay, Short Story, or Periodical Reprinted in an Edited Collection

Include the title of the reprinted piece, the current publication information, and then the original publication information, including editor(s), if any. After the publication information, include the reprint page numbers of the piece you cited. If the original piece was published in a periodical, see the Documenting Periodicals section for information on how to cite that portion.


DOCUMENTING PERIODICALS

The term “periodicals” refers to magazines, newspapers, and scholarly journals. The citations for these three types of sources are very different, so be sure to check the specific listing for your source to make sure that you have arranged the information in the correct order, that you have used the correct punctuation, and that you have included all relevant information.

Citations for periodicals usually follow this general pattern:

Author’s name (if any); Article title; Periodical title; Date of publication; Volume number (if any); Issue number (if any); Page number.

NOTE: The citations in this section refer ONLY to print periodicals; if you got your periodical source from an online database (like Lexis Nexis or Proquest) or another electronic medium, use the citations in the DOCUMENTING ELECTRONIC SOURCES section.

Article in a Scholarly Journal Paginated by Volume


Article in a Scholarly Journal Paginated by Issue


Article, Story, or Poem in a Monthly or Bimonthly Magazine


Article, Story, or Poem in a Weekly Magazine


**Article in a Daily Newspaper**


23 “MDS has higher revenue,” *Ottawa Citizen*, 8 March 2002, 2(E).


“MDS has higher revenue.” *Ottawa Citizen*. 8 March 2002, 2(E).

**Theater Review**


**Movie Review**


**Book Review**


Citing electronic sources can be complicated. Sometimes you will not be able to find all the information listed in an ideal works cited for electronic sources. In this situation, include as much information as you are able to find; ALWAYS include the web address (also called a URL) and the date on which you retrieved the information. If you are having trouble figuring out a publication date, search the page for a copyright or a “last updated” tag. If you can’t find any reference to a date, use n.d. (which stands for “no date”) in place of the publication date.

Citations for electronic sources usually follow this general pattern:

Author’s name (if any); Article title (if any); Website name or publication name; Date of publication or last update (if listed); URL; Date of retrieval.

Volume and issue information will follow the color coding established in the Periodicals section. All other information will remain in black type. Be sure to check the specific listing for your source, however, to make sure that you use the correct punctuation and that you include any additional information required.

**Scholarly Journal or Magazine Article from an Online Database**


**Newspaper or Magazine Article Posted Online**


**Article in an Electronic Journal**

An electronic journal is a peer-reviewed periodical published online with no print version available.


**Website**


**E-Mail**

39 Clark Kent, “Superhuman powers,” personal e-mail (2 January 2002).


**E-Mail**


DOCUMENTING MISCELLANEOUS SOURCES

Miscellaneous sources can take a number of forms. Generally, more information is better than less. Most audiovisual and performance-type sources include major people who contributed to the production, including directors, composers, writers, and/or performers. Use your judgment to determine who to include for a given citation. For instance, if you were focusing on the screenplay of a television program, you might include the writers (whose work you will be directly analyzing) and omit the performers (who don’t factor heavily into your particular argument).

There is no consistent pattern for miscellaneous sources, but the following color coding will be used in the citations:

- People involved in production; Title of production or series; Title of episode or excerpt;
- Distributor, publisher, or place of performance; Date of production, composition, or release.

Any additional information will remain in black type.

Motion Picture, Videocassette, or DVD

42 *Moulin Rouge*, dir. Baz Luhrmann, 127 min., Twentieth Century Fox, 2001, DVD.


Published Interview


Personal Interview

You are permitted to use personal interviews as sources in your writing, but because they cannot be recovered by other researchers, they are not listed in a note or bibliography.