

A Brief Primer to Citing Sources in Chicago Humanities Style

Whenever you use a source in a paper, you must refer to it twice: once as a **note** and once in your **bibliography**. With the Chicago style, you have the option to use either footnotes or endnotes.

Citation for a Direct Quote

Whenever you use an author's exact words (direct quotation), you must provide a **citation** to the source quoted at that exact point in your text.

How to Cite a Direct Quote

Original Text (from Rachel Adele, *Women in the Media*, 1999)

"Lung cancer is the leading cause of cancer-related deaths for men and women, but the media have made it seem that breast cancer is what women should most fear."

Direct Quote as Used in Your Paper

Women have been misled, writes media critic Rachel Adele: "Lung cancer is the leading cause of cancer-related deaths for men and women, but the media have made it seem that breast cancer is what women should most fear."¹

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**Note (Footnote or Endnote)**

1. Rachel Adele, *Women in the Media: The Power of Mainstream Stereotypes in American Pop Culture* (Chicago: University of Chicago Press, 1999), 28.

**Subsequent References**

2. Adele, 31.

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Bibliography

Adele, Rachel. *Women in the Media: The Power of Mainstream Stereotypes in American Pop Culture*. Chicago: University of Chicago Press, 1999.

Please Note:

1. A signal phrase such as **Women have been misled, writes media critic Rachel Adele:** is required to integrate the quote into the flow of your writing. Quotations must be attached to one of your sentences with either a comma or a colon.

2. The superscript number at the end of the quotation refers to a footnote at the bottom of the page or an endnote at the end of your paper. Check with your instructor as to whether you should use footnotes or endnotes.
3. The sentence period goes in front of the final quotation marks in American schools.

Citation for a Paraphrase

Whenever you use information from a source, even though you do not quote the source, you still must provide a **citation** to the source at that exact point in your text.

How to Cite a Paraphrase

Original Text (from Rachel Adele, *Women in the Media*, 1999)

"Lung cancer is the leading cause of cancer-related deaths for men and women, but the media have made it seem that breast cancer is what women should most fear."

Your Phrasing (some key words repeated)

Although lung cancer kills more women than any other type of cancer, the media have nonetheless led women to believe that breast cancer deaths are more common.¹

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**Note (Footnote or Endnote)**

1. Rachel Adele, *Women in the Media: The Power of Mainstream Stereotypes in American Pop Culture* (Chicago: University of Chicago Press, 1999), 28.

**Subsequent References**

2. Adele, 31.

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Bibliography

Adele, Rachel. *Women in the Media: The Power of Mainstream Stereotypes in American Pop Culture*. Chicago: University of Chicago Press, 1999.

Please Note:

1. In a paraphrase, it is usually necessary to repeat some key words from the original source.
2. Although a successful paraphrase may repeat key words, it is distinguished from the original source by your unique phrasing or structure.
3. The superscript number at the end goes after the sentence period.

"But My Source is Not a Book." Not a Problem.

The note and bibliography citations above are for a book used as a source. Increasingly, today's research papers include a variety of electronic sources. Not a problem. The same principle applies: Whenever you use a source in a paper, regardless of the type of source it is, you must refer to it twice: once as a **note** and once in your **bibliography**.

What Goes in a Citation? The Chicago Manual of Style Online

The *Chicago Manual of Style* (15th edition) lists over 100 different types of print and electronic sources, each of which has a unique citation format. To help you deal with the many different formats, there is the free [Chicago-Style's Citation Quick Guide](#), a web resource maintained by the Chicago Style organization. However, the [Chicago-Style's Citation Quick Guide](#) is limited to about 20 basic source types. The site does offer [a 30-day free trial](#) to the complete online version of the *Chicago Manual of Style* (15th edition).

Academic & Commercial Web Sites

You can find many excellent university and college web sites that provide model Chicago-style formats for a wide range of source types you will encounter. Always be sure to check the month/year of the most recent update since the *Chicago Style* guidelines are added to and revised on a frequent basis. One of the most comprehensive listings of Chicago-style formats and manuscript guidelines can be found at [Michael Harvey's The Nuts and Bolts of College Writing](#).

Citation Machines

Currently there is one free citation machine, [KnightCite](#), which promises to format sources for Chicago-style bibliography entries. Use of citation machines in school is controversial. A tool such as [KnightCite](#) requires you to correctly identify source types and should be not used as a substitute for your own knowledge of formatting guidelines. If you use the [KnightCite](#) citation machine, be sure to check its output for accuracy against the model formats in the [Chicago Manual of Style](#) (15th edition) or a web site such as [Michael Harvey's The Nuts and Bolts of College Writing](#).

