

Working with Chicago

T H E U N I V E R S I T Y O F T E X A S A T S A N A N T O N I O

T H E C H I C A G O D O C U M E N T A T I O N 4 1 1

REMEMBER:

Numbers: Use numerals to express all numbers except,

Numbers through one hundred and any whole number followed by *hundred, thousand, or million* (thirty million, but 30.3 million)

Any number that begins a sentence or title (Three blind mice were talking.)

Simple fractions (one-fourth, one-third)

Universally accepted usage (the Ten Commandments)

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What Is Chicago Style?

A writing style based upon the Chicago Manual of Style 15th Edition.

Used most commonly in publishing, especially scholarly books and journals.

In brief, Chicago dictates the format and citation method of a particular text.

Why Do We Do It?

As a professional, it is important to cite all information that is not your own work.

Chicago uses footnotes, which emphasizes the work of the scholar or researcher who wrote the publication. To explain, the footnote method allows the body text, the author's final product, to be unencumbered by citations.

General Instructions for your Chicago Paper

Type (12-pt Times New Roman)



Chicago is Your Best Friend

Margins (1 in. all sides)

Running head should include an identifier, such as author's last name, and a page number

Title Page Includes

Name of the University

Full title of paper

Author's name

Course department or number

Instructor's name

Date

Double Space

Resources for Chicago

Research & Documentation Website by Diana Hacker. (Includes sample paper)
www.dianahacker.com/resdoc

UTSA Library
www.lib.utsa.edu/research/subject/citingguide.html

UTSA Tomas Rivera Center Graduate Student Learning Assistance website
www.utsa.edu/trcss/gsla/index.cfm

The Chicago Manual of Style Online
www.chicagomanualofstyle.org

Your Peer Writing Consultant
 1604 (210) 458-4694
 DT (210) 458-2838

WHAT SHOULD YOU DO...

Avoid over quoting. Although it is important to be able to support your own work with the research of others, your work should primarily be your own. Especially limit block quotes.

Include your title on the first page. Even though you have a title page, you still need a title on your first page of text.

Try to **avoid passive language.**

Use valid, academic resources. Don't cite a blog as a scholarly reference.

Use abbreviations sparingly. Do not use etc.; explain what you mean.

Use colons between a complete introductory clause and a final phrase; do not use after an introductory phrase that is not a complete sentence.

- Freud (1930/1961) wrote of two urges: an urge toward union with others and...

- The formula is r = e + a. (correct)

- The formula is: r = e + a. (incorrect).

Use the serial comma.

-the height, width, or depth

Use italics to highlight technical or key terms.

Avoid bias language. Be aware of gender, race, sexuality, age, and ability prejudices.

Proofread your paper thoroughly; spell-check does not catch everything.

Always cite!

Q U O T A T I O N S I N T E X T

Display quotation of fewer than 100 words in double quotation marks.

- Benjamin Franklin admonishes us to "plough deep while sluggards sleep."⁴

Display quotation of 100 or more words, at least eight lines, or more than a paragraph in a block quotation, without quotation marks. Format matters are normally decided by the publisher.

- In discussing the reasons for political disturbances Aristotle found that revolutions also break out when opposite parties, e.g. the rich and the people, are equally balanced, and there is little or no middle class for, if either party were manifestly superior, the other would not risk an attack upon them. And, for this reason, those who are eminent in virtue usually do not . . .²¹

Omitting Material

- Insert . . .

Inserting Material

- Use brackets []

Adding Emphasis

- Use brackets to explain emphasis.

Use superscript numbers to mark your footnotes.

- ". . . time or place."¹

F O O T N O T E / E N D N O T E C I T A T I O N S

One Author

Norman Taylor, *The Story of the Great War: Why Germany Lost*, (New York: University Press, 1999), 89-90.

Two or three authors

- Full name of all authors in normal order.

More than three authors

- Cite only the author given first on the title page and follow it with, *et al.* or *and others*.
- Please note in the bibliography ALL authors are named.

Book with editor or translator

Norman Taylor, *The Story of the Great War: Why Germany Lost*, ed. Erica Friedman (New York: University Press, 1999), 89-90.

Book with editor, no author

Erica Friedman, ed., *The Story of the Great War: Why Germany Lost* (New York: University Press, 1999), 89-90.

Book with editions

Norman Taylor, *The Story of the Great War: Why Germany Lost*, 2nd ed., vol. 2 (New York: University Press, 1999), 89-90.

Work within an anthology

Norman Taylor, "The Story of the Great War: Why Germany Lost," in *World War I: Essays on Twentieth-Century Warfare*, ed. Erica Friedman, 89-90 (New York: University Press, 1999).

Journal

Perry Shaker, "Voting Rights Revisited," *Political Perspectives*, no. 52 (June 2000): 14.

Newspaper

Teresa Martinez, "Flooding Destroys Neighborhood," *New York Times*, 7 April 2001.

