
ACKNOWLEDGING PRINT AND ELECTRONIC SOURCES

CHICAGO STYLE

Why should I reference?

References are used to record or document the source of each piece of information in your paper obtained from other researchers and writers. If you fail to document information that is not your own, you have committed plagiarism, a form of stealing.

What should I reference?

You must reference all direct quotations; paraphrases of material; and summaries of opinions, ideas and interpretations obtained from other sources. If you fail to reference your information, you will be criticized for making statements that appear to be unsupported by evidence. It is not necessary to document information that is common knowledge, but remember that it is always better to over-document than to under-document.

You may be concerned that, if you reference too much, your instructors will think the paper is not your own work. That is not so. The method of organization is yours, as well as the purpose which ties the material together, the topic sentences, concluding sentences, analytical and evaluative comments which allow the reader to make sense out of the reference material, and probably most of the introductory and concluding paragraphs.

What style should I use?

Always ask the professor which documentation style is required for the assignment. Styles can vary greatly between journals even within one field. If no specifics are given, this Fastfacts handout can serve as a guide to *The Chicago Manual of Style*, 16th edition.

Remember to choose one style for a particular paper, and be consistent within that paper.

How do I reference?

There are two basic systems of reference in Chicago Style. These are the Author-Date System and the Notes and Bibliography System. The Notes and Bibliography System is the most common Chicago usage.

Additional Resources

This Fastfacts is based on *The Chicago Manual of Style*, 16th edition. If you can't find what you're looking for here, the official Chicago manual contains more complete information:

University of Chicago Press. *The Chicago Manual of Style*. 16th ed. Chicago: The University of Chicago Press, 2010.

University of Chicago Press. *New Questions and Answers*. Chicago: The University of Chicago Press, 2010. http://www.chicagomanualofstyle.org/CMS_FAQ/new/new_questions01.html.

You can also find more information online at:

Hacker, Diana and Barbara Fister. *Research and Documentation Online*. New York: Bedford/St. Martin's Press, 2005. <http://bcs.bedfordstmartins.com/resdoc5e/>. Also available in print as *Research and Documentation in the Electronic Age*, 5th ed., 2010, by Diana Hacker and Barbara Fister.

Page, Melvin E. *A Brief Citation Guide for Internet Sources in History and the Humanities*. Ver. 2.1. H-net, Humanities and Social Services Online and East Tennessee State University, 1996. <http://www.h-net.org/about/citation>.

A. Author-Date System

In this system, you will include an in-text citation (also called a parenthetical reference) in the text as well as an entry in the Reference List.

An in-text citation consists of the author's name, the year of publication, and any specific page reference, enclosed in parentheses. You do not need to repeat in parentheses any elements that are already in your sentence (see second example below).

- Two common learning systems involve concept maps and Vee diagrams (Novak and Gowin 1984).

- As Novak and Gowan point out (1984), children find concept maps useful for learning.
- Put simply, “to evaluate, we must have a clear notion of value” (Novak and Gowin 1984, 109).

The entry in the Reference List provides the full bibliographic information for the work cited in the text. The main difference between an entry in a Reference List (see below) and a Bibliography (see under Section B) is the placement of the date.

Novak, Joseph D., and D. Bob Gowin. 1984. *Learning How to Learn*. Cambridge: Cambridge University Press.

Posner, George J. 1998. “Models of Curriculum Planning.” In *The Curriculum, Problems and Possibilities*, edited by Landon E. Beyer and Michael W. Apple, 79-100. Albany: State University of New York Press.

Flint, Jean-Jacques, and J. Lolcama. 1986. “Buried Ancestral Drainage between Lakes Erie and Ontario.” *Geological Society of America Bulletin* 97 (1): 75-84.

For more examples, see http://www.chicagomanualofstyle.org/tools_citationguide.html.

B. Notes and Bibliography System

To create a citation and reference using the Notes System, insert a superscripted note number at the end of the sentence or clause, or immediately following a quotation. In Microsoft Word, this can be done by clicking “Insert Citation” under the “References” tab.

At the bottom of the page (footnote), OR at the end of the paper (endnote) immediately before the Bibliography, include a note which provides the bibliographic information for the source being cited.

A separate Bibliography is preferable, but not required.

