

# Chicago Manual of Style

Introduction to Chicago Citation Methods



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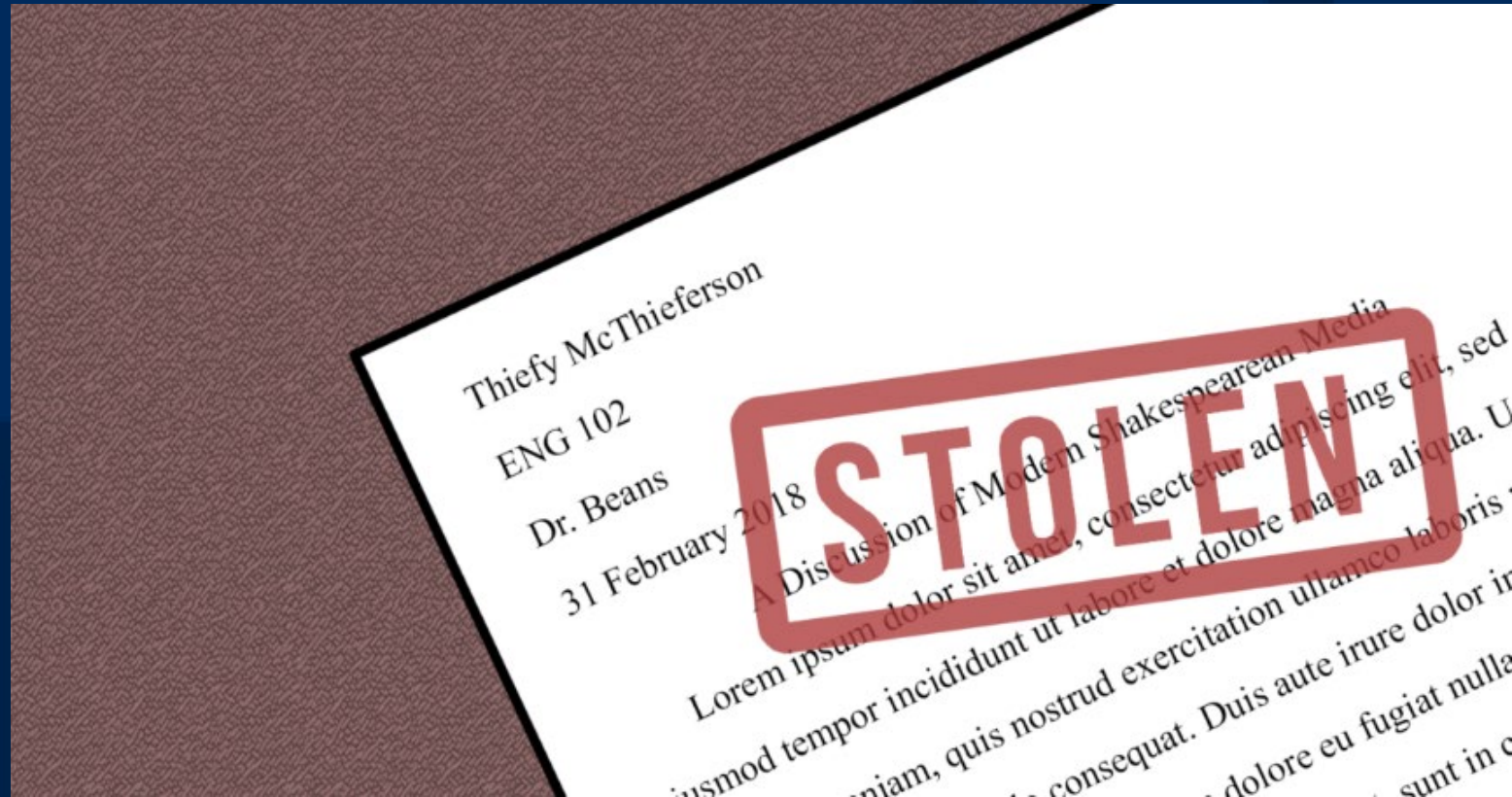
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# Why is documentation important?



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# Plagiarism

- Plagiarism is the unethical practice of using another person's work as if it were one's own
- Plagiarism can be intentional or unintentional
- When information is presented from an outside source – whether directly quoted or paraphrased – that information must be cited so that the authors get credit for their words and ideas.
- See UTSA's Code of Conduct for more information



And documenting your sources also allows your readers to join the conversation.



