

# An Introduction to Citing and Referencing: Chicago Manual Style



# Overview

- This workshop will address:
  - the purpose of citing and referencing in academic writing
  - when and how to properly cite your sources
  - what kinds of information require citation
  - how to integrate quotes and other information into your writing
  - basic Chicago Manual Style (CML) citation guidelines.

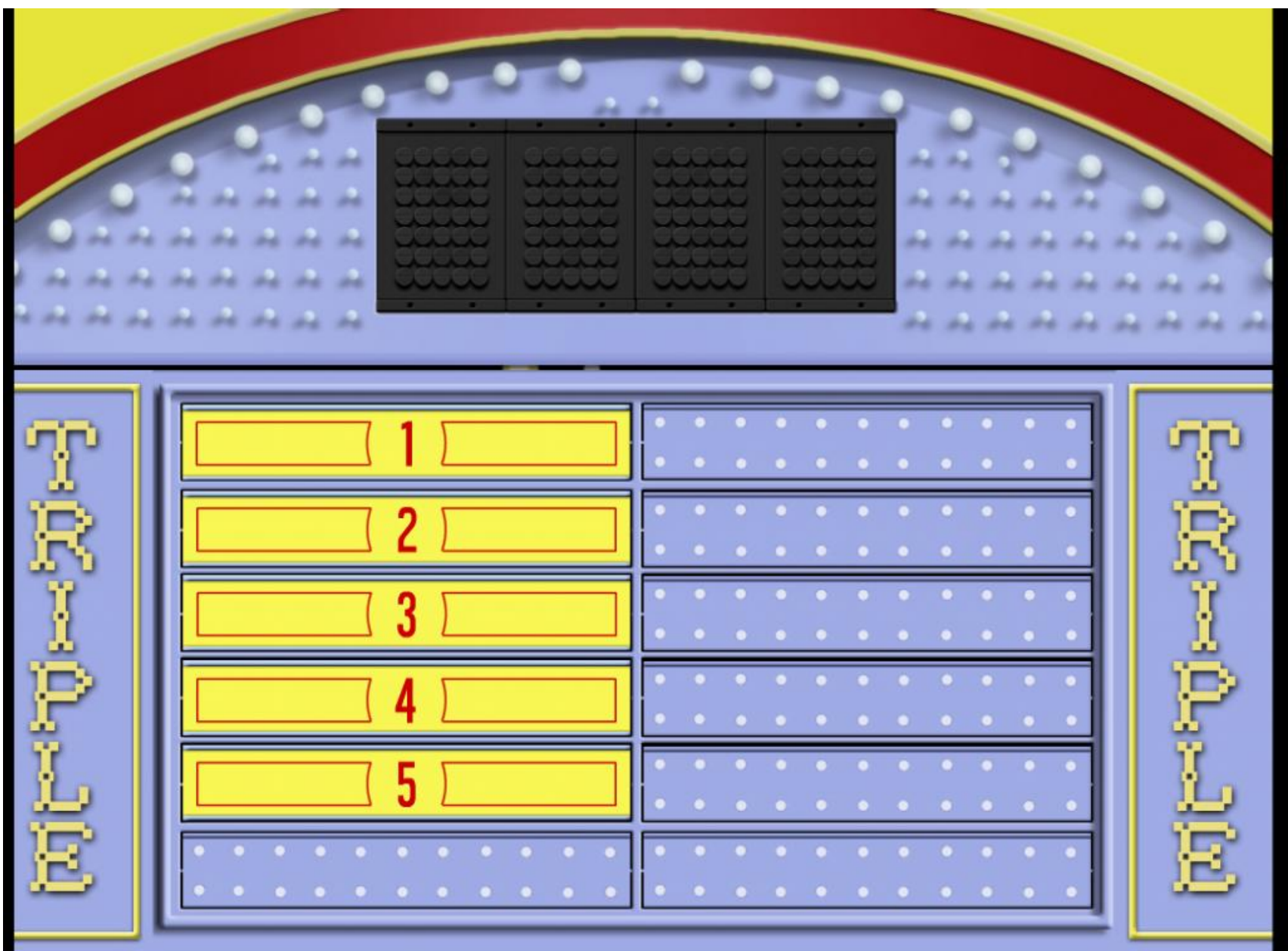
*Note: All images were retrieved from Bing image search.*

