Chicago Manual of Style, 17th edition

Instructor: Miss Katherine Owens
Creating Citations

• Why should you have citations?
  o To avoid plagiarism
  o Showing where you got ideas from/ providing acknowledgement
  o Proves that you did scholarly work and did not make everything up
  o So you can have a starting point if you write on the same topic again later in time
  o The teacher can read what sources you used if they want more detailed knowledge of the topic
• Because Chicago is geared towards the author rather than the college student, there is no real section on what to include on the title page of a paper.

• 1.19-1.35 discuss the parts of the title and verso pages of books.

• Title
• Subtitle
• Author’s name
• Date

• Professor’s name
• Course name and number
• Other information your professor indicates
Chapter 2: Manuscript Preparation

- 2.8 Line spacing
  - Double space lines
- 2.9 Space between sentences or after colons
  - Single space between sentences
- 2.10 Justification and margins
  - Left-hand justify, not full justified
- 2.12 Paragraph format
  - No blank line between paragraphs
- 2.18 Format for Subheads
  - Flush left, and type font should not be different from normal text (font, size, bold, etc.)
• 2.28-2.29 Numbering illustrations/Numbering tables
  ○ Types of illustrations, graphic, or tables should have separate numbering systems

• 2.54 Choosing a Dictionary …
  ○ Webster’s Third New International Dictionary (REF PE1625. W36 1981) or Merriam-Webster’s Collegiate Dictionary (online reference book through Credo)
• In the academic setting, seeking copyright permission from the author/owner of the copyright is not necessary as long as the paper is properly cited.

• Should you have a chance to present your work in public or attempt to publish your paper, please consult chapter 4 and your professor to find out if you will need to seek any copyright permissions.
• 6.9 Periods and commas in relation to closing quotations marks
  o Periods and commas go inside ending quotes, even if not in the quoted material, “.” or ,”
• 6.10 Colons, semicolons, question marks, and exclamation points
  o All the above go outside closing quotes UNLESS part of the quotation, “!” Or “?” Or “:” or “;”
• 6.18 Commas relative to parentheses and brackets; 6.98 Parentheses with other punctuation
  o Commas, semicolons, and colons are not needed before parentheses; always put outside the ending parenthetical.
Chapter 6: Punctuation

• 6.95 Use of parentheses; 6.99 Use of square brackets
  o Parentheses can be used to enclose related material (to the sentence) but not essential to the sentence, while square brackets usually denote an addition of information within a quote.

• 6.123 Abbreviation-ending periods with other punctuation
  o If an abbreviating word ends a sentence, the period for the abbreviation also doubles as the period.

• Quotation marks within quotation marks are handled in ch. 13.
Chapter 7: Spelling, Distinctive Treatment of Words, and Compounds

- **7.6 Alternative plurals**
  - If the dictionary you use (*Webster* being preferred) provides two or more ways to plural a word, *Chicago* opts for the first.

- **7.30 Contractions**
  - Nothing fancy or unusual about these in *Chicago*
  - (Just remember, they are not acceptable in an academic paper)

- **7.50-7.52; 7.56-7.58 Mechanical emphasis**
  - DO NOT emphasize a word via *italics*, **bold**, *underline*, Capitalization, or with quotes either ‘single’ or “double.”
  - Phrases in a foreign language, i.e., not used as an English word/saying (c’est la vie/la dolce vita/gesundheit/semper fidelis/buenas noches), should be italicized and then defined.
Chapter 13: Quotations and Dialogue

• 13.4 When to paraphrase rather than quote
  o Excessive quotations are a distraction
  o They also indicate a poor writer or someone unable to think for themselves
  o Paraphrase all but the most important quotes

• 13.5 When quotation and attribution is unnecessary
  o Common knowledge or “readily verifiable facts” do not need citations
  o Not listed, but important is that whether you direct quote or paraphrase information from an outside source, you must provide a citation, with the exception of above exception.
Chapter 13: Quotations and Dialogue

