

chicago manual of style footnotes for repeated citations examples

chicago manual of style footnotes for repeated citations examples are essential for academic and professional writing, ensuring clarity and conciseness when referencing sources multiple times. This comprehensive guide delves into the nuances of applying the Chicago Manual of Style (CMOS) for repeated citations, providing clear examples and explanations. We will explore the foundational principles of CMOS footnotes, distinguish between full and shortened citations, and illustrate how to effectively manage direct quotes, paraphrases, and secondary sources that appear more than once. Understanding these principles not only adheres to academic integrity but also enhances the readability and professional presentation of your work. Whether you're a student, researcher, or author, mastering these citation techniques is crucial for proper attribution and avoiding plagiarism.

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Understanding Chicago Manual of Style Footnotes

The Chicago Manual of Style (CMOS) offers two primary note systems: the notes-bibliography system and the author-date system. This article focuses on the notes-bibliography system, which is prevalent in humanities fields. In this system, numbered footnotes (or endnotes) are used to cite sources. Each citation is typically assigned a number that corresponds to a note at the bottom of the page (footnote) or at the end of the document (endnote). This system allows for detailed commentary and source attribution without disrupting the flow of the main text.

The primary purpose of a footnote is to provide precise information about the source of a quotation, paraphrase, or idea presented in the text. It guides readers to the exact location of the original information, enabling them to verify the source or explore it further. For any given source, the first mention in a footnote requires a full bibliographic entry. Subsequent references to the same source, however, can be significantly abbreviated, which is where the concept of repeated citations becomes crucial.

The Importance of Footnotes for Repeated Citations

Managing repeated citations effectively is vital for maintaining the clarity and professionalism of your writing. Without proper abbreviation for subsequent mentions, your footnotes could become lengthy and repetitive, making your paper cumbersome to read and potentially obscuring the flow of your argument. The CMOS system provides specific guidelines to streamline these repeated references, saving space and making it easier for your readers to navigate your sources.

The goal of shortened citations is to provide enough information for the reader to identify the source and its specific location without needing to repeat the entire bibliographic entry. This efficiency is particularly beneficial in academic papers, dissertations, and books where a single source might be cited dozens, or even hundreds, of times. Adhering to these conventions demonstrates a sophisticated understanding of academic citation practices.

Full Footnote Citations: The First Instance

When a source is cited for the very first time in your paper, a full footnote entry is required. This entry should include all the necessary bibliographic information to uniquely identify the source. The format of the full footnote varies depending on the type of source (book, journal article, website, etc.), but it generally includes the author's name, title of the work, publication details (place, publisher, year), and page numbers.

For a book, a typical first footnote might look like this:

- John Smith, *The History of Everything* (New York: Academic Press, 2023), 45.

For a journal article, it would include the article title, journal name, volume and issue numbers, and publication year, along with page numbers:

- Jane Doe, "The Impact of Technology on Society," *Journal of Modern Studies* 15, no. 2 (2022): 112.

It's essential to be precise with all details, including punctuation and capitalization, as these elements are standardized in CMOS.

Shortened Footnote Citations: Subsequent References

Once a source has been cited in full, any subsequent references to the same source can be made using a shortened format. This shortened citation typically includes the author's last name, a shortened version of the title (if necessary to distinguish it from other works by the same author), and the relevant page number. The term "ibid." (from the Latin *ibidem*, meaning "in the same place") is used for consecutive citations of the exact same source and page number.

The "Ibid." Abbreviation

"Ibid." is used when a footnote is for the exact same source as the immediately preceding footnote. If the page number is also the same, only "Ibid." is needed. If the page number differs, then "Ibid." is followed by the new page number.

- **Example 1: Consecutive citations of the same source and page**

1. John Smith, *The History of Everything* (New York: Academic Press, 2023), 45.
2. Ibid., 45.

- **Example 2: Consecutive citations of the same source but different pages**

1. John Smith, *The History of Everything* (New York: Academic Press, 2023), 45.
2. Ibid., 47.

The Shortened Title Method

When a source is cited again, but not immediately following a citation of the same source (meaning "ibid." cannot be used), a shortened citation is employed. This includes the author's last name and a condensed version of the title, followed by the page number. If you have multiple works by the same author, the shortened title is crucial to differentiate them. If the title is very short or commonly known, CMOS may not require shortening it, but it's generally a safe practice for clarity.

