Chicago

Citations provide information to help your audience locate the sources you consulted when writing a paper or preparing a presentation. Some of your instructors will specify which citation format you should use; others will tell you to choose your own citation format as long as you use it consistently. The most common citation formats are MLA (Modern Language Association) style, which is primarily used for papers in the humanities; APA (American Psychological Association) style, which is primarily used for papers in the social sciences; and Chicago style (The Chicago Manual of Style), which is used for both humanities and social science papers.

The recommendations in this section are based on the *Chicago Manual of Style* (17th ed.). Harvard Library offers access to the online edition of the CMOS. To access this resource, make sure you log into Hollis with your Harvard key.

No one expects you to memorize the format for every type of source you will cite in Chicago style. Instead, you should know where to look for models of each type of source. This section explains the basics of Chicago-style citations and provides citation examples for some commonly used sources. For more information from the Chicago "Citation Quick Guide," you should consult the links below:

- Turabian Student Tip Sheets
- Endnotes/footnotes and bibliography style citations
- Parenthetical author-date style citation
- Database of common questions about Chicago style

You can also find the complete Table of Contents for the online version of the *Chicago Manual of Style* here.

If you are looking for information on how to generate citations using Zotero or other citation software, you can find links to library resources here.

In-Text Citations

Chicago-style citations include a reference within the text itself and a bibliography at the end of the paper. *The Chicago Manual of Style* suggests two ways of citing sources in the text. The most commonly used Chicago format is the **endnote or footnote**. When you use endnotes, you insert a number in part of your paper that you want to cite and then list all the notes on a separate page

at the end of your document. When you use footnotes, you insert a number in the part of your paper that you want to cite and then include the note at the bottom of the page.

To indicate the part of your text that corresponds with the note, you should use a superscript like the one at the end of this sentence after the text you want to cite.[1] If you use Google docs or Word, you can generate the number and a corresponding footnote by choosing footnote from the "insert" menu. The first line of footnote text should be indented; subsequent lines should not be. Here's a link to a sample footnote that is annotated to show spacing and layout.

Chicago also provides a format for parenthetical author-date style citations. This section of the *Harvard Guide to Using Sources* provides an overview of the endnote/footnote style citations only. For information about the Chicago author-date style of citations, you should consult the *Chicago Manual of Style* through the Harvard library system.

Endnote or footnote style citations

Footnotes or endnotes include the author, title, and other relevant information, separated by commas. Here's a list of relevant information that can be included in either footnotes or endnotes:

- Author
- Title
- Editor, compiler, or translator
- Edition
- Volume
- Series title
- City, publisher, date
- Page numbers
- DOI or URL

The *Chicago Manual of Style* provides examples of how to create notes and bibliography entries for different types of sources. To find out how to cite a particular source, search the table of contents to find examples and guidance.

While *CMOS* provides a format for both complete citations and shortened citations, they recommend that you use the shortened citation version as long as you are including a bibliography with complete citation information at the end of your paper. If you have questions about whether to provide complete notes or shortened notes, ask your instructor.

What about *Ibid?*

You may have learned that when you cite the same source more than once in a row in Chicago style, you should note subsequent uses of that source with *ibid.*, which comes from the Latin word for "in the same place," *ibidem*. The latest edition of the *Chicago Manual of Style* recommends using shortened versions of the author, title, page citation instead of *ibid.* in these cases. The Chicago team explains the reasons for this change on their *Shop Talk* blog.

Bibliography

If you are using Chicago style footnotes or endnotes, you should include a bibliography at the end of your paper that provides complete citation information for all of the sources you cite in your paper. Bibliography entries are formatted differently from notes. For bibliography entries, you list the sources alphabetically by last name, so you will list the last name of the author or creator first in each entry. You should single-space within a bibliography entry and double-space between them. When an entry goes longer than one line, use a hanging indent of .5 inches for subsequent lines. Here's a link to a sample bibliography that shows layout and spacing. You can find a sample of note format here.

Examples

Complete note vs. shortened note

Here's an example of a complete note and a shortened version of a note for a book:

> 1. Karen Ho, *Liquidated: An Ethnography of Wall Street* (Durham: Duke University Press, 2009), 27-35.

> 1. Karen Ho, *Liquidated*, 27-35.

Note vs. Bibliography entry

The bibliography entry that corresponds with each note is very similar to the longer version of the note, except that the author's last and first name are reversed in the bibliography entry. To see differences between note and bibliography entries for different types of sources, check this section of the *Chicago Manual of Style*.

For *Liquidated*, the bibliography entry would look like this:

> Ho, Karen, *Liquidated: An Ethnography of Wall Street*. Durham: Duke University Press, 2009.

Citing a source with two or three authors

If you are citing a source with two or three authors, list their names in your note in the order they appear in the original source. In the bibliography, invert only the name of the first author and use "and" before the last named author.

