Chicago Manual of Style

This resource is not exhaustive and does not replace the referencing instructions given in class. In case of any doubt, consult the professor before citing your sources as it is indicated here.

Chicago Manual of Style uses two types of references to specify the provenance of borrowed material and give proper credit to previous research. First, it provides footnotes or endnotes for each quotation, paraphrase, and summary in the text itself; second, it provides complete documentation for each source in the bibliography.

Common abbreviations include: chap. (chapter), ed. (edition, editor), et al. (and others), n.d. (no date), no. (number), n.p. (no place, no publisher, no page), p. (page), para. (paragraph), pp. (pages), pt. (part), sec. (section), trans. (translation, translator), vol. (volume).

Footnotes or endnotes

Note numbers are usually inserted at the end of a sentence or clause, after any punctuation mark except for the dash. They cannot appear out of sequence, more than once or in the same location (sections 14.19-14.21).

> "Fifty years later it's so easy, with hindsight, to understand what was happening but you were part of it then. History was no theme park. It was what you lived. You were affected, whether you liked it or not."[1]

The first time a source is cited, the note includes all the bibliographic elements needed to locate it. Subsequent notes referring to the same source can limit themselves to the author's surname or corporate name, the title (which is abridged if it has more than four words), and the page number (sections 14.15, 14.25).

1. Linda Grant, *When I Lived in Modern Times* (London: Granta Books, 2000), 3.
2. Linda Grant, *When I Lived*, 3.

If multiple sources are cited in the same note, they are separated by a semicolon (section 15.52).

> At a local scale, the notion of place is not only a space that we occupy; it is also a part of who we are. This relationship between location and identity can easily be observed through behaviours displayed both during national holiday celebrations and during all-out war.[3]

3. Philip Crang, "Local-global," in *Introducing Human Geographies*, 3rd ed., ed. Paul Cloke, Philip Crang, and Mark Goodwin (New York: Routledge, 2014), 8; Pyrs Gruffudd, "Nationalism," in *Introducing Human Geographies*, 556-557.

If there is **no author**, the note begins with the title instead (section 14.79); if there is **no year of publication**, the note can indicate "n.d." for *no date* (section 14.152); if there are **no page numbers**, the citation can indicate another location indicator (sections 14.17, 14.183).

Bibliographic entries

Bibliographic entries include all the elements needed to locate a source, such as the source's author, title, publication information, and year of publication. They are arranged alphabetically according to the authors' surnames in a list called *Bibliography* (sections 14.16, 14.60).

If there is **no author**, the bibliographic entry is arranged alphabetically according to the title (section 14.79).

Article in a scientific journal

Author. "Title of Article." *Title of Periodical* volume, issue (year): pages. DOI.

> Gostin, Lawrence O. "Public Health Law in a New Century. Part II: Public Health Powers and Limits."
> *Journal of the American Medical Association* 283, no. 22 (2000): 2979-84. doi: 10.1001/jama
> .283.22.2979.

Author. "Title of Article." *Title of Periodical* volume, issue (year): pages. http://URL.

> Miller, Leon. "A Value-based Approach to Sustainability: The Role of Values and Culture in the Pursuit
> of Wealth." *Development and Society* 43, no. 1 (2014): 143-161. http://search.proquest.com
> /docview/1545898307/fulltextPDF/BF0558988F254AD4PQ/1?accountid=14701.

Book

Author. *Title of Book*. Edition. Location: Publisher, year.

> Shaw, Harry. *Errors in English and Ways to Correct Them*. 4th ed. New York: HaperCollins, 1993.

Author. *Title of Book*. Edited by Editor. Location: Publisher, year.

> Aristotle. *The Basic Works of Aristotle*. Edited by Richard McKeon. New York: Modern Library, 2001.

Chapter in an edited book

Author. "Title of Chapter." In *Title of Book*, edited by Editor, pages. Location: Publisher, year.

> Mercer, Claire. "Working With Partners: NGOs and CBOs." In *Doing Development Research*, edited by
> Vandana Desai and Robert B. Potter, 94-103. London: Sage Publications, 2006.

Report

Author. *Title of Report*. Report number. Location: Publisher, year.

> Romanow, Roy J. *Building on Values: The Future of Health Care in Canada*. Rep. No. CP32-85
> /2002E-IN. Saskatoon: Commission on the Future of Health Care in Canada, 2002.

