

CHICAGO MANUAL OF STYLE (Traditional) DOCUMENTATION GUIDE



Prepared by the Secondary School Librarian Council
Working Document 2001

Documenting Sources

This guide illustrates the Chicago Manual of Style documentation format for sources most frequently used by students. You must adhere to the format and punctuation as shown. Please note there are other accepted styles that vary from discipline to discipline. Be sure to **ask your teacher** if there is a preferred style for your assignment.

Citations and bibliographies are used for two reasons. One is to inform your teacher (or any other reader) about the resources you used to write your essay/report/project. The other, and more importantly, is to acknowledge those sources and to differentiate between your thoughts and/or opinions and the facts you found in your research. If you do not cite your sources you are committing a form of academic dishonesty known as plagiarism. Plagiarism is the theft of someone else's words or ideas and can result in a mark of 0, whether done intentionally or not.

You should use citations:

- ✓ If you are stating facts or statistics, e.g.
 - The population of Hamilton is 317,000. (Smith 35)
 - The rainforests are disappearing more quickly every year. (Brown 148)

- ✓ If you are providing someone else's opinion, e.g.
 - Chimpanzees are smarter than gorillas. (Davis 258)
 - The NDP is more environmentally conscientious than the Canadian Alliance party. (Mitchell 329)

You do not need to use citations:

- ✓ If you are giving your own opinion or stating common knowledge, e.g.
 - The earth is round.
 - H₂O is water.
 - I think that humanity will realize the importance of the environment and change their ways.

Glossary:

Bibliography:	an alphabetical list of sources of information appearing at the end of a research paper.
Citation:	identifying a source of information for a direct or paraphrased quote.
Quote:	the copying of a part of a book, article, CD-ROM or Internet document and enclosing it in quotation marks.
Paraphrase:	putting an idea from a book, article, CD-ROM or Internet document into your own words (must be cited).
Footnotes:	numbered citations placed at the bottom of the page indicating the source for direct or paraphrased quotes.
Endnotes:	numbered citations placed at the end of the research paper indicating the source for direct or paraphrased quote
URL:	the Uniform Resource Locator is the address and method used to locate a specific resource on the Internet (e.g. http://www...)

TYPE OF ENTRY	ENDNOTE/FOOTNOTE FORMAT	BIBLIOGRAPHY FORMAT	TEXT CITATION
<p><u>Books:</u></p> <p><i>Single Author</i></p> <p><i>Two Authors</i></p> <p><i>More Than Three Authors</i></p> <p><i>Editor</i></p> <p><i>Work in a Collection or Anthology</i></p> <p><i>Bible</i></p>	<p>¹Richard R. Freedman, <i>What do Unions Do?</i> (New York: Basic, 1984), 242.</p> <p>²Suzanne Eggins, and Diane Slade, <i>Analyzing Casual Conversation</i>, 5th ed. (London: Cassell, 1997), 275-76.</p> <p>³Sam Gilman and others, <i>Hysteria Beyond Freud</i> (Berkeley: Univ. of California Press, 1993).</p> <p>⁴Mike Martin, ed., <i>New Latin America Cinema</i>, 2 Vols. (Detroit: Wayne State UP, 1997), 3.</p> <p><u>Fiction:</u></p> <p>⁵William Shakespeare, <i>Macbeth</i>, in <i>The Collected Works of Shakespeare</i>, ed. Waylon Smith (New York: Doubleday, 1994), 2.2.1-15.</p> <p><u>Non-Fiction:</u></p> <p>⁶Geoffrey Cowley, "Made to Order Babies." <i>Annual Editions</i>, ed. Lou Fenson, (Guilford, CT: Dushkin Publishing Group, 1991), 6-9.</p> <p>⁷1 Cor. 13.1-13 New Jerusalem Bible.</p> <p>⁸John 3.5-6 NJB (Use this format for subsequent quotes.)</p>	<p>Freedman, Richard R. <i>What do Unions Do?</i> New York: Basic, 1984.</p> <p>Eggins, Suzanne, and Diane Slade. <i>Analyzing Casual Conversation</i>. 5th ed. London: Cassell, 1997.</p> <p>Gilman, Sam, Hank King, Ron Porter, and Gus Rousseau. <i>Hysteria Beyond Freud</i>. Berkeley: Univ. of California Press, 1993.</p> <p>Martin, Mike, ed. <i>New Latin America Cinema</i>. 2 Vols. Detroit: Wayne State Univ. Press, 1997.</p> <p><u>Fiction:</u></p> <p>Shakespeare, William. <i>Macbeth</i>. In <i>The Collected Works of Shakespeare</i>, edited by Wade Smith, 1000-1242. New York: Doubleday, 1994.</p> <p><u>Non-Fiction:</u></p> <p>Cowley, Geoffrey. "Made to Order Babies." In <i>Annual Editions</i> edited by Lou Fenson, 6-9. Guilford, CT: Dushkin Publishing Group, 1991.</p> <p>References to the Judeo-Christian Scriptures are usually confined to the text or notes.</p>	<p>(Freedman 1984, 242)</p> <p>(Eggins and Slade 1997, 275-76)</p> <p>(Gilman et al., 1993)</p> <p>(Martin 1997, 3)</p> <p>(Macbeth 2.2.1-15)</p> <p>(Cowley 1991, 7)</p> <p>(1 Cor. 13.1-13 New Jerusalem Bible)</p>
<p><u>Government Documents:</u></p> <p><i>Author Known</i></p> <p><i>Author Unknown</i></p>	<p>⁹Ed Wilson. <i>Youth Crime Rates in Canada</i>, report prepared for the Canadian Centre for Justice Statistics, Statistics Canada, 1999, 20.</p> <p>¹⁰House of Commons, <i>Order Paper and Notices</i>, no. 134, 28 June 1985, 56.</p>	<p>Wilson, Ed. <i>Youth Crime Rates in Canada</i>. Report prepared for the Canadian Centre for Justice Statistics. Ottawa: Statistics Canada, 1999.</p> <p>Canada. House of Commons. <i>Order Paper and Notices</i>, 33/1, no. 134, 28 June 1985.</p>	<p>(Wilson 1999, 20)</p> <p>(Order Paper and Notices 1985, 56)</p>