Note:

> 1. Melissa Borja and Jacob Gibson, "Internationalism with Evangelical Characteristics: The Case of Evangelical Responses to Southeast Asian Refugees," *The Review of Faith & International Affairs* 17, no. 3 (2019): 80-81, https://doi.org/10.1080/15570274.2019.1643983.

Shortened note:

> 1. Borja and Gibson, "Internationalism with Evangelical Characteristics," 80-81.

Bibliography:

> Borja, Melissa, and Jacob Gibson. "Internationalism with Evangelical Characteristics: The Case of Evangelical Responses to Southeast Asian Refugees." *The Review of Faith & International Affairs* 17. no. 3 (2019): 80–93. https://doi.org/10.1080/15570274.2019.1643983.

Citing a source with more than three authors

If you are citing a source with more than three authors, include all of them in the bibliography, but only include the first one in the note, followed by *et al.* (*et al.* is the shortened form of the Latin *et alia*, which means "and others").

Note:

> 1. Justine M. Nagurney, et al., "Risk Factors for Disability After Emergency Department Discharge in Older Adults," *Academic Emergency Medicine* 27, no. 12 (2020): 1271.

Short version of note:

> 1. Justine M. Nagurney, et al., "Risk Factors for Disability," 1271.

Bibliography:

> Nagurney, Justine M., Ling Han, Linda Leo-Summers, Heather G. Allore, Thomas M. Gill, and Ula Hwang. "Risk Factors for Disability After Emergency Department Discharge in Older Adults." *Academic Emergency Medicine* 27, no. 12 (2020): 1270–78. https://doi.org/10.1111/acem.14088.

Citing a book consulted online

If you are citing a book you consulted online, you should include a URL, DOI, or the name of the database where you found the book.

Note:

> 1. Karen Ho, *Liquidated: An Ethnography of Wall Street* (Durham: Duke University Press, 2009), 27-35, https://doi-org.ezp-prod1.hul.harvard.edu/10.1215/9780822391371.

Bibliography entry:

> Ho, Karen. *Liquidated: An Ethnography of Wall Street*. Durham: Duke University Press, 2009. https://doi-org.ezp-prod1.hul.harvard.edu/10.1215/9780822391371.

Citing an e-book consulted outside of a database

If you are citing an e-book that you accessed outside of a database, you should indicate the format. If you read the book in a format without fixed page numbers (like Kindle, for example), you should not include the page numbers that you saw as you read. Instead, include chapter or section numbers, if possible.

Note:

> 1. Karen Ho, *Liquidated: An Ethnography of Wall Street (Durham: Duke University Press, 2009),* chap. 2, Kindle.

Bibliography:

> Ho, Karen. *Liquidated: An Ethnography of Wall Street*. Durham: Duke University Press, 2009. Kindle.

Examples of Commonly Cited Sources

Book

When you cite a book, you should cite specific pages consulted in the note. In the bibliography entry, you should include a page range if you only consulted a chapter or section of the book. In the note, publication information (place, publisher, date) is in parentheses. In the bibliography, this information does not appear in parentheses. See the examples above for more information about citing books.

Note:

> 1. Sylvia Houghteling, *The Art of Clothing in Mughal India.* (Princeton: Princeton University Press, 2022), 221.

Shortened note:

> 1. Houghteling, *The Art of Clothing in Mughal India*, 221.

Bibliography:

> Houghteling, Sylvia. *The Art of Clothing in Mughal India.* Princeton: Princeton University Press, 2022.

Journal article

If you are citing a journal article, include the volume number, issue, number, and date of publication. For journal articles, you should cite specific page numbers in the note if the text you consulted has page numbers. In the bibliography entry, you should provide the page range for the whole article. If you consulted the article online, you should include a URL or DOI.

Here's an example of a note, shortened note, and a bibliography entry for a journal article consulted online.

Note:

> 1. Maia Silber, "The Home Front: World War I, Tenant Activism, and Housing Policy Before the New Deal," *Journal of Urban History*, (2002): 2, https://doi.org/10.1177/00961442221083320.

Shortened note:

> 1. Silber, "The Home Front," 22.

Bibliography:

> Silber, Maia. "The Home Front: World War I, Tenant Activism, and Housing Policy Before the New Deal." *Journal of Urban History*, (2022): 1-24. https://doi.org/10.1177/00961442221083320.

Website

In Chicago style, if websites are cited in notes, you do not always need to include them in your bibliography. But if you do want to include a citation for a website, you should include the following information:

- Title or description of specific page
- Title of description of website
- Owner of sponsor of site
- URL
- Publication date or date site was accessed if publication date is not available.

Note:

> 1. "Meet the tutors," Harvard College Writing Center, Harvard University, accessed October 26, 2022, https://writingcenter.fas.harvard.edu/people.

Shortened note:

> 1. "Meet the tutors."

