

1 Citing sources in your text

There are several different citation styles. Here are the three main ones:

1. MLA - calls for parenthetical citations in the main body of the text.
2. APA - calls for parenthetical citations in the main body of the text.
3. Chicago - calls for citations in footnotes or endnotes.

You need to pick a style and stick to it. Don't mix and match! I provide a few details on Chicago, but you can find full guides here:

<http://olinuris.library.cornell.edu/ref/bibcitations.html>

INSIDER TIP There are software packages that will manage your citations and bibliographies automatically, e.g. BibTeX, Refworks, etc. It does take time to learn how to use this kind of software, but it is much more efficient over time. If you already know a mark-up language, I recommend that you learn L^AT_EX and use BibTeX.

2 Chicago

- Put a superscript number in your text corresponding to the number of the note.
- Place the citation information at the bottom of the page (for footnotes) or place all citations together on an endnotes page.
- The first time you cite a work, you provide full information. All subsequent citations from the same work are done with abbreviations.

2.1 First citation

Book Footnote number, First Name Last Name, Title of Book (Place of Publication: Publisher, Year), page number.

Article Footnote number, First Name Last Name, "Title of Article," Title of Journal Volume Number (Year): pages.

Website Footnote number, Name of Author (or Corporate Author), Title of Website, Date Posted on Web, <URL> (Date you accessed the site).

2.2 Subsequent citations

Subsequent footnoted references to a work you've already cited in full need only the author's last name and the number of the page or pages cited.

3 Making a Bibliography

Your bibliography should follow your endnotes page (if you're using endnotes instead of footnotes). Alphabetize the list of sources by author's last name or first important word of title. If an entry is more than one line long, indent each additional line one tabspace.

Book Last name, First name. Title. Place of Publication: Publishing Company, Year.

Journal Article Last name, First name. "Article Title." Journal Title Volume Number (Year): pages

Website Name of author or Corporate author. "Title of Individual Webpage" Title of Entire Website. Date of posting. <URL> (Date you accessed the site).

CHECK THE CHICAGO MANUAL OF STYLE FOR OTHER CASES