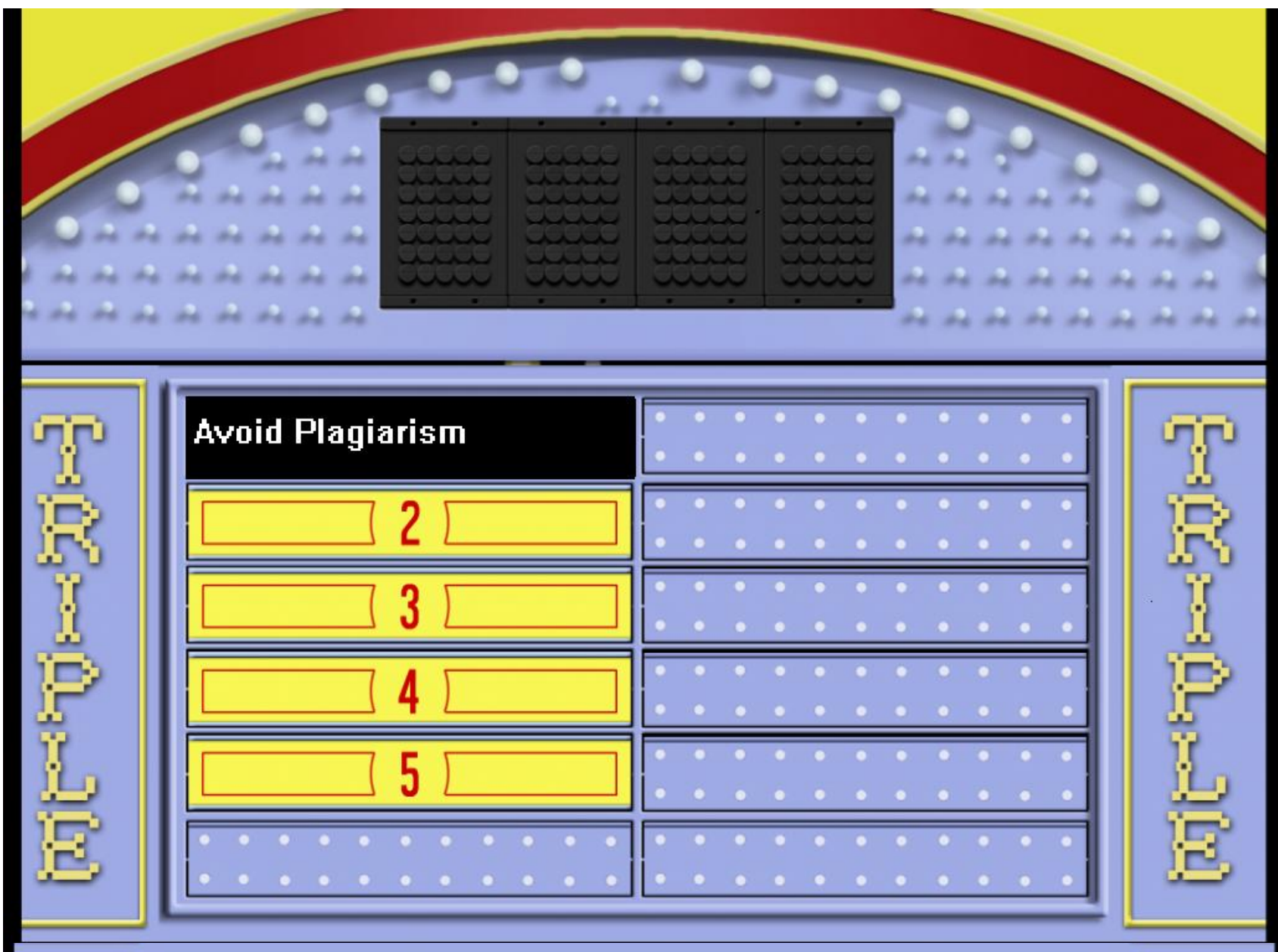
# CITING AND REFERENCING

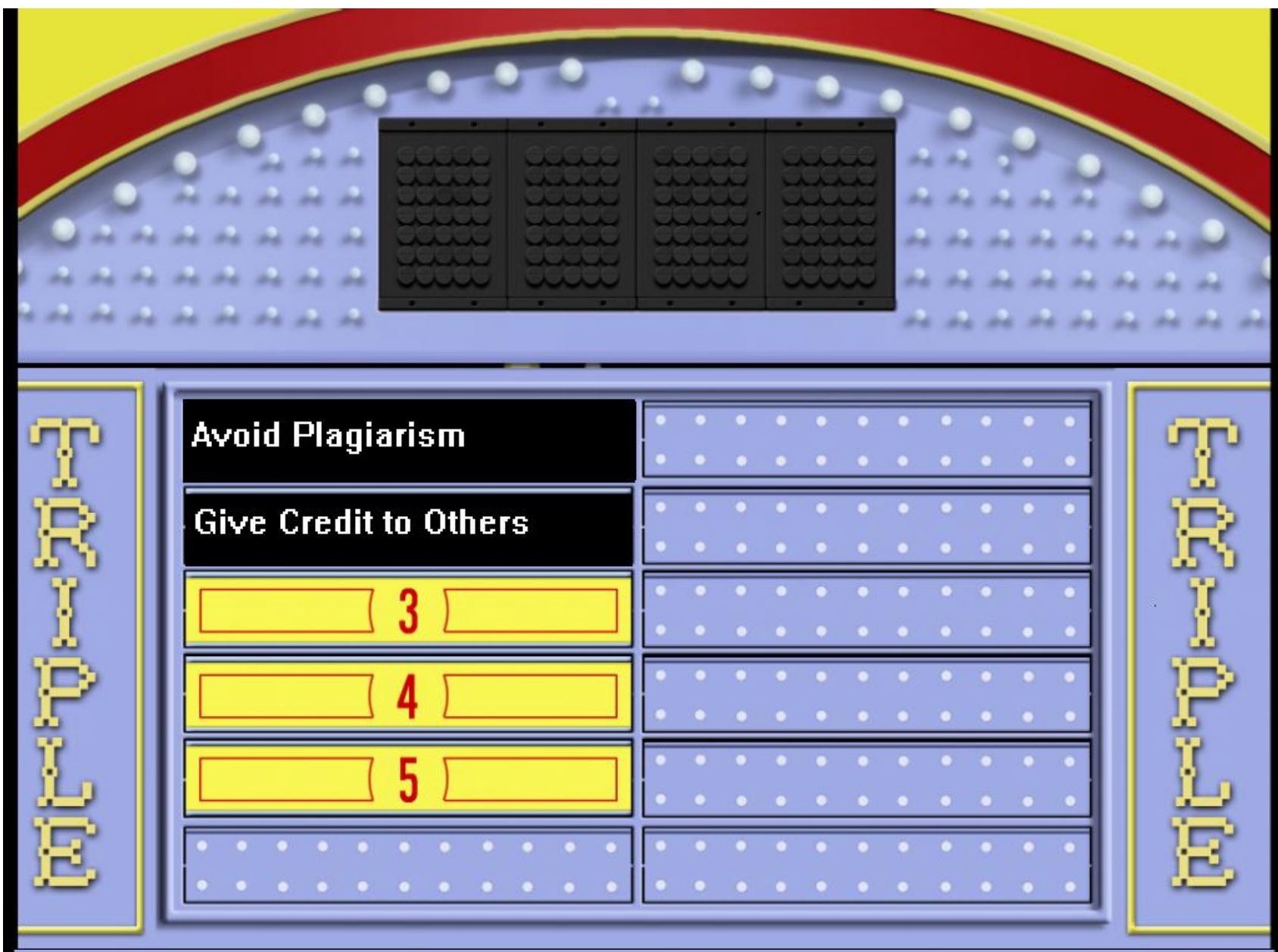
Proper  
citation/referencing  
has two aspects:

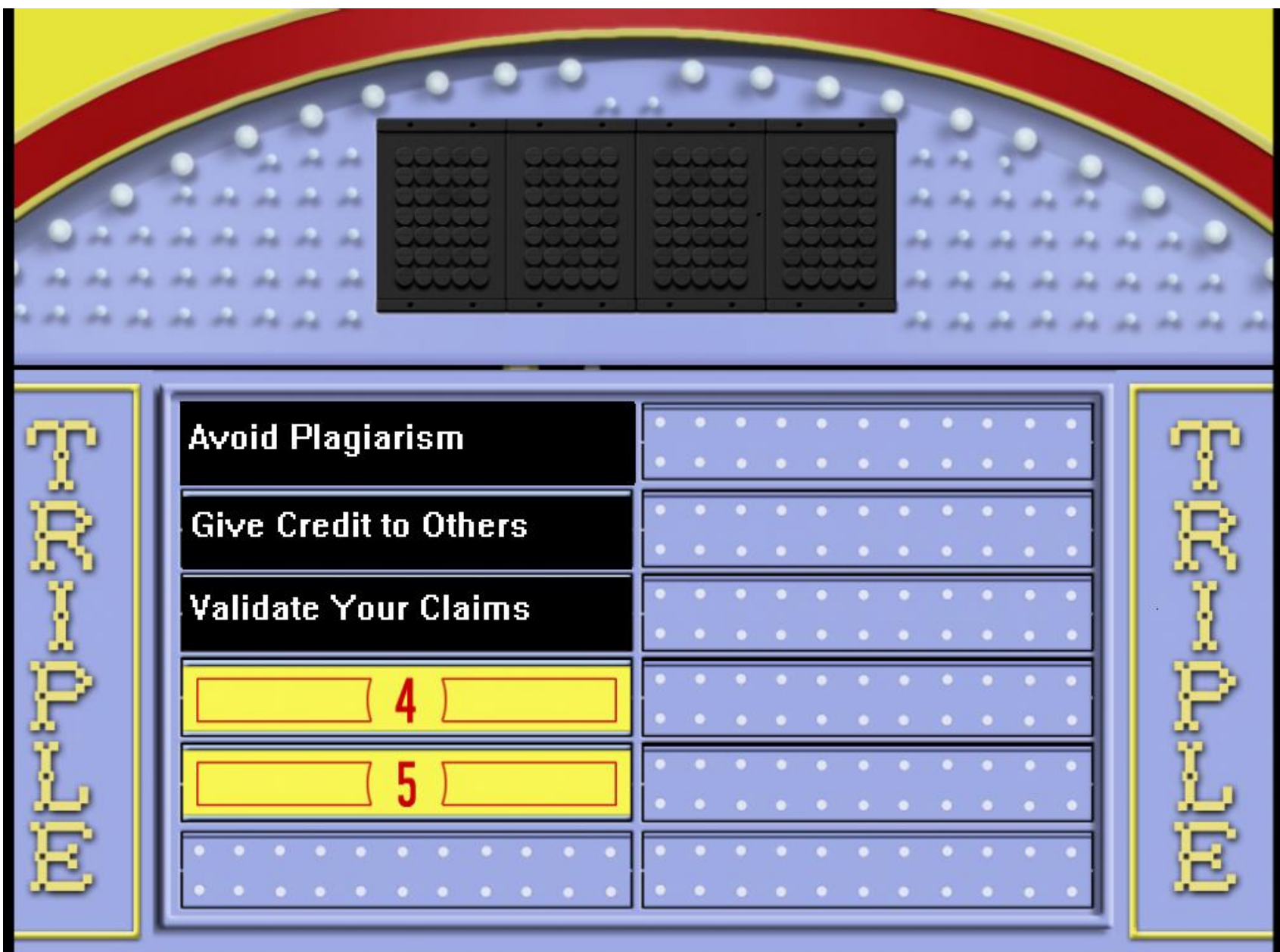
- **In-Text Citations:** While most other styles use short (parenthetical) notes to indicate when an idea presented in your writing relies upon the work/thinking of another, CMS using foot notes with more detailed information.
- **References:** Called a 'Bibliography' in CMS, these are presented at the very end of your work. These are detailed notes identifying the author(s), title, publisher, and any other important information about the resources you have consulted.