13.7 Permissible changes to punctuation, capitalization, and spelling

- Quotations marks should be changed to fit your formatting.
- En dashes or hyphens may be changed to an em dash.
- In a direct quotation the first letter of the first word may be capitalized or lower-cased depending on position in your sentence.
- At the end of a direct quotation, the original punctuation may be changed.
- Source citations in the original may be deleted, or if included, the material should be block quoted with the original source information in a smaller type font at the end of the block quote.
- Typographical errors may be corrected, unless part of the original writing style or archaic spelling.
- The old-fashioned ſ, v, or j may be replaced with the modern curvatures: s, u, and i.
Chapter 13: Quotations and Dialogue

• 13.10 Choosing between run-in and block quotations
  o The rule says to create a block quote for a direct quotation that is 100 words or more (6-7 lines)
  o At Flagler College, quotations equal to more than 3 lines (abt 50 words) is turned into a block quote.

• 13.30 Quotations and “quotes within quotes”
  o Jefferson said, “We have a problem. I do share the famous man’s sentiment ‘I cannot live without books...’ So do not quote me as saying: ‘Jimmy Jefferson claimed the famous man’s sentiment, “I cannot live without books...,” does not represent his point-of-view.’”

• 13.59 Missing or illegible words
  o “In reproducing or quoting from a document in which certain words are missing or illegible, an author may use ellipses..., a bracketed comment or guess...”
  o “A 2-em dash..., sometimes in combination with an interpolated guess, may also be used for missing material.”
  o At Flagler College, only the first option is acceptable! See the example to the left.
Chapter 14: Notes and Bibliography

• 14.12 Access dates
  o Chicago does not require access dates for most electronic resources
  o At Flagler, all sources accessed electronically must have an access date.

• 14.19 Notes and bibliography – an overview
  o This section says that you can use either just footnotes for your sources, or a shortened citation and a bibliography.
  o At Flagler, the first footnote for a source is full-length, and shortened thereafter. Bibliographies are not an option, but a requirement.

• 14.24 Numbers in text versus numbers in notes
  o In the text, the fn no. is a superscript, and in the fn/en section, it is the same size as the citation followed by a period.
  o At Flagler, periods are not necessary.

• 14.26 Placement of number
  o You place the number either after the period of a sentence (including quotes, or parenthesis). The only exception is if the information inside a parenthesis is the cited information, then the fn goes inside.
Chapter 14: Notes and Bibliography

14.34 Shortened citations versus “ibid.”
- In a departure from previous editions, Chicago discourages the use of ibid. in favor of shortened citations as described elsewhere in this section; to avoid repetition, the title of a work just cited may be omitted. Shortened citations generally take up less than a line, meaning that ibid. saves no space, and in electronic formats that link to one note at a time, ibid. risks confusing the reader.

14.37 Citations Plus Commentary
- If you include a note within your note, write out the citation and after the period + a space, write your further commentary.

14.57 Several citations in one note
- This is of course permissible, however, be sure to put a semicolon between each citation.
- The citations should be in the same order as the material being cited/referenced.
Chapter 14: Notes and Bibliography

• 14.63 Dividing a bibliography into sections
  ○ Helpful for some classes is the option to divide your sources by type. You will start each new listing with a header “Primary Sources,” or “Archival Materials,” etc., and then alphabetize as normal.

