



Chicago Style Guide

The Chicago Style of documentation offers writers in the natural and social sciences the option of using an author-date system with footnotes displayed in the footer of each page. A bibliography page follows the last page of the paper. This page contains the sources used in the paper and should be in alphabetical order. An example of a bibliography page can be found on page 8.

Well-known references, such as *World Book* or *Encyclopedia Britannica*, are usually not noted in bibliographies. Other books are cited as shown below.

Footnote numbers are superscript within the text and noted at the bottom of each page in a footer. To make a footer using MicroSoft Word, click on "Insert" on the top toolbar. Scroll down to "footnote."¹ The computer will automatically number the footnote. Enter the appropriate reference information at the bottom of the page. The computer will auto number your footnotes. As you reach the point where a footnote needs to be entered, repeat the same process by going to "insert" and then "footnote."

When using a full bibliography, the footnoted annotation may be shortened. Always check with the professor for particular guidelines that he or she may want followed when creating footnotes and bibliography pages. In the general rules, examples are given for both full footnotes and shortened footnotes. On the bibliography page, if two different books are used both written by the same author(s), there is no need to completely cite the names a second time. See the bibliography page for an example of this. (Example-----"William de Norwell)

The general rules for using the Chicago style of documentation are listed below.

BOOKS

Book by one author:

Bibliographic entry:

Franklin, John Hope. *George Washington Williams: A Biography*. Chicago: University of Chicago Press, 1985.

Footnote: (in a work with a full bibliography)

1. Franklin, *George Washington Williams*, 54.

Two Authors:

Bib. entry:

Lynd, Robert, and Helen Lynd. *Middletown: A Study in American Culture*. New York: Harcourt, Brace, and World, 1929.

Footnote:

2. Lynd and Lynd, *Middletown*, 67.

¹ This is the placement for a footnote.

Three Authors:Bib. entry:

Lyon, Mary, Bryce Lyon, and Henry S. Lucas. *The Wardrobe Book of William de Nowell, 12 July 1338 to 27 May 1340*. With the collaboration Jean de Sturler. Brussels: Commission Royale d'Histoire de Belgique, 1983.

Footnote:

3. Lyon, Lyon, and Lucas, *The Wardrobe Book of William de Norwell*, 42.

More Than Three authors:Bib. entry:

Greenberger, Martin, Julius Aronofsky, James L. McKenney, and William F. Massy. eds. *Networks for Research and Education: Sharing the Computer and Information Resources Nationwide*. Cambridge: MIT Press, 1974.

Footnote:

4. Greenberger et al, *Networks for Research and Education*, 50.

No Author Given:Bib. entry:

The Lottery. London: J. Watts, [1732].

Footnote:

5. *The Lottery* (London: J. Watts, [1732]), 20-5.

Institution, Association, or the like as “author:”Bib. entry:

American Library Association, Young Adult Services Division, Services Statement Development Committee. *Directions for Library Service to Young Adults*. Chicago: American Library Association, 1978.

Footnote:

6. American Library Association, *Directions for Library Service*, 25.

Editor or Compiler as “Author:”Bib. entry:

von Hallberg, Robert, ed. *Canons*. Chicago: University of Chicago Press, 1984.

Footnote:

7. von Hallberg, *Canons*, 1984.

Author’s Work Contained in Collected Works:Bib. entry:

Coleridge, Samuel Taylor. *The Complete Works of Samuel Taylor Coleridge*. Edited by W.G.T. Shedd. Vol. 1, *Aids to Reflection*. New York: Harper and Bros., 1884.

Footnote:

8. *The Complete Works of Samuel Taylor Coleridge*, Shedd, Vol.1, *Aids to Reflection*, 18.

Complete Work Within a Work by One Author:Bib. Entry:

Milton, John. *Paradise Lost*, in *The Complete Poetical Works of John Milton*, ed. William Vaughn Moody. Student's Cambridge edition. Boston: Houghton Mifflin, 1899.

Footnote:

8. *The Complete Poetical Works of John Milton*, Moody, Boston: Houghton Mifflin, 102.

ARTICLES**Articles in Journals and Magazines**Bib. Page:

Jackson, Richard. "Running down the Up-Escalator: Regional Inequality in Papua New Guinea." *Australian Geographer* 14 (May 1979).