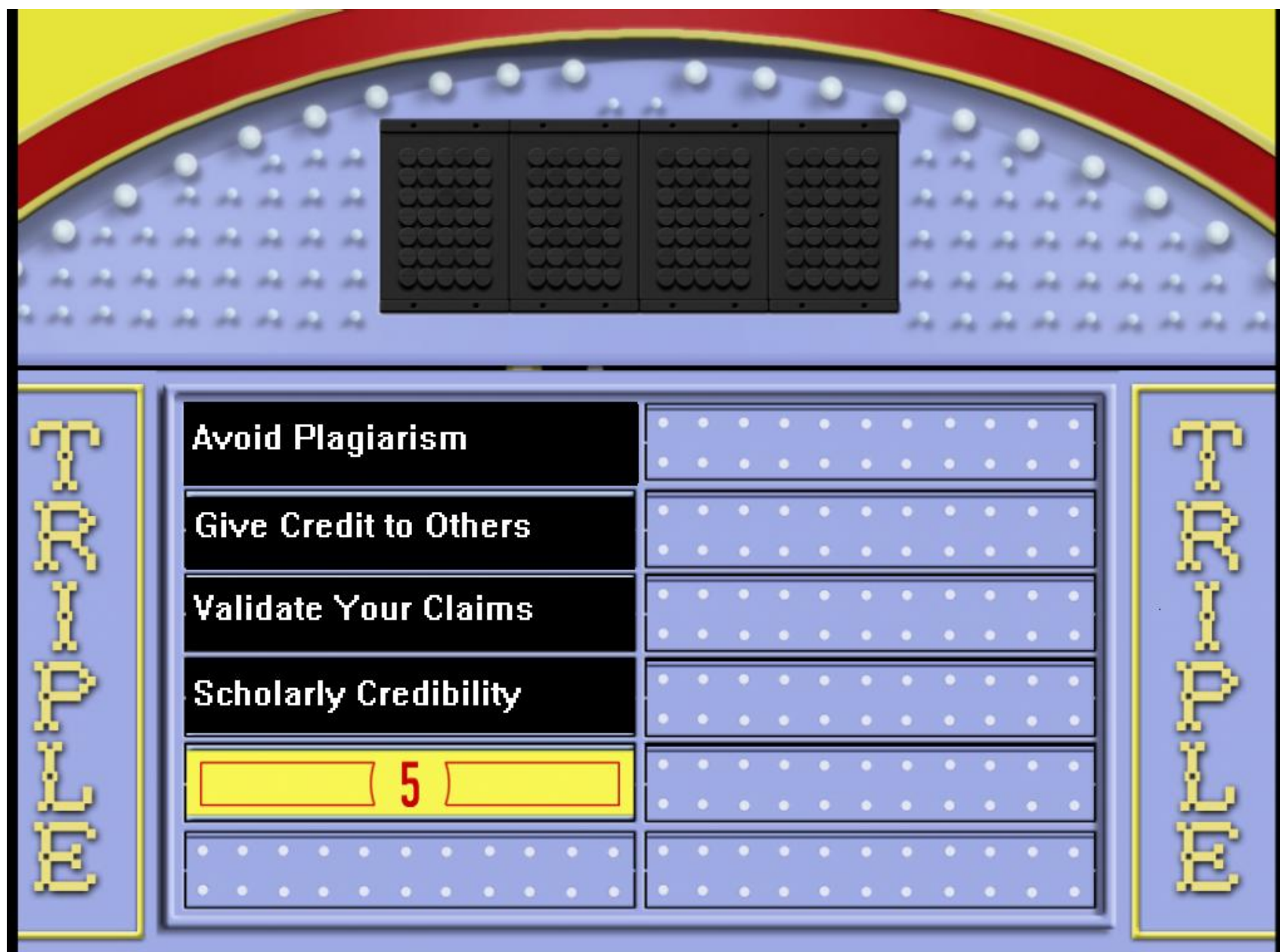
**WHY  
CITE?**

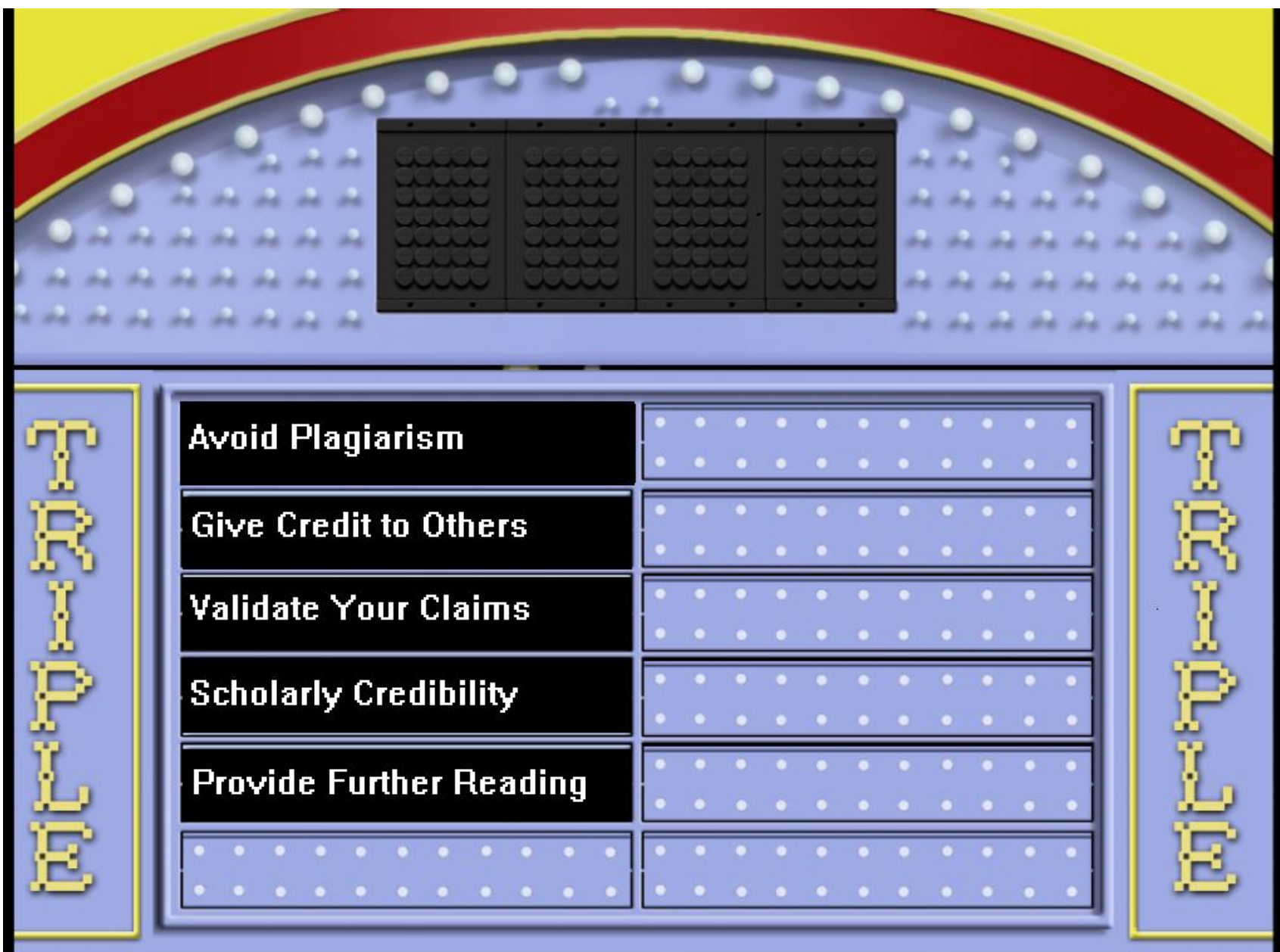












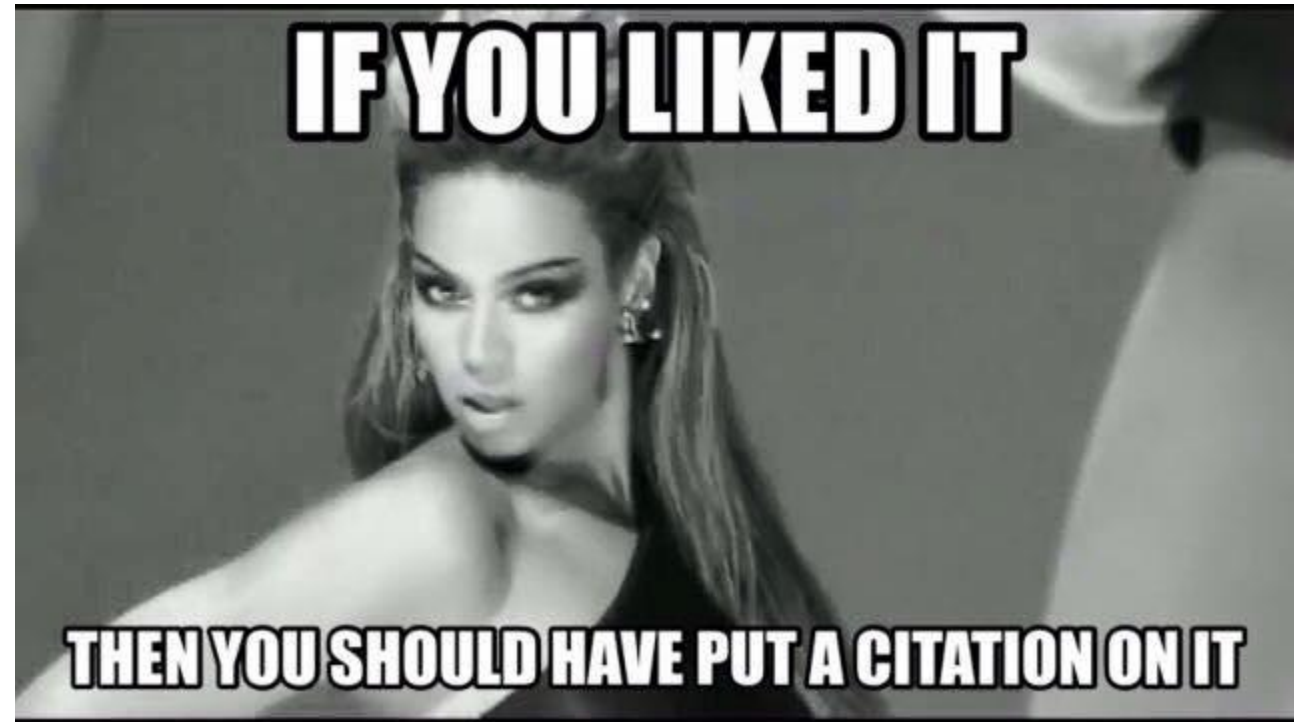
WHEN

WE

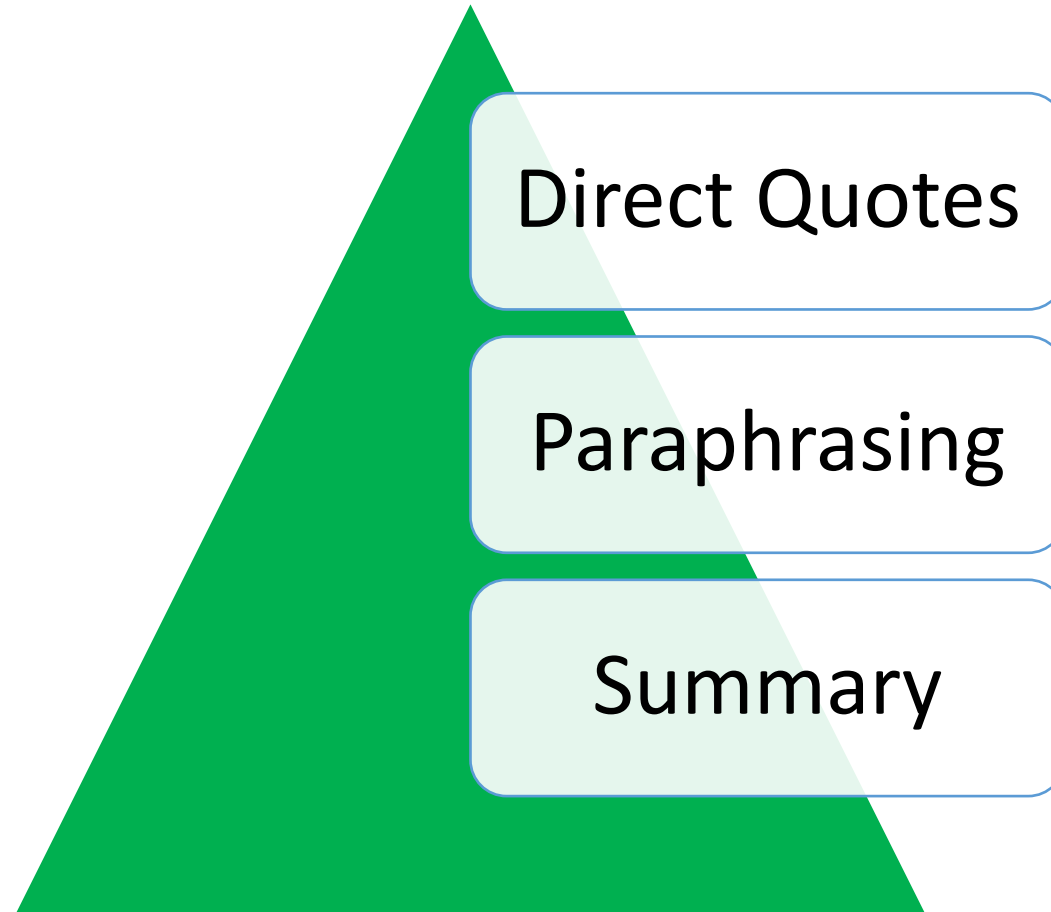
CITE

# When Should You Cite?

- *You need to provide **citations** and **references** whenever an idea you present