• 14.64 Kinds of Bibliographies
  ○ Read this section for a description of:
    • Full Bibliography
    • Selected Bibliography
    • Annotated Bibliography
    • Bibliographic Essay
    • List of Works by One Author
# Creating Citations

## What do you need in order to cite?

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<thead>
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<th>Book</th>
<th>Journal Article</th>
<th>Website</th>
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<td>Date You Viewed the Page</td>
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<tr>
<td>Format (for non-print/ non-electronic copies)</td>
<td>Page Numbers</td>
<td>Date You Viewed the article (sometimes)</td>
</tr>
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</table>
Parts to a Book

- **Title**: North and South
- **Author**: Elizabeth Gaskell
- **Series Title**: Oxford World’s Classics
- **Editor & Introduction**: Edited by Angus Easson
- **With an Introduction by**: Sally Shuttleworth
- **Place of Publication**: Oxford, New York
- **Publishing House**: Oxford University Press
- **Date**: 1998
Writing Citations

Bibliographic Entry:

Reference Entry:
Parts to a Journal Article

Journal Title

"The Journal of American History, formerly the Mississippi Valley Historical Review, is published quarterly by the Organization of American Historians. Manuscript submissions, books for review, and correspondence concerning those and all other material matters should be addressed to the Editorial Office, Journal of American History, East Avenue, Bloomington, Indiana 47401-3798. (Phone: 812-855-1999; e-mail: jah@indiana.edu.)

Guidelines for manuscript submission can be found at the Journal Web site http://www.jah.org.

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Article Title

From People’s Car to New Beetle: The Transatlantic Journeys of the Volkswagen Beetle

Bernhard Rieger

The Volkswagen Beetle’s American journey points to an important aspect of power and commercial relations between the United States and Western Europe that has received little scholarly attention. While a substantial body of work has examined the transatlantic prominence of American consumer commodities and practices as well as other cultural products, Western Europe’s cultural place in the United States has been understudied. Since the 1920s, Volkswagen has become an iconic symbol of American car culture—symbolizing a modern, mass-produced automobile as well as the American economy and society. This article explores the cultural significance of the Volkswagen Beetle as well as its role in shaping American consumer culture.

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Page #
Bibliographic Entry:


Reference Entry:

Vikings: The North Atlantic Saga

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Webpage Title
Website Title
Author
Bibliographic Entry:

Reference Entry:
Being a reference librarian is the best job in the entire world, because reference librarians are able to help all kinds of people find information on everything from where the bathroom is to rocket science. And as a result, the stigma of being a librarian is that we know everything there is to know. However, when you are the younger sibling of a librarian, life can be very annoying because the librarian/Big Sister thinks they can tell you everything there is to know. This of course translates to some interesting inter-sibling problems because the Big Sister sees her job as not only a “reference” to doing proper research but also a “reference” on how to deal with day-to-day life. This inter-relationship of how the author sees her two jobs, being a big sister and being a reference librarian, is just another indicator of why being a reference librarian is the best job in the world – you can answer any question from the ingredients in a birthday cake to why aren’t my footnotes right? Unfortunately this attitude sometimes means that asking a simple, non-research question of the reference librarian sister turns into what librarians call “the reference interview,” and you are drowned in the resulting answer.

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6 Owens, “Examples of Footnotes 101.”
9 Owens, “Examples of Footnotes 101.”
Being a reference librarian is the best job in the entire world, because reference librarians are able to help all kinds of people find information on everything from where the bathroom is to rocket science.\(^1\) And as a result, the stigma of being a librarian is that we know everything there is to know.\(^2\) However, when you are the younger sibling of a librarian, life can be very annoying because the librarian Big Sister thinks they can tell you everything there is to know.\(^3\) This of course translates to some interesting inter-sibling problems because the Big Sister sees her job as not only a “reference” to doing proper research but also a “reference” on how to deal with day-to-day life.\(^4\) This inter-relationship of how the author sees her two jobs, being a big sister and being a reference librarian, is just another indication of why being a reference librarian is the best job in the world – you can answer any question from the ingredients in a birthday cake to why aren’t my footnotes right?\(^5\) Unfortunately this attitude sometimes means that asking a simple, non-research question of the reference librarian sister turns into what librarians call “the reference interview;” and you are drowned in the resulting answer.\(^6\)
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² Owens, “Examples of Footnotes 101,” 2.
⁵ Owens, “Examples of Footnotes 101,” 3.