

### Citations and Footnotes

Chicago style allows two basic systems for citing materials: “footnote and bibliography” or “author-date”. The “footnote and bibliography” method of citation is often preferred in the humanities and arts, and is the most commonly used version of Chicago style. The author-date system is sometimes recommended for works in the physical, natural, and social & decision sciences.

In the **footnote and bibliography method**, references are numbered indicated in the text by superscript numbers. Footnotes can be formatted using MicroSoft Word using the “Insert” menu. From the “Insert” menu, select “Reference”, and then select “Footnote”. The last name of the author, the title of the source, and the page number are given in a footnote (sometimes endnotes are used). Complete information is included in a bibliography. See examples below.

For example, while reading a book about the bottled water industry, you find on page 236 a statistic about bottled water sales you want to use in your paper.

The line in your paper might read:

In 2000 alone, “1.2 billion gallons of bottled water was sold in California, more than in any other state in United States.”<sup>1</sup>

Your first **footnote** would appear in the footer of the page as:

1. Francis H. Chappelle, *Wellsprings: A Natural History of Bottled Water* (New Brunswick: Rutgers University Press, 2005), 236.

If you are noting the **same source twice in a row**, you may use the indicator “Ibid.” with the page number for the second note:

1. Francis H. Chappelle, *Wellsprings: A Natural History of Bottled Water* (New Brunswick: Rutgers) 236.
2. Ibid., 237.

If you cite this book a second time later on in your paper, you may use an abbreviated footnote:

3. Chappelle, *Wellsprings*, 236.

In your **bibliography**, entries are alphabetized by author:

Chappelle, Francis H. *Wellsprings: A Natural History of Bottled Water*. New Brunswick: Rutgers University Press, 2005.

In the **author-date system**, sources are indicated in in-text citations. The author’s last name, date of publication, and the page number if needed are given in parentheses. Complete information is given in a reference list.

For instance, a line in your paper might read:

In 2000, 1.2 billion gallons of bottled water was sold in California, more than in any other state in United States (**Chappelle 2005**).

## **Bibliography**

The examples provided below are for the most common types of citations. For other examples, please consult Hacker's *A Pocket Style Manual* or *The Chicago Manual of Style* (found in the library at the reference desk), or ask a librarian for assistance.

### ***Books***

#### **Reference to an entire book with a single author:**

Gawande, Atul. *Complications: A Surgeon's Notes on an Imperfect Science*. New York: Picador, 2002.

#### **Reference to an entire book with two or three authors:**

Meier, Robert F. and Gilbert Geis. *Criminal Justice and Moral Issues*. Los Angeles: Roxbury, 2006.

#### **Later edition of a book:**

Crews, Kenneth D. *Copyright law for librarians and educators: Creative strategies and practical solutions*. 2<sup>nd</sup> ed.. Chicago: American Library Association, 2006.

#### **Article or chapter in an edited book:**

Berry, John W. "Acculturation Strategies and Adaptation," in *Immigrant Families in Contemporary Society*, edited by Jennifer E. Lansford, Kirby Deater-Deckard, and Marc H. Bornstein. 69-82. New York: Guilford. 2007.

### ***Journals and Other Periodicals***

#### **Journal article:**

Francis, David, J. "Child Soldiers in Africa's Conflict Zones," *Journal of Modern Africa Studies* 45, no. 2 (2007): 207-231.

#### **Electronic copy of journal article, retrieved from database (such as an EBSCOHost database):**

Hartelius, E. J. (2005). "Association of Trauma and PTSD Symptoms With Openness to Reconciliation and Feelings of Revenge Among Former Ugandan and Congolese Child Soldiers," *JAMA: Journal of the American Medical Association*, 298 no. 5 (2007): 555-559. <http://search.ebscohost.com/login.aspx?direct=true&db=aph&AN=25962777&site=ehost-live>.

\* **IMPORTANT:** When giving the URL for the article, *always* copy the link called "Persistent link to this record" (or similar wording) given in the article information. *Do not* use the URL from the Address bar in your browser that begins with <<http://proxy.central.edu...>>

#### **Article in an Internet-only journal:**

Oba, Mitsutoshi. "Japanese Artists in New York Between the World Wars: A New Chapter in American Art," *Part*, 4. <http://brickhaus.com/amoore/magazine/oba.html>.

### **Websites:**

#### **Non-periodical document on the Internet:**

The Library of Congress, American Memory Project. *Born in slavery: Slave narratives from the Federal Writers' Project, 1936-1938*. <http://memory.loc.gov/ammem/snhtml/snhome.html>.