



# CHICAGO STYLE (CMOS)

Writing Support Desk

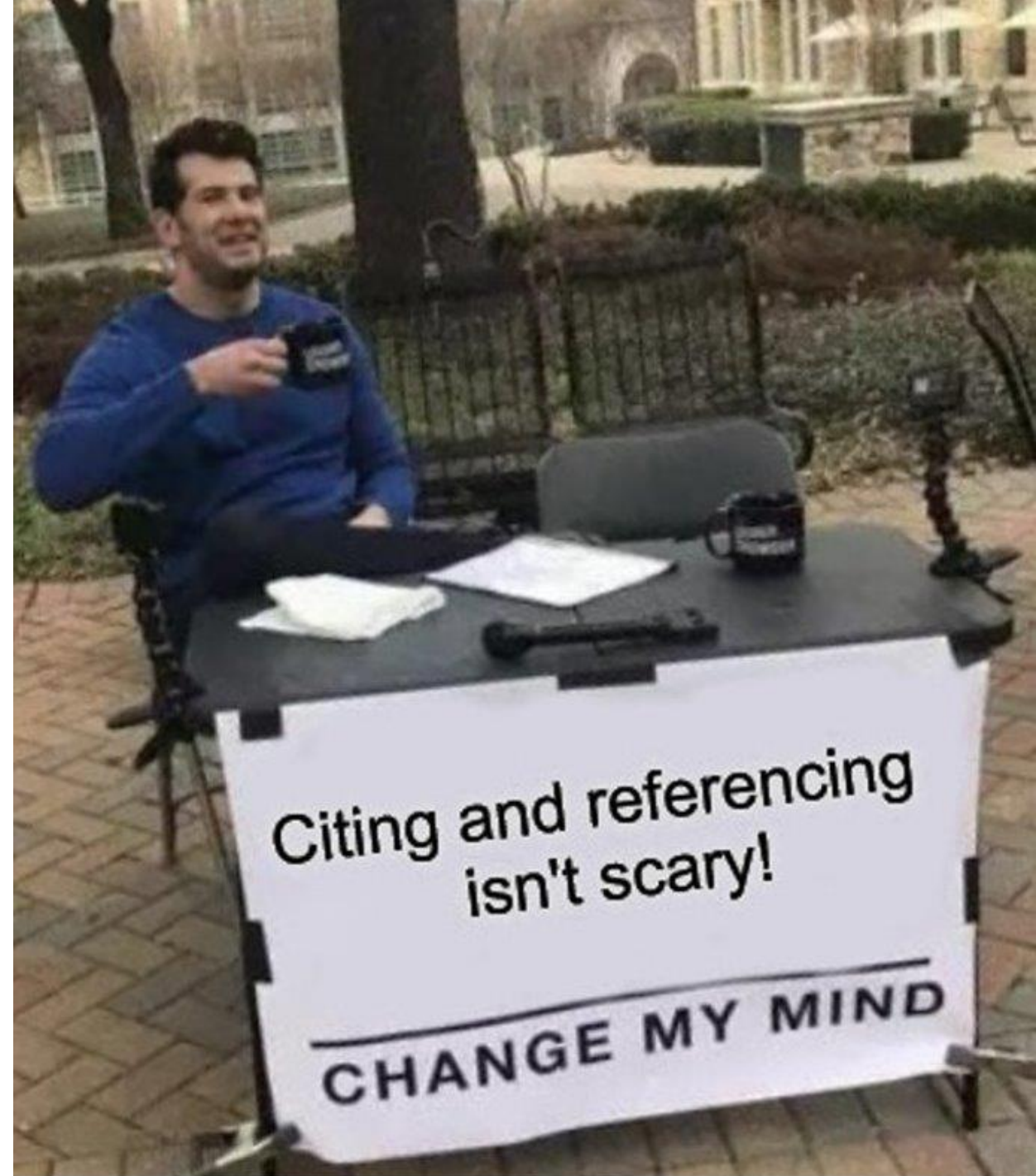


University  
of Windsor

[writingsupport@uwindsor.ca](mailto:writingsupport@uwindsor.ca)

# OVERVIEW

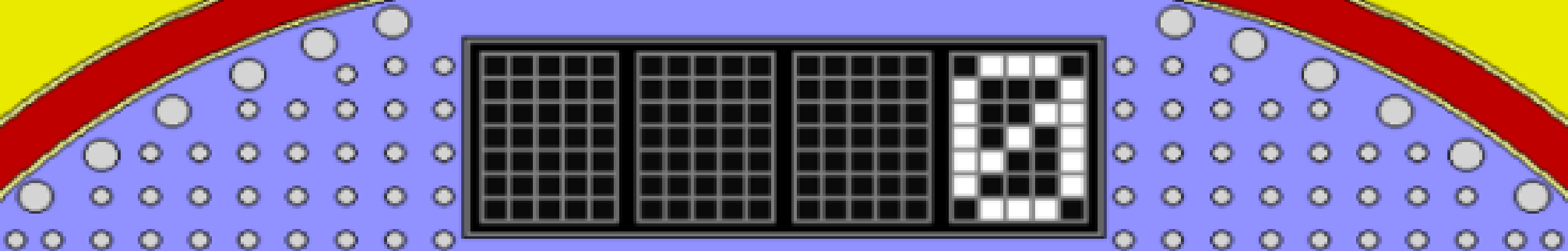
- Why do we cite?
- When do we cite?
- How do we cite using Chicago style (CMOS)?



**WHY  
CITE?**



go to [menti.com](https://menti.com)



