

Chicago Manual of Style

When citing using the Chicago style, the way we cite is designed to reduce the visual presence of sources, so the audience can read without being uninterrupted by citations. This style is popular in:

- Business
- History
- Humanities
- Political Science

Traditionally, papers written in the Chicago style will be double-spaced; however, not all instructors require double-spacing, so check with your instructor if you are unsure. For this handout, all examples will be formatted using double-spacing.

What Should Citing in Chicago Look Like?

Across the various citation styles, the Chicago style looks the most unique when used in-text. When using Chicago citations, your in-text citations will usually follow the superscript format. Superscript formatting cites your sources using small numbers located at the top right of your cited information.

For example:

Superscripts are always positioned after and slightly above the sentence.¹

Notice the little number 1 at the end of the example sentence. That is a superscript. Regardless of whether you quote or paraphrase in Chicago, you will simply insert the superscript number just after the punctuation.

Keep in mind some instructors may prefer an (Author Last Name, Date) format. If you are unsure, contact your instructor.

In-Text Superscript Citations and Footnotes

Superscripts

If you noticed in the example above, you can read the sentence easily without stopping to read citations at the end of sentence. The smoother reading is the purpose of using superscript citations. These superscripts are linked to at-a-glance citations at the bottom of the page called “notes.” The superscript number corresponds to the order in which a source appears. Take a look at the example below:



In *The Dark is Rising Sequence*, magic is represented as a genetic trait.¹ In the series *A Game of Thrones*, magic is represented as a gift from the Lord of Light to his followers.²

The superscript “1” at the end of the first sentence references the source for the sentence about *The Dark is Rising Sequence*. The superscript “2” at the end of the second sentence references the source for the sentence about *A Game of Thrones*. The note numbers would increase as new resources are introduced.

Keep in mind if you use information from the same book or article but refer to a different page, the note number still increases. If you use the same book or article and the same page, the note number stays the same.

Footnotes

Footnotes are like your Notes citations (covered in the next section), but they occur on the same page where you mention the citation in text. Footnotes will be in the Footer of a page and add extra information about your cited source. This extra information does not necessarily have to relate directly to your argument. For example, if a footnote were written using *The Dark is Rising Sequence* example in the Superscripts section, it might look like this:

1. *The Dark is Rising Sequence* is a middle-grade book series that ties into Arthurian legends.

Quoting

When quoting an author, you are using the author’s exact words to bolster your claim. If you were to quote Lucy Maud Montgomery’s *Anne of Green Gables* in the Chicago style, it would look something like this:

Anne Shirley is adamant about her first name being spelled with an “e” at the end. When she first arrives at Green Gables, she initially tries to go by the name “Cordelia,” but Marilla Cuthbert insists she goes by her given name, which we can assume is “Ann;” however, Anne finds the name without an “e” abrasive, stating, “... A-N-N looks dreadful, but A-N-N-E looks so much more distinguished.”¹



Paraphrasing

When you paraphrase, you don't use the author's exact words. Instead, you write the information in your own words and cite appropriately after paraphrasing. If we were to use the same information from *Anne of Green Gables* again, paraphrasing in the Chicago style would look something like this:

Anne Shirley is adamant about her first name being spelled with an "E" at the end. When she first arrives at Green Gables, she initially tries to go by the name "Cordelia," but Marilla Cuthbert insists she goes by her given name, which we can assume is "Ann;" however, Anne finds the name without an "E" abrasive. She believes that saying names creates an image in a person's head, and "Ann" with an "E" creates a more beautiful image, making "Anne" a better name than "Ann."¹

Notes Page and Bibliography Page

The Chicago style requires you to include both a Notes page, corresponding to the superscripts, and separate Bibliography page. Check with your instructor to see if you are required to include both.

Notes Page

The Notes page is like a works cited (MLA)/bibliography (Chicago)/reference page (APA). The difference is the notes are all listed in order of appearance in your paper. The Notes page should always start on a new page. When formatting a notes page, you must modify the paragraph style to use a special indentation called "First line."