or statement you make is dependent on the work of others.*
- ***Cite others' original thinking!***



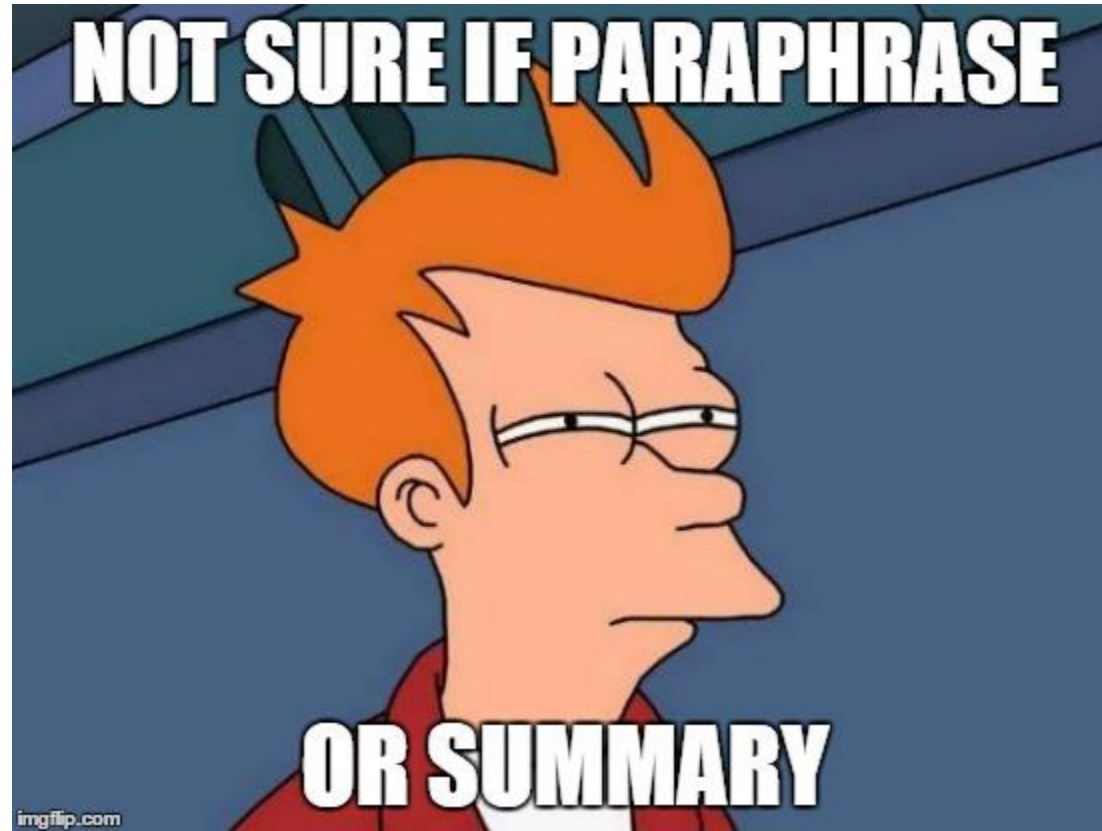
# Three Instances When You Cite



## Direct Quotation

- Any time you take three significant words or more from a source, “direct quotes” should be placed around those words.

