

Chicago Documentation Style

Chicago documentation is a recommended style for research in the humanities, social sciences, and natural sciences. Chicago documentation format uses Footnotes or Endnotes and may include a Bibliography if required by the instructor.

Harry Ainlay students should always check with teachers for any specific requirements or preferences that may differ from the Chicago guidelines listed below.

Footnotes or Endnotes: In the text, an Arabic numeral is placed above the line at the end of the sentence or quotation and these reference numbers are numbered consecutively throughout the paper. Each of these superscript reference numbers corresponds to an entry in either a *footnote* at the bottom of the page or an endnote in a separate section at the end of the essay. Notes include complete bibliographic information when cited for the first time.

Footnotes are separated from the text by a solid line twenty spaces in length. Leave a blank line and beneath indent the same number of spaces as your regular paragraph indentations. If you are using block paragraphs, then use either six, seven, or eight spaces for indenting your footnotes. Type the superscript number followed by the reference details without an intervening space. If the note continues on a second line, start at the left-hand margin and single space the note. A double space is left between individual notes.

When a work is mentioned in a reference note for the first time, the complete entry is given with the author's names in normal order. Once a work has been cited in complete form, later references to it are shortened.

If you have to refer to a work already cited in full, use an abbreviated format containing the author's surname and the page reference.

Example:

⁶Turabian 145.

If more than one of Turabian's books has been used you would have to include a shortened version of the title to identify it.

Example:

⁶Turabian, *Student's Guide* 145.

If it is necessary to refer immediately to the same source, the Latin abbreviation *ibid.* should be used. For example, an immediate reference to the same page of Turabian's book would be cited:

⁷*Ibid.*

If another citation to the same book by Turabian follows immediately, it would be entered in this way:

⁸*Ibid.*, 168.

General information about Notes:

- Always place the superscript after the punctuation in your paper unless that punctuation is a dash.
- Number footnotes and endnotes in regular font, not superscript.
- Indent notes the same way you would indent a paragraph.
- Separate most elements of a note with a comma. (No comma appears before the bracket containing publication information.)
- Include publication information the first time you reference a source, and enclose this information in brackets.
- List authors by their first names, then their last names.
- Abbreviate terms such as "editor" (ed.), "translator" (trans.), and "volume" (vol.).
- Provide the number of the page (or, in the case of some Internet sources, number of the paragraph) from which you found your information.

Example: Another emperor who was instrumental in the expansion and vital to the race of Christianity was Theodosios I (born 347 AD). In 380, he proclaimed Christianity as the official religion of the state. He also convened the second Ecumenical Council and finalized the Articles of Faith. As with these two aforementioned Emperors, there was many who ruled Byzantine and helped it progress in terms prospective growth as well as religious development of Christianity⁶.

⁶ Veynw, Paul, editor, *A History of Private Life: I From Pagan Rome to Byzantium* (Boston: Belknap Press of Harvard University Press, 1992), 270-271.

Bibliography: A Bibliography is an alphabetical listing of the sources you used in writing your paper. It must include all of the sources that appear in your footnotes or endnotes. The list is alphabetized according to the last name of the author. If a work has more than one author (but not more than four), alphabetize according to the last name of the first author mentioned on the source. That name should be followed by all of the authors, with their first names first. When a work has more than four authors, use the surname of the first followed by et al. If a work has no author (editor or translator), alphabetize it according to the first word (except for “A”, “An”, “The”) of the title.

The following examples are provided as examples for notes and bibliography sections (N = Notes B = Bibliography):

Book with a single author

N 1. Neil Bissoondath, *Selling Illusions: The Cult of Multiculturalism in Canada*. (Toronto: Penguin Books, 1994), 43.

B Bissoondath, Neil. *Selling Illusions: The Cult of Multiculturalism in Canada*. Toronto: Penguin Books, 1994.

Book with two or three authors

N 2. Don Weeks and Kerry Banks, *Ultimate Hockey Trivia*. (Vancouver: Greystone Books, 1996), 21.

B Weeks, Don, and Kerry Banks. *Ultimate Hockey Trivia*. Vancouver: Greystone Books, 1996.

Book with three or more authors

- N** 3. Eric Schulman, John Fritz, and Henry Smith, *Science Projects with Computers*. (New York: Arco Publishing company, 1995), 42.
- B** Schulman, Eric, John Fritz, and Henry Smith. *Science Projects with Computers*. New York: Arco Publishing Company, 1995.

Book with no author given

- N** 4. *Foods That Harm Foods That Heal: An A to Z Guide To Safe and Healthy Eating*. (Montreal: The Reader's Digest Association Ltd., 1977), 20 – 25.
- B** *Foods That Harm Foods That Heal: An A to Z Guide To Safe and Healthy Eating*. Montreal: The Reader's Digest Association Ltd., 1977.