- **Example: Shortened citation for a book**

1. John Smith, *The History of Everything* (New York: Academic Press, 2023), 45.
2. ... (other citations in between) ...
3. Smith, *History of Everything*, 102.

- **Example: Shortened citation for a journal article**

1. Jane Doe, "The Impact of Technology on Society," *Journal of Modern Studies* 15, no. 2 (2022): 112.
2. ... (other citations in between) ...

3. Doe, "Impact of Technology," 115.

Note that for works with multiple authors, the shortened citation often lists the first author's last name followed by "et al." if the work has three or more authors, as specified by CMOS.

Special Cases for Repeated Citations

Several scenarios require specific attention when dealing with repeated citations. These include situations where the author has multiple works, where an editor or translator is involved, or when citing indirect sources.

Works with Multiple Authors or Editors

When citing works with multiple authors, the first full citation will list all authors (up to a certain limit, often three, after which "et al." is used in subsequent references according to CMOS). For shortened citations, the first author's last name is typically used, followed by "et al." if applicable.

- **Full citation example (three authors):**

1. Robert Johnson, Mary Williams, and David Brown, *Fundamentals of Research* (London: University Press, 2020), 78.

- **Shortened citation example:**

1. Johnson, Williams, and Brown, *Fundamentals of Research*, 95.
2. Johnson et al., *Fundamentals of Research*, 110.

If an editor is credited instead of an author, their last name is used in the shortened citation, often preceded by "ed." or "eds."

Indirect Sources (Secondary Citations)

Citing a source that you found referenced in another source (a secondary source) requires careful attribution. In your note, you should indicate that you are quoting or paraphrasing a source that you found within another. The full note will cite the secondary source, but the shortened note will still

refer to the author of the original work if their name is mentioned.

- **Full citation example:**

1. John Adams, "Early American Politics," as cited in Martha Green, *Foundations of Democracy* (Boston: Colonial Books, 2018), 55.

- **Shortened citation example:**

1. Adams, "Early American Politics," as cited in Green, 57.

The key here is to ensure that both the original author and the source through which you accessed their work are acknowledged.

Editor or Translator Information

When a work is published with an editor or translator, their role should be indicated in the full citation. For subsequent shortened citations, the primary author's name is usually prioritized. However, if the editor or translator's contribution is central to the work or if it's an edited collection of essays, their name might be included in the shortened note as well, depending on the context and CMOS guidelines for that specific situation.

- **Full citation example (editor):**

1. William Shakespeare, *Hamlet*, ed. Harold Bloom (New York: Modern Library, 1999), 15.

- **Shortened citation example:**

1. Shakespeare, *Hamlet*, 20.

If the work is an anthology where the editor is key, the shortened citation might resemble: Bloom, *Hamlet*, 20.

Frequently Asked Questions

Q: What is the primary purpose of using shortened footnotes in the Chicago Manual of Style?

A: The primary purpose of using shortened footnotes is to provide a more concise and readable citation for sources that have already been fully cited. This avoids redundancy and makes it easier for readers to follow the progression of your argument without being bogged down by repetitive, lengthy bibliographic details.

Q: When can I use "ibid." in my Chicago-style footnotes?

A: You can use "ibid." only when the current footnote refers to the exact same source as the immediately preceding footnote. If the page number changes, you include the new page number after "ibid." If the source changes, you cannot use "ibid."

Q: How do I create a shortened footnote if I have multiple works by the same author?

A: To differentiate between multiple works by the same author in a shortened footnote, you must include a shortened version of the title of the specific work you are citing, along with the author's last name and the page number. This ensures clarity for the reader.

Q: What if I am citing a book that has been translated? How do I handle repeated citations?

A: For repeated citations of a translated work, you would typically use the original author's last name and a shortened title, similar to any other book. The translator's name appears in the full citation but is generally omitted from subsequent shortened citations unless their contribution is particularly significant or required by specific editorial instructions.

Q: Is there a difference in how I handle repeated citations for online sources versus print sources in Chicago style?

A: Generally, the principles of shortened citations (author's last name, shortened title, page number or equivalent locator) apply to both online and print sources. For online sources, a page number might not always be available, in which case you might refer to paragraph numbers, section headings, or timestamps if applicable and consistently used.

Q: What if I need to cite a source that is referenced within another source (a secondary citation)? How do I abbreviate it later?

A: For repeated citations of a secondary source, you will continue to cite the secondary author and title, along with the phrase "as cited in," followed

by the full citation of the primary source you consulted. The abbreviation will mirror the structure of the initial full citation, just in its shortened form.

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