In the End

No single web site, citation machine or handbook contains a model format for every type of source you may find. Therefore it is important to keep in mind the basic components for any citation so that you can make informed choices about the source information you provide. The basic rule: **More information is better than less**. The goal of any citation is to help the reader evaluate the source and possibly to retrieve it, if he or she wishes. Whether it is a note or a bibliography entry, your citations should contain the following basic elements in approximately this order:

Author (or editor, translator, compiler in place of author)

Title of work

Title of Periodical or web site

Volume/issue

Pages

Place of publication

Publisher

Retrieval information

Access date

Blue = all sources

Purple = periodicals and web sites

Green = periodicals

Brown = books

Red = digital sources

If you are using a source that does not provide a piece of information for one of the slots, simply skip to the next. For example, if you are citing an article that does not list an author, your citation should begin with the title of the article.

Sample Citations

The following citations are based on the models provided in the [Chicago-Style's Citation Quick Guide](#). For each source a **note** citation (**N**) and **bibliography** citation (**B**) are provided.

Book	
N	1. Wendy Doniger, <i>Splitting the Difference</i> (Chicago: University of Chicago Press, 1999), 65.
B	Doniger, Wendy. <i>Splitting the Difference</i> . Chicago: University of Chicago Press, 1999.
Book with editor, translator or compiler instead of author	
N	4. Richmond Lattimore, trans., <i>The Iliad of Homer</i> (Chicago: University of Chicago Press, 1951), 91–92.
B	Lattimore, Richmond, trans. <i>The Iliad of Homer</i> . Chicago: University of Chicago Press, 1951.
Chapter or other part of a book	
N	5. Andrew Wiese, "The House I Live In': Race, Class, and African American Suburban Dreams in the Postwar United States," in <i>The New Suburban History</i> , ed. Kevin M. Kruse and Thomas Sugrue (Chicago: University of Chicago Press, 2006), 101–2.
B	Wiese, Andrew. "The House I Live In': Race, Class, and African American Suburban Dreams in the Postwar United States," in <i>The New Suburban History</i> , ed. Kevin M. Kruse and Thomas Sugrue (Chicago: University of Chicago Press, 2006), 101–2.
Book published electronically	
N	2. Philip B. Kurland and Ralph Lerner, eds., <i>The Founders' Constitution</i> (Chicago: University of Chicago Press, 1987), http://press-pubs.uchicago.edu/founders/ (accessed June 27, 2006).
B	Kurland, Philip B., and Ralph Lerner, eds. <i>The Founders' Constitution</i> . Chicago: University of Chicago Press, 1987. http://press-pubs.uchicago.edu/founders/ .
Journal article	
N	8. John Maynard Smith, "The Origin of Altruism," <i>Nature</i> 393 (1998): 639.
B	Smith, John Maynard. "The Origin of Altruism." <i>Nature</i> 393 (1998): 639–40.
Online journal article	
N	33. Mark A. Hlatky et al., "Quality-of-Life and Depressive Symptoms in Postmenopausal Women after Receiving Hormone Therapy: Results from the Heart and Estrogen/Progestin Replacement Study (HERS) Trial," <i>Journal of the American Medical Association</i> 287, no. 5 (2002), http://jama.ama-assn.org/issues/v287n5/full/joc10108.html#aainfo .
B	Hlatky, Mark A., Derek Boothroyd, Eric Vittinghoff, Penny Sharp, and Mary A. Whooley. "Quality-of-Life and Depressive Symptoms in Postmenopausal Women after Receiving Hormone Therapy: Results from the Heart and Estrogen/Progestin Replacement Study (HERS) Trial." <i>Journal of the American Medical Association</i> 287, no. 5 (February 6, 2002), http://jama.ama-assn.org/issues/v287n5/full/joc10108.html#aainfo .
Popular magazine article	
N	29. Steve Martin, "Sports-Interview Shocker," <i>New Yorker</i> , May 6, 2002, 84.
B	Martin, Steve. "Sports-Interview Shocker." <i>New Yorker</i> , May 6, 2002.
Newspaper article	
N	10. William S. Niederkorn, "A Scholar Recants on His 'Shakespeare' Discovery," <i>New York Times</i> , June 20, 2002, Arts section, Midwest edition.
B	Niederkorn, William S. "A Scholar Recants on His 'Shakespeare' Discovery." <i>New York Times</i> , June 20, 2002, Arts section, Midwest edition.
Web site	
N	11. Gwendolyn Fischer, "Evanston Public Library Strategic Plan, 2000–2010: A Decade of Outreach," Evanston Public Library, http://www.epl.org/library/strategic-plan-00.html .
B	Fischer, Gwendolyn. "Evanston Public Library Strategic Plan, 2000–2010: A Decade of Outreach." Evanston Public Library. http://www.epl.org/library/strategic-plan-00.html (accessed June 1, 2005).
Item in online database	
N	7. Pliny the Elder, <i>The Natural History</i> , ed. John Bostock and H. T. Riley, in the Perseus Digital Library, http://www.perseus.tufts.edu/cgi-bin/ptext?lookup=Plin.+Nat.+1.dedication (accessed November 17, 2005).
B	Perseus Digital Library. http://www.perseus.tufts.edu/ .