# Paraphrasing & Summary



# Paraphrasing

## Paraphrasing

- This involves presenting ideas from the source **in your own words**.
- Simply replacing words with a thesaurus is not adequate.
- This is best used when citing material written in a different tense or perspective.

# Summary

## Summary

- A summary is simply an **outline of the key points** to an argument put in a succinct way.
- For example, an article might list illnesses linked with a variable, and then define those illnesses and symptoms; you might simply list the illnesses.
- This is done to minimize the number of words you use, and focus on key points relevant to your argument.

# To Cite, or Not to Cite?

## What you have to cite

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

## What you don't need to cite

- Common knowledge
- Proverbs, expressions
- Common opinions



*If you are unsure  
whether or not  
you need a  
citation,  
***cite anyway!****



# FOOTNOTES

# How to Cite: Creating a Footnote

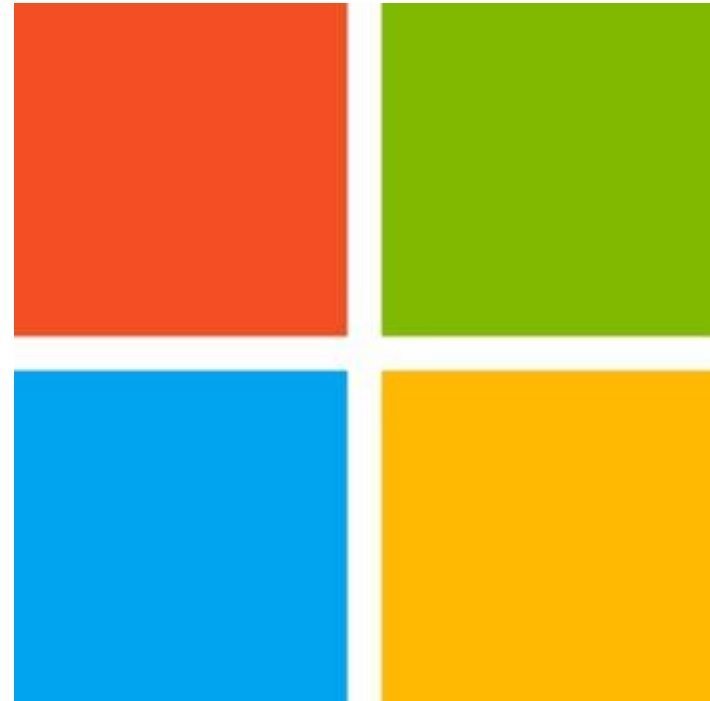
## Mac

Option/Alt + Command + F



## PC

- Ctrl + Atl + F



# Rules for Multiple Authors

One-Three

Four or more

Company/Organization

Edited/Translated Works

No Author

1-3 authors  
(Footnote):

- **First Appearance:** Kanye West and Kim Kardashian, *Directions You Can Use to Name Your Children* (Chicago: West Publishing, 2015), 45.
- **Subsequent Non-consecutive Appearances:** West and Kardashian, *Directions*, 68.

Four or  
more  
authors.

- **First Appearance:** Harry Styles et al., “Getting Over Zayn,” *Boy Band Quarterly* 12 no. 4 (2016): 3.
- **Subsequent Non-consecutive Appearances:** Styles et al., *Getting Over Zayn*, 7.

# Companies/Organizations (Online Book)

When the work is published by an organization, instead of an author, use the company's name instead:

- **First Appearance:** McDonald's, *Diabetes and Heart Disease: The Monopoly Prizes Everybody Can Win* (Oak Brook: Grimace University Press), 24.
- **Subsequent Non-consecutive Appearances:** McDonald's, *Diabetes*, 27.

# No Author

When there is no author or organization, use the title, or an abbreviation of the title, in place of the author. The title should be in “quote marks”:

- **First Appearance:** “Why Fact-checking Is Important,” *Rolling Stone*, November 19, 2014, 34.
- **Subsequent Non-consecutive Appearances:** “Fact-checking,” 35.

# Translator or Editor instead of Author

When putting a translator or editor in place of an author, be sure to note their relationship to the work.

- **First Appearance:** Donald Trump, ed., *Facts* (New York, Trump University Press, 2016), 45.
- **Subsequent Non-consecutive Appearances:** Trump, *Facts*, 47.

# Translator or Editor in Addition to the Author

When providing a translator's or editors' name in addition to the author, the author comes first.

- **First Appearance:** Hilary Clinton, *My Life*, trans. Vladimir Putin (Moscow, The Bulshevik Propaganda Press, 2016), 23.
- **Subsequent Non-consecutive Appearances:** Clinton, *My Life*, 27.

# Note on Shortened Title

“The short title contains the key word or words from the main title. An initial *A* or *The* is usually omitted. The order of the words should not be changed (for example, *Daily Notes of a Trip around the World* should be shortened not to *World Trip* but to *Daily Notes* or *Around the World*). Titles of four words or fewer are seldom shortened. The short title is italicized or set in roman and quotation marks according to the way the full title appears.”

[CMS](#)

# Note on Consecutive Citations

“In a departure from previous editions, Chicago discourages the use of *ibid.* in favor of shortened citations as described elsewhere in this section; to avoid repetition, the title of a work just cited may be omitted.”

