

A Quick Guide to Chicago Style Documentation

This material is based on information found in *The Chicago Manual of Style*, 15th ed. (Chicago: The University of Chicago Press, 2003).

The *Chicago Manual of Style* recommends the use of either the notes and bibliography format or the author-date system for documentation. As the author-date system is rarely used on the OSU-Lima campus, this style guide will be devoted to the notes and bibliography format. If you are asked by your professor to use the author-date system, manuals are available in the OSU Learning Center to assist you.

Notes and Bibliography Format:

Footnotes:

This format requires the author to credit the sources of borrowed information with either footnotes or endnotes keyed to a bibliography page. Both types of notes are numbered within the text. Footnotes are typed at the bottom of the page and begin on the page they are referencing, while endnotes are found at the end of the essay.

Regardless of whether you use footnotes or endnotes in your essay (you should ask your professor which type is preferred), the basic rules are the same. The notes are numbered sequentially within the text and appear in superscript (—¹); they appear full sized in plain text in the notes themselves (1—). The superscript numbers are generally found at the end of clauses or sentences, following all punctuation, including parenthesis. The only exception is the dash; notes are placed before a dash. Notes for direct quotes are found after the quotation. If more than one notation appears consecutively in one sentence or paragraph, they

can be combined in a single note. Be careful in this case to keep the references in the same order as they appear in the sentence or paragraph and be clear as to what reference is documenting what material.

An Example of a Note:

Intelligence estimates at that time were that Soviet missile production was at the maximum level.¹

1. David L. Snead, The Gaither Committee, Eisenhower, and the Cold War (Columbus, Ohio: The Ohio State University Press, 1999), 103.

If a source appears multiple times in an essay, the note should be given in full the first time then shortened when possible for each following reference. The shortened version should give enough information to direct the reader back to the original note or to the source's entry in the bibliography page. The shortened note generally contains the author's last name followed by a comma and the page number(s). If you are using more than one source by the same author, give the author's name, a comma, a shortened version of the title, another comma, and the page number(s). Use only key words for the shortened title.

Example:

However, the Gaither committee had a major flaw from the very beginning: Eisenhower wanted

people who had experience in the field on the committee, which unfortunately meant that the members' previously held perceptions would bias the report.²

Shortened Version:

2. Snead, 10

If the work has two or three authors, use all authors' last names both in the first note and in subsequent notes.

Example:

Because Stalin disliked anyone questioning his authority, he purged nearly 30,000 officers from the military, which severely hurt the capability of the Soviet Union's armed forces.³

3. Duncan Anderson, Lloyd Clark, and Stephen Walsh, The Eastern Front (Osceola, Wisconsin: MBI Publishing, 2001), 9-10.

Early in WWII, the Soviets planned to catch Germany off-guard but the condition of the army prevented this.⁴

Shortened Version:

4. Anderson, Clark, and Walsh, 19.

If the work has more than three authors, use the first author's last name and the abbreviation *et al.* (in plain text).

Example:

Stalin first became aware that the U.S. had nuclear weapons when Truman remarked casually at the Potsdam Conference in July 1945, that the U.S. had "a weapon of unusual destructive force."⁵

5. John N. Murrin et al., Liberty, Equality, Power: A History of the American People (Orlando, Florida: Harcourt, 2001), 728.

Johnson had reasons for refusing to pull out of Vietnam, however. He felt that it would set off a domino effect around the world, encouraging insurgencies in Latin American countries and ruin U.S. credibility.⁶

Shortened Version:

6. Murrin et al., 792.

Formatting the Endnotes Page:

The second form of the notes and bibliography style is the endnote form. Endnotes are found on a separate page(s) at the end of the essay, after any appendix, but before the bibliography, if there is any. The heading "Notes" is included on the first page. Because of the location of endnotes, the author's name must be included in the note, even if the author's name appears in-text. If the essay contains more than one work by the same author, include a shortened version of the title after the author's name, then the page number(s).

