

Chicago Manual of Style: Citations

Chicago Manual of Style is the mandatory citation guide for the UC Denver History department and a recommended style in other humanities' disciplines.

You **MUST** cite any information – including direct quotes, paraphrased material, ideas, or arguments – that is not your own.

When documenting in Chicago Style, you can use either footnotes or endnotes. Because most professors discourage in-text citations, only footnotes and endnotes are presented in this handout.

Chicago Style Notes

- 1) Note Numbers
 - a. Note numbers are set as superscript without a period in the main body of the paper and as full-size numbers followed by a period in the note section itself. **Superscript:** ¹²³; **Full size:** 1 2 3
 - b. The first line of the note is indented 0.25 inches. Following lines are flush left. MS Word should properly format them for you.
 - c. Footnotes are located on the same page as the cited text. Endnotes are located at the end of the paper but before the bibliography, in a separate section.
 - d. Footnotes and endnotes are added by using MS Word. With your Word document open, go to Insert, scroll to Footnote, and click. Choose either Footnote or Endnote, and choose AutoNumber. Click Okay. MS Word automatically adds your footnote or endnote and also auto-numbers them if you need to cut and paste them elsewhere in the document.
- 2) Footnotes and endnotes may contain additional information, including the author's comments and/or additional sources for the reader's reference.
- 3) **Initial** citations contain the following **common** elements: author (or editor, translator, compiler), title, (and any subtitles), date of publication, and page number(s).
 - a. **Books** also contain: place and publisher.
 - b. **Articles** also contain: journal name, volume number, and issue number (if given).
 - c. **Electronic** sources also contain retrieval information such as the URL and date of post. Depending on the source, date of access is also required.
- 4) Subsequent citations use a basic **short form** to reduce bulky documentation. The basic short form contains the author's last name, shortened main title (if more than four words), and page number(s).
- 5) **Ibid** can be used if the citation contains the same information as the note immediately preceding it. Never use *ibid* if the previous note contains more than one source.

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Samples of Initial Notes:

1) Books:

1. John Deane Potter, *The Fatal Gallows Tree: An Account of the British Habit of Hanging* (London: Elek Books, 1965), 10.

2) Journal Article:

1. James B. Christoph, "Capital Punishment and British Party Responsibility," *Political Science Quarterly* 77, no. 1 (March 1962), 22, 23.

3) Newspapers:

1. *Times* (London), June 22, 1955, 6.

4) Electronic Source:

1. *BBC.co.uk*, November 16, 2004, http://news.bbc.co.uk/2/hi/uk_news/england/london/4015283.stm.

Samples of Subsequent Note – Short Form:

1) Books:

2. Potter, *The Fatal Gallows Tree*, 11.

OR, if the citation information is exactly the same as the previous citation with the exception of page #:

2. *Ibid.*, 11.

2) Journal Articles:

2. Christoph, "Capital Punishment," 24.

OR, if the citation information is exactly the same as the previous with the exception of page number:

2. *Ibid.*, 24.

3) Newspapers:

2. *Times* (London), December 5, 1964, 8.

OR, if the citation information is the same as the previous with the exception of date or page number:

2. *Ibid.*, February 13, 1962, 15.