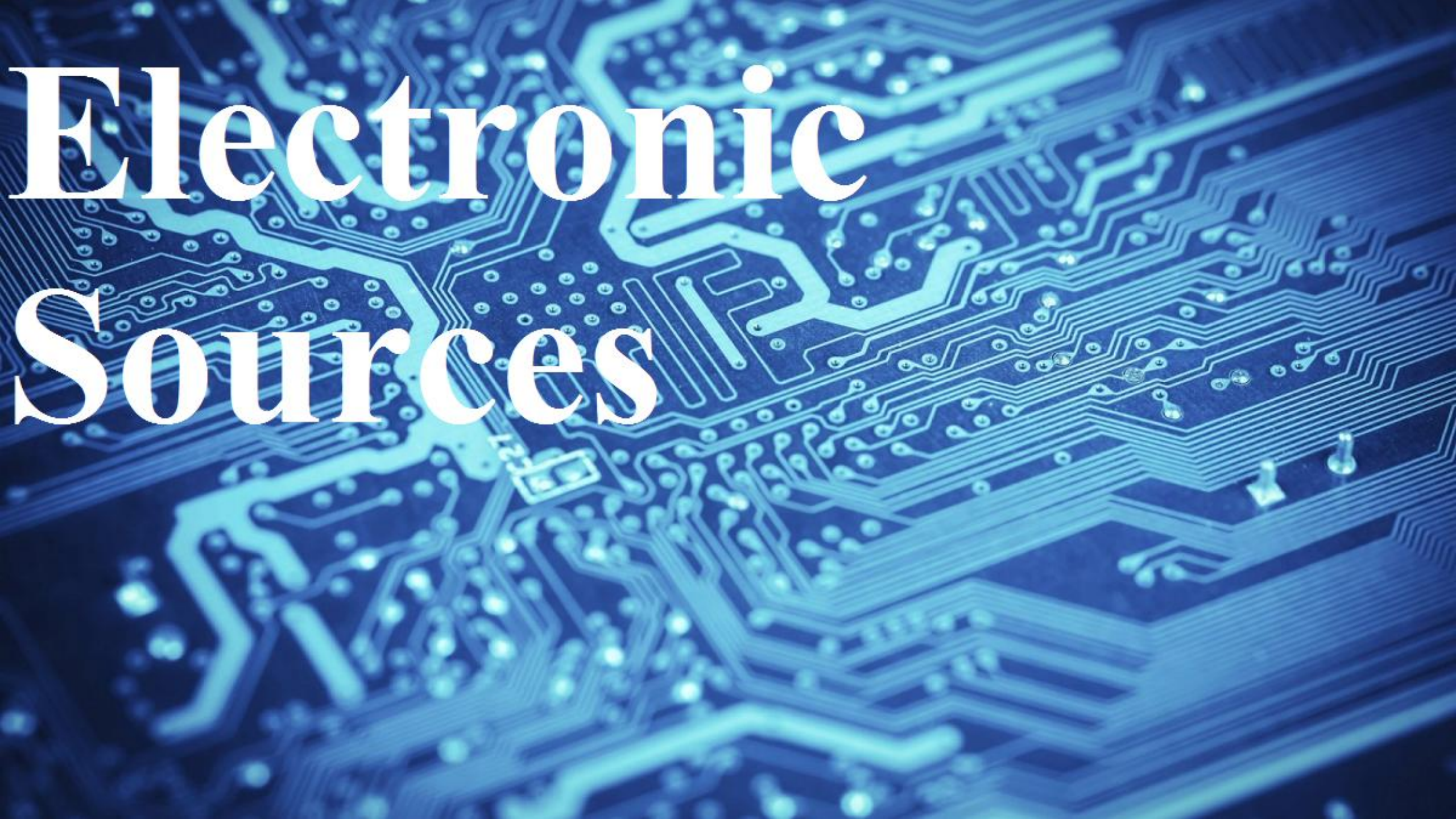
## CMS

Examples:

5. Wolff, *Fire and Fury*, 67.

6. Wolff, 72.

# Electronic Sources

The background of the image is a detailed, blue-tinted photograph of an electronic circuit board. The board is covered in a dense network of fine, light-blue traces that form a complex web across the surface. Numerous small, circular solder points or vias are visible, connecting different parts of the circuit. In the lower right quadrant, there are several larger, more prominent components, possibly integrated circuits or connectors, which are also soldered onto the board. The overall lighting is soft, highlighting the metallic texture of the board and the precision of the manufacturing process.

# Electronic Sources

Sources with a Print Counterpart

Sources without a Print Counterpart

DOI

# Electronic Source (with a print counterpart)

If you retrieved the source online, be sure to include a date accessed (consult your instructor on this point) and a URL.

- “Electricity Is Important for Light and Heating, Brexit Reports Reveals,” *The New European*, December 22, 2017, <http://www.theneweuropean.co.uk/top-stories/electricity-important-brexit-reports-1-5331837>.

# Electronic Source (without a print counterpart)

If you retrieved the source online, be sure to include a date accessed (consult your instructor on this point) and a URL.

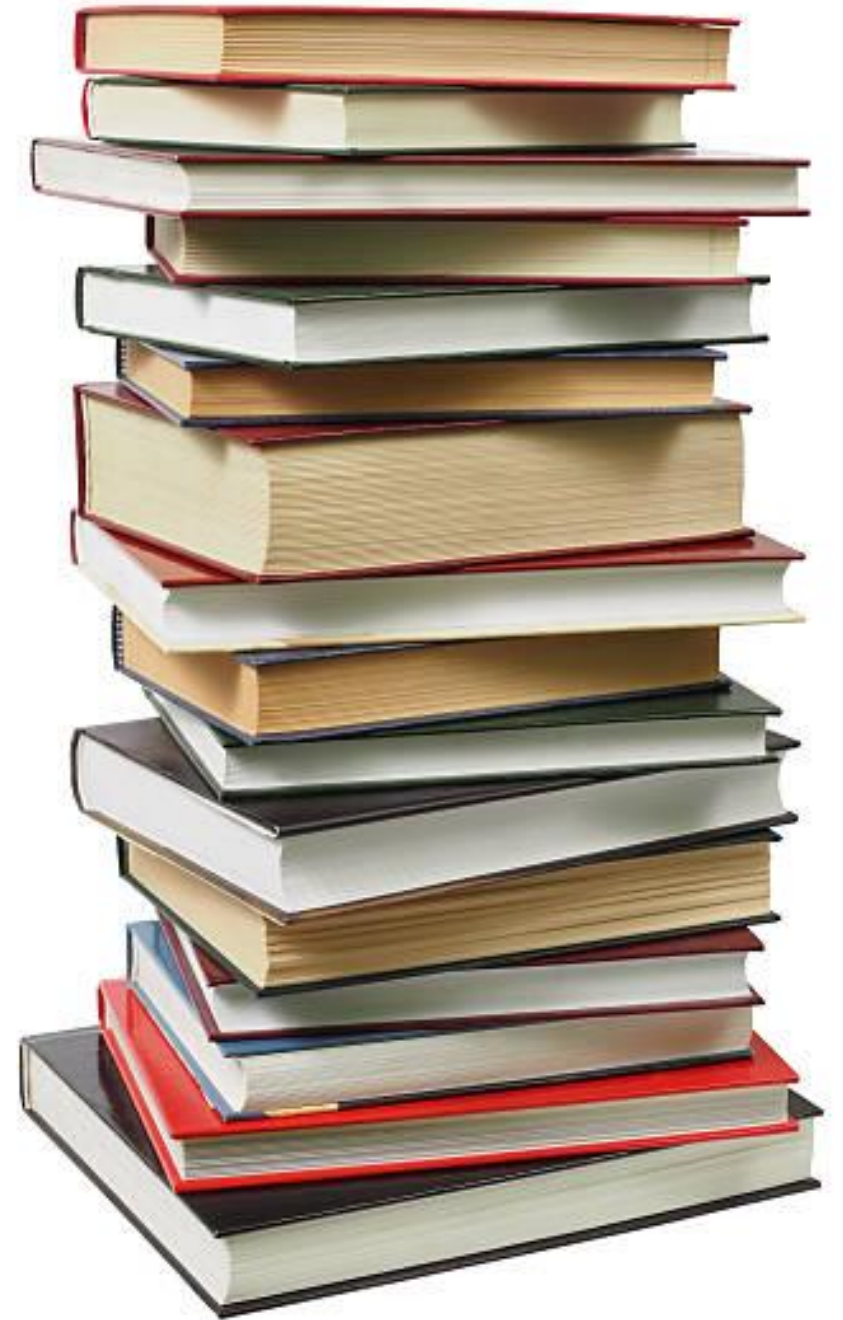
- Jordanfien, “Put Together an Outfit from Urban Outfitters and We'll Reveal which ‘Grey's Anatomy’ Doctor You Are,” BuzzFeed, January 4, 2018, [https://www.buzzfeed.com/jordanfein/build-an-outfit-from-urban-outfitters-and-well-gi-3a55o?utm\\_term=.jrkpEWGvX#.qnNJAjQal](https://www.buzzfeed.com/jordanfein/build-an-outfit-from-urban-outfitters-and-well-gi-3a55o?utm_term=.jrkpEWGvX#.qnNJAjQal).

# Journal Articles and DOIs

Journal articles are the most common source cited in academic writings, and are usually accessed online. Unlike other online sources, they usually have a Digital Object Identifier (DOI). Include this in place of a URL.

- Miley Cyrus, “The Origins of Twerking,” *American Journal of Contemporary Dance*, 1, no. 1 (2016): 123, doi: 210.69/57.21.17.

# Bibliography



## References: Authors

One to ten authors

More than ten authors

# One to Ten Authors

- Include all names.
- First author: last name first, first name last.
- The remaining authors: first name first, last name last.
- Each name prior to the final name is concluded with a comma.
- The word 'and' will precede the final name if there are more than two authors.
- The final name will be concluded with a period.

## One to Ten Authors

### Example

- Styles, Harry, Zayn Malik, Niall Horan, Liam Payne, and Louis Tomlinson.