In general, your Notes page should look like this:



Notes

1. Lucy Maud Montgomery, *Anne of Green Gables* (Project Gutenberg), <https://www.cs.cmu.edu/~rgs/anne-table.html>.
2. *Game of Thrones*, season 2, episode 1, "The North Remembers," directed by Alan Taylor, written by David Benioff and D.B. Weiss, featuring Peter Dinklage, Lena Headley, Nikolai Coster-Waldau, Michelle Fairley, Emilia Clarke, Aidan Gillen, Iain Glen, Kit Harrington, Liam Cunningham, Isaac Hempstead Wright, Richard Madden, Sophie Turner, Maisie Williams, Alfie Allen, John Bradley, Jack Gleeson, Rory McCann, Stephen Dillane, Carice Von Houten, James Cosmo, Jerome Flynn, Conleth Hill, Sibel Kekilli, aired April 1, 2012 on HBO.
3. Susan Cooper, *The Dark is Rising Sequence* (New York: Margaret K. McElderry Books, 1984).

Sometimes, notes can create a significant amount of extra length to a document. Because of the possibility of extra length, there are two kinds of note formats in the Chicago citation style: a long form (like the example above), and shortened notes.

Shortened Notes

Shortened notes help reduce length; however, they should only be used after fully citing a source after its first notation (Chicago Manual of Style, 14.29). Like the longer form of notation, shortened notes must be formatted with "First line" indentations. A basic citation for shortened notes looks like this:

1. Author's First and Last Name, "Article Title," in Journal Title Volume, Issue Number (Year of Publication): Page Number.



2. Author's Last Name, "Article Title," Page Number.

For Example:

1. Muriel Harris, "Talking in the Middle: Why Writers Need Writing Tutors," in *College English* 57, no. 1 (1995): 27.'
2. Zoraida Córdova, *The Inheritance of Orquídea Divina* (New York: Simon & Schuster, Inc., 2021) 247.
3. Harris, "Talking in the Middle," 40.
4. Zoraida, *The Inheritance of Orquídea Divina*, 128.

Consecutive Notes from the Same Source

If you have one source you use consecutively but with references to different parts, such as different page numbers or sections, the note will look something like this:

1. Author's First Name, Author's Last Name, Book Title (Publishing Location: Publisher and Publishing Date), page number
2. Author's Last Name, New Page Number

For Example:

1. Hacker, Diana. *A Writer's Reference*. (Boston: Bedford/St. Martin's, 2015), 572
2. Hacker, 573



Ibid

In the past, the Chicago style used the Latin term “Ibid” to denote consecutive use of a single source; however, the Chicago Manual of Style has been updated to discourage using “Ibid.”

Bibliography Page

In Chicago style papers, your last section will be “Bibliography.” This page a list of all the sources you chose to use in your paper. Your sources will be listed alphabetically with a “hanging indent,” an indentation style that is the exact opposite of “First line” indentation. Depending on the source, the citation format will slightly change. This will be very similar to the Notes page, but unlike the notes page, you don’t need to list the same source multiple times, even if you use different pages or sections; you will only note the main sources as a whole. Below is a series of examples showing the most common types of sources:

Publication with a Single Author

Author’s Last Name, Author’s First Name. *Book Title*. City of Publication: Publisher,
Publishing Year.

Alexievich, Svetlana. *Voices from Chernobyl*. London: Dalkey Archive Press, 2005

Publication with Two or Three Authors

First Author’s Last Name, First Author’s First Name and Second Author’s First Name
and Last Name. *Book Title*. City of Publication: Publisher, Publishing Year.



Heizer, Jay H., Chuck Munson, and Barry Render. *Principles of Operations*

Management: Sustainability and Supply Chain Management. Harlow: Pearson Education, 2017.

Note 1: In any publication with more than one author, after the listing the first author, the author name order will switch to a First Name-Last Name format.

Note 2: In any publication with more than one author, you will write out the term “and” before the last author. Ampersands (&) are not used in Chicago style citations.