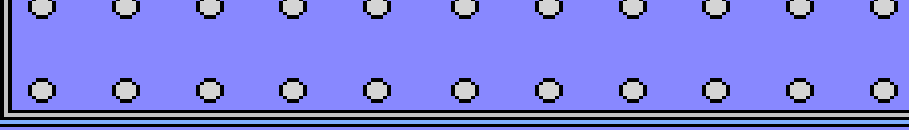
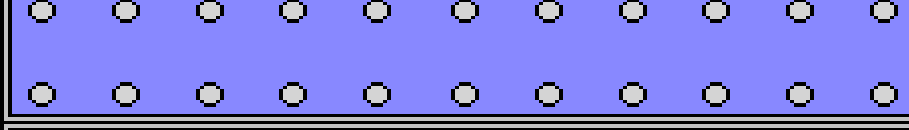
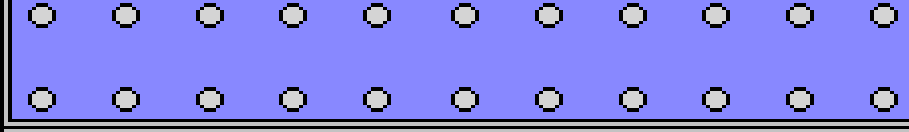
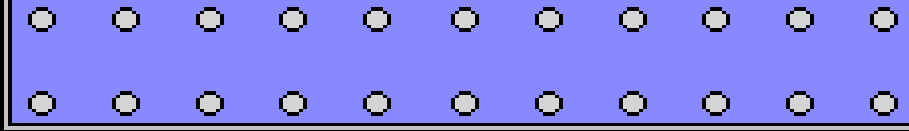
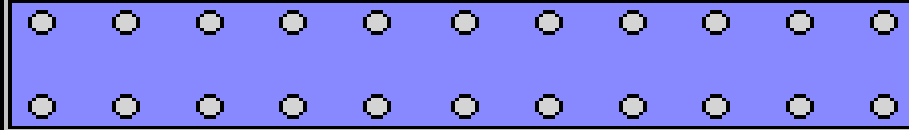
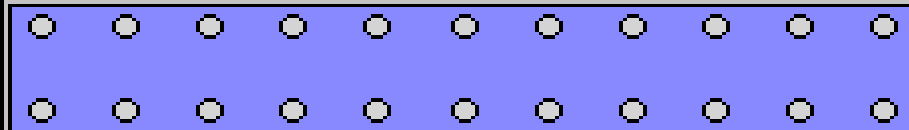
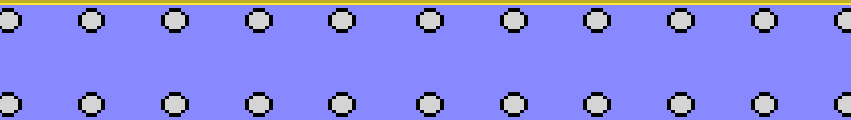
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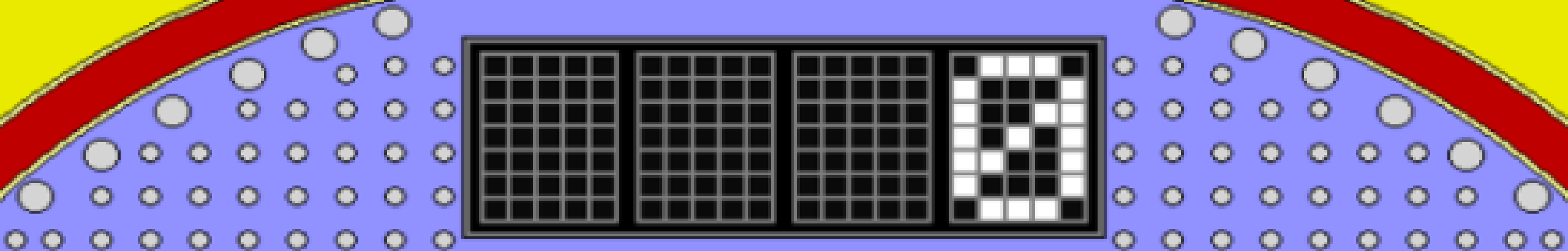
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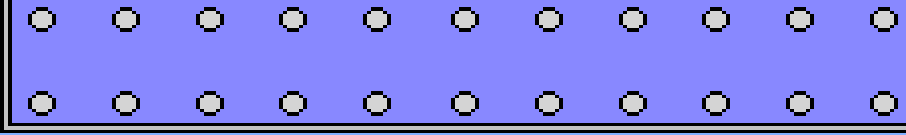
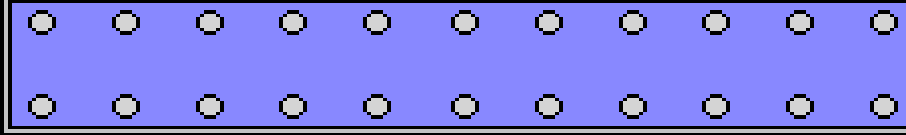
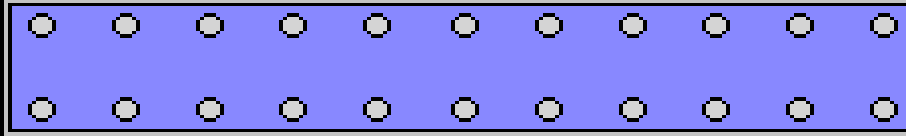
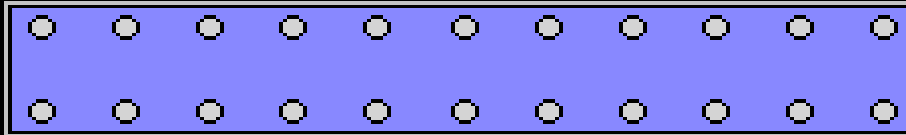
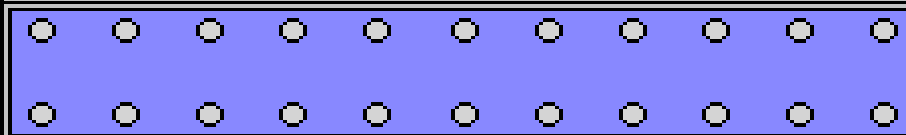
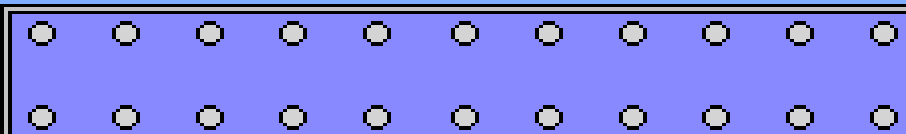
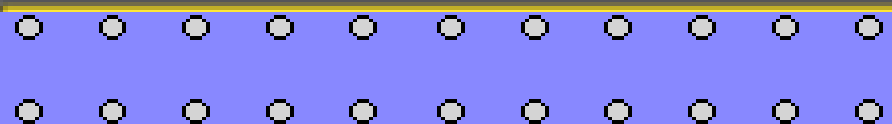
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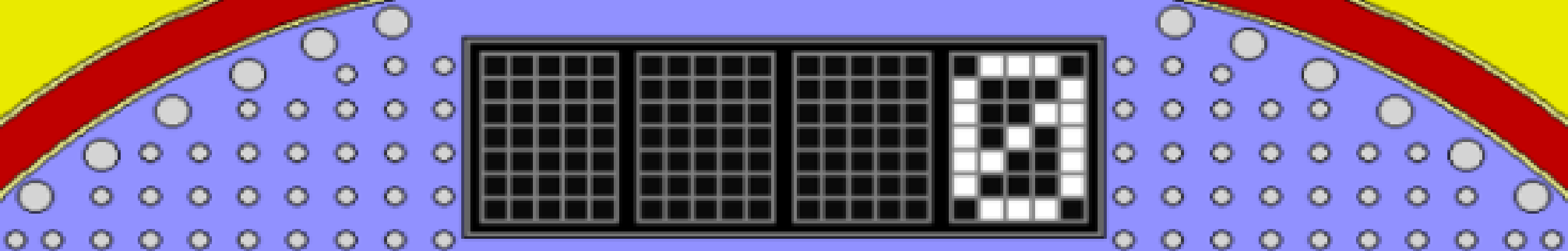
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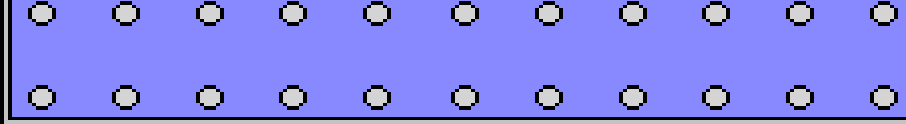
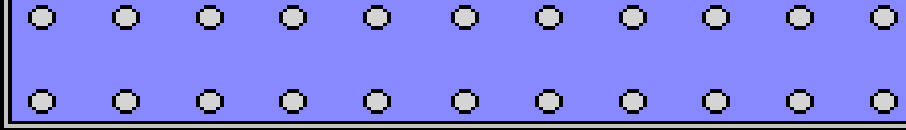
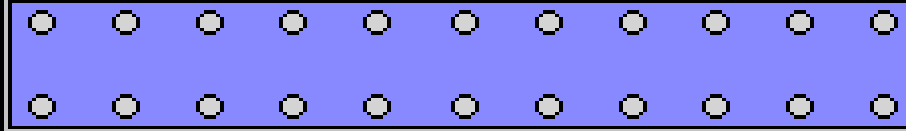
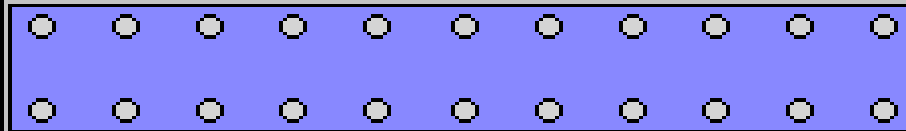
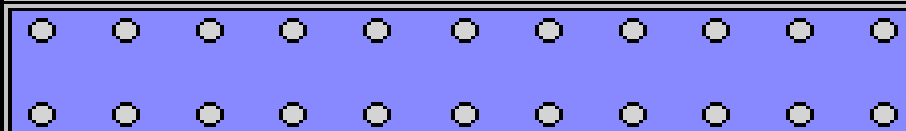
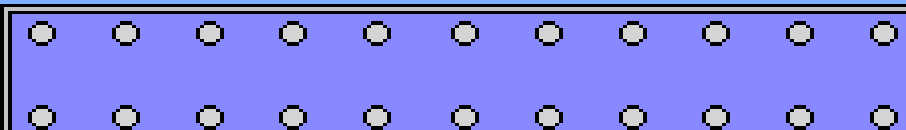
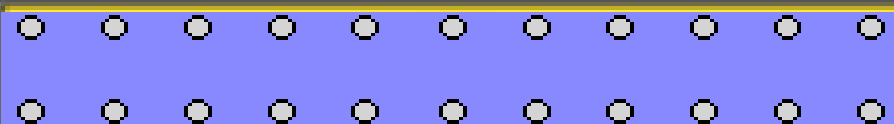
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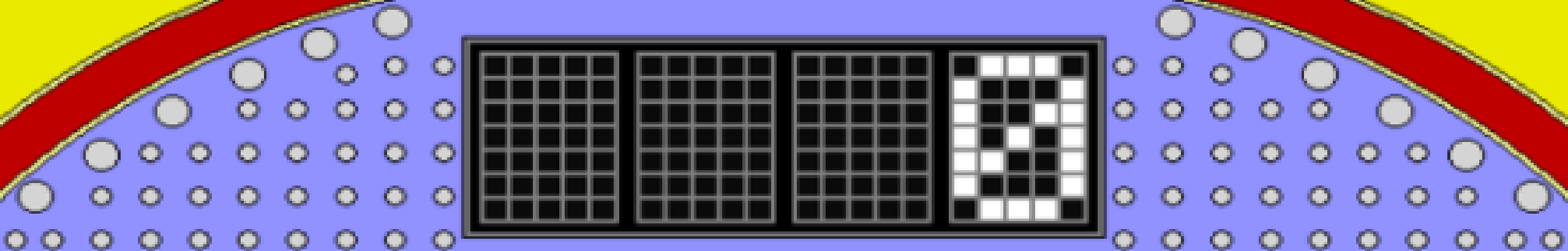
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Validate claims

