

# Chicago Style: The Basics

A UNA University Writing Center  
Citation and Documentation Presentation

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# Today's Goals

- ▶ Learn what Chicago style is, what it includes, and why it is important
- ▶ Learn about the standard Chicago title page format
- ▶ Learn basic documentation for books, journals, and websites
- ▶ Learn the differences between methods of source integration: summarizing, paraphrasing, and quoting
- ▶ Learn how to use signal phrases and in-text notes to avoid plagiarism

# What is Chicago Style? Why Use It?

- ▶ The Chicago Manual of Style, also called “Turabian Style”
- ▶ Style established in 1937 when Kate L. Turabian assembled a guideline for students at the University of Chicago
- ▶ Style provides guidelines for publication in some of the social sciences and natural & physical sciences, but most commonly in the humanities—literature, history, and the arts
- ▶ Style lends consistency and makes texts more readable by those who assess or publish them

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# Chicago Style

- ▶ Chicago has two recommended styles or subtypes.
  - Parenthetical citations-Reference List
  - Notes-Bibliography
- ▶ The most common is Notes-Bibliography and this style uses either footnotes or endnotes
  - Footnotes, the most common, are printed at the bottom of the page
  - Endnotes are a collected list at the end of the paper
  - This style also includes a Bibliography page at the end of the paper that lists all references in a format similar to the footnotes found within the paper

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# A Chicago Title Page

- ▶ Title (First-Third of the Page)
  - Place the title here in all caps. If there is a subtitle, place a colon at the end of the main title and start the subtitle on the next line. NOT DOUBLE SPACED.
- ▶ Name and Class Identification (Second-Third of the Page)
  - Author(s) Name(s)
  - Course Number and Title (ex. EN 099: Basic Writing)
  - Date (Month date, year format)

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# A Chicago Title Page

KICKING IT CHICAGO STYLE:  
AN EXPLANATION OF THE ART AND SCIENCE OF THE TURABIAN WAY

Robert T. Koch  
History of Chicago Style: HI 716  
June 14, 2010



# Chicago Body Pages

- ▶ Body Pages in Chicago Style simply show the page number in the top right corner.
- ▶ The prose of the paper is typically double spaced (unless specified otherwise by your professor) though block quotes are typed with single spacing.
- ▶ Footnotes are entered at the bottom of the page to show reference.

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# Chicago Body Pages

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influence alone. In fact, the democrats did not win control of the House until 1875, and it was Republican-controlled Congresses that passed most of the cuts.<sup>66</sup> Support for a small peacetime military was widespread, on both sides of the aisle in congress and among the public at large. A tradition of antimilitary sentiment among Americans, which had been well established by the antebellum era, survived into the postwar era.<sup>67</sup> In December 1865, soon after President Johnson delivered his address to Congress, the pro-Republican *Cincinnati Daily Commercial* newspaper argued,

It is not in accordance either with our national interest or the principles of our Government, to keep up a heavy standing army in time of peace. The enormous expense of standing armies is perhaps their least evil. They absorb and withdraw from useful occupations a large class of citizens who would otherwise be engaged in productive industry. They foster a spirit of restlessness, ambition, and discontent. They create and maintain national jealousies and animosities, and minister to that spirit of domination and passion for conquest which is fatal to the steady growth and permanent prosperity of a people.<sup>68</sup>

On the subject of the peacetime military establishment and national government expenditures, many Republicans could find common ground with their Democratic colleagues. There were many fiscal conservatives in Republican ranks; these included Elihu Washburne, the former Van Wyck committee member, who in 1870 wrote from Paris to his brother (another Congressman) in Washington to say that he was dismayed by the recent Court of Claims awards to war contractors. "I hope your committee," continued Washburne, "will put the knife to the throats of every appropriation not absolutely necessary."<sup>69</sup> Although most Congressmen and their

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<sup>66</sup> Utley, *Frontier Regulars*, 59-68.

<sup>67</sup> Marcus Cunliffe, *Soldiers and Civilians: The Martial Spirit in America, 1775-1865* (Boston: Little, Brown & Co., 1968).

<sup>68</sup> *Cincinnati Daily Commercial*, December 16, 1865.

<sup>69</sup> Elihu Washburne to C. C. Washburne, February 5, 1870, C. C. Washburne Papers, SHSW.