TYPE OF ENTRY	ENDNOTE/FOOTNOTE FORMAT	BIBLIOGRAPHY FORMAT	TEXT CITATION
<p><u>Articles in Encyclopedias:</u></p> <p><i>Author Known</i></p> <p><i>Author Unknown</i></p>	<p>¹¹<i>Encyclopaedia Britannica</i>, 15th ed., s.v. “Indian Philosophy.”</p> <p>¹²<i>Encyclopedia Americana</i>. 1994 ed., s.v. “Mandarin”.</p>	<p>References to articles in <u>well known</u> encyclopedias are usually confined to the text or notes.</p>	<p>E.g. According to the article on Indian philosophy in the fifteenth edition of the <i>Encyclopaedia Britannica</i>,....</p>
<p><u>Articles in Periodicals:</u></p> <p><i>Scholarly Journal</i></p> <p><i>Magazine (popular, broad appeal)</i></p>	<p>¹³Paul M. Craner, “New Tool for an Ancient Art: The Computer and Music,” <i>Computers and the Humanities</i> 25 (1991) : 303.</p> <p>¹⁴David Nimmons, “Sex and the Brain,” <i>Discover</i> March 1994, 67.</p>	<p>Craner, Paul M. “New Tool for an Ancient Art: The Computer and Music.” <i>Computers and the Humanities</i> 25 (1991) : 303-13.</p> <p>Nimmons, David. “Sex and the Brain.” <i>Discover</i>, March 1994, 64-71.</p>	<p>(Craner 1991, 303)</p> <p>(Discover 1994)</p>
<p><u>Newspapers:</u></p> <p><i>Author Known</i></p> <p><i>Author Unknown</i></p>	<p>¹⁵Steve Lohr, “Now Playing: Babes in Cyberspace,” <i>New York Times</i>, 3 April 1998, late edition, sec. C, p. 1.</p> <p>¹⁶“So, Did They Live Happily Ever After?” <i>Globe and Mail</i>, 27 December 1997, sec. D, p. 1.</p>	<p>Lohr, Steve. “Now Playing: Babes in Cyberspace.” <i>New York Times</i>, 3 April 1998, late edition, sec. C, p. 1.</p> <p>“So, Did They Live Happily Ever After?” <i>Globe and Mail</i>, 27 December 1997, sec. D, p. 1.</p>	<p>E.g. According to Steve Lohr in the <i>New York Times</i>, 3 April 1998, in online databases, ...</p>
<p><u>Electronic Sources:</u></p> <p><i>CD-ROM</i></p>	<p>¹⁷<i>Chemistry of Air Pollution</i>, in Magill’s Survey of Science [CD-ROM] (Pasadena: Salem, ca. 1998).</p>	<p><i>Chemistry of Air Pollution</i>. In Magill’s Survey of Science [CD-ROM]. Pasadena: Salem, ca. 1998.</p>	<p>(<i>Chemistry of Air Pollution</i> 1998)</p>
<p><u>Video Recordings:</u></p>	<p>¹⁸<i>Napoleon: 1812 the Road to Moscow</i>, prod. Bob Carruthers, 90 min., Cromwell, 1992, videocassette.</p>	<p>Bonaparte, Napoleon. <i>Napoleon: 1812 the Road to Moscow</i>. Produced by Bob Carruthers. 90 min. Cromwell, 1992. Videocassette.</p>	<p>(<i>Napoleon</i> 1992)</p>

Basic Citation Format for Internet Sources in the Chicago Manual of Style:

An Internet bibliography citation must include the following items as applicable to the source:

1. Author/editor name.
2. Title of the article/chapter/Web page.
3. Title of online book/journal/complete Website.
4. Date site was created and/or revised.
5. URL (Uniform Resource Locator).
6. Date of your access.