In the text:

As Spivak points out, “the driving force of the philosopher’s project is desire.”¹

In the note:

1. Gayatri Chakravorty Spivak, “The Letter as Cutting Edge,” in *In Other Worlds: Essays in Cultural Politics* (New York and London: Routledge, 1987), 7.

(Note that there is no editor: Spivak is the author of the book as well as the chapter.)

Subsequent citations to the same work can be shortened.

- **With a shorter note:** after you’ve provided the full information about a source in the first note, subsequent notes need to include only the author’s last name, short title of the work, and any relevant page numbers:

2. Spivak, “The Letter,” 10.

- **Using “Ibid.”:** The abbreviation “Ibid.” (a short form of *ibidem*, “in the same place”) can be used when a note references the identical single source cited in the previous note:

1. Rebecca Herissone, *Music Theory in Seventeenth-Century England* (New York: Oxford University Press, 2000), 146.

2. Ibid., 223-24.

If the reference is to the exact same *page* as the previous note:

3. Ibid.

- **Multiple references:** Even if more than one reference is being cited at a single location in the text, use a *single note reference*. In the note, separate the citations with semi-colons and place them in the same order as the text material to which they refer:

4. Rebecca Herissone, *Music Theory in Seventeenth-Century England* (New York: Oxford University Press, 2000), 146; Gary K. Browning, *Plato and Hegel: Two Modes of Philosophizing about Politics* (New York: Garland, 1991), 87.

NOTES

BIBLIOGRAPHY

ONE AUTHOR

Names should always be given in the order and form they appear on the title page. Authors may be individuals or organizations.

#. Firstname Lastname, *Title* (Place of Publication: Publisher, year), page.

1. Desmond Morton, *A Short History of Canada* (Toronto: McClelland & Stuart, 2001), 17.

Lastname, Firstname. *Title*. Place of Publication: Publisher, year.

Morton, Desmond. *A Short History of Canada*. Toronto: McClelland & Stuart, 2001.

TWO OR THREE AUTHORS

#. Firstname Lastname and Firstname Lastname, *Title* (Place of Publication: Publisher, year), page.

2. Matthys Levy and Mario Salvadori, *Why Buildings Fall Down* (New York: W. W. Norton & Co., 2002), 44.

3. H. Ramsey Fowler, Jane E. Aaron, and Murray McArthur, *The Little, Brown Handbook*, 3rd ed. (Toronto: Pearson Education Canada, 2001), 278.

Lastname, Firstname, and Firstname Lastname. *Title*. Place of Publication: Publisher, year.

Levy, Matthys, and Mario Salvadori. *Why Buildings Fall Down*. New York: W. W. Norton & Co., 2002.

Fowler, H. Ramsey, Jane E. Aaron, and Murray McArthur. *The Little, Brown Handbook*. 3rd ed. Toronto: Pearson Education Canada, 2001.

MORE THAN THREE AUTHORS

List up to 10 authors in the Bibliography, but only 1 in the Notes. For more than 10 authors, list the first 7, then “et al.” (“and others”).

4. Antonette Healey et al., *Dictionary of Old English E*, 6th ed. (Toronto: University of Toronto Press, 1996), 16-17.

Healey, Antonette, Joan Holland, David McDougall, Ian McDougall, Nancy Speirs, and Pauline Thompson. *Dictionary of Old English E*. 6th ed. Toronto: University of Toronto Press, 1996.

NO AUTHOR

Start with the title

5. *Primary Colors: A Novel of Politics* (New York: Random House, 1998), 82.

Primary Colors: A Novel of Politics. New York: Random House, 1998.

EDITOR AS AUTHOR

When no author appears on the title page, list the work by the name(s) of the editor(s), compiler(s), or translator(s).

6. Ori Z. Soltes, ed., *Georgia: Art and Civilization through the Ages* (London: Philip Wilson, 1999), 280.

Soltes, Ori Z., ed. *Georgia: Art and Civilization through the Ages*. London: Philip Wilson, 1999.

CHAPTER IN AN EDITED BOOK

7. L. Ramon Veal and Sally Ann Hudson, “Direct and Indirect Measures for Large-Scale Evaluation of Writing,” in *Assessing Writing: A Critical Sourcebook*, ed. Brian Huot and Peggy O’Neill (Boston, Bedford/St. Martin’s, 2009), 16.