# More than ten authors

- List the first seven authors as described in the previous slide.
- The word 'and' will not be used to introduce the last name.
- 'et al.' will follow the seventh name and the remaining names will not be included.

# Example

- Killah, Ghostface, Method Man, RZA, ODB, Raekwon, Masta Killa, Inspectah Deck, et al.

“Where space is limited, the policy of the American Medical Association may be followed: up to six authors’ names are listed; if there are more than six, only the first three are listed, followed by *et al.*”

[CMS](#)

'Date Accessed'  
or  
'No Date'?

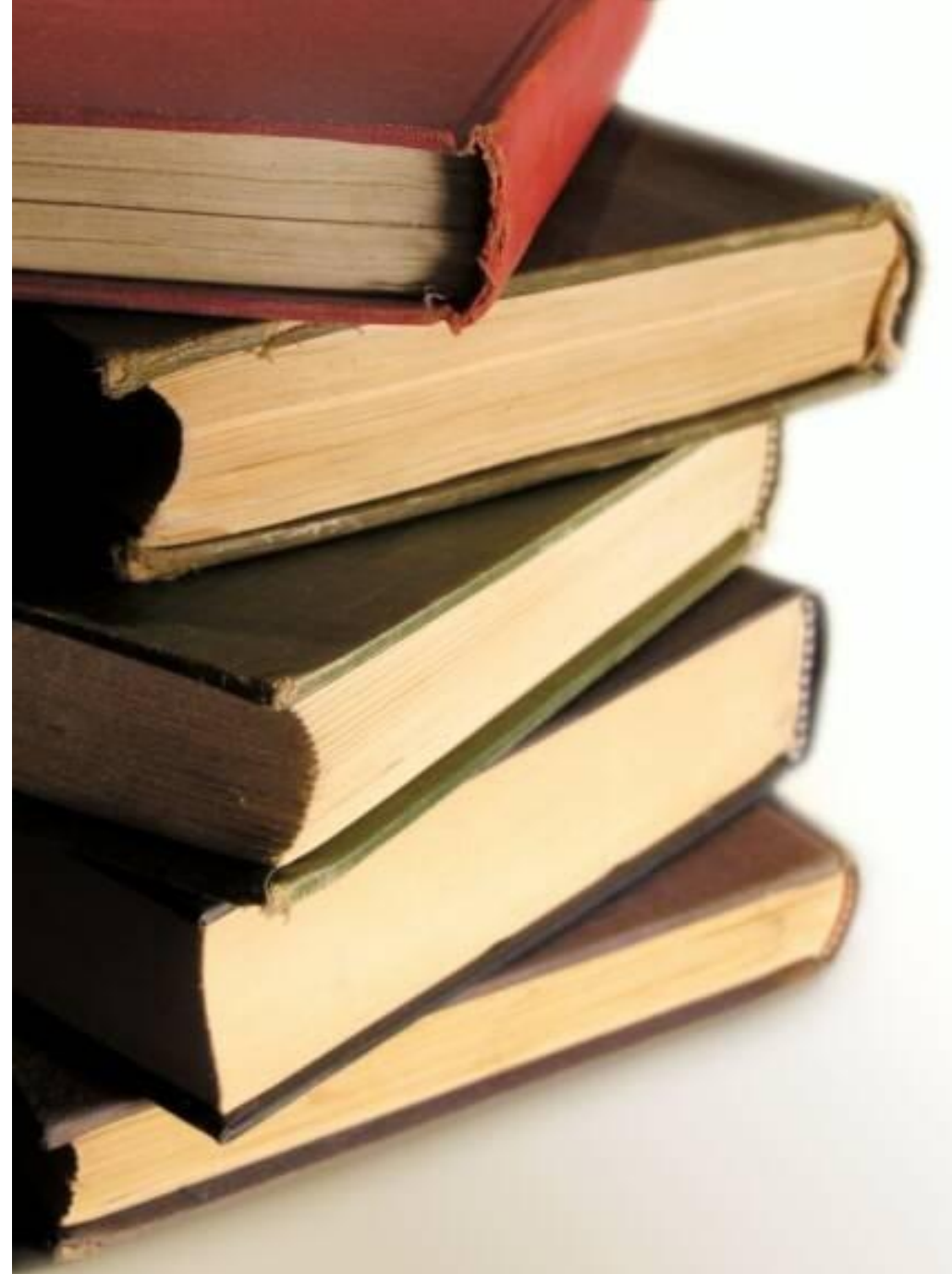
# Web Sources

- If you cannot find a date on a web source, or online source, use the date accessed.



# Print Sources

- If you have a print source with no date, use the abbreviation 'n.d.' in place of the date.



# Preparing a Reference List: Questions To Ask Yourself

- What type of source are you using?
  - - A book? A website? A scholarly article?
- Who is responsible for the text?
  - - An author? A translator? An editor? An organization?
- When was the resource published?
  - - Year? Month? Volume? Issue?
- How did you find the source?
  - - The Internet? In a database? In the library?



*Keep track of your sources to  
make your reference list easy!*



# Journals

# Example: Online Journal

Carey, Mariah.

Note: The last name comes first, followed by the first name. The middle initial or name will be include if it is part of the publish name.

## Example: Online Journal

Carey, Mariah. “How to Enhance Live Performances during New Year’s Concerts.”

Note: The title of the article follows, in double quotes, and also has a period within the quotes.

## Example: Online Journal

Carey, Mariah. “How to Enhance Live Performances during New Year’s Concerts.” *Journal of Performing Arts*

Note: The title of the journal will follow and will be in italics.

## Example: Online Journal

Carey, Mariah. “How to Enhance Live Performances during New Year’s Concerts.” *Journal of Performing Arts* 2, no. 10

Note: The journal name will be followed by the volume number, which has no abbreviation before it. It is followed by a comma, and then the issue number, which has an ‘no.’ before it (an abbreviation of ‘number’).

## Example: Online Journal

Carey, Mariah. “How to Enhance Live Performances during New Year’s Concerts.” *Journal of Performing Arts* 2, no. 10 (1999)

Note: The year of publication will follow the issue number and will be in parentheses.

## Example: Online Journal

Carey, Mariah. “How to Enhance Live Performances during New Year’s Concerts.” *Journal of Performing Arts* 2, no. 10 (1999): 56-77.

Note: The page range will follow the publication, and will be preceded by a colon. If this is a print source, the page range will be followed by a period, completing the bibliographic entry.

## Example: Online Journal

Carey, Mariah. “How to Enhance Live Performances during New Year’s Concerts.” *Journal of Performing Arts* 2, no. 10 (1999): 56-77, doi: 00000000/000000.

Note: If it is an electronic source, you will be required to provide the doi. A comma will follow the page range, and then the letters ‘doi’ (in lowercase and followed by a colon) will introduce the doi.

## Example: Online Journal

Carey, Mariah. “How to Enhance Live Performances during New Year’s Concerts.” *Journal of Performing Arts* 2, no. 10 (1999): 56-77, <http://dx.doi.org/10.1016/j.appdev.2012.05.005>.

Note: If the ‘doi’ cannot be found, you can use the doi link.

## Example: Online Journal

Carey, Mariah. "How to Enhance Live Performances during New Year's Concerts." *Journal of Performing Arts* 2, no. 10 (1999): 56-77, <http://www.websitename.com/subdirectory>.

Note: If neither a doi nor a doi link can be found, you can use the URL instead. Do not leave the hyperlink in.