Footnote:

9. Richard Jackson, "Running down the Up-Escalator," *Australian Geographer*, 175.

Article in a MagazineBib. Page:

Weber, Bruce. "The Myth Maker: The Creative Mind of the Novelist E.L. Doctorow." *New York Times Magazine*, 20 October 1985.

Footnote:

10. Bruce Weber, "The Myth Maker," *New York Times Magazine*, 42.

Articles with Two AuthorsBib. Page:

Saith, Ruhi and Barbara Harriss-White. *Gender Sensitivity of Well-being Indicators*. Geneva: United Nations Research Institute for Social Development, 1998.

Footnote:

11. Ruhi Saith and Barbara Harriss-White, *Gender Sensitivity*, 199.

Article in a magazine (non-scholastic periodical):Bib. Page:

Savalis, Telly. "Crime Story." *Variety*, 24 September 1986.

Footnote:

12. Telly Salavis, "Crime Story," *Variety*, 24 September 1986. 74-5.

Newspapers

The name of the author and the headline or column heading in a daily newspaper are cited much like the corresponding elements in magazines. The month, day, and year are the indispensable items. Because a newspaper's issue of any given day may include several editions, and times may be moved or

eliminated in various editions, page numbers are best omitted. If the paper is published in several sections, the section number or name may be given.

Bib. Page:

Royko, Mike. "Next Time, Dan, Take Aim at Arnold." *Chicago Tribune*, September 23, 1992.

Footnote:

14. Mike Royko, "Next Time, Dan, Take Aim at Arnold," *Chicago Tribune*, September 23, 1992.

NON-PRINT AND OTHER MEDIA

Interview by writer of paper

Bib. Page:

Washington, Harold, mayor of Chicago. Interview by author, 23 September 1985, Chicago. Tape recording. Chicago Historical Society, Chicago.

Footnote:

13. Mayor Harold Washington, interview by author, 23 September 1985, Chicago, tape recording, Chicago Historical Society, Chicago.

Videocassettes

Bib. Page:

Perlman, Itzak. *Itzak Perlman: In My Case Music*. Produced and directed by Tony DeNonno. 10 min. DeNonno Pix, 1985, videocassette.

Footnote:

14. Itzak Perlman. *Itzak Perlman: In My Case Music*, prod. And dir. Tony DeNonno, 10 min., DeNonno Pix, 1985, videocassette.

Sound recordings:

Bib. page:

Mailer, Norman. *The Naked and the Dead*. Excerpts read by the author. Caedmon CP1619. 1983. Cassette.

Footnote:

15. Norman Mailer, *The Naked and the Dead*, excerpts read by the author Caedmon CP1619, 1983, cassette.

ONLINE DATABASE ITEMS-ELECTRONIC DATABASE ITEMS

NOTE: Each online database citation ends with the date of access by the writer of the paper.

Document from an Online Database:Bib. Page:

Flax, Rosabel. *Guidelines for Teaching Mathematics K-12*. Topeka: Kansas Department of Education, 1979. Database on-line. Available from Dialog, ERIC, ED 178312 [11 December 2003].

Footnote:

22. Rosabel Flax, *Guidelines for Teaching Mathematics K-12* (Topeka: Kansas Department of Education, 1979) [database on-line]; available from Dialog, ERIC, ED 178312; 11 December 2003.

Journal Article from an Online Database:Bib. Page:

Erez, Edna. "Domestic Violence and the Criminal Justice System: An Overview." *Online Journal of Issues in Nursing* 7, no.1 (January 2002), http://www.nursingworld.org/ojin/topic17/tpc12_3.htm (accessed March 22, 2004).

Footnote:

20. Edna Erez, "Domestic Violence and the Criminal Justice System: An Overview," *Online Journal of Issues in Nursing* 7, no. 1 (January 2002), http://www.nursingworld.org/ojin/topic17/tpc12_3htm (accessed March 22, 2004).

Newspaper Articles from an Online Database:Bib. Page:

Johnson, Margie. "Home Nursing: Hourly Cares and Struggles." *Warrenville Daily Times*, 20 February 2001, sec. B, p. 10. Database on-line. Available from Lexis-Nexis. [11 December 2003].

Footnote:

21. Margie Johnson, "Home Nursing: Hourly Cares and Struggles," *Warrenville Daily*, 20 February 2001, sec. B [database on-line]; available from Lexis-Nexis; 16 December 2003.