Book with an editor

- N** 5. Angela Gair, ed., *Artist's Manual: A Complete Guide to Painting and Drawing Materials and Techniques*. (San Francisco: Chronicle Books, 1995), 224.
- B** Gair, Angela, ed. *Artist's Manual: A Complete Guide to Painting and Drawing Materials and Techniques*. San Francisco: Chronicle Books, 1995.

Book with more than one editor

- N** 6. Donald Bowie and Robert Sheldon, eds., *Canada's Top Bands*. (Ottawa: Wilson Publishing, 1997), 89.
- B** Bowie, Donald and Robert Sheldon, eds., *Canada's Top Bands*. Ottawa: Wilson Publishing, 1997.

Translated Book

- N** 7. Gilles Harvard, *The Great Peace of Montreal of 1701: French-Native Diplomacy in the Seventeenth Century*, trans. Phyliss Aronoff and Howard Scott (Kingston, ON: McGill-Queen's University Press, 2001), 130.

- B** Harvard, Gilles. *The Great peace of Montreal of 1701: French-Native Diplomacy in the Seventeenth Century*. Translated by Phyllis Aronoff and Howard Scott. Kingston, ON: McGill-Queen's University Press, 2001.

Book with secondary source of quotation

- N** 8. Louis Zukofsky, "Sincerity and Objectification", *Poetry*, 37 (February 1931), 269.; quoted in Bonnie Costello, *Marianne Moore: Imaginary Possessions* (Cambridge: Harvard University Press, 1981), 78.
- B** Zukofsky, Louis. "Sincerity and Objectification", *Poetry*, 37 (February 1931), 269. Quoted in Bonnie Costello, *Marianne Moore: Imaginary Possessions*, 78. Cambridge: Harvard University Press, 1981.

Article in a journal

- N** 9. Ebere Onwudiwe, "Africa's Other Story," *Current History: A Journal of Contemporary World Affairs* 101 (May 2002), 225-226.
- B** Onwudiwe, Ebere. "Africa's Other Story." *Current History: A Journal of Contemporary World Affairs* 101 (May 2002), 225-226.

Article in a magazine

- N** 10. Andrew Sullivan, "Yes, America Has Changed," *Time (Canadian Edition)*, Vol. 160 No. 11, 9 September 2002, 46.
- B** Sullivan, Andrew. "Yes, America Has Changed." *Time (Canadian Edition)*, Vol. 160 No. 11, 9 September 2002, 46.

Newspapers

- N** 11. Sheryl Grant, "New War Memorial in Lunenburg," *The Halifax Herald* (Halifax), 24 April 1998, sec. A, p. 26.
- B** Grant, Sheryl. "New War Memorial in Lunenburg." *The Halifax Herald* (Halifax), 24 April 1998, sec. A, p. 26.

Article from a database

- N** 12. Andrew Sullivan, "Yes, America has Changed." *Time (Canadian Edition)*, Vol. 160 No. 11, 9 September 2002, 46, available from Canadian Reference Centre; <http://search.epnet.com> Boston, MA: EBSCO Publishing, accessed 19 September 2002.
- B** Sullivan, Andrew. "Yes, America has Changed." *Time (Canadian Edition)*, Vol. 160 No. 11, 9 September 2002, 46, available from Canadian Reference Centre; <http://search.epnet.com> Boston, MA: EBSCO Publishing, Accessed September 19, 2002.

Web Site ("n.d." stands for "no date")

- N** 13. Vito Stefano, *The World Transformed*, n.d., available from <http://www.ihr.sas.ac.uk/welcome.html> accessed September 24, 2002.
- B** Stefano, Vito. *The World Transformed*, n.d., available from <http://www.ihr.sas.ac.uk/welcome.html> Accessed September 24, 2002.
- N** 14. Statistics Canada, "Homicides by Method", *Canadian Statistics*, n.d., available from <http://www.statcan.ca/Pgdb/State/Justice/Legal01.htm>, accessed September 26, 2002.
- B** Statistics Canada. "Homicides by Method", *Canadian Statistics*, n.d., available from <http://www.statcan.ca/Pgdb/State/Justice/Legal01.htm>, Accessed September 24, 2002.

Web Site with No Author Identified (give name of owner of the site)

- N** 15. Greenpeace International, "The iPad, Internet, Climate Change Link in the Spotlight," Greenpeace International, <http://www.greenpeace.org/international/news/ipad-cloud-climate-change-290310> (accessed April 13, 2010).
- B** Greenpeace International, "The iPad, Internet, Climate Change Link in the Spotlight," Greenpeace International, <http://www.greenpeace.org/international/news/ipad-cloud-climate-change-290310> (Accessed April 13, 2010).