Publication with Four or More Authors

First Author’s Last Name, First Author’s First Name. Second Author’s First and Last Name, Third Author’s First and Last Name, Fourth Author’s First and Last Names. *Book Title*. City of Publication: Publisher, Publishing Year.

Haviland, William A., Harald E.L. Prins, Dana Walrath, Bunny McBride. *Anthropology: The Human Challenge*. Boston: Cengage Learning, 2004.

Note 1: If you cite a resource that has four or more authors in your Notes, you will only list the first author’s first and last name. After, you will use the Latin term “et al.” for the subsequent authors. For example:

1. First Author’s First and Last Name et al., *Book Title*, (City of Publication: Publisher, Publishing Year), Page Number.

Note 2: When you cite a resource in your bibliography that has more than three authors, you will name every author.



Chapter in an Edited Book

Author's Last Name, Author's First Name. Chapter Title. In *Book Title*, edited by Editor's First and Last Name, Full Chapter Page Numbers, City of Publication: Publisher, Date.

Swentzell, Porter. "Irrigating Astrofalfa." In *Sushi in Cortez: Interdisciplinary Essays on Mesa Verde*, edited by David Taylor and Steve Wolverton, 73-90. Salt Lake City: The University of Utah Press, 2015.

Book Edition Other than First Edition

Author's Last Name, Author's First Name. *Book Title*. Number of Edition. City of Publication: Publisher, Publishing Year.

Anzaldúa, Gloria. *Borderlands/La Frontera: The New Mestiza*. 4th ed. San Francisco: Aunt Lute Books, 2012.

E-Book

Author's Last Name, Author's First Name. *Book Title*. City of Publication: Publisher, Year of Publication. E-Book Brand.

Morrison, Toni. *The Origin of Others*. Cambridge: Harvard University Press, 2017. Kobo.



Online Library Book

Author's Last Name, Author's First Name. *Book Title*. Year of Publication. Library Name.

URL.

Simpson, Leanne Betasamosake. *As We Have Always Done: Indigenous Freedom Through Radical Resistance*. 2017. ProQuest Ebook Central.

<https://ebookcentral.proquest.com/lib/unt/detail.action?docID=5047206>.

Article in a Journal (Web)

Author Last Name, Author First Name. "Article Title," *Journal Title* Volume, Issue

Number (Publishing Year): Full Article Page Numbers. DOI.

Mika, Jason Paul, et al. "Indigenous Environmental Defenders in Aotearoa New Zealand: Ihumātao and Ōroua River," *AlterNative: An International Journal of Indigenous Peoples* 18, no. 2 (2022): 277-289.

<https://doi.org/10.1177/11771801221083164>.

Note: Some articles will not have a DOI. If that is the case, provide the article's URL.



Organization or Company as an Author

Organization/Company. *Publication Title*. City of Publication: Publisher, Publishing Year.

Texas State Historical Association. *Texas Almanac 2022-2023*. Austin: Texas State Historical Association, 2022.

Article from a Reference Site (Wikipedia, Encyclopedia, etc.)

Reference Work, s.v. "Word Used to Search the Reference Work," last modified Month Day, Year, URL.

Wikipedia, s.v. "Buffy Sainte-Marie," last modified June 2, 2022,
https://en.wikipedia.org/wiki/Buffy_Sainte-Marie.

Note: Notice the term "s.v." in the example above. That term means "sub verbo," which refers to the word you typed into the reference search bar to find your information (Hacker and Sommers, 2021).

Web Source—Entire Website

Website Page Title. Website Organization/Company. Last Modified Date in Month Day, Year Format. Website URL.

Park Rules. Texas Parks and Wildlife. n.d. <https://tpwd.texas.gov/state-parks/parks/park-rules/>.



Note: Notice the term “n.d.” in the example above. This abbreviation means “no date.” You can use this abbreviation when dates are missing.

Web Source with an Author

Author’s Last Name, Author’s First Name. “Web Source Title.” Web Source

Organization/Company. Last Modified Date in Month Day, Year Format. Webs

Source URL.

Wilonsky, Robert. “A new book takes a loving look at long-ago Dallas.” The Dallas

Morning News. July 3, 2019.

