

The background is a solid orange color. In each of the four corners, there are decorative elements consisting of bright yellow brushstrokes and several white circles of varying sizes, creating a playful, hand-drawn aesthetic.

A TUTOR'S GUIDE TO

Chicago Style

February 26th, 2021

Who uses Chicago?



DISCIPLINES AT WOU:

- HISTORY
- MUSIC
- ANTHROPOLOGY

ELSEWHERE:

- PUBLISHING
- 

There are several disciplines that use Chicago, including history, music, and anthropology. And beyond college, many academic journals will require Chicago-style citations, even in disciplines that typically use APA or MLA. You may encounter students or graduates looking to publish papers and books that need to completely overhaul their citations and learn a new system.

The most common discipline that uses Chicago at WOU, however, is history. Aside from using Chicago, history papers have some interesting conventions of their own that you might not be used to, so we'll briefly discuss them here.

Tense

PAST OR PRESENT?

History papers are written mostly in past tense as they discuss events that happened and people that are no longer living or producing texts. Though this seems obvious, it can be confusing for literature students who are taught to write about literature in present tense.

It can also be confusing for psychology students or students in other research-based disciplines, where many of the resources they're referencing are recent studies that are also discussed in the present. As we're unaccustomed to seeing papers written in the past tense, it's important to keep in mind so we don't miss it.



Sources

PRIMARY VS. SECONDARY

Another unique quality of the history discipline is the distinction between primary and secondary resources. Many other disciplines deal with this differently: literature, for instance, considers the literature itself a primary source and anything written *about* the literature a secondary source.

History isn't like other disciplines, though, so throw your knowledge of sources out the window.

For history, primary sources are texts produced during the historical time period being discussed. These could be journals, literature from the time, first-hand accounts, etc..

Everything else is considered secondary.





Author-Date Format

LESS COMMON, BUT GOOD TO KNOW

There are two main ways to cite sources in Chicago. Let's start with Author-Date format, since it uses in-text citations that are more similar to APA and MLA. APA emphasizes author and year, while MLA emphasizes author and page numbers. Chicago's Author-Date format combines the two to include the author, publication year, and page numbers of your source. This is true whether you are quoting or paraphrasing.

Here is an example of what that might look like:

(Johnson 2016, 26-27)

WHERE DO THEY GO?

When possible, include author-date citations before a mark of punctuation. Parenthetical citations usually go after direct quotations, but it is okay to place them before the quotation if you are keeping them together with the author's name.

NOTES-BIBLIOGRAPHY FORMAT

The other main format of Chicago is Notes-Bibliography (NB) Format, which is where Chicago deviates from other citation styles. NB requires both a bibliography at the end of the paper, as usual, but also requires either footnotes or endnotes.

As overwhelming as Chicago-style footnotes may appear to someone who's never encountered them before, the system isn't actually that different from MLA. There is still a works cited page—referred to as a bibliography—so the only real difference is that the in-text citations are replaced with the more thorough footnote system. Think of it as MLA plus.

NB Format — Bibliography

These are the three main types of sources you will see in Chicago. However, if you are working on a Music-related assignment in Chicago, you may also need to cite audio recordings. See Purdue OWL for more information.

ARTICLE

Author A's Last Name, First Name, and Author B's First Name Last Name. "Title of Article." *Name of Journal* Volume number, Issue number (Year of Publication): Page Numbers. DOI or URL.

BOOK

Author's Last Name, First Name. *Title of Book*. Location of publication: Publisher, Year of Publication.

WEBSITE

Author's Last Name, First Name. "Title of Web Page." Title of Website. Publishing Organization, last modified/accessed Month Day, Year, URL.

Bibliography Examples



Here are examples of how you would see each type of source as a bibliography entry at the end of a student's paper. Try comparing it to the general format on the previous slide.

ARTICLE

Ede, Lisa and Andrea A. Lunsford. "Collaboration and Concepts of Authorship." *PMLA* 116, no. 2 (March 2001): 354-69. <http://www.jstor.org/stable/463522>.

BOOK

Lyotard, Jean-François. *The Postmodern Condition: A Report on Knowledge*. Translated by Geoff Bennington and Brian Massumi. Minneapolis: University of Minnesota Press, 1984.

WEBSITE

Heck, Jr., Richard G. "About the Philosophical Gourmet Report." Last modified August 5, 2016. <http://rgheck.frege.org/philosophy/aboutpgr.php>.



NB FORMAT: FOOTNOTES¹

Footnotes are the in-text companion to your bibliography in NB format. They are less intrusive than APA and MLA's in-text citations, because they are signaled with only a superscript number when you want to cite a source.²

Footnotes take the place of parenthetical citations but are far more detailed. This is exactly what makes many students and tutors nervous to work in Chicago style, but it is actually somewhat intuitive when you get down to it! Let's start by taking a look at how they appear in a paper.

Here is an example of what footnotes look like:

1. Susan Peck MacDonald, "The Erasure of Language," *College Composition and Communication* 58, no. 4 (2007): 619.
2. Footnotes go at the bottom of the page.

NB Format — Comparison

The footnotes and bibliography citations require very similar information, but the formatting sets them apart. In footnote citations, the only end punctuation comes at the very end, whereas a bibliography citation contains periods between most of the required elements.

Other small changes include

- indentation
- swapping the first name/last name order of authors
- putting publisher information in parentheses in the footnotes
- including what specific page numbers you are referencing

EXAMPLE (BOOK)

N: 3. Michael Pollan, *The Omnivore's Dilemma: A Natural History of Four Meals* (New York: Penguin, 2006), 99-100.