Bibliography:

> Harvard College Writing Center. "Meet the tutors." Harvard University. Accessed October 26, 2022. https://writingcenter.fas.harvard.edu/people.

Frequently Asked Questions about Citing Sources in Chicago Format

How do you cite social media posts?

In Chicago style, it is acceptable to limit citations of social media posts to the text itself.

Here's an example:

> Max Larkin tweeted that he had seen "more than a few families give up on their buses after 15- to 20-minute waits" (@jmlarkin, September 8, 2022).

If you want to include a link to the post, you should include a note containing the following elements:

- Author of post
- Up to 160 characters of text of the post in place of a title.
- Type of post (Tweet, Facebook, etc.)
- Description of post if relevant (video, image, etc.)
- Date of post
- URL

Example

> 1. Max Larkin, (@jmlarkin), "It's the first day of school in Boston,", Twitter, September 8, 2022, https://twitter.com/jmlarkin/status/1567852415931523074.

Chicago suggests that you only include social media posts in your bibliography if you quote from them extensively or if you are citing a long Twitter thread.

The format for the bibliography is similar to the note but inverts the author's name and replaces commas between elements with periods.

> Larkin, Max. "It's the first day of school in Boston." Twitter, September 8, 2022. https://twitter.com/jmlarkin/status/1567852415931523074.

How do you cite an episode of a podcast?

Chicago suggests one format for multimedia notes that includes the following elements:

> Creator, title, date of episode, additional contributors, publishing organization, medium, length, URL.

For the note, the date should appear right after the title of the episode. For the bibliography, the date should appear after the series or show name.

Note:

> 1. Nancy Updike, "Black Box," October 13, 2022, in *Serial's We Were Three*, produced by Sarah Koenig, podcast, 00:43, https://podcasts.apple.com/us/podcast/we-were-three/id1648534112.

Bibliography:

> Updike, Nancy. "Black Box."   Produced by Sarah Koenig. *Serial, We Were Three.* October 13, 2022. Podcast, 00:43. https://podcasts.apple.com/us/podcast/we-were-three/id1648534112.

What if you want to cite a quotation that is quoted in someone else's book?

If you want to cite a source that you found in another source, your best option is to read the original source and cite that. If you can't read the original, then you should cite both sources in your note. You first cite the original source, and then you add a comma, followed by "quoted in" and include a full citation for the source where you found the cited material.

Sample Bibliography

Below you'll find a Bibliography adapted from a research paper written by Aishani Aatresh for her *Technology, Environment, and Society* course.

Bibliography

Barnard, Anne, and Grace Ashford. "Can New York Really Get to 100% Clean Energy by 2040?" *New York Times*, November 29, 2021, sec. New York. https://www.nytimes.com/2021/11/29/nyregion/hochul-electrical-grid-climate-change.html.

Berman, Bradley. "Fuel Cells at Center Stage." *New York Times*, November 22, 2013, sec. Automobiles. https://www.nytimes.com/2013/11/24/automobiles/fuel-cells-at-center-stage.html.

Boudette, Neal E. "First Came the Hydrogen Cars. Now, the Refilling Stations." *New York Times*, May 18, 2017, sec. Automobiles. https://www.nytimes.com/2017/05/18/automobiles/wheels/first-came-the-hydrogen-cars-now-the-refilling-stations.html.

Coen, Deborah R. "Big Is a Thing of the Past: Climate Change and Methodology in the History of Ideas." *Journal of the History of Ideas* 77, no. 2 (2016): 305–21. https://doi.org/10.1353/jhi.2016.0019.

The White House. "FACT SHEET: President Biden Announces Steps to Drive American Leadership Forward on Clean Cars and Trucks," August 5, 2021. https://www.whitehouse.gov/briefing-room/statements-releases/2021/08/05/fact-sheet-president-biden-announces-steps-to-drive-american-leadership-forward-on-clean-cars-and-trucks/.

Jasanoff, Sheila. "A New Climate for Society." *Theory, Culture & Society* 27, no. 2–3 (March 2010): 233–53. https://doi.org/10.1177/0263276409361497.

Jasanoff, Sheila, and Sang-Hyun Kim. "Containing the Atom: Sociotechnical Imaginaries and Nuclear Power in the United States and South Korea." *Minerva* 47, no. 2 (2009): 119–46.

Motavalli, Jim. "Cheap Natural Gas Prompts Energy Department to Soften Its Line on Fuel Cells." *Wheels Blog* (blog), May 29, 2012. https://wheels.blogs.nytimes.com/2012/05/29/cheap-natural- gas-prompts-energy-department-to-soften-its-line-on-fuel-cells/.

Tabuchi, Hiroko. "Toyota Led on Clean Cars. Now Critics Say It Works to Delay Them." *New York Times*, July 25, 2021, sec. Climate. https://www.nytimes.com/2021/07/25/climate/toyota-electric-hydrogen.html.