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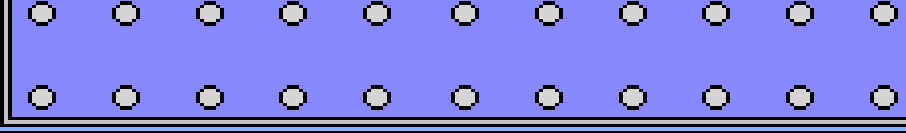
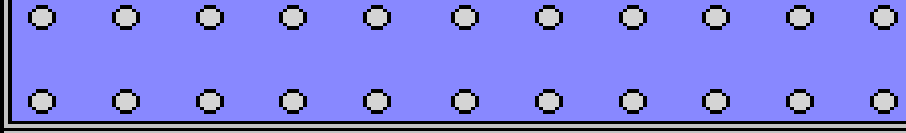
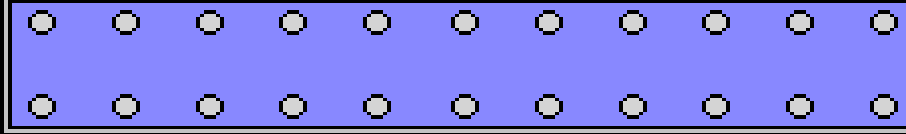
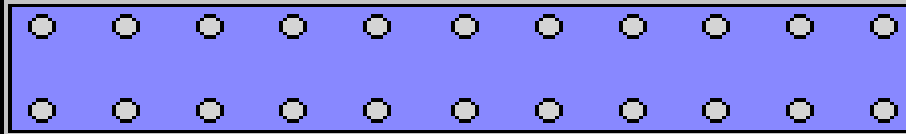
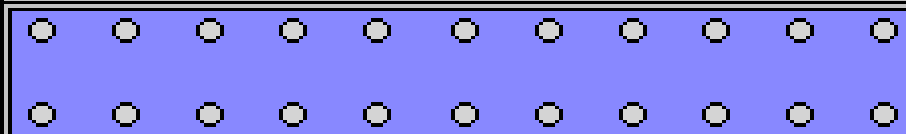
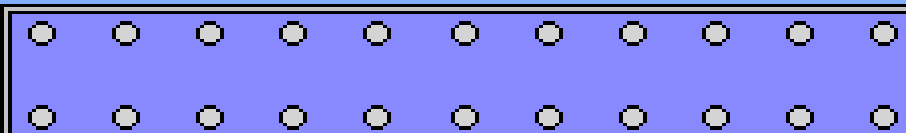
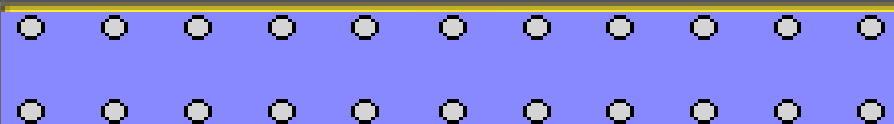
Avoid plagiarism

