

LAKEHEAD UNIVERSITY
STUDENT SUCCESS CENTRE

Documenting and Formatting Using
The Chicago Manual of Style
15th Edition

The following information has been taken from the *The Chicago Manual of Style*.

Please consult with your professor.

The Chicago Manual of Style, 15th ed., is a stylistic guide for editors, publishers and individuals who intend to have their works published. History and other university humanity courses often require footnotes or endnotes based on *The Chicago Manual of Style*. This handout is a modified version of the Chicago Style to accommodate the needs of the student. For more detailed information, consult *The Chicago Manual of Style*, 15th ed.

Your professor may have specific format requirements. Always consult with your professor.

General Formatting (3-56; 58-90; 594-600)

Paper: Standard “8 ½ x 11” paper.

Margins: One inch margins on top, bottom and both sides of document. Do not right-justify.

Spacing: The entire text should be double-spaced, including block quotations, extracts, notes, and bibliographic entries.
Leave only one space after ending punctuation, i.e. periods, colons, etc.

Notes: Footnotes are inserted at the bottom of the page; endnotes are listed at the end of the paper.
Endnotes follow any appendix material and precede the bibliography.
Create notes by using the endnote or footnote function of your computer.

Pagination: Pages are paginated consecutively (all pages are counted whether or not they are numbered).
Page numbers are placed at the top of the page, flush left.
No page number is displayed on title page (blind folio).

Title Page: Include title of document, author’s (student’s) name, receiver’s (professor’s) name, course name and number, and due date.

A. Footnotes or Endnotes (594-612)

You must provide a footnote/endnote whether you directly quote from a source or rephrase the information in your own words. Footnotes or endnotes should be numbered consecutively, beginning with “1.”

If a full bibliography is presented, which includes all works cited, the note citations, including the first citation, should be concise; the bibliography will provide more detailed information.

Bibliographic entry (594)

Doniger, Wendy. *Splitting the Difference: Gender and Myth in Ancient Greece and India*.

Chicago: University of Chicago Press, 1999.

First note citation in a work with full bibliography (594)

1. Doniger, *Splitting the Difference*, 23.

Note reference numbers in text are set as superscript numbers; they are positioned at the end of a sentence or clause and placed after punctuation marks. Reference numbers will follow the closing parenthesis; however, they will precede the dash. These numbers are “full size, not raised, and followed by a period.”

Examples of placement of reference numbers (600-602)

Following punctuation marks

“Nonrestrictive relative clauses are parenthetic, as are similar clauses introduced by conjunctions indicating time or place.”¹

Following parenthesis

“This,” wrote George Templeton Strong, “is what our tailors can do.” (In an earlier book he said quite the opposite.)²

Preceding a dash

The bias was apparent in the Shotwell series³—and it must be remembered that Shotwell was a student of Robinson’s.

Example of note with note number

1. William Strunk Jr. and E. B. White, *The Elements of Style*, 4th ed. (New York: Allyn and Bacon, 2000), 3.

The basic short form (604)

A shortened note may be used when other note entries are placed between a subsequent note entry. The short form includes the last name of the author, a shortened title, and page number(s).

Examples of shortened notes (604)

1. Samuel A. Morley, *Poverty and Inequality in Latin America: The Impact of Adjustment and Recovery* (Baltimore: Johns Hopkins University Press, 1995), 24-25.
2. Regina M. Schwartz, "Nationals and Nationalism: Adultery in the House of David," *Critical Inquiry* 19, no. 1 (1992): 131-132.
3. Ernest Kaiser, "The Literature of Harlem," in *Harlem: A Community in Transition*, ed. J. H. Clarke (New York: Citadel Press, 1964).
4. Morley, *Poverty and Inequality*, 43.
5. Schwartz, "Nationals and Nationalism," 138.
6. Kaiser, "Literature of Harlem," 189, 140.

Ibid. (605-606)

Ibid. (from *ibidem*, "in the same place") refers to the same note cited as the preceding note. If you are citing the same page, use the term "Ibid." (do not include the page number); if you are citing a different page, include the page number.

Example of notes with the use of *ibid.* (605)

5. Farmwinkle, *Humour of the Midwest*, 241.
6. *Ibid.*, 258-59.
7. *Ibid.*
8. *Ibid.*, 333-34.
9. Losh, *Diaries and Correspondence*, 1:150.
10. *Ibid.*, 2:35-36.
11. *Ibid.*, 2:37-40.

Op Cit (606)

"*Op cit*", (opera citato "in the work cited") used with an author's last name and standing in place of a previously cited title, is now being discouraged. However, if your professor requires you use op cit, the following is the accepted format:

12. Farmwinkle, op cit., 1.

B. Short Quotation (444-471)

Whether placing another individual's ideas or expressions in your own words or directly quoting, the source must be acknowledged with a footnote or endnote reference, accompanied by a bibliography entry.

