



CHICAGO CITATION STYLE

Notes and Bibliography System for History

OKANAGAN COLLEGE LIBRARY

The Okanagan College History Department requires the use of *The Chicago Manual of Style's* 16th ed. 2010 notes and bibliography system for the documentation of references in student papers.

For more detailed information please refer to:

- Mary Lynn Rampolla's *Pocket Guide to Writing in History* (Reference collection, all campuses: D13 .R295 2015).
- University of Chicago's *The Chicago Manual of Style*, 16th ed. 2010 (Reference collection, all campuses: Z 253 .U69 2010 and [online from the Library website](#))
- *Chicago Manual of Style Quick Guide* [online from the Library website](#)

General Rules

Why provide footnotes or endnotes?

- To indicate the exact source of every quotation used.
- To acknowledge indebtedness to others for opinions, ideas, or work product (e.g., statistics).
- To provide authority for facts that are not common knowledge, or that the reader might be inclined to doubt.
- To provide information that would disrupt the flow of the argument if it was included in the essay itself.

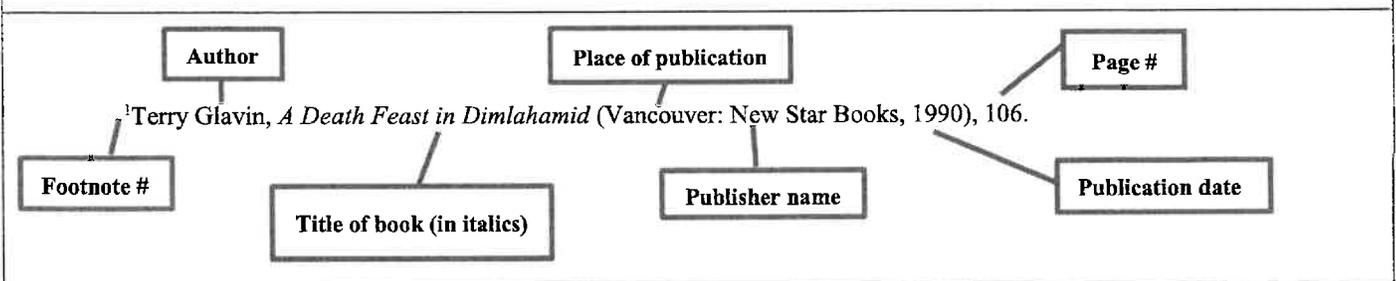
Footnotes and Endnotes

- Notes may be placed at the bottom of each page (footnotes) or at the end of the paper (endnotes). In footnotes, the number of the note is superscripted (has a smaller font and is set slightly higher on the line than normal text). In endnotes, the number is not superscripted.
- The names of the author(s) appear in the conventional order (i.e. first-name first). The source will tell you whether the author's full first name or initials should be used.
- The first line of each note is indented.
- Each note is single spaced, but there is a double space between notes.
- Sources cited in the notes must appear in the bibliography, with the exception of reference works, personal communications, and individual blog entries.

Bibliographies

- Begin the bibliography on a separate page at the end of the paper (after the endnotes).
- Arrange entries alphabetically by the author's last name (or by the title if the author is anonymous).
- List the first author of each work with the last name first. List additional authors first-name first.
- When an author appears more than once in a bibliography the ditto sign for his or her name appears as a line of six hyphens followed by a period: ----- . (See sample bibliography below).
- Begin the first line of each entry at the left margin. Additional lines in the entry are indented (this is called a hanging indent).

Model Footnote – Book



Cheat Sheet Chicago Style 16th Edition
Notes and Bibliography System
By: Jonathan Roach

Format

- A. Margins 1 inch all around
- B. Flush left and ragged right
- C. Everything including block quotes is double spaced
- D. No extra lines between paragraphs
- E. Title page includes title of paper ¼ down the page, author's name ½ down the page, and the three lines from the bottom include class name, instructor's name, and due date in that order.
- F. Page numbers begin after the title page. They are located in the upper right hand corner and are preceded by the author's last name.