[https://www.dallasnews.com/news/newsletters/2019/07/03/new-book-takes-loving-look-long-ago-dallas.](https://www.dallasnews.com/news/newsletters/2019/07/03/new-book-takes-loving-look-long-ago-dallas)

Note: For web sources without an author, you will cite the source with the website or organization/company as the author.



Podcast

Author's Last Name, Author's First Name. "Podcast Episode Title." Episode Number (if available), Publication Month Day, Year. *Podcast Title*. Location of Podcast Audio. Podcast, MP3 audio, Podcast Time Duration. URL.

Wong, Wailin, Darian Woods, and Adrian Ma. "Planet Money: What's Causing Inflation?." July 4, 2022. *The NPR Politics Podcast*. NPR.org. Podcast, MP3 audio, 18:43. <https://www.npr.org/2022/07/01/1109428568/planet-money-whats-causing-inflation>.

Online Video or Audio

Author's Last Name, Author's First Name. "Title of Video/Audio," Publisher Channel, Publishing Month Day, Year, URL.

ITV Studios. "Why Tutankhamun's Mummy Baffles Historians to This Day (And Its Dark History) | Our History," Our History, August 29, 2021, <https://www.youtube.com/watch?v=clwyeXdOUPA>.



Film

Film Title, directed by Director's First and Last Name (Original Release Year; Location of Filming Studio Company, Filming Studio Company Name, Year of Format Release), Format of Film Used.

In the Light of Reverence, directed by Christopher McLeod (2010; Oley, PA: Bullfrog Films, 2010), DVD.

Musical Score or Composition

Composer's Last Name, Composer's First Name. *Composition Title*, op. Number (if applicable). Edited By Editor's First and Last Name. Location of Publication: Publisher, Year Published.

Glazunov, Aleksandr. *Elegy*, op. 44. Edited by Joseph Vieland. New York: International Music Company, 1953.



Work of Art

Artist Last Name, Artist First Name. Title of Work. Year of Work. Medium. Location of Work's Display.

Kahlo, Frida. *Me and My Parrots*. 1941. Oil and canvas. Harold H. Stream Collection, New Orleans, LA.

Social Media Post

Account Name. "First Sentence in Caption." Social Media Name and Type of Post.

Publication Month Day, Year. URL.

NWS. "It's 'first light' for the GOES-18, @NOAA's newest geostationary weather satellite!" Instagram photo. May 11, 2022.

https://www.instagram.com/p/CdbnLw_PrJp.

Chicago Manual of Style Resources

- The UNT Writing Center
- A Pocket Style Manual 9th Edition by Diana Hacker and Nancy Sommers.
- ChicagoManualOfStyle.org
- Footnotes—Plagiarism.org/Article/What-Are-Footnotes
- Missing Information—Chicago:
<https://libguides.gprc.ab.ca/c.php?g=70707&p=455888>

Keep in mind websites like CitationGenerator or EasyBib can make citing easy; however, these generators are not perfect, so always double-check their work.



Bibliography

Cooper, Susan. *The Dark is Rising Sequence*. New York: Margaret K. McElderry Books, 1984.

Córdova, Zoraida. *The Inheritance of Orquídea Divina*. New York: Simon & Schuster, Inc., 2021.

Hacker, Diana and Sommers, Nancy. *A pocket Style Manual*. 9th edition. Boston: Bedford/St. Martin's, 2021.

Harris, Muriel. "Talking in the Middle: Why Writers Need Writing Tutors" in *College English* (Urbana: National Council of Teacher of English, 1995) 27-42. DOI: <https://doi.org/10.2307/378348>.

Montgomery, Lucy Maud. *Anne of Green Gables*. Project Gutenberg, <https://www.cs.cmu.edu/~rgs/anne-table.html>.

Plagiarism.org. *What are Footnotes*. June 7, 2017. <https://www.plagiarism.org/article/what-are-footnotes>.

Taylor, Alan, dir. *Game of Thrones*. Season 2, episode 1, "The North Remembers." Aired April 1, 2012 on HBO.