Short direct prose quotations should be enclosed within quotation marks, double-spaced, and integrated or run into the text of the paper. The wording of a direct quote should be duplicated exactly as in the original work, using the original wording, spelling, capitalization, and punctuation.

Example of direct quotation with an accompanying note (448)

Benjamin Franklin admonishes us to “plough deep while sluggards sleep.”¹

1. *The Chicago Manual of Style* 15th ed. (Chicago: University of Chicago Press, 2003), 448.

C. Block Quotation (64; 447-471)

In Chicago Style, a block quotation is used for eight lines or more. Poetry is the only exception: two or more lines are set off in a block. A block quotation is preceded by a period, although a colon is also acceptable. A block quotation should be set off from the text, “vertically double-spaced” and indented in its entirety from the left margin.

Example of block quotation (460)

A complete passage from Emerson's essay “Politics” reads:

The spirit of our American radicalism is destructive and aimless: it is not loving, it has no ulterior and divine ends; but is destructive only out of hatred and selfishness. On the other side, the conservative party, composed of the most moderate, able, and cultivated part of the population, is timid, and merely defensive of property. It vindicates no right, it aspires to no real good, it brands no crime, it proposes no generous policy, it does not build, nor write, nor cherish the arts, nor foster religion, nor establish schools, nor encourage science, nor emancipate the slave, nor befriend the poor, or the Indian, or the immigrant. From neither party, when in power, has the world any benefit to expect in science, art, or humanity, at all commensurate with the resources of the nation.¹

D. Note and Bibliography Entries (594; 643-754)

Books (595; 643-687)

In the bibliography, book titles are italicized, with the main elements separated by periods. In the note, they are separated by commas.

In the (N)ote, list authors in the order in which they appear on the title page.

In the (B)ibliography entry, the name of the first author is inverted (last name first with given name and initials to follow) and co-authors are placed in natural order.

Two authors (649)

Note (N)

1. Kurt Johnson and Steve Coates, *Nabokov's Blues: The Scientific Odyssey of a Literary*

Genius (Cambridge, MA: Zoland Books, 1999), 649.

Bibliography (B)

Johnson, Kurt, and Steve Coates. *Nabokov's Blues: The Scientific Odyssey of a Literary Genius*.

Cambridge, MA: Zoland Books, 1999.

More than three authors (650)

For books with more than three authors, in the Note, use the terms “and others” or “et al.” after the first author’s name. In the Bibliography entry, identify all authors or editors, up to ten: if there are eleven or more, list the first seven, “followed by ‘et al.’”

(N)

2. Jeri A. Sechzer and others, eds., *Women and Mental Health* (Baltimore: Johns Hopkins

University Press, 1996), 243.

(B)

Sechzer, Jeri A., Sheila M. Pfaffilin, Florence L. Denmark, Anne Griffin, and Susan J.

Blumenthal, eds. *Women and Mental Health*. Baltimore: Johns Hopkins University Press,

1996.

Work in an anthology or multi-author book (662)

Include the author and the title of the work, you are citing, followed by the title of the book, the name of editor(s), and publication information.

(N)

3. Anne Carr and Douglas J. Schuurman, “Religion and Feminism: A Reformist Christian

Analysis,” in *Religion, Feminism, and the Family*, ed. Anne Carr and Mary Stewart Van

Leeuwen, 11-32 (Louisville, KY: Westminster John Knox Press, 1996), 662.

(B)

Carr, Anne, and Douglas J. Schuurman. "Religion and Feminism: A Reformist Christian Analysis." In *Religion, Feminism, and the Family*, edited by Anne Carr and Mary Stewart Van Leeuwen, 11-32. Louisville, KY: Westminster John Knox Press, 1996.

Journal Articles and Periodicals (688-704)

Titles of journals are italicized; journal articles are placed in quotation marks in notes and bibliographies.

Journal with volume number and issue number (690)

The volume number follows the title of the journal, without intervening punctuation; it is not italicized. The issue number follows the volume number; it is separated by a comma and preceded by "no."

(N)

4. Christopher S. Mackay, "Lactantius and the Succession to Diocletian," *Classical Philology* 94, no. 2 (1999): 205.

(B)

Mackay, Christopher S. "Lactantius and the Succession to Diocletian." *Classical Philology* 94, no. 2 (1999): 195-233.

An article in a journal that only uses issue numbers (691)**(N)**

5. John M. Beattie, "The Pattern of Crime in England, 1660-1800," *Past and Present*, no. 62 (1974): 47-95.

(B)

Beattie, J. M. "The Pattern of Crime in England, 1660-1800." *Past and Present*, no. 62 (1974): 47-95.