Give credit to others

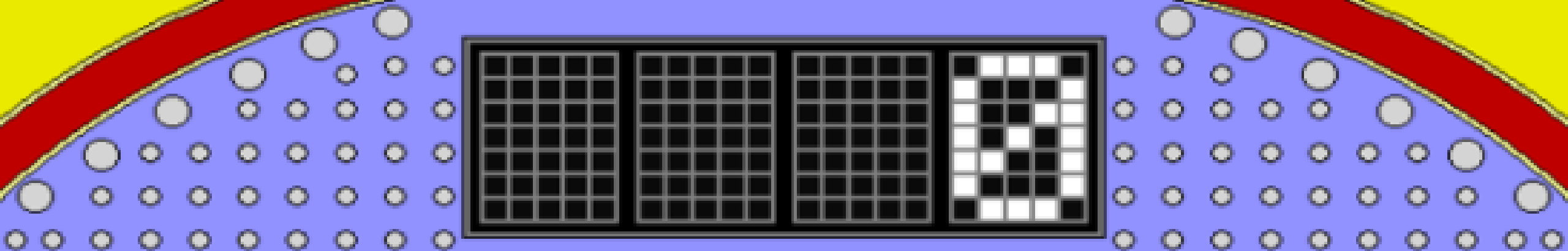
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Validate claims

[5]







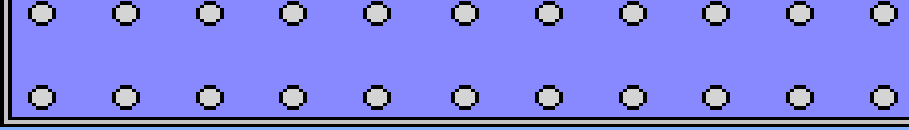
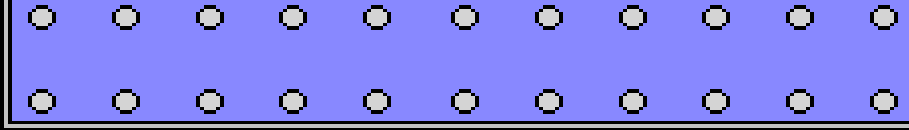
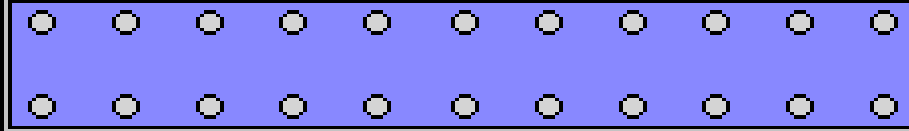
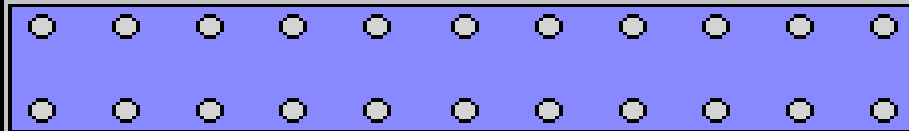
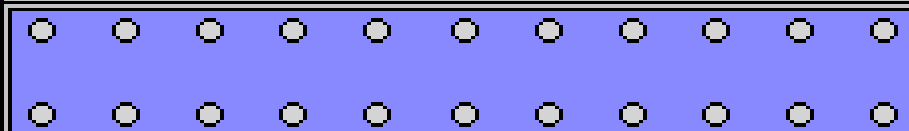
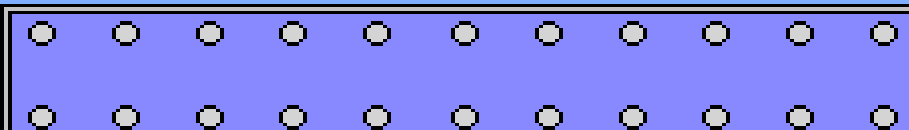
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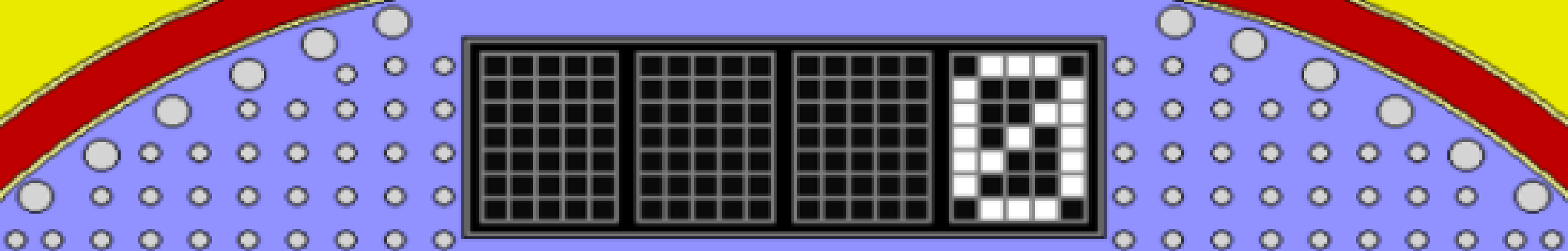
Give credit to others

**3**

Validate claims

Scholarly credibility





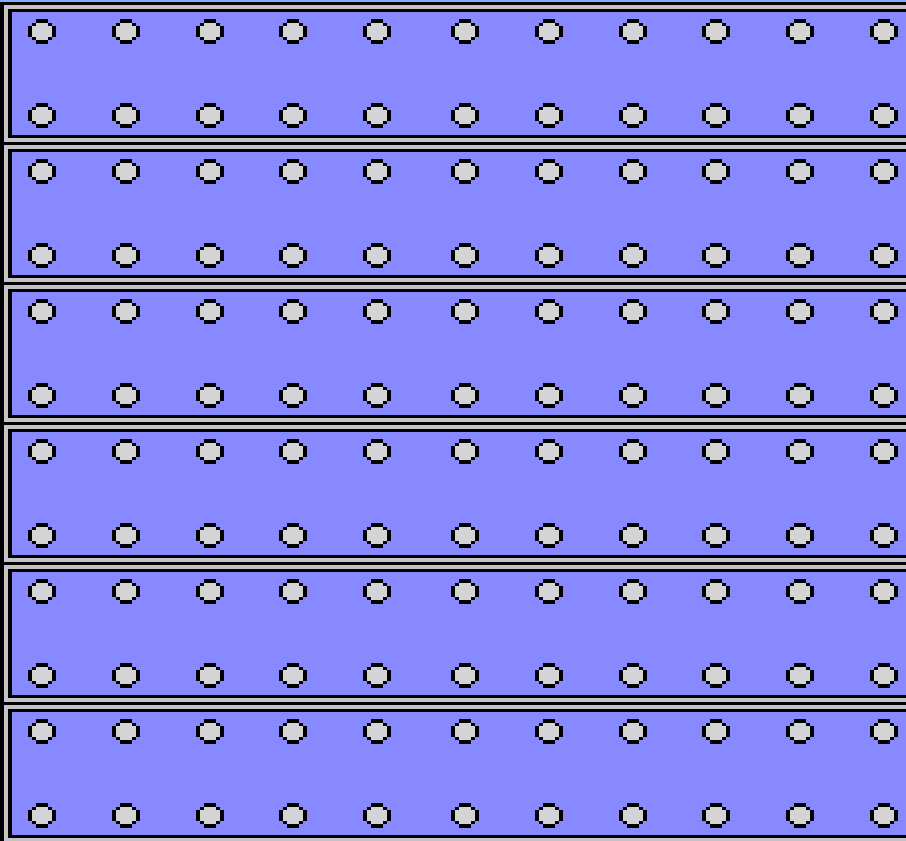
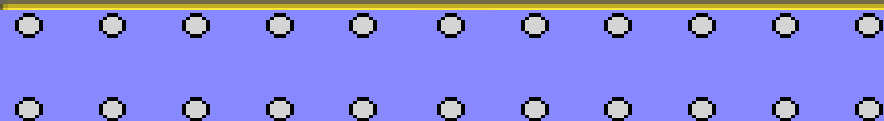
Avoid plagiarism