Online Periodical Database

- N** 16. Charles H. Tator, James D. Carson, and Robert Cushman, "Hockey injuries of the spine in Canada, 1966 – 1996," *CMAJ: Canadian Medical Association Journal*, Vol. 162 Issue 6, 03/21/2000, 787, available from Academic Search Elite; <http://search.epnet.com> Boston, MA.: EBSCO Publishing, accessed 15 November 2000).
- B** Tator, Charles H., James D. Carson, and Robert Cushman, "Hockey injuries of the spine in Canada, 1966 – 1996," *CMAJ: Canadian Medical Association Journal*, Vol. 162 Issue 6, 03/21/2000, 787, available from Academic Search Elite; <<http://search.epnet.com>> Boston, MA.: EBSCO Publishing, Accessed 15 November 2000).

Subscription Database

No Author Provided

- N** 17. Haiti: Government. In: World Geography: Understanding A Changing World; available from <<http://www.worldgeography.abc-clio.com/>> Santa Barbara, CA.:ABC:CLIO, c 2006, accessed May 23, 2006. [4 pages].
- B** Haiti: Government. In: World Geography: Understanding A Changing World; available from <<http://www.worldgeography.abc-clio.com/>> Santa Barbara, CA.:ABC:CLIO, c 2006, Accessed May 23, 2006.[4 pages].

Ebook

- N** 18. Ernst L. Freud, ed., *Letters of Sigmund Freud* [book on-line] (New York: Basic Books, 1960) available from Questia, <http://www.questiaschool.com/PM.qst?a=o&d=9891209>; (accessed November 29, 2007).
- B** Freud, Ernest L., ed. *Letters of Sigmund Freud* [book on-line] (New York: Basic Books, 1960) available from Questia, <http://www.questiaschool.com/PM.qst?a=o&d=9891209>; (Accessed November 29, 2007).

Bibliography

Robertson, Hugh. *The English Essay: A Guide to Essays and Papers*. Toronto: McGraw Hill Ryerson, 1993.

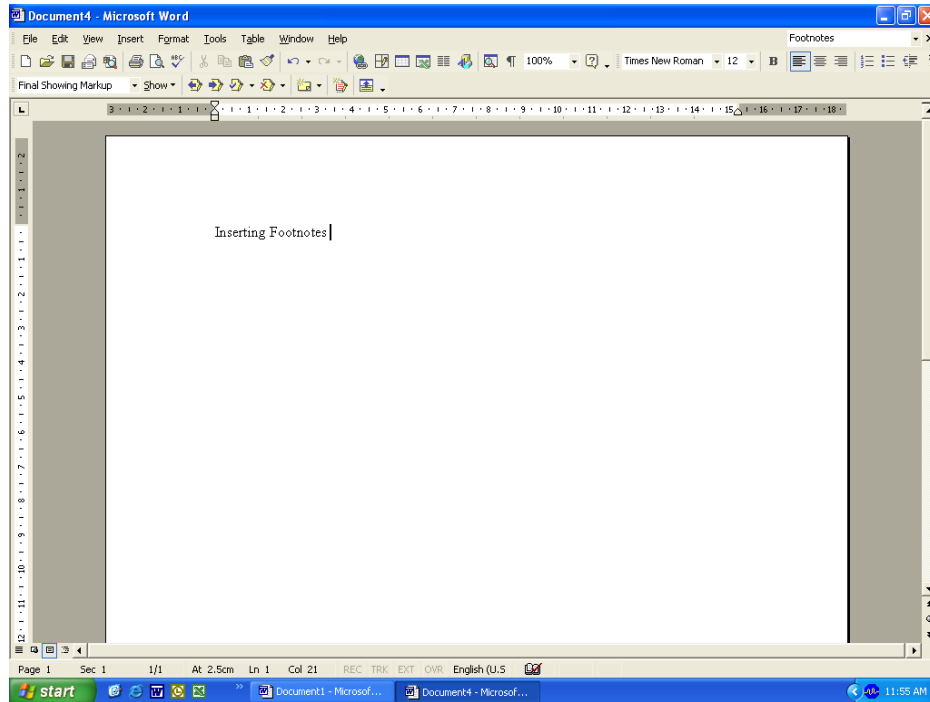
Robertson, Hugh. *Research and Communication Skills*. Ottawa: Piperhill, 1996.

Turabian, Kate L. *A Manual for Writers of Term Papers, Theses, and Dissertations*. Chicago: University of Chicago Press, 2007.