# Documentation

- ▶ Refers to the Bibliography list at the end of the paper
- ▶ The List
  - is labeled Bibliography (centered, no font changes, only on the first page)
  - starts at the top of a new page
  - continues page numbering from the last page of text
  - is alphabetical
  - is single spaced with two blank lines between the title and the first entry and one blank line between entries
  - Uses a hanging indent (1/2 inch – can be formatted from the Paragraph dialog box in MS Word)

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# Documenting Authors

- ▶ In the bibliography page. List the first author's name in inverted order (Last name, First name), place a comma, and list each following author in standard order (First Name Last Name).
- ▶ In the Note, list each authors' name in standard order.
- ▶ No matter how many authors are listed within a work, every author must be listed in the Bibliography page. The foot note, however, lists the first author's name in standard order followed by "et al." for a work with with four or more authors.
- ▶ Example
  - Kenobi, Obi-wan, Quentin Jinn, Marc Windu, Kermit Mundi, Phil Koon, Kevin Fisto, Aaliyah Secura, Orville Rancisis, Lucretia Unduli, *The Jedi Way*. Coruscant: Coruscant Publishing, 1977.

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# Documenting Books

## Model for Bibliography:

Author 1's Last Name, First Name and Author 2's First and Last Name, etc., *Title of Book: Subtitle of Book*. City: Publisher, Date of Publication.

## Model for Note:

Note Number. Author 1's First and Last Name and Author 2's First and Last Name, *Title of Book: Subtitle of Book*. (City: Publisher, Date of Publication), p#.

## Example of Note:

3. Ash Williams and Raymond Knowby, *The Powers of That Book*. (Wilmington, North Carolina: Necronohaus Books, 1987), 22-25.

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# Documenting Chapters in an Edited Collection

## Model for Bibliography:

Author 1's Last Name, First Name, "Title of Article/Chapter." In *Title of Book*, edited by Editor's First and Last Names, ##-##. City: Publisher, Date of Publication.

## Model for Note:

Note Number. Author's First and Last Names, "Title of Article/Chapter," in *Title of Book*, ed. Editor's First and Last Names (City: Publisher, Date of Publication), ##-##.

## Sample for Note:

6. John McClain, "Broken Glass," In *Trials of Bare Feet*, Ed. Al Powell (Los Angeles, California: 1988), 22-28.

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# Documenting Journals

## Model for Bibliography:

Author 1's Last Name, First Name. "Title of Article." *Title of Periodical* volume, number (Date of Publication): XX-XX.

## Model for Note:

Note Number. Author 1's First and Last Names, "Title of Article," *Title of Periodical* volume, number (Date of Publication): XX-XX.

## Sample of Note:

1. Robert Koch Jr., "Building Connections Through Reflective Writing," *Academic Exchange Quarterly* 10, no. 3 (2006): 208-213.

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# Documenting Online Journals

## Model for Bibliography:

Author's Last name, Author's First Name. "Title of Article," *Title of Journal* Volume, Number (Date of Publication). URL (accessed Date of Access).

## Model for Note:

Note Number. Author's First and Last Names, "Title of Article: Subtitle," *Title of Periodical* Volume, Number (Date of Publication), under "Descriptive Locator or Subheading," URL (accessed Date of Access).

## Sample of Note:

1. Minnie Mouse, "My Disney Success Beginning in 1950," *Life of Disney Quarterly* 10, no. 7 (2001), under "Lifestyle," <http://thisismadeup.journals.edu/lifeofdisney> (accessed May 2, 2010).

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# Documenting Websites

## Bibliography Model for an authored website:

Author Last Name, Author First Name. "Title of Page." Title of Owner of the Site.  
URL (accessed Date of Access).

## Note Model for an authored website:

Note Number. Author's First and Last Names, "Title of the Page," Title of Owner of  
the Site, URL (accessed Date of Access).

## Sample for Note:

8. John Daniels, "Nebraska School Children Honored Teacher," Nebraska Family  
Council, [www.nebraskafictionnews.com/teacherhonored](http://www.nebraskafictionnews.com/teacherhonored) (January 18, 2007).

No Author? Give the name of the owner of the site. Include as many elements of  
the citation as you can.

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# Why Source Integration?

