Citing Your Sources
Chicago Manual of Style

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Additional Text for this Presentation Provided by Librarian Margaret Keys
Structure of Today’s Presentation:

- General Points about why and when we cite in papers or articles
- Focus on the two styles in the Chicago Manual of Style
  - 1st style: general principles & some examples
  - 2nd style: general principles & some examples
- Review with some exercises
- Q & A
We research to

- Learn more about a topic.
- Find information that will support our ideas, especially controversial or innovative ones.
- Discover the research gaps in an area of interest.
We Cite Sources to

- Avoid plagiarism, also called academic dishonesty
- Acknowledge the hard work of other scholars whose work we are using and referring to in our papers
- Share the burden of proof
- Provide a map of our research for others
The Citation Process

- Use footnotes, endnotes or text citations to acknowledge ideas or facts that you discovered during the research process.
- At the end of the paper, create a Bibliography or a Reference List that contains the full bibliographic information for all footnotes, endnotes or text citations.
What is a Format or Style?

• A set of rules to be applied to a research paper or professional article in a discipline
• These rules determine the format: whether footnotes/endnotes or in text citations are used; whether a bibliography or reference list is used; what information is included and in what order, and how the overall paper appears in terms of margins, title pages, subheadings, etc.
Major Styles:

- APA – American Psychological Association
- MLA – Modern Language Association
- ASA – American Sociological Association
- AMA – American Medical Association
- CSE – Council of Science Editors
- Chicago Manual of Style

Be consistent and use the same style format throughout your paper or article.
When to Cite:

- Cite the source as soon as you introduce it.
- In general, cite a source the first time you mention it in each paragraph and each time you say something specific, documenting facts and figures.
What to Cite:

- Direct quotes – use quotation marks
- Other people’s ideas that have directly influenced your work
- Information or ideas that are new to you
- Numbers: statistics, data, percentages, etc.
- Support for ideas you are asserting especially if someone might dispute the idea.
What **Not** to Cite:

- Information that is common knowledge, *for example*,

  Cocaine is addictive

  Freud is the father of psychoanalysis

  These are widely accepted facts and would not be disputed and do not need to be cited.
Essentially ...

- Cite the source of everything you write that is new to you – very idea that was not yours when you started researching your paper.
- Anything really specific you say will most likely require a citation.
- When in doubt, cite your source.
Focus of our session today:

Chicago’s Two Styles of Source Citation

1. Notes and Bibliography
(favored by many writers in literature, history, and the arts)
• Notes: Footnotes/Endnotes
• Bibliography

2. Author-Date References
(used by many in the sciences and social sciences)
• Text Citations
• Reference Lists
Notes and Bibliography Style

Purpose of Notes:

• They provide the source of the quote, fact, etc. & the number of the note corresponds to the superscript number used in text.

• They allow the writer to make additional comments that do not fit or is not appropriate to include in the text of the paper or article itself.
Notes and Bibliography Style

About Notes – Their Structure:

• Usually lists the author(s), title and facts of publication, page or pages cited.
• Author(s) name(s) are in natural order; not inverted
• Elements are separated by commas
• Place and date of publication & publisher are in enclosed in parenthesis ( )
• Titles of journals and books are italicized
• Smaller works (e.g. chapters of books, articles) are in quotation marks
Notes and Bibliography Style

About Notes for Online/Electronic Materials:

• Same as for print materials **PLUS**
• Uniform Resource Locators (URLs)
• Digital Object Identifiers (DOIs)
• Access Dates
• Last Modified and other revision dates
Notes and Bibliography Style

About Notes – Where do they go?

• May be placed at the bottom of the page to which the note applies. Those are referred to as “Footnotes”

• Or may be placed at the end of the text. Use a separate sheet titled “Notes” and list notes in numerical order corresponding to superscripted notes in text. Those notes are referred to as “Endnotes.”
Notes and Bibliography Style

About Notes – Shortened Citation a Possibility

The Chicago Manual of Style allows a shortened citation in the notes if the bibliography includes all works cited in the notes. If there is no bibliography or only a selected list, then notes must be in the full citation format.
Notes and Bibliography Style

Elements of the Bibliography Entry:

- Include: Author(s); title; editor, compiler or translator; edition; volume; series title; facts of publication; pages; DOI or URL
- Use Library catalog and/or WorldCat to help you identify the elements for books; for journal articles use databases
- Elements are separated by periods.
- Facts of publication are not placed in ( )
- The first listed author’s name is inverted. Subsequent author’s names are not.
- No page numbers are given for books; is possible, for journal articles, the beginning and ending page numbers are given
Most Frequently Cited Sources – Print and Online

• Books
• Journals
• Magazines
• Newspapers
• Websites
• Government Documents
Other Sources that May be Cited:

- Images
- Videos
- Sound recordings
- Dissertations and Theses
- Unpublished materials
- Other primary sources
For Note and Bibliography Style

- Much of what is used for Notes and Bibliography for Books is applicable for other formats as well
- Examples for Books, Journal articles, Website
- You do not need to remember the specifics formatting just what information you need to retain as you do your research
Notes and Bibliography Style

For Book with One Author:

   (Shortened Citation in a Note)

   (Full Citation in a Note)

Example of Author-Date System

- (Heckathorn 1990, 370)
  (parenthetical text citation)
  (Reference list)
Note and Bibliography Style

For Book with Two Authors:


(Full citation in a note)


(Shortened citation in a note)


(Entry in a Bibliography)
Notes and Bibliography Style

• **Book with Translator**

Full Citation in Note:


Shortened Citation in Note:


Entry in Bibliography:

Notes and Bibliography Style

• Journal Article with One author

--With volume numbers only

--With volume and issue numbers

--With issue numbers only
Notes and Bibliography Style

• Journal Article with One author
  -- With season or month


Notes and Bibliography Style

• **Journal Article with Two Authors:**

• **Three authors** (As in Books, only the first author's name is inverted.)
Notes and Bibliography Style

- For journals, always include the page range in the bibliography or reference list, if it is available.

- Please note from the examples that the year appears in parentheses after the volume number (or issue number), but when the year itself serves as volume number, it should not be enclosed in parentheses.
Example of Electronic materials

• **Journal**

• **Magazine**
Example of Electronic materials

- **Newspaper**

- **Informally published electronic material**
  Evanston Public Library Board of Trustees. "Evanston Public Library Strategic Plan, 2000-2010: A Decade of Outreach."
  Evanston Public Library.
Author-Date Reference System

• (Heckathorn 1990, 370)
  (parenthetical text citation)

  (Reference list)
Formatting Tools

- Some library databases such as Ebscohost and Proquest offer citation formatting, mostly for articles.
- WorldCat offer citation formatting. This is a good place for books, reports, etc.
Find Help in Handbooks

Online Resources

- *The Online Writing Lab at Purdue: Chicago Manual of Style 16th Edition*
  
  http://owl.english.purdue.edu/owl/resource/717/01/