

# CHICAGO STYLE QUOTING RULES

## CHICAGO STYLE QUOTING RULES: A COMPREHENSIVE GUIDE

**CHICAGO STYLE QUOTING RULES** ARE ESSENTIAL FOR ACADEMIC INTEGRITY, CLARITY, AND CONSISTENCY IN SCHOLARLY WORK. ADHERING TO THESE GUIDELINES ENSURES THAT YOUR RESEARCH IS PROPERLY ATTRIBUTED, YOUR ARGUMENTS ARE WELL-SUPPORTED, AND YOUR READERS CAN EASILY LOCATE THE SOURCES YOU'VE CONSULTED. THIS COMPREHENSIVE GUIDE WILL DELVE INTO THE INTRICACIES OF THE CHICAGO MANUAL OF STYLE (CMOS), FOCUSING ON ITS TWO PRIMARY CITATION SYSTEMS: NOTES AND BIBLIOGRAPHY, AND AUTHOR-DATE. WE WILL EXPLORE THE NUANCES OF IN-TEXT CITATIONS, FOOTNOTE AND ENDNOTE FORMATTING, BIBLIOGRAPHY ENTRIES, AND COMMON CITATION SCENARIOS. MASTERING THESE PRINCIPLES WILL ELEVATE THE PROFESSIONALISM AND CREDIBILITY OF YOUR ACADEMIC WRITING.

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## UNDERSTANDING THE TWO CHICAGO CITATION SYSTEMS

THE CHICAGO MANUAL OF STYLE OFFERS TWO DISTINCT SYSTEMS FOR CITING SOURCES: THE NOTES AND BIBLIOGRAPHY SYSTEM AND THE AUTHOR-DATE SYSTEM. WHILE BOTH AIM FOR ACCURACY AND CLARITY, THEY SERVE DIFFERENT ACADEMIC DISCIPLINES AND PREFERENCES. THE CHOICE BETWEEN THESE SYSTEMS IS TYPICALLY DICTATED BY THE SPECIFIC FIELD OF STUDY OR THE REQUIREMENTS OF AN INSTRUCTOR OR PUBLISHER. UNDERSTANDING THE FUNDAMENTAL DIFFERENCES IS THE FIRST STEP TO CORRECTLY IMPLEMENTING CHICAGO STYLE QUOTING RULES.

THE NOTES AND BIBLIOGRAPHY SYSTEM IS MORE COMMONLY FOUND IN THE HUMANITIES, SUCH AS LITERATURE, HISTORY, AND THE ARTS. IT USES FOOTNOTES OR ENDNOTES FOR IN-TEXT CITATIONS, ALLOWING FOR EXTENSIVE EXPLANATORY OR DISCURSIVE NOTES ALONGSIDE SOURCE ATTRIBUTION. A BIBLIOGRAPHY, WHICH LISTS ALL CITED WORKS ALPHABETICALLY, CONCLUDES THE PAPER. THE AUTHOR-DATE SYSTEM, CONVERSELY, IS PREVALENT IN THE SOCIAL SCIENCES AND NATURAL SCIENCES. IT EMPLOYS BRIEF PARENTHETICAL CITATIONS IN THE TEXT (AUTHOR'S LAST NAME AND YEAR OF PUBLICATION) AND A COMPREHENSIVE REFERENCE LIST AT THE END OF THE WORK.

## THE NOTES AND BIBLIOGRAPHY SYSTEM

THIS SYSTEM IS CHARACTERIZED BY ITS USE OF FOOTNOTES OR ENDNOTES TO PROVIDE SOURCE INFORMATION DIRECTLY WITHIN THE TEXT, OFTEN ACCOMPANIED BY ADDITIONAL COMMENTARY. IT OFFERS FLEXIBILITY FOR SCHOLARS WHO WISH TO ELABORATE ON THEIR POINTS WITHOUT DISRUPTING THE FLOW OF THE MAIN NARRATIVE. THE VISUAL SEPARATION OF CITATION DETAILS FROM THE MAIN BODY OF THE TEXT IS A HALLMARK OF THIS APPROACH.