Give credit to others

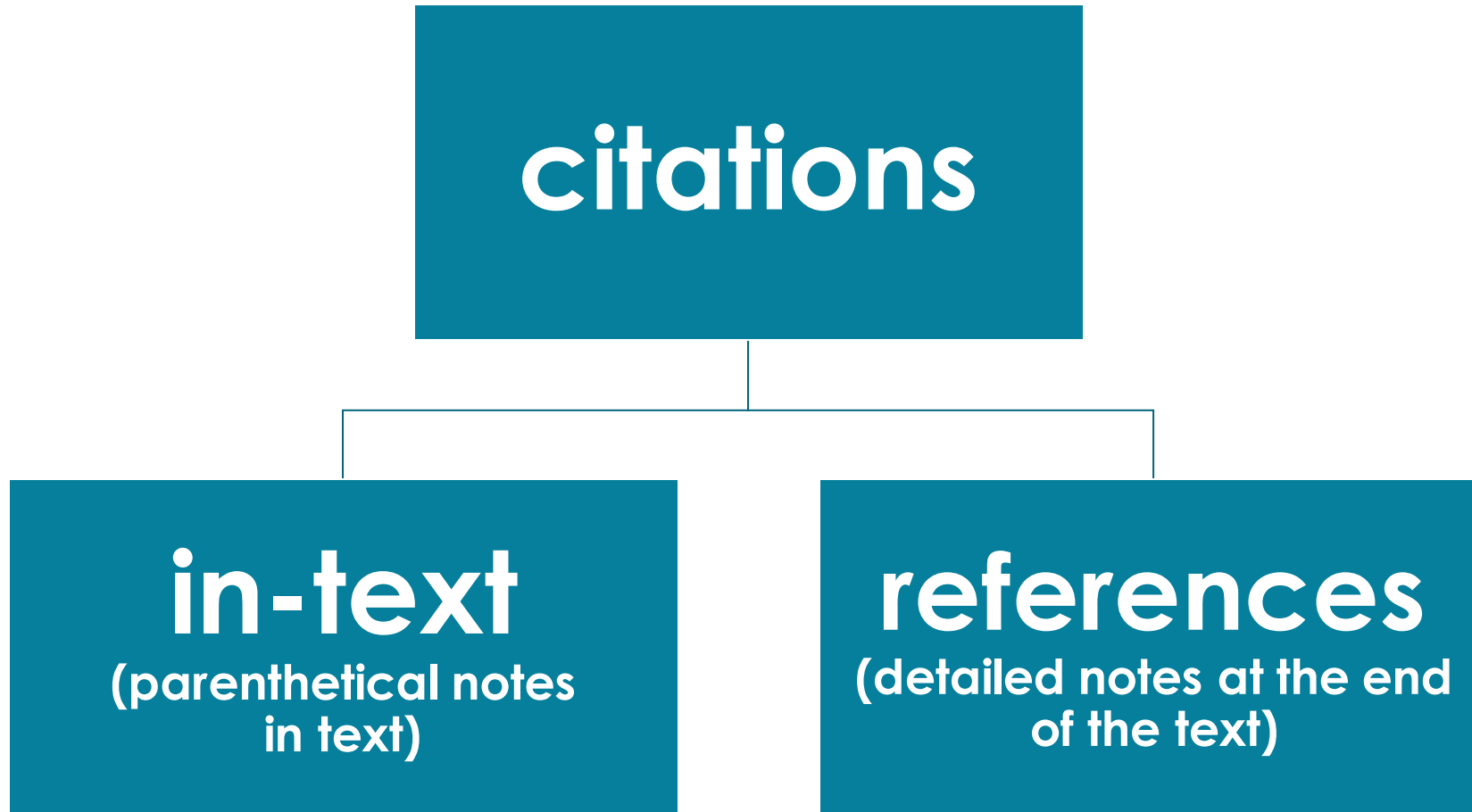
Provide further reading

Validate claims

Scholarly credibility



# CITING & REFERENCING



**WHEN DO  
WE CITE?**

A black and white photograph of a woman with long, dark hair, looking directly at the camera with a serious expression. She is wearing a dark, possibly black, top. The background is out of focus, showing some architectural lines.

**IF YOU LIKED IT**

**THEN YOU SHOULD HAVE PUT A CITATION ON IT**

**Whenever you present  
an idea or make a  
statement that  
*depends on the work  
of others.***

***If it doesn't originate in  
your own head, it  
probably needs a  
citation!***



# WHAT NEEDS A CITATION?

**Direct quotations**

**Paraphrased passages**

**Summaries**

# DIRECT QUOTATIONS

- Use the author(s)' exact words
- Use quotation marks for three or more significant words... “just like this”
- Use when it is important not just *what* was said, but *how* it was said.