- ▶ Quotations, paraphrases, and summaries
  - provide support for claims or add credibility to your writing
  - refer to work that leads up to the work you are now doing
  - give examples of several points of view on a subject
  - call attention to a position that you wish to agree or disagree with
  - highlight a particularly striking phrase, sentence, or passage by quoting the original
  - distance yourself from the original by quoting it in order to cue readers that the words are not your own
  - expand the breadth or depth of your writing

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# Choosing Text to Integrate

1. Read the entire text, noting the key points and main ideas.
2. Summarize in your own words what the single main idea of the essay is.
3. Paraphrase important supporting points that come up in the essay.
4. Consider any words, phrases, or brief passages that you believe should be quoted directly.

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# Summarizing

- ▶ When you **summarize**, you put the main idea(s) into your own words, including only the main point(s).
  - Summarized ideas must be attributed to the original source.
  - Summaries are significantly shorter than the original.
  - Summaries take a broad overview of source material.

p. 170 - 174 APA 6

# Paraphrasing

- ▶ **Paraphrasing** involves putting a passage from source material into your own words.
  - Attribute paraphrases to their original sources.
  - Paraphrases are usually shorter than, but may be the same length as the original passage.
  - Paraphrases take a more focused segment of the source and condense it slightly.

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# Quoting

- ▶ **Quotations** must be identical to the original.
  - Quotations use a narrow segment of the source.
  - They must match the source document word for word and must be attributed to the original author.
  - Use quotes when the actual words are so integral to the discussion that they cannot be replaced.
  - Use quotes when the author's words are so precisely and accurately stated that they cannot be paraphrased.

p. 170 - 174 APA 6



# Using Footnotes in Text

- ▶ When using Chicago footnotes, whenever a source is used in a paper, a footnote is inserted to credit the source.
- ▶ Footnotes are shown in text as superscript numbers that relate to a numbered source at the bottom of the page.
- ▶ The source at the bottom of the page includes much, if not all, of the original bibliographic source information
- ▶ A simple rule: Who, What, Where, When, Which (pages)

Authors' First and Last Names, "Title" *Title of Periodical, Owner, or Publisher* (Date of Publication): XX-XX ((← page range))

# Using Footnotes in Text (continued)

- ▶ To enter a footnote (in Microsoft Word), place the cursor at the end of the sentence (after the period) that includes information or ideas from a source. Click “References” and click “Insert Foot Note”
- ▶ This inserts the superscript number and allows you to insert the corresponding source material at the bottom of the page with the matched number
- ▶ The order the subscript and citations follow is the order they appear in the text

# Using Footnotes in Text (continued)

- ▶ In the first in-text citation note, do the full citation. If the same text is cited again, the note can be shortened to include Author Last Name, Title, and Page numbers:

5. Johns, Nature of the Book, 384-85

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Documenting sources at SNHU: APA style. (n.d.). Southern New Hampshire University. Retrieved September 17, 2007 from [http://acadweb.snhu.edu/documenting\\_sources/apa.htm#Use%20a%20citation%20when%20you%20paraphrase](http://acadweb.snhu.edu/documenting_sources/apa.htm#Use%20a%20citation%20when%20you%20paraphrase)

Turabian, K. (2007). *A Manual for Writers of Research Papers, Theses, and Dissertations*. (7th ed.). Chicago: University of Chicago Press.

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“Documenting sources at SNHU: APA style.” Southern New Hampshire University.  
[http://acadweb.snhu.edu/documenting\\_sources/apa.htm#Use%20a%20citation%20when%20you%20paraphrase](http://acadweb.snhu.edu/documenting_sources/apa.htm#Use%20a%20citation%20when%20you%20paraphrase)

“Quoting, paraphrasing, and summarizing.” Purdue University Online Writing Lab, 2007.  
[http://owl.english.purdue.edu/handouts/research/r\\_quotprsum.html](http://owl.english.purdue.edu/handouts/research/r_quotprsum.html)

Turabian, Kate. *A Manual for Writers of Research Papers, Theses, and Dissertations*. 7th ed. Chicago: University of Chicago Press, 2007.

University of Chicago. *The Chicago Manual of Style: The Essential Guide for Writers, Editors, and Publishers*. 15<sup>th</sup> ed. Chicago: University of Chicago Press, 2003.