B: Pollan, Michael. *The Omnivore's Dilemma: A Natural History of Four Meals*. New York: Penguin, 2006.

NB Format — Other Sources Comparison

ARTICLE

N: 4. Lisa Ede and Andrea A. Lunsford, "Collaboration and Concepts of Authorship," *PMLA* 116, no. 2 (2001): 354-69, <http://www.jstor.org/stable/463522>.

B: Ede, Lisa and Andrea A. Lunsford. "Collaboration and Concepts of Authorship." *PMLA* 116, no. 2 (March 2001): 354-69. <http://www.jstor.org/stable/463522>.

WEBSITE

N: 5. Richard G. Heck, Jr., "About the Philosophical Gourmet Report," last modified August 5, 2016, <http://rgheck.frege.org/philosophy/aboutpgr.php>.

B: Heck, Jr., Richard G. "About the Philosophical Gourmet Report." Last modified August 5, 2016. <http://rgheck.frege.org/philosophy/aboutpgr.php>.

NB Format — Implementing Footnotes

Now that we have discussed what elements your footnotes should include, let's figure out how and where to place them. To create a footnote in Google Docs or Microsoft Word, press the following: Ctrl + Alt + "F" if working on a PC or Command + Alt + "F" if on a Mac.

Footnotes should be placed at the end of the clause/sentence referring to the source. The superscript numbers should be placed after punctuation. Multiple footnote citations can occur in the same sentence, if successive references originate from different sources or different pages from the same source.

EXAMPLE (FROM PURDUE OWL SAMPLE PAPER)

DeLanda emphasizes that all of these processes are recurrent,⁵⁷ assemblages account for nonlinear results,⁵⁸ and that an assemblage can affect its parts retroactively.⁵⁹

57. Manuel DeLanda, *A New Philosophy of Society: Assemblage Theory and Social Complexity* (London: Continuum, 2006), 16.

58. DeLanda, 20.

59. DeLanda, 34.

NB Format — Repeating Sources



If you need to cite a source more than once in your footnotes, you can do it one of two ways:

1. Author Last Name, Shortened Title of Work, Page Numbers.
2. Author Last Name, Page Numbers. (if you are using the same source as the previous citation)

The shortened title should provide enough information to remind the reader which source is being referenced. Titles that are already short (four words or less) do not need to be shortened.

EXAMPLES

Full footnote (1st use):

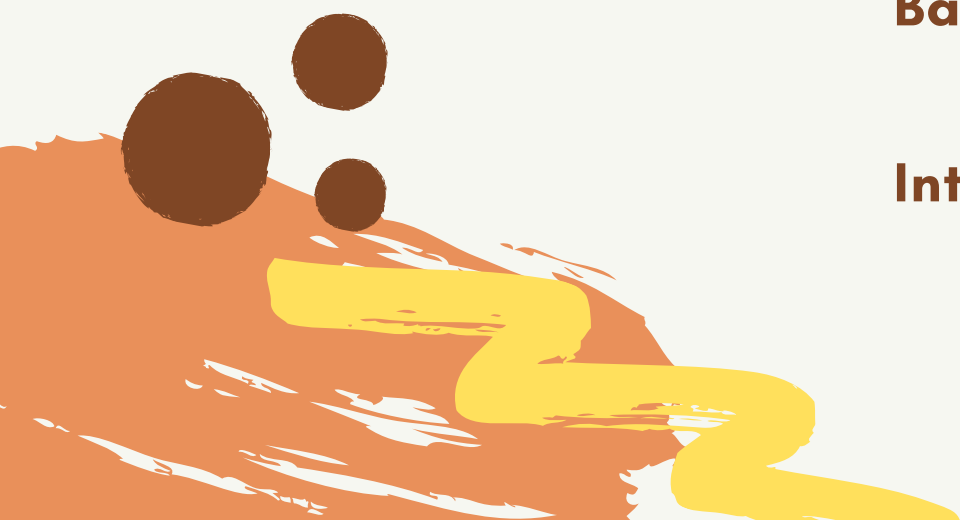
6. Henry E. Bent, "Professionalization of the Ph.D. Degree," *College Composition and Communication* 58, no. 4 (2007): 141, doi: 10.2307/1978286.

Back-to-back usage:

7. Bent, 156.

Interrupted usage:

10. Bent, "Ph.D. Degree," 134.



NB Format — Endnotes



THE ALTERNATIVE TO FOOTNOTES THAT GOES AT THE END OF THE PAPER

Endnotes are not commonly required by WOU professors, but they are a useful alternative to footnotes that authors may use to prevent their pages from becoming crowded with footnotes. They require all the same information and are flagged by superscript numbers in the text.

However, instead of appearing at the bottom of the page, they appear at the end of the work, or a section within the work, but before the bibliography. This is far more common in published books than academic papers. Much like Author-Date format, you should still be aware of endnotes in case a professor does choose to require them.

To Review:

BIBLIOGRAPHY

Comes at the very end of the paper; resembles other citation styles the most with the hanging indent.

FOOTNOTES

Replaces parenthetical citations in the NB format; appears throughout the paper with superscript numbers that correspond to the footer of each page. Repeated footnotes are shortened.

AUTHOR-DATE

Uses parenthetical citations similar to APA and MLA instead of the footnote system. Use of this format is very uncommon at WOU.

Pollan, Michael. *The Omnivore's Dilemma: A Natural History of Four Meals*. New York: Penguin, 2006.

3. Michael Pollan, *The Omnivore's Dilemma: A Natural History of Four Meals* (New York: Penguin, 2006), 99-100.

(Pollan 2006, 99-100).