Veal, L. Ramon, and Sally Ann Hudson. “Direct and Indirect Measures for Large-Scale Evaluation of Writing.” In *Assessing Writing: A Critical Sourcebook*, edited by Brian Huot and Peggy O’Neill, 13-18. Boston: Bedford/St. Martin’s, 2009.

NOTES

EDITIONS OTHER THAN THE FIRST

#. Firstname Lastname, *Title*, edition information (Place of Publication: Publisher, year), page.

8. Douglas W. Rae, *The Political Consequences of Electoral Laws*, rev. ed. (New Haven: Yale University Press, 1971), 22-26.

9. Jane Austen, *Sense and Sensibility*, ed. Claudia Johnson, Norton Critical Editions (New York: Norton, 2001), 32.

A TRANSLATION

#. Firstname Lastname, *Title*, translator name (Place of Publication: Publisher, year), page.

10. Friedrich Wilhelm Nietzsche, *Beyond Good and Evil*, trans. Marianne Cowan (Chicago: H. Regnery Co., 1955), 27.

A MULTIVOLUME WORK

To cite a single volume, provide specific information about that volume.

When citing several of the volumes, add the volume number to page references and list the general work in the Bibliography.

#. Firstname Lastname, *Title*, vol. #s, (Place of Publication: Publisher, year), page.

11. New Zealand Dept. of Statistics, *New Zealand Census of Population and Dwellings, 1981*, vol. 6, *Education and Training* (Wellington, NZ: Dept. of Statistics, 1984), 37.

12. Lucy Maud Montgomery, *The Selected Journals of L. M. Montgomery*, eds. Mary Rubio and Elizabeth Waterston (Toronto: Oxford University Press, 1985-2004), 3:119.

A WORK CITED IN ANOTHER SOURCE

Limit your use of this method by finding the original source (e.g., Zukofsky) if possible. In Bibliography, list both the original and the secondary source.

13. Louis Zukofsky, "Sincerity and Objectification," *Poetry* 37 (Feb. 1931): 269, quoted in Bonnie Costello, *Marianne Moore: Imaginary Possessions* (Cambridge, MA: Harvard University Press, 1981), 78.

BIBLIOGRAPHY

Lastname, Firstname. *Title*. Edition information. Place of Publication: Publisher, year.

Rae, Douglas W. *The Political Consequences of Electoral Laws*. Rev. ed. New Haven: Yale University Press, 1971.

Austen, Jane. *Sense and Sensibility*. Edited by Claudia Johnson, Norton Critical Editions. New York: Norton, 2001.

Lastname, Firstname. *Title*. Translated by Name of Translator(s). Place of Publication: Publisher, date.

Nietzsche, Friedrich Wilhelm. *Beyond Good and Evil*. Translated by Marianne Cowan. Chicago: H. Regnery Co., 1955.

Lastname, Firstname. *Title*. Vol. #. Place of Publication: Publisher, Date.

New Zealand Dept. of Statistics. *New Zealand Census of Population and Dwellings, 1981*. Vol. 6, *Education and Training*. Wellington, NZ: Dept. of Statistics, 1984.

Montgomery, Lucy Maud. *The Selected Journals of L. M. Montgomery*, edited by Mary Rubio and Elizabeth Waterson. 5 vols. Toronto: Oxford University Press, 1985-2004.

Zukofsky, Louis. "Sincerity and Objectification." *Poetry* 37 (Feb. 1931): 269. Quoted in Bonnie Costello, *Marianne Moore: Imaginary Possessions*. Cambridge, MA: Harvard University Press, 1981.

NOTES

A NEWSPAPER

Newspaper articles are not always included in Bibliographies. To include it in a full Bibliography, use the following format:

#. Firstname Lastname, "Article Title," *Newspaper Title*, date, edition information (if any), URL (if online).

14. Teresa Pitman, "Workshop Speaker Aims to Make Writing Easier," *at Guelph*, February 10, 2011, <http://atguelph.uoguelph.ca/2011/02/workshop-speaker-aims-to-make-writing-easier>.

BIBLIOGRAPHY

Lastname, Firstname. "Article Title." *Newspaper Title*, edition information (if any), date. URL (if online).

A JOURNAL ARTICLE

#. Firstname Lastname, "Article Title," *Journal Title* volume #, no. # (date): page.