Example:

Notes

1. Andrew J. Goodpaster, “Memorandum of Conference with the President – 24 November 1954,” n.d., <<http://www.eisenhower.archives.gov/dl/U2Incident/MemConfDDEonNov241954>> (17 March 2003).
2. “Leak – And a Flood,” Newsweek, 30 December 1957, 14.
3. David L. Snead, The Gaither Committee, Eisenhower, and the Cold War (Columbus, Ohio: The Ohio State University UP, 1999), 38.
4. William H. Schauer, The Politics of Space: A Comparison of Soviet and American Space Programs (New York: Holmes and Meier, 1976), 61-62.
5. Schauer, 63-64.
6. Snead, 103.
7. Roy E. Licklider, “The Missile Gap Controversy,” Political Science Quarterly 85 (1970): 615.
8. Licklider, 615.
9. “U.S. Report Urges Atomic Shelters at 20 Billion Cost,” New York Times, 23 November 1957, 1.
10. Morton H. Halperin, “The Gaither Committee and the Policy Process,” World Politics 13 (1961): 364.
11. Snead, 102.
12. James C. Dick, “The Strategic Arms Race, 1957-1961: Who Opened the Missile Gap?” The Journal of Politics 34 (1972): 1089-1090.
13. “Leak – and a Flood,” 14.
14. Halperin, 380.

The Bibliography:

Bibliographies allow a writer to list all the sources used and to shorten the notes. The most common format for bibliographies is

a single list of works located at the end of the essay and arranged alphabetically by the first letter in the entry.

“Bibliography” appears at the top of the first page in plain text. Page numbers from the essay continue in the bibliography. The first line of each entry is flush with the left margin and every following line in the entry is indented five spaces (one tab) in a hanging indent.

Example:

Bibliography

- Dick, James C. “The Strategic Arms Race, 1957-1961: Who Opened the Missile Gap?” The Journal of Politics 34 (1972): 1062-1110.
- Goodpaster, Andrew J. “Memorandum of Conference with the President – 24 November 1954.” N.d. <<http://www.eisenhower.utexas.edu/dl/U2Incident/MemCofDDEonNov241954pdf>> (17 March 2003).
- Halperin, Morton H. “The Gaither Committee and the Policy Process.” World Politics 13 (1961): 360-384.

Most Common Bibliography Entries:

Website:

Because so many different forms of material can be found on the Internet, documentation for electronic sources is complicated. Each type of source has its own rules for documentation. For complete information, refer to the *Chicago Manual of Style*. The following is the most

typical form of website documentation. It includes the inverted form of the author's name, the title of the work, followed by the date the work was published (if the work does not have a publishing date, use N.d. for "no date"), the web address, and the date on which you accessed the site.

Goodpaster, A.J. "Memorandum of Conference with the President – 24 November 1954." N.d.
<<http://www.eisenhower.archives.gov/dl/U2Incident/MemConfDDEonNov241954>> (17 March 2003).

Journal Article:

Citations for journal articles should include the inverted form of the author's name, the title of the article in quotation marks, the journal name, the volume number, the year the article was published, and the inclusive page numbers for the article.

Halperin, Morton H. "The Gaither Committee and the Policy Process." World Politics 13 (1961): 360-384.

This journal is published by volume and its pagination is continuous. If a journal is published by issue, and its pagination is not continuous, add "no." and the number of the issue after the volume number (World Politics 13, no. 2)

Book:

Citations for books should include the inverted form of the author's name, the title of the book underlined, the city of

publication (if the city is not one that is widely known, then include the state), the publisher, and the year.

Snead, David L. The Gaither Committee, Eisenhower, and the Cold War. Columbus, Ohio: The Ohio State University UP, 1999.

Newspaper Article:

Citations for newspapers are not listed separately in the bibliography. The citation should instead include the name of the paper and a chronological list of dates of all the newspaper articles used.

New York Times. 23 November 1957, 25 December 1957.

Interview:

Citations for interviews should include the name of the person interviewed (inverted), the title or topic of the interview, the name of the interviewer (if available), the name of the book, article, website, etc. where you found the interview, the date of the interview in parentheses, and the page number(s) where the transcript of the interview is located.

York, Herbert. "Interview with Herbert York." Episode 8: Sputnik (15 November 1998), 1-4.

Note: For additional help, see the Chicago Manual of Style, visit the Writing Center Web Page <<http://www.lima.ohio-state.edu/writing/>>, ask your professor, or talk to a Writing Center tutor (the Writing Center is located in room 310, Galvin Hall).