Web content

Author. "Title of Web Page." *Title of Website*. Owner or Sponsor. Access or revision date. http://URL.

> McDonald, Kara C. "Trouble Turnover on UN Security Council." *CFR.org*. Council on Foreign Relations.
> Last modified October 15, 2009. http://www.cfr.org/publication/20407/turnover_on_the_un
> _security_council.html.

Interviewee. "Title of Episode." By Interviewer. *Title of Podcast*. Podcast audio, Posting or publishing date. http://URL.

> Gates, Bill. "Nerdist Podcast: Bill Gates." By Chris Hardwick, Matt Mira, and Jonah Ray. *Nerdist*.
> Podcast audio, January 22, 2015. http://nerdist.com/nerdist-podcast-bill-gates/.

"Title of Video." YouTube video, length. Posted by "username," Posting or publishing date. http://URL.

> "The EVOLUTION of FILM in 3 minutes." YouTube video, 2:57. Posted by "Scott Ewing," March 21,
> 2014. https://www.youtube.com/watch?v=84v3gV0wkjk.

To know more, see the notes and bibliography system in *The Chicago Manual of Style*, currently in its 16th edition (2010).

One work by multiple authors

If a source has **two to three authors**, the note includes every author's name (section 14.18).

> Critical thinking is the ability to react, or to ask oneself a series of questions in order to gain a better understanding of a piece of information.[4] This ability is essential during research because doing research is "like zigzagging up and down a rocky hill through overgrown woods, sometimes in a fog, searching for something you won't recognize until you see it."[5]

4. M. Neil Browne and Stuart M. Keeley, *Asking the Right Questions: A Guide to Critical Thinking*, 10th ed. (Upper Saddle River, NJ: Pearson Prentice Hall, 2011), 2-3.

5. Wayne C. Booth, Gregory G. Colomb, and Joseph M. Williams, *The Craft of Research*, 3rd ed. (Toronto: Nelson Education, 2008), 32.

If a source has two to three authors, the bibliographic entry includes every author's name in the same order as on the title page. The first name is inverted, and each name is separated by a comma (section 14.18).

> Browne, M. Neil, and Stuart M. Keeley. *Asking the Right Questions: A Guide to Critical Thinking*. 10th ed. Upper Saddle River, NJ: Pearson Prentice Hall, 2011.
>
> Booth, Wayne, C., Gregory G. Colomb, and Joseph M. Williams. *The Craft of Research*. 3rd ed. Toronto: Nelson Education, 2008.

If a source has **four or more authors**, the note includes the first author's name, followed by the abbreviation for *and others* (section 14.18).

> "A student doing research is part of a community of scholars . . . governed by the codes of academic honesty that identify plagiarism—whether intentional or accidental—as a serious offence against academic integrity."[6]

6. William E. Messenger et al., *The Canadian Writer's Handbook*, 5th ed. (Don Mills, ON: Oxford University Press, 2008), 490.

If a source has four or more authors, the bibliographic entry includes every author's name in the same order as on the title page. The first name is inverted, and each name is separated by a comma (section 14.18).

> Messenger, William E., Jan De Bruyn, Judy Brown, and Ramona Montagnes. *The Canadian Writer's Handbook*. 5th ed. Don Mills, ON: Oxford University Press, 2008.

Multiple works by the same author

In the bibliography, two or more works written by the same author are arranged alphabetically according to the first significant word of the title (section 14.67). The first bibliographic entry includes the author's name, and subsequent entries replace it by a three-em dash (section 14.64).

> Pennebaker, James W. "Putting Stress Into Words: Health, Linguistic, and Therapeutic Implications." *Behaviour Research and Therapy* 31, no. 6 (1993): 539-548. doi: 10.1016/0005-967(93) 90105-4.
>
> ———. "Writing About Emotional Experiences as a Therapeutic Process." *Psychological Science* 8, no. 3 (1997): 162-166. doi: 10.1111/j.1467-9280.1997.tb00403.x.

To know more, see the notes and bibliography system in *The Chicago Manual of Style*, currently in its 16th edition (2010).

Block quotations

If a quotation has more than 100 words, five lines or one paragraph, it forms a block of text indented half an inch (or 1.27 cm) from the left margin. Contrary to other quotations, it is not within quotation marks (sections 2.18, 13.9, 13.10).