15. Jean-Jacques Flint and J. Lolcama, "Buried Ancestral Drainage between Lakes Erie and Ontario," *Geological Society of America Bulletin* 97, no. 1 (1986): 77.

Lastname, Firstname. "Article Title." *Journal Title* volume #, no. # (date): page range.

Flint, Jean-Jacques, and J. Lolcama. "Buried Ancestral Drainage between Lakes Erie and Ontario." *Geological Society of America Bulletin* 97, no. 1 (1986): 75-84.

AN ONLINE JOURNAL

Accessed date is often considered unnecessary. The DOI is preferred over the URL.

#. Firstname Lastname, "Article Title," *Journal Title* volume #, no. # (date): page, accessed date, doi/url.

16. Stephanie Hom Carey, "The Tourist Moment," *Annals of Tourism Research* 31, no. 1 (2004): 61, accessed October 19, 2004, doi:10:48903243/342890.

Lastname, Firstname. "Article Title." *Journal Title* volume #, no. # (date): page range. Accessed date. doi/url.

Hom Carey, Stephanie. "The Tourist Moment." *Annals of Tourism Research* 31, no. 1 (2004): 61-77. Accessed October 19, 2004. doi:10:48903243/342890.

A WEBSITE

Locate as much of the information as possible. If there is no author given, use the owner of the site.

#. "Title of the Page," Author of the content, Title/owner of site, date (of publication, revision, access), URL.

17. "Putting Grammar in Its Place," Rebecca S. Nowacek, Writing across the Curriculum, University of Wisconsin-Madison, accessed February 15, 2011, <http://mendota.english.wisc.edu/~WAC/sampleURL>.

Author of the content as Lastname Firstname. "Title of the Page." Title/owner of the site. Date (of publication, revision, access). URL.

Nowacek, Rebecca S. "Putting Grammar in Its Place" Writing across the Curriculum, University of Wisconsin-Madison. Accessed February 15, 2011. <http://mendota.english.wisc.edu/~WAC/sampleURL>.

ELECTRONIC MAILING LISTS

A URL alone is never enough; always provide additional information about the posting.

#. Author of Posting, "Subject of Posting," Name of List, Date of Posting, access date if required, URL.

18. Nico Ween, "18.123 European Dialects," Humanist Discussion Group, August 5, 2004, <http://www.digitalhumanities.org/sampleURL>.

These types of sources are normally not included in the Bibliography

NOTES

PERSONAL COMMUNICATIONS

You may require the author's permission to include these types of citations. Do not normally include an e-mail address in citations; if it is essential, you must obtain permission from the owner.

#. Author, type of communication, date.

19. Simon Streatfeild, letter to author, March 28, 2001.

20. Paul Martin, e-mail to author, February 3, 2004.

BIBLIOGRAPHY

Personal communications are normally not included in the Bibliography.

AN INTERVIEW

Unpublished interviews provide all pertinent information about the interview in the notes.

Published or broadcast interviews are treated like a chapter in a book or article in a periodical.

#. Person interviewed (any pertinent description), interviewer, place/date of interview, location of any available transcript or tape.

21. Jacqueline Murray (Dean of Arts, University of Guelph), interview by Susan Riggs, McLaughlin Library, October 2004.

22. Madeleine Albright, interview by Jon Stewart, *The Daily Show*, Comedy Network, October 26, 2004.

23. John Lukacs, "History in a Democratic Age," interview by Bruce Cole, *Humanities* 24, no. 1 (January/February 2003), 7.

Unpublished interviews are normally not included in the Bibliography.

Albright, Madeleine. Interview by Jon Stewart. *The Daily Show*, Comedy Network, October 26, 2004.

Lukacs, John. "History in a Democratic Age." By Bruce Cole. *Humanities* 24, no. 1 (January/February 2003): 6-9, 46-50.

LEGISLATION Parliamentary Bills

#. Bill number, Title, session number, Parliament number, year, any other relevant information.

24. Bill C-34, *Agricultural Marketing Programs Act*, 2d sess., 35th Parliament, 1997 (assented to 25 April 1997), *Statutes of Canada* 1997, c. 20.

Any legal works cited using a note do not need to be listed in a bibliography.

LEGISLATION Canadian Statutes

#. Act Title, R.S.C. [or S.C.] chapter, section (year).