Document in a scholastic site:Bib. page:

Henderson, John R. *ICYouSee: T is for Thinking: A Guide to Critical Thinking About What You See on the Web*. Ithaca, NY: Ithaca College Library, 2002. Internet on-line. Available from <http://www.ithaca.edu.library?Training/hott.html>. [10 December 2003].

Footnote:

22. John R. Henderson, *ICYouSee: T is for Thinking: A Guide to Critical Thinking About What You See on the Web* (Ithaca, NY: Ithaca College Library, 2002)[internet on-line]; available from <http://www.ithaca.edu.library?Training/hott.html>; 10 December 2003.

Document in a professional or government site:Bib. page:

National Consumers League. *Helping Seniors Targeted for Telemarketing Fraud*. 1997. Internet on-line. Available from <http://www.fraud.org/elderfraud/helpsen.htm> [4 December 2003].

Footnote:

23. National Consumers League, *Helping Seniors Targeted for Telemarketing Fraud* (1997) [internet on-line]; available from <http://www.fraud.org/elderfraud/helpsen.htm>; [4 December 2003].

Government Agency:Bib. page:

“Norway.” *World Factbook*. 1999. Internet on-line. Available from Central Intelligence Agency, Office of Public Affairs <http://www.cia.gov/cia/publications/factbook/index.html>. [3 December 2003].

Footnote:

23. “Norway,” *World Factbook*, (1999) [internet on-line]; available from Central Intelligence Agency, Office of Public Affairs <http://www.cia.gov/cia/publications/factbook/index.html>; 3 December 2003.

Article from an Electronic Journal (e-journal) [not in a database]:

E-journals are journals published online as opposed to journals indexed in online databases; journals indexed in online databases were usually originally published in print or microfilm format.

Bib. page:

Kawasaki, Jodee L. and Matt R. Raven. “Computer-Administered Surveys in Extension.” *Journal of Extension* 33 (June 1987). E-Journal on-line. Available from <http://www.joe.org/june33/95.html>. [17 December 2003].

Footnote:

23. Jodee L. Kawasaki and Matt R. Raven, “Computer-Administered Surveys in Extension,” *Journal of Extension* 33 (June 1987) [e-journal on-line]; available from <http://www.joe.org/june33/95.html>; 17 December 2003.

Document found in a personal site:Bib. page:

Matthews, Bruce. “Thoughts on Creating Your Own Living Space.” 11 March 2000. Internet on-line. Available from <http://www.homelife.lacrosse.us/~bmatt/>. [10 December 2003].

Footnote:

26. Bruce Matthews, “Thoughts on Creating Your Own Living Space,” (11 March 2000)[internet on-line]; available from <http://www.homelife.lacrosse.us/~bmatt/>; 10 December 2003.

Web site document without an author and without a date of creation listed:

Bib. page:

I Have a Dream: Reflections on Martin Luther King's Life and Philosophy. Internet on-line. Available from <http://www.queens.lib.ny.us/martin1/>. [11 December 2003].

Footnote:

27. *I Have a Dream: Reflections on Martin Luther King's Life and Philosophy*, [internet on-line]; available from <http://www.queens.lib.ny.us/martin1/>; 11 December 2003.

Bibliography

Coleridge, Samuel Taylor. *The Complete Works of Samuel Taylor Coleridge*. Edited by W. G. T. Shedd. Vol. 1, *Aids to Reflection*, New York: Harper and Bros., 1884.

I Have a Dream: Reflections on Martin Luther King's Life and Philosophy. Internet on-line. Available from <http://www.queens.lib.ny.us/martin1/>. [11 December 1003].

Jackson, Richard. "Running down the Up-Escalator: Regional Inequality in Papua New Guinea." *Australian Geographer* 14 (May 1979): 175-84.

Lynd, Robert and Helen Lynd. *Middletown: A Study in American Culture*. New York: Harcourt, Brace, and World, 1929.

Lyon, Mary, Bryce Lyon, and Henry S. Lucas. *The Wardrobe Book of William de Norwell, 12 July 1338 to 27 May 1340*. With the collaboration of Jean de Sturler. Brussels: Commission Royale d'Histoire de Belgique, 1983.

-----*William de Nowell: A Biography*. With the collaboration of Jean de Sturler. Brussels: Commission Royale d'Histoire de Belgique, 1985.

Saith, Ruth and Barbara Harriss-White. *Gender Sensitivity of Well-being Indicators*. Geneva: United Nations Research Institute for Social Development, 1998.