Quotes

A. Run-In Quote

Less than 100 words, uses quotation marks, begins with lowercase letter even if original begins with capital letter, preceded by a comma unless using the words such as "thus" or "as follows" which require a colon, and followed by superscript number for footnote or endnote after the end punctuation of the sentence.

B. Block Quote

More than 100 words, no quotation marks, starts a new line, indented from surrounding text, begins with a lowercase letter if it continues a sentence and a capital letter if it begins a new sentence, and followed by superscripted number for footnote or endnote after the end punctuation of the sentence.

Footnotes

Footnotes or endnotes are used and must correspond to the superscripted number in the text. Besides providing bibliographic notes, the note may provide additional information on the information in the text. Full citation should be given on first use of the source, but a shortened form with only author, shortened title, and page number may be listed afterwards. DOI are preferred over URL addresses when available.

A. Book

- 1. Justo Gonzalez, *Essential Theological Terms* (Louisville, KY: Westminster John Knox, 2005), 45.

B. E-Book

- 1. Jane Austen, *Pride and Prejudice* (New York, NY: Penguin Classics, 2007), Kindle edition, chap. 23.

C. Book with multiple authors

- 1. Leonard Goss and Carolyn Stanford Goss, *The Little Style Guide* (Nashville, TN: Broadman & Holman, 2004), 21.

D. Chapter in an edited book

- 1. Brendan Phibbs, "Herrlisheim: Diary of a Battle," in *The Other Side of Time* (Boston, MA: Little and Brown, 1987), 163.

E. Journal Article

- 1. Paul Thompson, "Democracy and Popular Power in Beijing," *Radical America* 22 (September 1988): 22.

F. Electronic Journal Article

- 1. Patrick Charles et al., "SMART-COP: A Tool for Predicting Needs," *Clinical Infectious Diseases* 47, no. 2 (2008): 377, accessed July 17, 2008, doi:10.1086/589754.

G. Interview

- 1. Theodore Whapham (faculty, St. Thomas University School of Theology and Ministry), in discussion with author, January 2011.

H. Holy Scripture

- 1. Orthodox Study Bible New King James Version (Nashville, TN: Thomas Nelson, 2008), Gen. 1:15.

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I. Website

1. "Google Privacy Policy," last modified October 14, 2005, accessed July 19, 2008, <http://www.google.com/intl/en/privacypolicy.html>.

J. Same as preceding citation

1. *Ibid.*, 333.

Bibliography Style:

All sources used in the paper must be listed in the bibliography except for personal interviews. They must be listed in alphabetical order.

A. Book

Augustine. *On Christian Doctrine*. Translated by D.W. Roberston Jr. Indianapolis, IN: Bobbs-Merrill, 1958.

B. Book listed under an editor

Young, Glenn, ed. *The Best American Short Plays*. New York, NY: Applause, 2007.

C. E-Book

Austen, Jane. *Pride and Prejudice*. New York, NY: Penguin Classics, 2007. Kindle edition.

D. Book with multiple authors and revised edition

Badd, Florence and James Whitman. *Between Field and Cooking Pot*, rev. ed. Austin, TX: University of Texas Press, 1989.

E. Chapter in an edited book

Phibbs, Brendan. "Herrlisheim: Diary of a Battle." in *The Other Side of Time*, 117-163. Boston, MA: Little and Brown, 1987.

F. Journal Article

Thompson, Paul. "Democracy and Popular Power in Beijing." *Radical America* 22 (September 1988): 22-28.

G. Electronic Journal Article

Charles, Patrick, Rory Wolf, Michael Whitby, et al. "SMART-COP: A Tool for Predicting Needs." *Clinical Infectious Diseases* 47, no. 2 (2008): 375-384, accessed July 17, 2008, doi:10.1086/589754

H. Interview

Normally not listed in the Bibliography

I. Holy Scripture

Orthodox Study Bible. New King James Version. Nashville, TN: Thomas Nelson, 2008.

J. Website

"Google Privacy Policy." Last modified October 14, 2005. <http://www.google.com/intl/en/privacypolicy.html>.

K. Multiple works by same author

_____. *Dictionary of Latin and Greek Theological Terms*. Grand Rapids, MI: Baker Books, 1985.