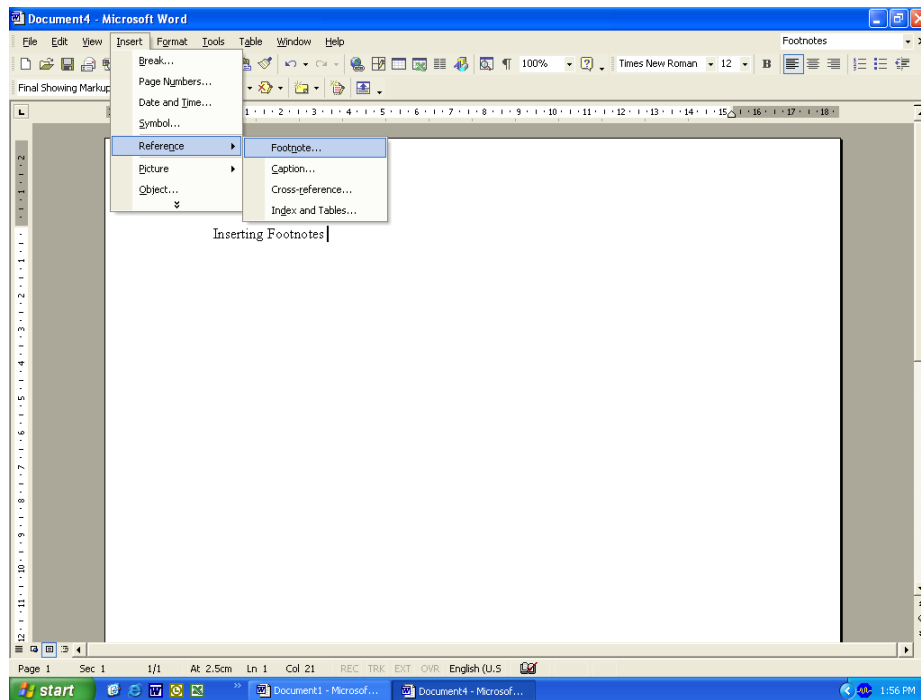
Writing and Learning Services. *Chicago Documentation Style*. Edmonton, AB: Grant MacEwan University, 2009.

Inserting Footnotes in a Word document

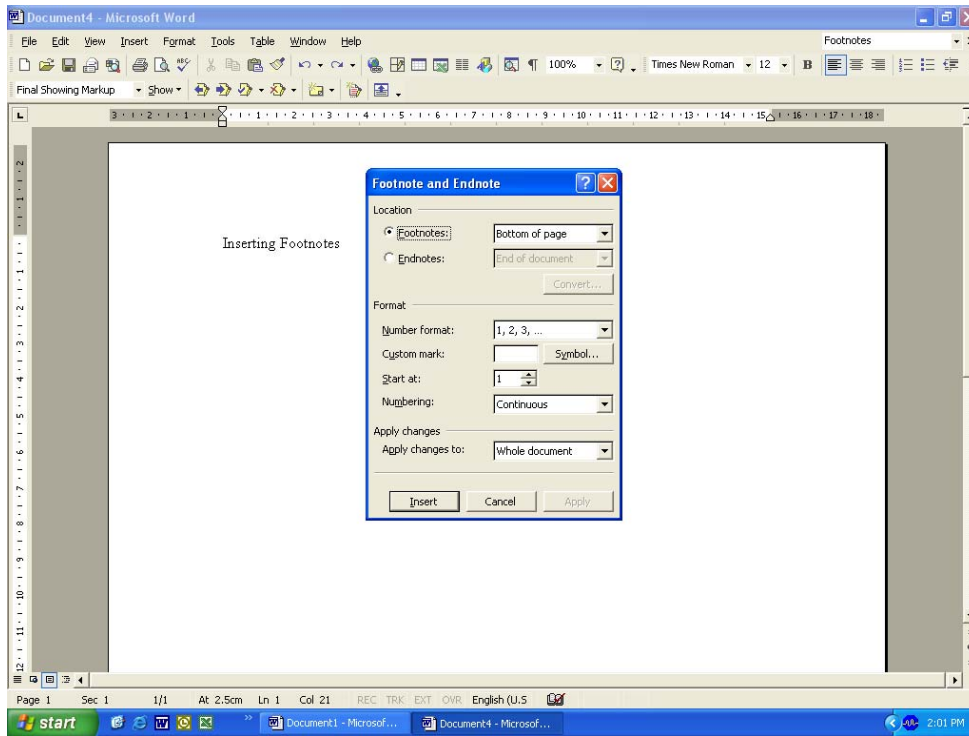
1. Click where you want to insert the footnote reference mark.



2. On the **Insert** menu, select **Reference**, and then click **Footnote**.



3. Click **Insert**.



4. Type the footnote text.