25. Access to Information Act, R.S.C. ch. A-1, s.3 (1985).

Any legal works cited using a note do not need to be listed in a bibliography.

NOTES

GOVERNMENT PUBLICATIONS

If the report names an author, start with that. Otherwise, use the ministry or agency responsible for the report.

#. Author, *Title of Report*, Other Identification Information (Place of Publication: Publisher, date).

26. Mordechai Rozanski, *Investing in Public Education: Advancing the Goal of Continuous Improvement in Student Learning and Achievement*, prepared on behalf of the Education Equality Task Force (Toronto: Ministry of Education, 2002).

27. Ministry of Training, Colleges and Universities, *Employment Profile*, ISSN 1492-045X (Toronto: Ministry of Training, Colleges and Universities, 2002).

BIBLIOGRAPHY

Author. *Title of Report*. Other Identification Information. Place of Publication: Publisher, date.

Rozanski, Mordechai. *Investing in Public Education: Advancing the Goal of Continuous Improvement in Student Learning and Achievement*. Prepared on behalf of the Education Equality Task Force. Toronto: Ministry of Education, 2002.

Ministry of Training, Colleges and Universities. *Employment Profile*. ISSN 1492-045X. Toronto: Ministry of Training, Colleges and Universities, 2002.

COURSE READERS

Treat these as works published in an anthology, citing the instructor as editor (unless another editor is indicated). Use the page numbers assigned in the reader, not the page numbers of the original source.

28. A. S. Winston and D. J. Blais, "What Counts as an Experiment?: A Transdisciplinary Analysis of Textbooks, 1930-1970," in *PSYCH*1100 Principles of Behaviour Course Reader*, eds. M. Billig and H. Davis (Guelph, ON: University of Guelph, Office of Open Learning, 2003), 6.

Winston, A. S., and D. J. Blais. "What Counts as an Experiment?: A Transdisciplinary Analysis of Textbooks, 1930-1970." In *PSYCH*1100 Principles of Behaviour Course Reader*, edited by M. Billig and H. Davis, 3-19. Guelph, ON: University of Guelph, Office of Open Learning, 2003.

COURSE MANUALS

Treat these as books with the instructor as author (unless another author is indicated).

29. T. Stengos, *ECON*4640 Applied Econometrics Course Manual* (Guelph, ON: University of Guelph, 2003), 14.

Stengos, T. *ECON*4640 Applied Econometrics Course Manual*. Guelph, ON: University of Guelph, 2003.

LECTURE NOTES

Treat these as books or websites with the instructor as author if they are published. Course or lecture notes may be considered "published" if they have been copied and distributed in print or on the web **with the instructor's permission**. If they are unpublished, cite them using the instructor's name, the title of the course or topic of the lecture (likely available from your course syllabus), and the date of the lecture.

#. Professor's Name, "Title of Course" (lecture, University Name, City, Province, Date of lecture).

30. Howard Spring, "History of Jazz" (lecture, University of Guelph, Guelph, ON, October 7, 2004).

Professor's Name, "Title of Course." Lecture, University Name, City, Province, Date of lecture.

Spring, Howard. "History of Jazz." Lecture, University of Guelph, Guelph, ON, October 7, 2004

Other Information for Bibliography

A-Z listing of authors:

All references are listed in alphabetical order, by last name of primary author.

Multiple works by same author(s) or editor(s):

When you reference more than one work by an author (or editor) in your paper, list them in order by date, beginning with their earliest work. For each subsequent reference, a series of six dashes (3-em dash) and period (———.) replaces the author's name.

Academic Integrity

An Academic Integrity short tutorial is available online at: www.academicintegrity.uoguelph.ca where you will find valuable information on what constitutes

plagiarism and how to avoid it.

Need Advice or More Information?

The [Learning Commons](#), located on the 1st floor of the Library, is the best source on campus and online for advice and information about academic writing projects.

- Writing Peer Helpers from a variety of disciplines offer individual writing assistance to first-year students. All other students can make appointments for consultations with professional staff members. Go to the [Writing Services website](#) for online booking.
- Drop-in assistance with Graduate Writing Advisors is also available in the afternoons and some evenings. Check the

[Learning Commons Resource Area](#) or the [Writing Services website](#) for drop-in hours.

The [Writing Services website](#) has the complete range of [Fastfacts handouts](#) available for students to download.



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