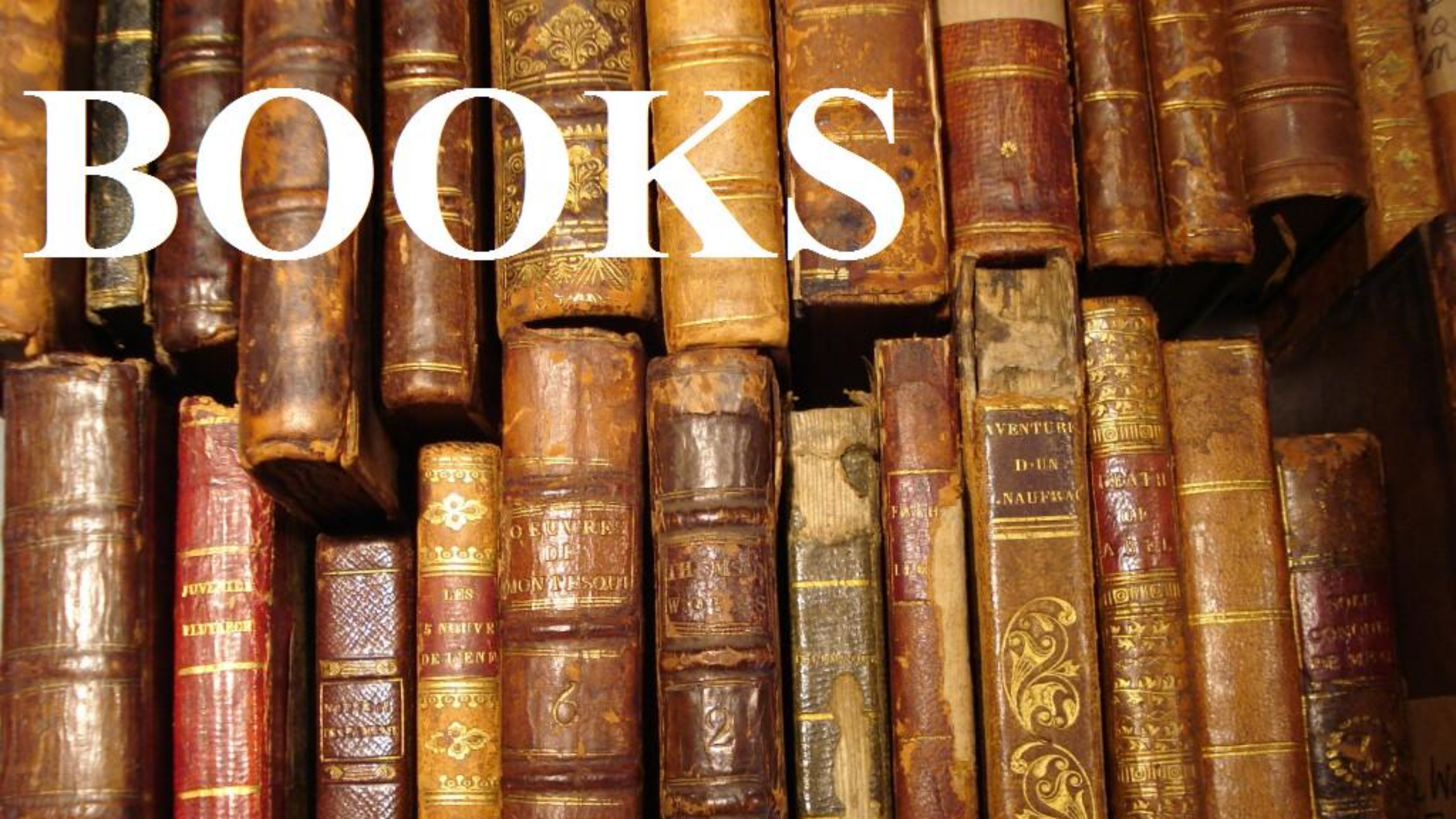
# Footnote vs. Bibliography

## **Footnote:**

1. Mariah Carey, “How to Enhance Live Performances during New Year’s Concerts,” *Journal of Performing Arts* 2, no. 10 (1999): 63, doi: 00000000/000000.

## **Bibliography:**

Carey, Mariah. “How to Enhance Live Performances during New Year’s Concerts.” *Journal of Performing Arts* 2, no. 10 (1999): 56-77. doi: 00000000/000000.



# BOOKS

# Example: Books

Chomsky, Noam.

NOTE: Start with the author's last name. This is followed by the author's first name, and then middle initials or names if included in the published name.

# Example: Books

Chomsky, Noam. *How Donald Trump Will Destroy the World*.

NOTE: The title of the book will follow the name, will be written in italics, and will conclude with a period.

# Example: Books

Chomsky, Noam. *How Donald Trump Will Destroy the World*. New York:  
Penguin,

NOTE: The location of the publisher will follow and will introduce the name of the publisher with a colon.

# Example: Books

Chomsky, Noam. *How Donald Trump Will Destroy the World*. New York: Penguin, 2017.

NOTE: A comma will follow the name of the publisher and introduce the year of publication, which will be concluded with a period.

# Example: Books

Chomsky, Noam. *How Donald Trump Will Destroy the World*. Edited by Bernie Sanders. New York: Penguin, 2017.

NOTE: If the book is an edited or translated work, the words 'Edited by' or 'Translated by' will follow the name of the book and introduce the name of the editor or translator. Their first name will appear first.

# Footnote vs. Bibliography

## **Footnote:**

1. Noam Chomsky, *How Donald Trump Will Destroy the World*, ed. Bernie Sanders (New York: Penguin, 2017), 37.

## **Bibliography:**

Chomsky, Noam. *How Donald Trump Will Destroy the World*. Edited by Bernie Sanders. New York: Penguin, 2017.

# Chapter 1

# Example: Chapter/Article in a Book

Lahren, Tomi. “How to Yell about Mundane Political Issues.”

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

# Example: Chapter/Article in a Book

Lahren, Tomi. “How to Yell about Mundane Political Issues.” In *How to Get Voters Angry via Logical Fallacies*

NOTE: The word ‘In’ will introduce the name of the book from which the article is taking.

# Example: Chapter/Article in a Book

Lahren, Tomi. “How to Yell about Mundane Political Issues.” In *How to Get Voters Angry via Logical Fallacies*, edited by Ann Coulter

NOTE: If it is an edited book, a comma will follow the name of the book, then ‘ed.’ will introduce the editor, whose first name will be presented first.

# Example: Chapter/Article in a Book

Lahren, Tomi. "How to Yell about Mundane Political Issues." In *How to Get Voters Angry with Logical Fallacies*, edited by Ann Coulter, 23-50.

NOTE: A comma will follow the editor's name and will introduce the page range of the chapter. This will be closed with a period. If there is no editor, the page range will follow the comma after the title of the book.

## Example: Chapter/Article in a Book

Lahren, Tomi. "How to Yell about Mundane Political Issues." In *How to Get Voters Angry with Logical Fallacies*, edited by Ann Coulter, 23-50. Dallas: Partial Press, 2017.

NOTE: The bibliographic entry will be closed the same way as a book: the location will be followed by a colon that introduces the publisher. This will be followed by a comma, and then the year of publication.

# Footnote vs. Bibliography

## **Footnote:**

1. Tomi Lahren, “How to Yell about Mundane Political Issues,” in *How to Get Voters Angry with Logical Fallacies*, ed. Ann Coulter (Dallas: Partial Press, 2017), 23.

## **Bibliography:**

Lahren, Tomi. “How to Yell about Mundane Political Issues.” In *How to Get Voters Angry with Logical Fallacies*, edited by Ann Coulter, 23-50. Dallas: Partial Press, 2017.

# Hanging Line

The first line of the reference will be left aligned with no indent. The lines under the first line will all be indented. This is called a 'hanging' line.

To achieve this effect, do not simply hit the 'tab' button. Instead, highlight the entire reference page, right click, and select 'Paragraph'.

Then, under the 'Indentation' subheading, open the dropdown menu. You will have three options: 'None', 'First Line', and 'Hanging'. Select hanging, and then click 'OK' on the bottom right-hand corner of the pop-up window.

# A Word About Citation Generators...

- Many students use citation generators such as:
  - Citation Machine
  - BibMe
  - EasyBib, etc.
- 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!

# Still Have Citation Questions?



There are ways to cite every kind of published or unpublished work, no matter what the medium. If you're not sure how to cite something, look it up on the Purdue OWL, or come see us at the Writing Support Desk in Leddy Library!

# References

Information retrieved from:

OWL Purdue:

<https://owl.english.purdue.edu/owl/resource/717/02/>

Chicago Manual Style:

<http://www.chicagomanualofstyle.org>

<http://www.chicagomanualofstyle.org/book/ed17/part3/ch14/toc.html>

All image retrieved from Microsoft Office, or Bing image search.