> There are three determinants to "asking others": motivation, capacity, and compatibility.
>> The first proposition builds on the straightforward idea that asking others to participate is sticking your neck out. By asking others, one publicly displays endorsement of a cause and comes out as a supporter of a movement. Not all targets of a recruiter may react positively: some may disagree with the cause, some may change their opinion about the recruiter accordingly, or some may even react in a hostile way. So, asking others comes with a cost, and not all potential participants are prepared to bear that cost. It depends on the *motivation* of the potential recruiter.[7]

> 7. Stefaan Walgrave and Ruud Wouters, "The Missing Link in the Diffusion of Protest: Asking Others," *American Journal of Sociology* 119, no. 6 (2014): 1677, doi: 10.1086/676853.

Foreign-language quotations

If a quotation is translated for the benefit of the reader, your translation follows the foreign-language quotation in the text (or in a freestanding block of text in the case of block quotations). Contrary to other quotations, your translation is not within quotation marks—it is usually provided in parentheses after the original quotation (sections 13.71-13.76).

> "La démarche palliative est avant tout d'ordre relationnel. C'est ce qui intéresse les soignants qui s'y vouent."[8] (The palliative approach is first and foremost a relational one, which is what attracts the caregivers who devote themselves to it; my translation.)

> 8. Pascal Hintermeyer, "Soins palliatifs" [Palliative care], in *Dictionnaire du corps* [Dictionnary of the body], ed. Michela Marzano (Paris: Presses universitaires de France, 2007), 882.

In the bibliography, your translation follows the original title in brackets (section 14.108).

> Hintermeyer, Pascal. "Soins palliatifs" [Palliative care]. In *Dictionnaire du corps* [Dictionnary of the body]. Edited by Michela Marzano, 880-884. Paris: Presses universitaires de France, 2007.

Modified quotations

If alterations or clarifications are made to a quotation, they are added either in brackets within the quotation or in parentheses after the quotation (sections 13.58, 13.60).

> "It [yoga] is neither a religion, nor a creed; it is a need of *life*, as the breath we breathe"[9] (italics added).

If words or sentences are omitted from a quotation, they are replaced by an ellipsis (sections 13.48-13.52).

> "Yoga is a . . . need that will be felt by every individual. . . . Yoga is the science of existence."[9]

> 9. Swami Krishnananda, *An Introduction to the Philosophy of Yoga* (Rishikesh: Divine Life Society, 2000), PDF e-book, chap. 5.

To know more, see the notes and bibliography system in *The Chicago Manual of Style*, currently in its 16th edition (2010).

Second-hand quotations

If one work is cited in another, it is best to locate the original source. However, if it cannot be found, the original work is provided in the note, followed by a comma, the precision *quoted in*, and the indirect source (section 14.273).

> In an interesting variation to the conception of literature as a reflection of the significant beliefs, values and norms of a society, Wolfenstein and Leites argue that "the common day-dreams of a culture are in part the sources, in part the products of its popular myths, stories, plays and films."[10]

> 10. Martha Wolfenstein and Nathan Leites, *Movies: A Psychological Study* (Glencoe, IL: Free Press, 1950), 12-13, quoted in Milton C. Albrecht, "The Relationship of Literature and Society," *American Journal of Sociology* 59, no. 5 (1954): 426, http://www.jstor.org/stable/2772244.

In the bibliography, only the indirect source is included (section 15.52).

> Albrecht, Milton C. "The Relationship of Literature and Society." *American Journal of Sociology* 59, no. 5 (1954): 425-436. http://www.jstor.org/stable/2772244.

Source material taken from class notes

Generally speaking, you should avoid citing class notes. However, if you decide to quote, paraphrase or summarize class notes in a paper, you must reference them accordingly (sections 14.225, 14.226, 14.245).

Class notes taken during a lecture can be treated like a lecture.

> Professor. "Title of Lecture." Lecture given in the course Title of Course, University of Ottawa, Ottawa, Class date.

Printed handouts provided by the professor can be treated like an unpublished manuscript.

> Professor. "Title of Handout." Handout given in the course Title of Course, University of Ottawa, Ottawa, Class date.

Class notes available online can be treated like website content.

> Professor. "Title of Document." *Title of Website*. University of Ottawa. Access or revision date. URL.

Source material taken from course packs

Works found in a course pack are cited like works in an anthology compiled by the professor (sections 4.60, 14.88).