## IN-TEXT CITATIONS IN NOTES AND BIBLIOGRAPHY

WHEN USING THE NOTES AND BIBLIOGRAPHY SYSTEM, YOU DO NOT INCLUDE PARENTHETICAL CITATIONS IN THE MAIN TEXT. INSTEAD, A SUPERScript ARABIC NUMERAL IS PLACED AT THE END OF A QUOTE, PARAPHRASED IDEA, OR STATISTIC, BEFORE ANY

PUNCTUATION. THIS NUMERAL CORRESPONDS TO A FOOTNOTE AT THE BOTTOM OF THE PAGE OR AN ENDNOTE AT THE END OF THE CHAPTER OR DOCUMENT. THE FIRST TIME A SOURCE IS CITED, THE NOTE PROVIDES FULL BIBLIOGRAPHIC INFORMATION. SUBSEQUENT CITATIONS FOR THE SAME SOURCE ARE TYPICALLY SHORTENED.

## FOOTNOTES AND ENDNOTES: STRUCTURE AND CONTENT

FOOTNOTES APPEAR AT THE BOTTOM OF THE PAGE WHERE THE CITATION OCCURS, WHILE ENDNOTES ARE COLLECTED AT THE END OF THE DOCUMENT. BOTH SERVE THE SAME PURPOSE: TO PROVIDE DETAILED INFORMATION ABOUT THE SOURCE. THE INITIAL NOTE FOR A BOOK, FOR EXAMPLE, WILL INCLUDE THE AUTHOR'S FIRST AND LAST NAMES, THE TITLE OF THE BOOK IN ITALICS, PUBLICATION INFORMATION (CITY, PUBLISHER, YEAR), AND THE SPECIFIC PAGE NUMBER(S) REFERENCED. SUBSEQUENT NOTES FOR THE SAME SOURCE USE A SHORTENED FORMAT, TYPICALLY INCLUDING THE AUTHOR'S LAST NAME, A SHORTENED TITLE, AND THE PAGE NUMBER.

THE STRUCTURE FOR A FIRST FOOTNOTE CITATION OF A BOOK IS AS FOLLOWS:

- AUTHOR FIRST NAME LAST NAME, *TITLE OF BOOK* (CITY: PUBLISHER, YEAR), PAGE NUMBER.

FOR SUBSEQUENT CITATIONS OF THE SAME BOOK:

- AUTHOR LAST NAME, *SHORTENED TITLE*, PAGE NUMBER.

## CRAFTING THE BIBLIOGRAPHY IN NOTES AND BIBLIOGRAPHY

THE BIBLIOGRAPHY IS AN ALPHABETICAL LIST OF ALL SOURCES CITED IN THE TEXT. UNLIKE THE NOTES, THE AUTHOR'S LAST NAME APPEARS BEFORE THEIR FIRST NAME. THE BIBLIOGRAPHY ENTRY FOR A BOOK FOLLOWS A SIMILAR PATTERN TO THE FIRST FOOTNOTE, BUT WITHOUT THE PAGE NUMBER (UNLESS THE ENTIRE BOOK IS CITED). THE TITLE OF THE BOOK IS ITALICIZED. IF MULTIPLE WORKS BY THE SAME AUTHOR ARE LISTED, SUBSEQUENT ENTRIES FOR THAT AUTHOR CAN USE A LONG DASH (—) IN PLACE OF THEIR NAME AFTER THE FIRST ENTRY.

A TYPICAL BIBLIOGRAPHY ENTRY FOR A BOOK:

- AUTHOR LAST NAME, FIRST NAME. *TITLE OF BOOK*. CITY: PUBLISHER, YEAR.

## THE AUTHOR-DATE SYSTEM

THE AUTHOR-DATE SYSTEM PRIORITIZES CONCISENESS IN THE TEXT, EMBEDDING CITATION INFORMATION DIRECTLY WITHIN THE SENTENCE. THIS METHOD IS FAVORED IN SCIENTIFIC AND SOCIAL SCIENCE FIELDS FOR ITS STRAIGHTFORWARDNESS AND EASE OF CROSS-REFERENCING WITH THE REFERENCE LIST. IT ALLOWS READERS TO QUICKLY IDENTIFY THE SOURCE AND YEAR OF INFORMATION WITHOUT HAVING TO REFER TO SEPARATE FOOTNOTES OR ENDNOTES.