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The Chicago Manual of Style states:

Ethics, copyright laws, and courtesy to readers require authors to identify the sources of direct quotations or paraphrases and of any facts or opinions not generally known or easily checked.

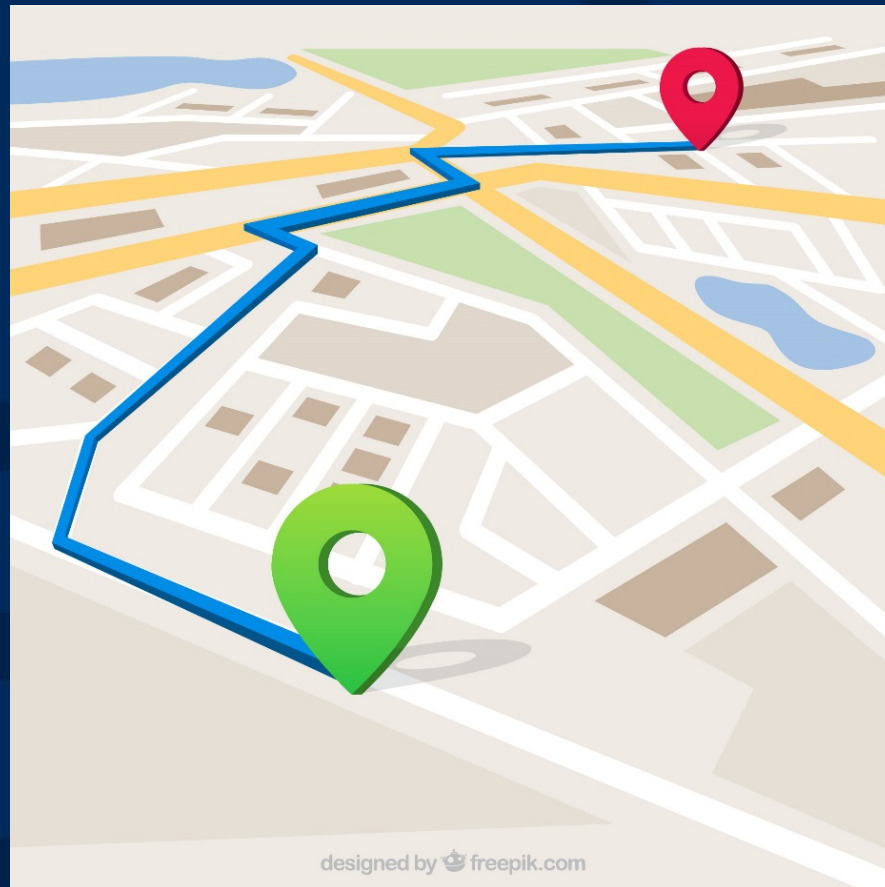
Conventions for citing sources vary according to scholarly discipline, the preferences of publishers and authors, and the needs of a particular work. Regardless of the convention being followed, source citations must always provide sufficient information either to lead readers directly to the sources consulted or, for materials that may not be readily available, to enable readers to positively identify them, regardless of whether the sources are published or unpublished or in printed or electronic form.<sup>1</sup>

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<sup>1</sup> Chicago Manual of Style, “14.1: The Purpose of Source Citations,” *Chicago Manual of Style Online (CMOS)* (The University of Chicago, 2017), 14.1, <https://www.chicagomanualofstyle-org>.



Documentation is like a road map leading the reader to the source.



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# What is Chicago Style?

- Style guide for citations
- Widely used in publishing
  - commonly used in Anthropology, Art, Computer Science, History, Music, and Nursing.
- Uses in-text citations
  - Notes or Author-Date
  - Notes style is much more common in student papers, so we focus on the Notes version in this presentation
- Requires a Bibliography





# In-Text Citations: Notes

- “Notes” refers to either footnotes or endnotes. Footnotes are more common in student papers
- The format of the citation is the same, the only difference between footnotes and endnotes is where they appear in the paper
- Footnotes appear at the bottom of the page where information is cited, endnotes appear at the end of the paper
- Footnotes and endnotes are indicated by a superscript number in the text of the paper that corresponds to the number of the citation



# Footnotes Example

- The text of the paper and notes should be the same, however; notes should be single spaced
- The footnote directly follows beneath the text of the page and is separated by a line (automatically added in Word)

The French Revolution and the Terror that followed it influenced other people in the world and sparked an Age of Revolution; these events shaped the world that we live in today.<sup>1</sup>

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1. R.R. Palmer, *Twelve Who Ruled: The Year of the Terror in the French Revolution* (Princeton: Princeton University Press, 1973), 21.