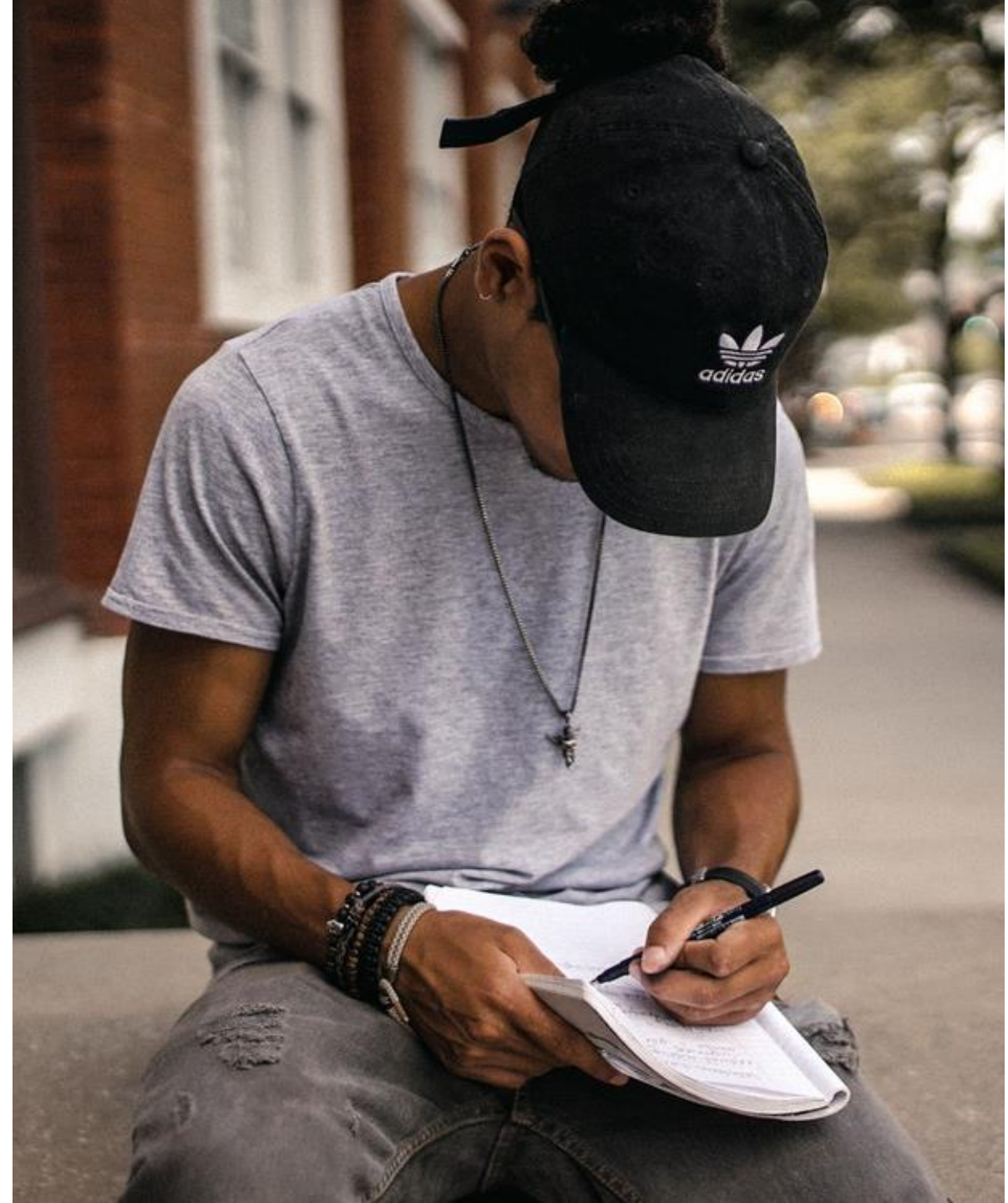
# PARAPHRASING

- Uses someone else's idea in your own words
- Helps create consistency & demonstrate your understanding
- It is not enough to simply replace words using a thesaurus



# SUMMARY

- A short outline of key points or ideas
- Reduces word count while focusing on most relevant points



**WHAT DOESN'T  
NEED A  
CITATION?**

## NEED TO CITE

- Uncommon facts
- Contested theories/facts
- Statistics
- Images, tables, or graphs
- Perspectives other than your own
- Specific words & phrases
- *Any original idea or research!*

## DON'T NEED TO CITE

- Proverbs/expressions (ex. 'the early bird gets the worm')
- Common knowledge & opinions
  - Can be found in numerous sources & is not controversial
  - ex. New York City is in the state of New York
  - Can vary depending on discipline



**NOT SURE  
IF YOU NEED  
TO CITE?**

**CITE  
ANYWAY!**



# IN-TEXT CITATIONS

AKA FOOTNOTES

**CHICAGO**

# QUOTATION, PARAPHRASE, OR SUMMARY

Use the full note the first time citing any source, then use the shortened note.

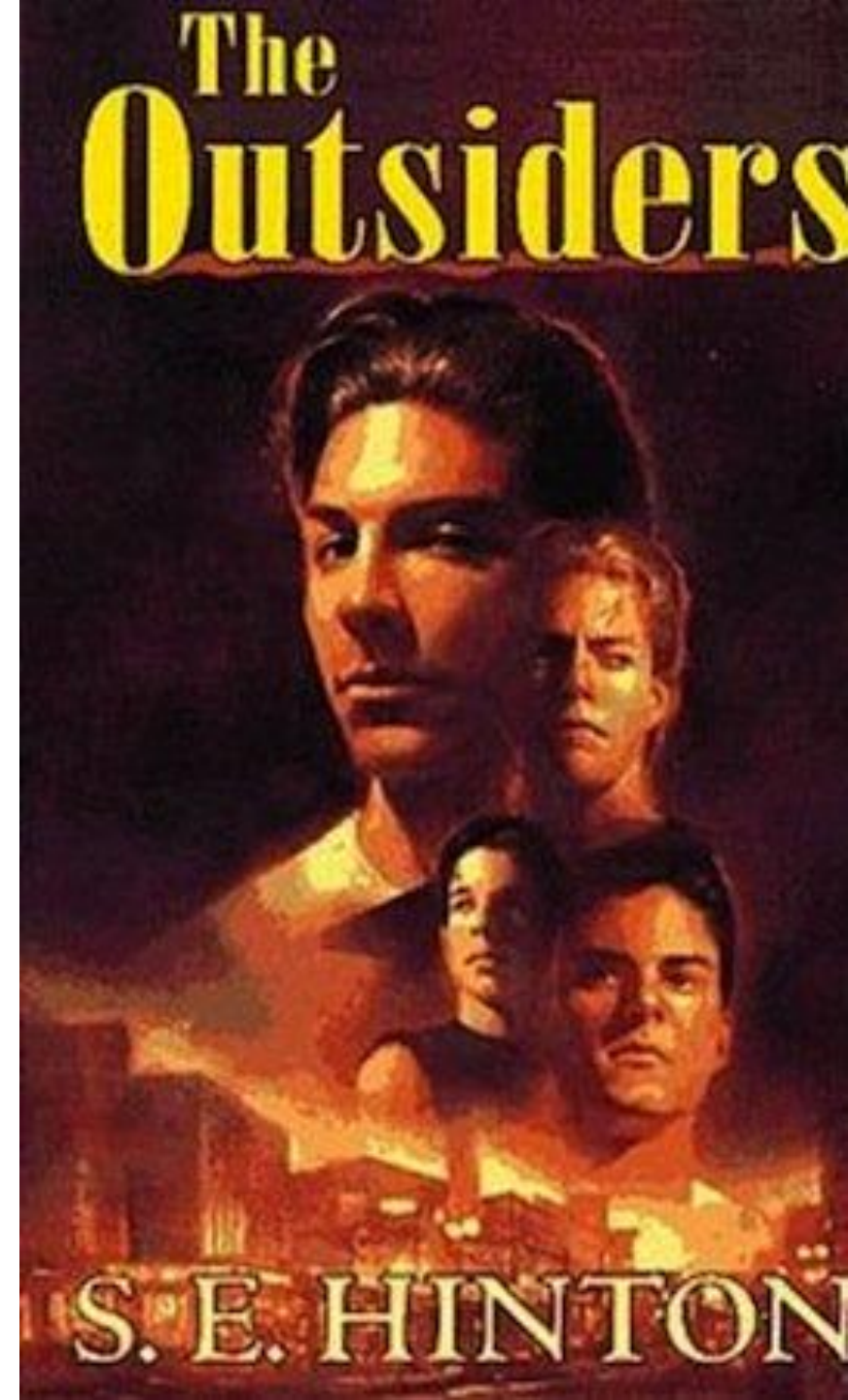
Hinton writes, "Stay gold, Ponyboy."<sup>1</sup> The character Johnny Cade is referencing a Robert Frost poem.<sup>2</sup>

## FIRST NOTE

- <sup>1</sup> S.E. Hinton, *The Outsiders*, (New York: Penguin, 2006), 180.