Newspaper article (700-703)**(N)**

6. Laurie Goodstein and William Glaberson, "The Well-Marked Roads to Homicidal Rage," *New York Times*, national edition, sec.1, April 10, 2000, A4.

(B)

Goodstein, Laurie, and William Glaberson. "The Well-Marked Roads to Homicidal Rage." *New York Times*, April 10, 2000, national edition, sec.1.

Personal Communications and Unpublished Data (706-707)

Personal communication includes interviews, e-mail, letters, telephone conversations, etc. “In a parenthetical citation, the terms *personal communication* (or pers. comm.), *unpublished data* . . . are used after the name(s) of the person(s) concerned, . . .”. Personal communication begins with the name of the individual who has provided the information; the name of the receiver is mentioned next. Personal Communication is not listed in the Bibliography.

(N)

7. Constance Conlon, e-mail message to author, April 17, 2000.

Electronic Sources (644-646)

Electronic sources have become major components of academic work.

Writers should access electronic contents for validity and authority.

In an electronic work, if the uniform resource locator (URL) has to be broken at the end of a line, the break should be placed **after** a double slash (//) or a single slash (/) but **before** a tilde (~), a period (.), a comma (,), a hyphen (-), an underline (_), a question mark (?), a number sign (#), or a percent symbol (%) and **before or after** an ampersand (@) or an equal sign(=).

Online journal (696-698)**(N)**

8. Mark Warr and Christopher G. Ellison, “Rethinking Social Reactions to Crime: Personal and Altruistic Fear in Family Households,” *American Journal of Sociology* 106, no. 3 (2000), under “The Consequences of Fear,” [http://www.journals.uchicago.edu/AJS/journal /issues/ v106n3/050125/050125.html](http://www.journals.uchicago.edu/AJS/journal/issues/v106n3/050125/050125.html).

(B)

- Warr, Mark, and Christopher G. Ellison. “Rethinking Social Reactions to Crime: Personal and Altruistic Fear in Family Households.” *American Journal of Sociology* 106, no. 3 (November 2000): 551-78. <http://www.journals.uchicago.edu/AJS/journal /issues/ v106n3/050125 /050125.html>.

Informal internet sites (714-715)

Informal publishing information is information posted without clear indication of authorship, title, publisher, or date.

Web page (715)

If no author is provided, the site title may replace the author.

(N)

9. The Bahá’ís of the United States, “History,” *The Bahá’í Faith*, <http://www.us.bahai.org/history/index.html>.

(B)

The Bahá'ís of the United States. "History." *The Bahá'í Faith*. <http://www.us.bahai.org/history/index.html>.

Personal home page (715)**(N)**

10. Pete Townshend's official Web site, "Biography," http://www.petetownshend.co.uk/petet_bio.html.

(B)

Pete Townshend's official Web site. "Biography," http://www.petetownshend.co.uk/petet_bio.html.

Citations taken from Secondary Sources (727)

"'Quoted in.' To cite a source from a secondary source . . . is generally to be discouraged, since authors are expected to have examined the works they cite. If an original source is unavailable, however, both the original and the secondary source must be listed."

(N)

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

(B)

Costello, B. *Marianne Moore: Imaginary Possessions*. Cambridge, MA: Harvard University Press, 1981

Bibliography (612-616)

The bibliography is located at the end of the paper. A full bibliography includes all works cited as well as other works consulted, excluding personal communication. A selected bibliography includes only works cited in the text. The bibliography is double-spaced, and alphabetized by the last name of the author. The name of the first author in the work is inverted (last name first with given name and initials to follow) and any additional names are written in natural order. The first line of the entry is placed at the left hand margin and subsequent lines of the same entry are indented.

Bibliography

- The Bahá'ís of the United States. "History." *The Bahá'í Faith*. <http://www.us.bahai.org/history/index.html>.
- Beattie, John M. "The Pattern of Crime in England, 1660-1800." *Past and Present*, no. 62 (1974): 47-95.
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- Goodstein, Laurie, and William Glaberson. "The Well-Marked Roads to Homicidal Rage." *New York Times*, April 10, 2000, national edition, sec.1.
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- Pete Townshend's official Web site. "Biography." http://www.petetownshend.co.uk/petet_bio.html.
- Sechzer, Jeri A., Sheila M. Pfaffilin, Florence L. Denmark, Anne Griffin, and Susan J. Blumenthal, eds. *Women and Mental Health*. Baltimore: Johns Hopkins University Press, 1996.
- Warr, Mark, and Christopher G. Ellison. "Rethinking Social Reactions to Crime: Personal and Altruistic Fear in Family Households." *American Journal of Sociology* 106, no. 3 (November 2000): 551-78. <http://www.journals.uchicago.edu/AJS/journal/issues/v106n3/050125/050125.html>.