## IN-TEXT CITATIONS IN AUTHOR-DATE

IN THE AUTHOR-DATE SYSTEM, IN-TEXT CITATIONS ARE BRIEF AND ENCLOSED IN PARENTHESES. THEY TYPICALLY INCLUDE THE AUTHOR'S LAST NAME AND THE YEAR OF PUBLICATION. IF THE AUTHOR'S NAME IS MENTIONED IN THE SENTENCE, ONLY THE YEAR NEEDS TO BE IN PARENTHESES. WHEN CITING A SPECIFIC PASSAGE OR QUOTATION, A PAGE NUMBER SHOULD ALSO BE INCLUDED. FOR EXAMPLE, (SMITH 2020, 45) OR IF THE AUTHOR IS IN THE SENTENCE, (2020, 45).

HERE ARE SOME COMMON IN-TEXT CITATION EXAMPLES:

- WHEN THE AUTHOR AND YEAR ARE NOT MENTIONED IN THE TEXT: (LAST NAME YEAR).

- WHEN THE AUTHOR IS MENTIONED IN THE TEXT: (YEAR).
- WHEN QUOTING DIRECTLY: (LAST NAME YEAR, PAGE NUMBER).
- FOR MULTIPLE AUTHORS: (LAST NAME AND LAST NAME YEAR) FOR TWO AUTHORS, AND (LAST NAME ET AL. YEAR) FOR THREE OR MORE.

## THE REFERENCE LIST IN AUTHOR-DATE

THE REFERENCE LIST AT THE END OF THE DOCUMENT CONTAINS FULL BIBLIOGRAPHIC DETAILS FOR EVERY SOURCE CITED IN THE TEXT. IT IS ARRANGED ALPHABETICALLY BY THE AUTHOR'S LAST NAME. UNLIKE THE BIBLIOGRAPHY IN THE NOTES AND BIBLIOGRAPHY SYSTEM, THE AUTHOR-DATE REFERENCE LIST TYPICALLY USES FULL AUTHOR NAMES (FIRST NAME, MIDDLE INITIAL IF AVAILABLE, LAST NAME) AND PLACES THE PUBLICATION YEAR IMMEDIATELY AFTER THE AUTHOR'S NAME. BOOK TITLES ARE ITALICIZED.

A STANDARD REFERENCE LIST ENTRY FOR A BOOK:

- AUTHOR LAST NAME, FIRST NAME. YEAR. *TITLE OF BOOK*. CITY: PUBLISHER.

## COMMON CITATION CHALLENGES AND SOLUTIONS

NAVIGATING THE COMPLEXITIES OF CHICAGO STYLE QUOTING RULES CAN PRESENT CHALLENGES, ESPECIALLY WHEN DEALING WITH DIVERSE SOURCE TYPES. FAMILIARIZING YOURSELF WITH THE SPECIFIC FORMATTING FOR COMMON MATERIALS ENSURES ACCURACY AND AVOIDS POTENTIAL ERRORS IN YOUR CITATIONS.

### CITING BOOKS

FOR BOTH CITATION SYSTEMS, CITING BOOKS REQUIRES CAREFUL ATTENTION TO AUTHOR, TITLE, PUBLISHER, AND PUBLICATION YEAR. THE PRIMARY DIFFERENCE LIES IN THE PLACEMENT OF PAGE NUMBERS AND THE FORMAT OF THE IN-TEXT CITATION.

- **NOTES AND BIBLIOGRAPHY:** FIRST FOOTNOTE: AUTHOR FIRST NAME LAST NAME, *TITLE OF BOOK* (CITY: PUBLISHER, YEAR), PAGE NUMBER. BIBLIOGRAPHY: AUTHOR LAST NAME, FIRST NAME. *TITLE OF BOOK*. CITY: PUBLISHER, YEAR.
- **AUTHOR-DATE:** IN-TEXT: (LAST NAME YEAR, PAGE NUMBER). REFERENCE LIST: AUTHOR LAST NAME, FIRST NAME. YEAR. *TITLE OF BOOK*. CITY: PUBLISHER.

### CITING JOURNAL ARTICLES

JOURNAL ARTICLES REQUIRE DETAILS ABOUT THE AUTHOR(S), ARTICLE TITLE, JOURNAL TITLE, VOLUME, ISSUE NUMBER, AND PAGE RANGE. THE JOURNAL TITLE IS TYPICALLY ITALICIZED.