Magazine

Matthew Collins, "Charleston's Surprising Cultural Mecca," *Newsweek*, 12 May 2003, 67.

Electronic Sources

Follow the same guidelines used for print materials, with the addition of the full URL and, if appropriate, the date the material was last accessed.

Example: (ebook)

Norman Taylor, *The Story of the Great War: Why Germany Lost* (New York: University Press, 1999), <http://www.warnews.utexas.edu/users/bb/web-pubs/htmlbooks99> (accessed August, 27 2001).

S U B S E Q U E N T C I T A T I O N S

When references to the same work immediately follow one another, use *ibid.* in the footnote.

Ibid. is not italicized or underlined.

Example:

1. Farmwinkle, *Humor of the Midwest*, 241.
2. *Ibid.*, 258–59.
3. *Ibid.*
4. *Ibid.*, 333–34.

When references to the same work do not immediately follow one another:

Author's last name, Title of book, chapter, or article (sometimes shortened), Specific page reference.

Examples:

Book

Taylor, *The Story of Europe*, 119.

Journal

Shaker, "Voting Rights," 15.

Newspaper

Martinez, "Flooding."

Magazine

Collins, "Cultural Mecca," 68.

F O O T N O T E S / E N D N O T E S S A M P L E

Place notes in numerical order at the foot of the page (footnotes) below a separator or on a separate page at the end of the paper (endnotes).

Notes are single-spaced.

Font size is smaller than the body text of the work.

Example: (footnotes)

"Nonrestrictive relative clauses are parenthetical, as are similar clauses introduced by conjunctions indicating time or place."¹

1. William Strunk Jr. and E.B. White, *The Elements of Style*, 4th ed. (New York: Allyn and Bacon, 2000), 3.

Example: (endnotes)

Through this process, attributes have been incorporated into the civil service rules that have had long-term consequences for the governance and performance of the federal bureaucracy. As this book makes clear, the bureaucratic structure put into place at the behest of these three parties has created the "problem of bureaucracy," and changes in this system will occur at best incrementally.

Notes

1. Barbara Wallraff, *Word Court: Wherein Verbal virtue Is Rewarded, Crimes against the Language Are Punished, and Poetic Justice Is Done* (New York: Harcourt, 2000), 34.
2. Ernest Kaiser, "The Literature of Harlem," in *Harlem: A Community in Transition*, ed. J.H. Clarke (New York: Citadel Press, 1964).

B I B L I O G R A P H Y

Title, *Bibliography*, at top of page.

Alphabetize by author or editor's last name.

If there is no author, use title to determine proper alphabetical order.

Use hanging indent (indent second and subsequent lines within an entry).

Single-spaced.

One author (17.26)

Taylor, Norman. *The Story of the Great War: Why Germany Lost*. New York: University Press, 1999.

Two or more authors—name ALL authors (11.27)

Taylor, Norman, Spenser Weinstein, Edith Brown, and LaNelle Martin. *The Story of the Great War: Why Germany Lost*. New York: St. Martin's Press, 2000.

Book with editor or translator (17.42)

Taylor, Norman. *The Story of the Great War: Why Germany Lost*. Translated by Erica Friedman. New York: University Press, 1999.

Book with editor, no author (17.41)

Friedman, Erica, ed. *The Story of the Great War: Why Germany Lost*. New York: University Press, 1999.

Book with editions (17.79)

Taylor, Norman. *The Story of the Great War: Why Germany Lost*. 2nd ed. New York: University Press, 1999.

Work within an anthology (17.69)

Taylor, Norman. "The Story of the Great War: Why Germany Lost." In *Essays on Twentieth-Century Warfare*, edited by Erica Friedman, 87-94. New York: University Press, 1999.

Book online (17.142-147)

Taylor, Norman. *The Story of the Great War: Why Germany Lost*. New York: University Press, 1999. <http://www.warnews.utexas.edu/users/bb/web-pubs/htmlbooks.99>.

Journal (17.148-203)

Shaker, Perry. "Voting Rights Revisited." *Political Perspectives*, no. 52 (June 2000): 12-17.

Newspaper

Martinez, Teresa. "Flooding Destroys Neighborhood." *New York Times*, April 7, 2001.

Newspaper Online

Martinez, Teresa. "Flooding Destroys Neighborhood." *New York Times*, April 7, 2001. <http://nytimes.com/2001/04/07/city/75MCCA.html> (accessed March 18, 2005).

Magazine

Collins, Matthew. "Charleston's Surprising Cultural Mecca." *Newsweek*, 12 May 2003, 67-70.

Electronic Sources

Follow the same guidelines used for print materials, with the addition of the full URL and, if appropriate, the date the material was last accessed.

Example: (online newspaper)

Martinez, Teresa. "Flooding Destroys Neighborhood." *New York Times*, April 7, 2001. <http://nytimes.com/2001/04/07/city/75MCCA.html> (accessed March 18, 2005).