Placement and Punctuation of Citation Information for Footnote and Bibliography:

¹Author's Firstname, Lastname, Title of the article/chapter/Web page *Title of online book/journal/complete Website* [Type of online resource] (Publication date [cited date of your access]); available from URL.

Author's Lastname, Author's Firstname. Title of article/chapter/Web page. *Title of online book/journal/complete Website*. [Type of online resource] Document date or date of last revision. Date of access. <URL>.

TYPE OF ENTRY	ENDNOTE/FOOTNOTE FORMAT	BIBLIOGRAPHY FORMAT	TEXT CITATION
<i>Single Author Web Site</i>	¹⁹ Harry Rushche, Globe Theatre, in <i>Shakespeare Illustrated</i> [Online] (1997 [cited 7 April 1998]); available from < http://www.cc.emory.edu/Shakespeare_Illustrated/intro.html >.	Rushche, Harry. Globe Theatre. In <i>Shakespeare Illustrated</i> [Online]. 1997 [cited 7 April 1998]. Available from: < http://www.cc.emory.edu/Shakespeare_Illustrated/intro.html >.	(Rushche 1997)
<i>Organization as Author</i>	²⁰ Canadian Blood Services, <i>AIDS Information for Blood Donors</i> [Online] (August 1999 [cited 15 October 1999]); available from < http://www.Bloodservices.ca/publications/aids.htm >.	Canadian Blood Services. <i>AIDS Information for Blood Donors</i> [Online]. August 1999 [cited 15 October 1999]. Available from: < http://www.bloodservices.ca/publications/aids.htm >.	(Canadian Blood Services 1999)
<i>Government Web Site</i>	²¹ Natural Resources, <i>Canadian Mining Facts</i> [Online] (June 1997 [cited 16 April 1998]); available from < http://www.nrcan.gc.ca/mms/efab/mmsd/facts/cana.htm >.	Canada. Natural Resources. <i>Canadian Mining Facts</i> [Online]. June 1997 [cited 16 April 1998]. Available from: < http://www.nrcan.gc.ca/mms/efab/mmsd/facts/canada.htm >.	(Natural Resources 1997)
<i>Author Unknown</i>	²² Health-Care Inflation: It's Baaack!, in <i>Business Week</i> [Online] (17 March 1997 [cited 18 March 1997]); available from < http://www.businessweek.com/1997/11/b351852.htm >.	Health-Care Inflation: It's Baaack! In <i>Business Week</i> [Online]. 17 March 1997 [cited 18 March 1997]. Available from: < http://www.businessweek.com/1997/11/b351852.htm >.	(Health-Care 1997)
<i>Online Magazine or Journal</i>	²³ Mary Ohannessian, BEYOND MYTHS, in <i>The Advocate's Forum</i> [Online] (Autumn 1997 [cited 15 April 1998]); available from < http://www..uchicago.edu/ssa/AdvForum/.html >.	Ohannessian, Mary. BEYOND MYTHS. In <i>The Advocate's Forum</i> [Online]. Autumn 1997 [cited 15 April 1998]. Available from: < http://www.chas.uchicago.edu/ssa/AdvForum/advocates4.1.4.html >.	(Ohannessian 1997)

Further Reading:

American Psychological Association. *Publication Manual of the American Psychological Association*. 4th ed. Washington, D.C.: American Psychological Association, 1994.

Buckley, Joan. *Fit To Print: the Canadian Student's Guide to Essay Writing*. 4th ed. Toronto: Harcourt Brace, 1998.

The Chicago Manual of Style. 14th ed. Chicago: University of Chicago Press, 1993.

Gibaldi, Joseph. *MLA Handbook for Writers of Research Papers*. 5th ed. New York: Modern Language Association of America, 1999.

International Standards Organization. Excerpts from International Standard ISO 690-2 in *ISO/TC 46/SC 9Homepage* [Online]. 2000 [cited 17 July 2000]. Available from: <<http://www.nlc-bnc.ca/iso/tc46sc9/standard/690-2e.htm>>

Lawlor, J. Martin. *The Essayist's Companion: A Student Guide to Documentation Procedures*. Hamilton, ON: Winter Solstice Press, 1998.