# Endnotes Example

- The text of the paper and notes should be the same, however, notes should be single spaced
- Endnotes appear at the end of the paper before the bibliography
- The first line of an endnote citation is indented
- The content of the citation is the same as on the previous slide

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## Endnotes

1. R. R. Palmer, *Twelve Who Ruled: The Year of the Terror in the French Revolution* (Princeton: Princeton University Press, 1973), 21.

2. Next citation

3. Next citation



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# Subsequent Notes

- After the initial footnote or endnote, whenever you cite the same source, you should use a shortened citation
- For shortened citations, you typically only need the first item you cited in the original citation (typically author's name or title) and the page number you are citing

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## Endnotes

1. R. R. Palmer, *Twelve Who Ruled: The Year of the Terror in the French Revolution* (Princeton: Princeton University Press, 1973), 21.

2. Palmer, 17.



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# Bibliography

- The Bibliography appears at the end of the paper
- Bibliographic entries contain the same basic information as the notes, but in a modified format
- Entries must be in alphabetical order based on the first word in the entry
- Use hanging indent
- Each entry should be single spaced, but double spaced between entries



# Book With Single Author Example

## Note:

1. Leslie Marmon Silko, *Yellow Woman and a Beauty of the Spirit: Essays on Native American Life Today* (New York: Simon & Schuster Paperbacks, 1996), 10.

## Bibliography:

Silko, Leslie Marmon. *Yellow Woman and a Beauty of the Spirit: Essays on Native American Life Today*. New York: Simon & Schuster Paperbacks, 1996.

- Notice that titles are always in italics, words in titles are always capitalized
- Note the differences in citations for footnote/endnote and bibliography
  - Author's name reversed in bibliography, not in notes
  - Publishing information goes in parentheses in notes, not in bib
  - In notes, most periods are replaced with commas



# Journal Article Example

## Note:

1. Walter H. Conser, "John Ross and the Cherokee Resistance Campaign, 1833-1838," *The Journal of Southern History* 44, no. 2 (1978): 205, <http://www.jstor.org/stable/2208301>.


## Bibliography:

Conser, Walter H. "John Ross and the Cherokee Resistance Campaign, 1833-1838." *The Journal of Southern History* 44, no. 2 (1978): 191-212. <http://www.jstor.org/stable/2208301>.

- Notice that the citations are basically the same, except for reversal of author's name and use of commas instead of periods
- For most notes, page number goes at the end of the citation, but for journal articles, the page number goes after journal information
- For journal articles, the title appears in quotations, and the title of the journal is italicized
- Chicago no longer requires an accessed date for stable URLs, you may see them occasionally



## Bibliography



Barr, Juliana. *Peace Came in the Form of a Woman: Indians and Spaniards in the Texas Borderlands*. Chapel Hill: University of North Carolina Press, 2007.

Brown, Dee A. *Bury My Heart at Wounded Knee: an Indian History of the American West*. New York: Holt, Rinehart & Winston, 1971.

Josselyn, John. *New-England's Rarities Discovered in Birds, Beasts, Fishes, Serpents, and Plants of that Country*. Boston: Press of John Wilson and Son, 1672. University of Pittsburgh Internet Archive.  
<https://archive.org/details/newenglandsrarit00joss>.

White, Richard. *The Middle Ground: Indians, Empires, and Republics in the Great Lakes Region, 1650-1815*. Cambridge: Cambridge University Press, 2010.

# Sample Bibliography

- Entries are placed in alphabetical order
- Bibliography and other headings are centered on the page





# Extra Tips

- Citation generators are often incorrect, create your own citations
- If in doubt, cite your source
- For detailed information about how to cite specific sources, use the **Chicago Manual of Style Online** available through our library

<https://www-chicagomanualofstyle-org.libweb.lib.utsa.edu/home.html>

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# Questions?



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