## SHORTENED NOTE

- <sup>2</sup> Hinton, *Outsiders*, 180.





# A NOTE ABOUT "ibid"

Earlier versions of Chicago style used 'ibid' when citing the same work in a row.

CMOS 17 *discourages* the use of ibid in these cases and suggests eliminating the title from the shortened note instead. Check with your instructor for their preference.

## FIRST NOTE

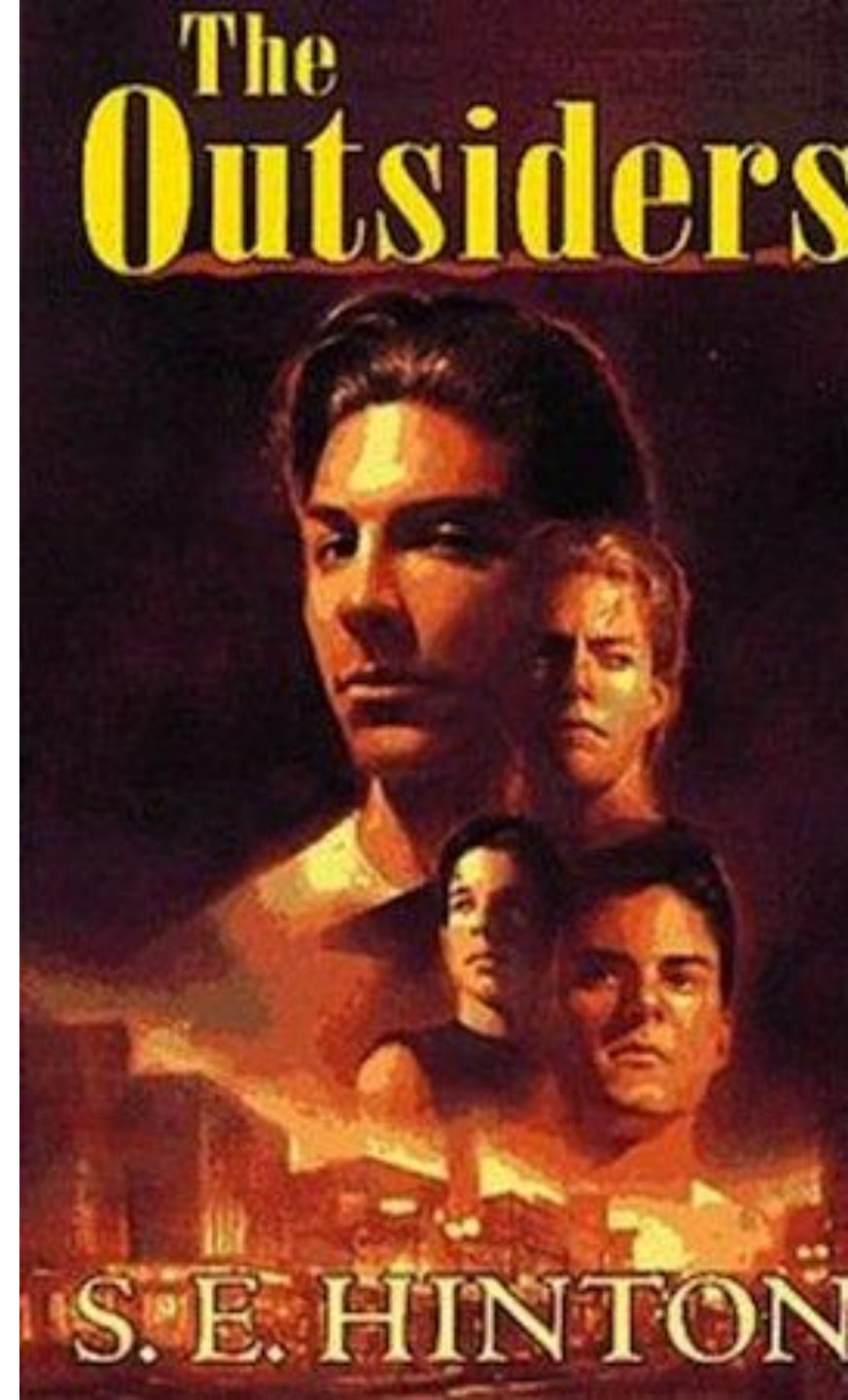
- <sup>1</sup>•S.E. Hinton, *The Outsiders*, (New York: Penguin, 2006), 180.

## SHORTENED NOTE

- <sup>2</sup>•Hinton, *Outsiders*, 180.

## CONSECUTIVE NOTE

- <sup>3</sup>•Hinton, 180.



# MULTIPLE AUTHORS

## 2-3 AUTHORS

- **First note:** Arthur Conan Doyle, Agatha Christie, and Patricia Highsmith,...
- **Shortened note:** Doyle, Christie, and Highsmith,...

## 4+ AUTHORS

- **First note:** Edgar Allen Poe et al.,...
- **Shortened note:** Poe et al.,...





# NO AUTHORS

## FIRST NOTE

- "Workouts Cause Delayed Muscle Soreness," *Exercise Magazine*, May 30, 2016, 14.

## SHORTENED NOTE

- "Workouts," 14.



# CHICAGO STYLE OVERVIEW

## DO

- use footnotes
- provide a full footnote the first time a source is cited
- use shortened notes for subsequent citations
- use 'et al.' for works with 4+ authors



## DON'T

- use parenthetical citations
- use ibid for subsequent citations
- use a bibliography entry as a footnote (they look similar, but they are different!)



# Kahoot!



# BIBLIOGRAPHY



# MULTIPLE AUTHORS

## 1-9 AUTHORS

- Include all names
- First author: Surname, Firstname
- Remaining authors: Firstname Surname
- Separate author names with commas
- Separate final name with ', and'
- End list of authors with a period

## EXAMPLE

- Doyle, Arthur Conan, Agatha Christie, and Patricia Highsmith.



# MULTIPLE AUTHORS

## 10+ AUTHORS

- Include the first 7 names
- First author: Surname, Firstname
- Remaining authors: Firstname Surname
- Follow 7th author's name with 'et al.'

## EXAMPLE

- Doyle, Arthur Conan, Agatha Christie, Patricia Highsmith, P.D. James, Wilkie Collins, Edgar Allen Poe, Dorothy L. Sayers et al.





