

# Chicago Citation Guide – How to cite a source using Footnotes or Endnotes (Humanities Style)

Endnotes or Footnotes (in-text citations) are used to acknowledge which parts of a paper reference particular sources. **Citations are needed to indicate paraphrasing, direct quotations, showing that an idea is not your own, or that information was obtained from another source other than yourself.** If you do not cite, you are plagiarizing, which is a serious offence.

- **Footnotes**<sup>1</sup> are numbered citations listed at the bottom of each page to cite quotes, paraphrases, and other in-text references.
- **Endnotes**<sup>i</sup> are numbered citations listed on a single page at the end of the research paper.
- To cite a source, use a **small superscript (raised) number**, placed after each in-text reference. These references are in sequential order throughout the paper. Each numbered reference corresponds to a numbered citation in the footnote or endnote that **provides author, date and publication information** for each source.<sup>2</sup> In a note, the author's name is given in the normal order (first name first). (Microsoft Word does a great job of creating/managing both types of citations).
- Citations in notes are **single spaced**. The **first line is indented**.

## Shortened Citations:

- The **first in-text reference** to a source must be cited in full with the **name of the author(s), title of the work, place of publication, name of publisher, and page number(s) of the cited reference**.
  - *E.g.*, John Smith, *Make Believe Books*, (Vancouver: Made-up Press, 2009), 3.
- The **subsequent in-text references** for sources that have already been cited may be shortened to the author's last name, abbreviated title, and the appropriate page reference.
  - *E.g.*, Smith, *Make Believe*, 14-23.
- **Immediately following references** that refer to the same source may be shortened to '**ibid**' (short for 'ibidem' – the Latin word for "in the same place") and the appropriate page reference.
  - *E.g.*, *Ibid.*, 25.
- If a quotation is **more than 4 lines** when typed, begin the quotation on a new line that is **indented 2.5cm** (1 inch). **DO NOT USE QUOTATION MARKS**. Example:

At the conclusion of *My Side of the Mountain*, Sam realized how much he had missed his family:

Then I jumped in the air and laughed for joy. I recognized my four year-old brother's pleasure song. The family! Dad had brought the family! Every one of them. I ran, twisting, and turning through the trees like a Cooper's hawk, and occasionally riding a free fifty feet downhill on an aspen sapling. Dad gave me a resounding slap, and Mother hugged me until she cried. I led them proudly up the mountain.<sup>3</sup>

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<sup>1</sup> Footnote Example

<sup>2</sup> *The Chicago Manual of Style*, (15<sup>th</sup> ed., 2003)

<sup>3</sup> Jean Craighead George, *My Side of the Mountain* (New York: Puffin, 2001), 175.

# Chicago Citation Guide – Creating a Bibliography

- See the Chicago Manual of Style, 15<sup>th</sup> ed., 2003 for complete information.
- At the end of your paper, you will list all your sources on a separate page entitled **BIBLIOGRAPHY**.
- The Bibliography list is arranged **ALPHABETICALLY** by the author's last name. If there is no author, use the title of the source.
- In a Bibliography, the **author's name is inverted** (last name first).
- Double space your list. If a citation runs more than one line, the second line and subsequent lines are indented by 1.25 cm (0.5 inches).

**Each type of source has to be cited in a specific way. Use the templates below to cite your sources correctly.**

## Book – Single Author:

Last name, First M. *Book Title*. City Published: Publisher, Year Published.

*Example:*

Nylund, Eric. *Halo The Fall of Reach*. New York: Random House Publishing Group, 2001.

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## Book – Two Authors:

Last name, First M., and First M Last name . *Book Title*. City Published: Publisher, Year Published.

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**Book – Multiple Authors (3-10):** (all names should be fully cited in the bibliography; however, in the **in-text citation** only the first author's name needs to be cited and the others replaced with 'et al.')

Last name, First M. *Book Title*. City Published: Publisher, Year Published.

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## Book – Corporate Author:

Corporation. *Book Title*. City Published: Publisher, Year Published.

- A 'corporate author' may be a commission, an association, a committee or any other group whose individual members are not identified.
  - If the corporate author's name begins with an articles such as *The*, *A* or *An*, omit the article in the citation.
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**Book – No author:** (use editor, translator or compiler in place of author) **Abbreviations:** Editor (**ed.** or **eds.**), Translator (**trans.**), Compiler (**comp.**)

Last name, First M., ed. *Book Title*. City Published: Publisher, Year Published.

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## Book – No author:

*Book Title*. City Published: Publisher, Year Published.

- In the Works Cited list, alphabetize anonymous works by title (disregard articles such as *The* and *A*).
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**Book Chapters and Works in Anthologies:**

Last name, First M. "Section Title." In *Book Title/Anthology Title*, edited by First M. Last name. City Published: Publisher, Year Published.

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**Encyclopedia / Dictionary:**

# of Edition.

"Title of section" in *Encyclopedia Name*, # ed., Year Published.

**In-Text Citation:** *Encyclopedia Name*, # of ed., s.v. "Title of section."  
(“s.v.”: sub verbo, Latin for “under the word”)

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**Indirect Source:** (citing sources from a secondary source is not a recommended practice. Locate the original source when possible).

Last name, First M. *Book Title*. City Published: Publisher, Year Published.

- **In-text citation:** Cite the original work first. Add the text ‘**quoted in**’ and then add the author of the secondary source (the one you consulted).
  - List both sources in your bibliography as separate entries.
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**Journal (Print):**

(Volume)

(Pages of entire article)

Last name, First M. "Article." *Journal Name*, no. (Month Year): Page(s).

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**Journal (Online):**

Last name, First M. "Article." *Journal Name*, no. (Month Year): Page(s). URL (accessed Month Day, Year).

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**Magazine:**

Last name, First M. "Article Title." *Magazine*, Month Day, Year, Page(s).

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**Newspaper (Print):**

Last name, First M. "Article Name." *Newspaper*, Month Day, Year, Page(s).

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**Newspaper (Online):**

Last name, First M. "Article Name." *Newspaper*, Month Day, Year, Page(s). Url (accessed Month Day, Year).

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**Website:**

Last name, First M. "Website Article." *Website Name*, URL (accessed Month, Day, Year).

- If no author is listed, start with the title of the document.
  - If the URL of the exact document is too long and complicated, give instead the URL of the site’s search page.
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**Endnotes** (this should be on a separate sheet)

i Endnote Example

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