- **NOTES AND BIBLIOGRAPHY:** FIRST FOOTNOTE: AUTHOR FIRST NAME LAST NAME, "ARTICLE TITLE," *JOURNAL TITLE* VOLUME, NO. ISSUE (YEAR): PAGE NUMBER. BIBLIOGRAPHY: AUTHOR LAST NAME, FIRST NAME. "ARTICLE TITLE." *JOURNAL TITLE* VOLUME, NO. ISSUE (YEAR): PAGE RANGE.
- **AUTHOR-DATE:** IN-TEXT: (LAST NAME YEAR, PAGE NUMBER). REFERENCE LIST: AUTHOR LAST NAME, FIRST NAME. YEAR. "ARTICLE TITLE." *JOURNAL TITLE* VOLUME (ISSUE): PAGE RANGE.

## CITING WEBSITES AND WEBPAGES

CITING ONLINE SOURCES REQUIRES SPECIFIC ATTENTION TO THE URL AND ACCESS DATE, AS WEB CONTENT CAN CHANGE. FOR WEBSITES, INCLUDE THE AUTHOR OR ORGANIZATION, TITLE OF THE SPECIFIC PAGE, NAME OF THE WEBSITE (IF DIFFERENT FROM THE AUTHOR/ORGANIZATION), PUBLICATION DATE OR LAST UPDATED DATE, AND THE URL. A RETRIEVED DATE IS ALSO RECOMMENDED.

- **NOTES AND BIBLIOGRAPHY:** FIRST FOOTNOTE: AUTHOR FIRST NAME LAST NAME OR ORGANIZATION NAME, "TITLE OF WEBPAGE," NAME OF WEBSITE, PUBLICATION DATE OR LAST UPDATED DATE, ACCESSED MONTH DAY, YEAR, URL. BIBLIOGRAPHY: AUTHOR LAST NAME, FIRST NAME OR ORGANIZATION NAME. "TITLE OF WEBPAGE." NAME OF WEBSITE. PUBLICATION DATE OR LAST UPDATED DATE. ACCESSED MONTH DAY, YEAR. URL.
- **AUTHOR-DATE:** IN-TEXT: (AUTHOR LAST NAME YEAR) OR (ORGANIZATION NAME YEAR). REFERENCE LIST: AUTHOR LAST NAME, FIRST NAME OR ORGANIZATION NAME. YEAR. "TITLE OF WEBPAGE." NAME OF WEBSITE. PUBLICATION DATE OR LAST UPDATED DATE. ACCESSED MONTH DAY, YEAR. URL.

## CITING OTHER SOURCES

THE CHICAGO MANUAL OF STYLE PROVIDES GUIDELINES FOR A VAST ARRAY OF SOURCE TYPES, INCLUDING BOOK CHAPTERS, CONFERENCE PROCEEDINGS, DISSERTATIONS, FILMS, INTERVIEWS, AND MORE. THE GENERAL PRINCIPLE REMAINS CONSISTENT: PROVIDE ENOUGH INFORMATION FOR THE READER TO LOCATE THE ORIGINAL SOURCE. ALWAYS CONSULT THE LATEST EDITION OF THE CHICAGO MANUAL OF STYLE FOR THE MOST ACCURATE AND UP-TO-DATE INFORMATION, ESPECIALLY FOR LESS COMMON SOURCE MATERIALS OR WHEN ENCOUNTERING UNIQUE CITATION SCENARIOS. UNDERSTANDING THESE FUNDAMENTAL CHICAGO STYLE QUOTING RULES WILL EQUIP YOU TO CITE ANY SOURCE ACCURATELY.

## FAQ

### Q: WHAT IS THE PRIMARY DIFFERENCE BETWEEN THE NOTES AND BIBLIOGRAPHY SYSTEM AND THE AUTHOR-DATE SYSTEM IN CHICAGO STYLE?

A: THE PRIMARY DIFFERENCE LIES IN HOW IN-TEXT CITATIONS ARE PRESENTED. THE NOTES AND BIBLIOGRAPHY SYSTEM USES SUPERSCRIPIT NUMBERS THAT CORRESPOND TO FOOTNOTES OR ENDNOTES, OFTEN ALLOWING FOR DISCURSIVE COMMENTARY. THE AUTHOR-DATE SYSTEM USES BRIEF PARENTHETICAL CITATIONS WITHIN THE TEXT, TYPICALLY INCLUDING THE AUTHOR'S LAST NAME AND THE PUBLICATION YEAR.