# NO DATE?

## web sources

- No publication date? No problem.
- Use the date accessed.
- Ex. Accessed May 12, 2020

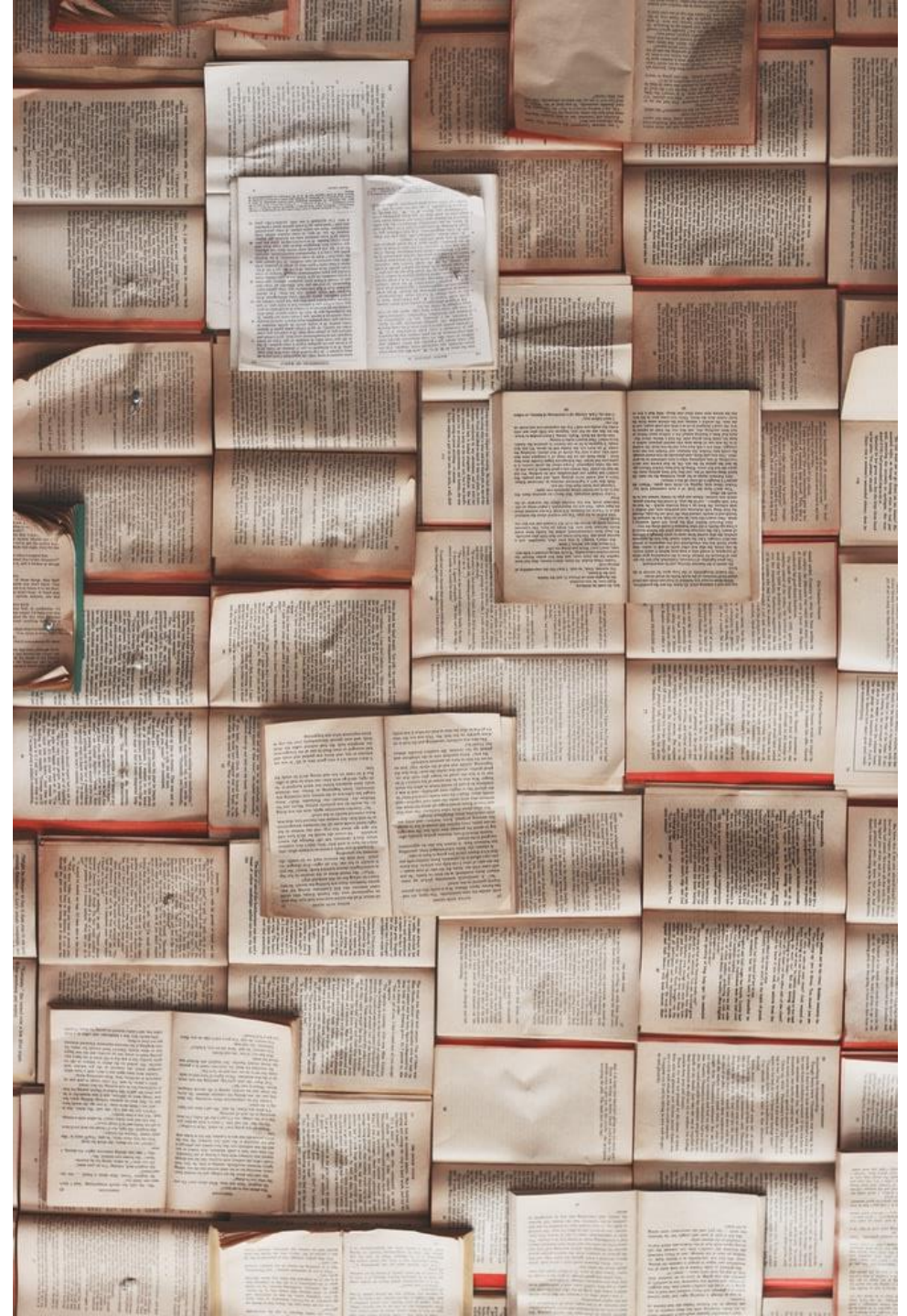
## print sources

- No date on a print source?
- Use the abbreviation 'n.d.' (no date)



# SOURCE?

- Book?
- Website?
- Scholarly journal article?  
Online or print journal?
- Year, month, or date of publication?
- Volume or issue number?
- Who wrote it? Author?  
Editor? Translator?  
Organization as author?



## EXAMPLE: ONLINE JOURNAL

**Glover, Donald.**

*The last name comes first, followed by the first name and a period.*

## EXAMPLE: ONLINE JOURNAL

**Glover, D. "This is America: We Just Want  
the Money."**

*The title of the work is next, surrounded by quotation marks. Use title case (capitalize all the major words).*

## EXAMPLE: ONLINE JOURNAL

**Glover, Donald. "This is America: We Just Want the Money." *American Sociological Studies***

*The title of the journal is next. Because it is a large work, it will be in italics, and all the major words will be capitalized.*

## EXAMPLE: ONLINE JOURNAL

**Glover, Donald. "This is America: We Just Want the Money." *American Sociological Studies* 7, no. 12**

*The volume number and issue numbers follow, separated by a comma. The abbreviation 'vol.' is not included.*

## EXAMPLE: ONLINE JOURNAL

**Glover, Donald. "This is America: We Just Want the Money." *American Sociological Studies* 7, no. 12 (2018): 60-66.**

*The year of publication will follow within parentheses, followed by a colon and the page range of the article and then by a period.*

## EXAMPLE: ONLINE JOURNAL

**Glover, Donald. "This is America: We Just Want the Money." *American Sociological Studies* 7, no. 12 (2018): 60-66. <http://doi.org/000.000.000>.**

*Finally, a doi or URL will appear, followed by a period. A doi is preferable.*



## EXAMPLE: CHAPTER IN AN EDITED BOOK

Voorhes, Jason. "My Time at Camp Crystal Lake."

*The chapter from a book will start the same way as an article from a journal.*

## EXAMPLE: ONLINE JOURNAL

Voorhes, Jason. "My Time at Camp Crystal Lake."  
*In Memoirs of Slasher Villains,*

*The title of the book comes next. It is preceded by the word 'In,' and followed by a comma. The title is italicized.*

## EXAMPLE: ONLINE JOURNAL

**Voorhes, Jason. "My Time at Camp Crystal Lake." In *Memoirs of Slasher Villains*, edited by Frederick Kruger and Michael Myers**

*The names of the editor or editors then follow. Editors names are preceded by the words "edited by" and closed with a comma.*

## EXAMPLE: ONLINE JOURNAL

Voorhes, Jason. "My Time at Camp Crystal Lake." In *Memoirs of Slasher Villains*, edited by Frederick Kruger and Michael Myers, 24-34.

*The page range follows and is closed out with a period.*

## EXAMPLE: ONLINE JOURNAL

**Voorhes, Jason. "My Time at Camp Crystal Lake." In *Memoirs of Slasher Villains*, edited by Frederick Kruger and Michael Myers, 24-34. New York: Halloween Press,**

*The city of publication, a colon, the publisher and a comma follow.*

## EXAMPLE: ONLINE JOURNAL

**Voorhes, Jason. "My Time at Camp Crystal Lake." In *Memoirs of Slasher Villains*, edited by Frederick Kruger and Michael Myers, 24-34. New York: Halloween Press, 1992.**

*Finally, the year of publication closes the entry, followed by a period.*

# Kahoot!



# BEWARE OF CITATION GENERATORS!

- Many students use citation generators such as
  - Citation Machine
  - BibMe
  - EasyBib
- However, this technology is NOT foolproof and OFTEN results in improper citations!
- You still need to know how to reference your sources properly. The best way is to check the style guide or *The Purdue OWL*.

***Bottom line: Know how to cite properly so you don't end up with unnecessary mistakes in your reference list!***



# QUESTIONS?

**Remember, this slideshow and many others are available to download via the Writing Support Blackboard page.**

**Email [writingsupport@uwindSOR.ca](mailto:writingsupport@uwindSOR.ca) if you require access.**