Li, Xia and Nancy B. Crane. *Electronic Styles: A Handbook for Citing Electronic Information*. Medford, NJ: Information Today, 1996. Also available online at : <<http://www.uvm.edu/~ncrane/estyles/>>.

Turabian, K. *A Manual for Writers of Term Papers, Theses, and Dissertations*. 6th ed. Chicago: University of Chicago Press, 1996.

Walker, Janice, and Todd Taylor. *The Columbia Guide to Online Style*. New York: Columbia UP, 1998. Also available online at: <<http://www.columbia.edu/cu/cup/cgos/basic.html>>.

Examples

The following excerpts, from an essay entitled *Victorian Morality in Nineteenth Century Canada*, provide 5 different examples (in bold text) of how to credit the authors/creators/organizations you consulted in writing your paper/assignment.

1. In text credit using authors' names
2. Two brief, direct quotes
3. One long direct quote
4. In text credit using the title of the book
5. Paraphrase

Remember, regardless of which method used, **YOU MUST** cite your source.

	page#
1	<p>According to authors like Michael Bliss, Angus McLaren, Emily Nett, Edward Shorter and Peter Ward, sex was a subject that seemed to plague the Victorian Canadian. This is not to say that sex was a totally repulsive act, for it was not when it was being used in its proper context, the context being an act performed by a married couple for the purpose of producing offspring. Anything outside of this definition was deemed to be an “evil to be shunned” with “consequences to be dreaded”.¹ <u>Or</u> (Bliss 1974, 328) The best starting point...</p>
2	<p>... Back to courtship and its transformation to capitalism. Courtship was once an institution that was dictated by the community. It was highly supervised and regulated:</p>
3	<p><i>“In nineteenth century Canada, the community would act like a moral policeman defining and enforcing a code of conduct which denied the unmarried privacy and forbade any physical intimacy until they were virtually engaged.”</i>² <u>Or</u> (Ward 1990, 100-1)</p> <p><i>Thus, until industrial capitalism as a social system arose, courtship was a highly censored community-sponsored operation. With capitalism, came the shift to courtship becoming a private and intimate bond to be shared by two people alone in the privacy of their own spaces...</i></p>
4	<p>... In the book <i>Courtship, Love, and Marriage in Nineteenth English Canada</i>, four stages of courtship are defined. In the first two, a couple generally spent a great deal of time around others...</p>
5	<p>... In French Canada, the role of the Church helped to maintain an extremely low rate of out-of-wedlock births, while encouraging high marital birth rates.³ <u>Or</u> (Nett 1988, 111)</p>

End Notes

1. Michael Bliss, "Pure Books on Avoided Subjects: Pre-Freudian Sexual Ideals in Canada." *Studies in Canadian Social History*, eds. Michael Horn and Ronald Sabourin, (Toronto: McClelland and Stewart, 1974), 328.
2. Peter Ward, *Courtship, Love and Marriage in Nineteenth Century English Canada* (Montreal: McGill-Queen's University Press, 1990), 100-1.
3. Emily M. Nett, *Canadian Families Past and Present* (Toronto: Butterworth, 1988), 111.

Bibliography

- Bliss, Michael. "Pure Books on Avoided Subjects: Pre-Freudian Sexual Ideals in Canada." In *Studies in Canadian Social History*, edited by Michael Horn and Ronald Sabourin, 306-340. Toronto: McClelland and Stewart, 1974.
- Courtship. Produced by Julian Biggs and directed by Alan Wargon. 59 min. National Film Board, 1961. Videocassette.
- Mclaren, Angus. "Birth Control and Abortion in Canada, 1870-1920." *Canadian Historical Review*, September (1978) : 312-35.
- Nett, Emily M. *Canadian Families Past and Present*. Toronto: Butterworth Canada, 1988.
- Reiss, Ira. "Premarital Sexuality: Past and Present." In *Health*, edited by Charles Carroll, Dean Nash, and John C. Nash, 200-50. Dubuque: William C. Brown Company Publishers, 1976.
- Shorter, Edward. *The Making of the Modern Family*. New York: Basic Books, 1975.
- Swenson, Don. *Dating and Courtship: The Genesis of the Family*. In *Welcome to Sociology Via Don Swenson [Online]*. 2000 [cited 18 July 2000]. Available from: <http://www2.mtroyal.ab.ca/~dswenson/court_fam/tsld027.htm>.
- Ward, Peter. *Courtship, Love and Marriage in Nineteenth Century English Canada*. Montreal: McGill-Queen's University Press, 1990.
- Ward, Peter. "Marriage and divorce." *The Canadian Encyclopedia*. 2000 ed.