### Q: WHEN SHOULD I USE THE NOTES AND BIBLIOGRAPHY SYSTEM VERSUS THE AUTHOR-DATE SYSTEM?

A: THE NOTES AND BIBLIOGRAPHY SYSTEM IS GENERALLY PREFERRED IN THE HUMANITIES (E.G., LITERATURE, HISTORY, ART), WHILE THE AUTHOR-DATE SYSTEM IS MORE COMMON IN THE SOCIAL SCIENCES AND NATURAL SCIENCES (E.G., SOCIOLOGY, POLITICAL SCIENCE, BIOLOGY). HOWEVER, ALWAYS FOLLOW THE SPECIFIC REQUIREMENTS OF YOUR INSTRUCTOR OR PUBLISHER.

### Q: HOW DO I FORMAT A FOOTNOTE FOR A BOOK IN THE NOTES AND BIBLIOGRAPHY SYSTEM?

A: THE FIRST FOOTNOTE FOR A BOOK TYPICALLY INCLUDES THE AUTHOR'S FULL NAME (FIRST LAST), THE TITLE OF THE BOOK IN ITALICS, THE PUBLICATION CITY, PUBLISHER, YEAR, AND THE SPECIFIC PAGE NUMBER(S) REFERENCED. FOR EXAMPLE: JOHN SMITH, *THE ART OF WRITING* (NEW YORK: ACADEMIC PRESS, 2022), 45.

## Q: WHAT IS THE CORRECT WAY TO CITE A WEBPAGE IN CHICAGO STYLE?

A: FOR A WEBPAGE, INCLUDE THE AUTHOR OR ORGANIZATION, THE TITLE OF THE SPECIFIC PAGE, THE NAME OF THE WEBSITE, THE PUBLICATION OR LAST UPDATED DATE, AND THE URL. FOR THE NOTES AND BIBLIOGRAPHY SYSTEM, ALSO INCLUDE AN ACCESS DATE. FOR THE AUTHOR-DATE SYSTEM, THE YEAR IS CRUCIAL.

## Q: CAN I USE SHORTENED TITLES IN THE BIBLIOGRAPHY OF THE NOTES AND BIBLIOGRAPHY SYSTEM?

A: NO, SHORTENED TITLES ARE ONLY USED IN SUBSEQUENT FOOTNOTES OR ENDNOTES. THE BIBLIOGRAPHY SHOULD INCLUDE THE FULL TITLE OF THE WORK.

## Q: HOW DO I CITE MULTIPLE AUTHORS IN THE AUTHOR-DATE SYSTEM?

A: FOR TWO AUTHORS, LIST BOTH LAST NAMES CONNECTED BY "AND" WITHIN THE PARENTHESES (E.G., SMITH AND JONES 2021). FOR THREE OR MORE AUTHORS, USE THE FIRST AUTHOR'S LAST NAME FOLLOWED BY "ET AL." (E.G., SMITH ET AL. 2021).

## Q: WHAT IS THE DIFFERENCE BETWEEN A BIBLIOGRAPHY AND A REFERENCE LIST IN CHICAGO STYLE?

A: BOTH ARE LISTS OF CITED SOURCES, BUT THEY CORRESPOND TO DIFFERENT CITATION SYSTEMS. A BIBLIOGRAPHY IS USED WITH THE NOTES AND BIBLIOGRAPHY SYSTEM AND LISTS ALL SOURCES CITED. A REFERENCE LIST IS USED WITH THE AUTHOR-DATE SYSTEM AND LISTS ONLY THE SOURCES CITED IN THE TEXT.

## Q: DO I NEED TO INCLUDE PAGE NUMBERS IN THE BIBLIOGRAPHY WHEN CITING A BOOK IN THE NOTES AND BIBLIOGRAPHY SYSTEM?

A: NO, PAGE NUMBERS ARE TYPICALLY OMITTED FROM BIBLIOGRAPHY ENTRIES FOR BOOKS UNLESS THE ENTIRE WORK IS BEING CITED OR THE ENTRY IS FOR A SPECIFIC SECTION OF A LARGER WORK. PAGE NUMBERS ARE ESSENTIAL FOR FOOTNOTES AND ENDNOTES.

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