



# CHICAGO 17TH EDITION CITATION GUIDE

 *Writing* center  
VCU Qatar

# Citation Template

\*This handout refers to the note – bibliography method of Chicago documentation.

## The System

The Chicago system consists of 3 parts

1. Subscript – numeral directing reader to a footnote or endnote
2. Note – footnote residing at the bottom of page, or endnote at the end of the paper
3. Bibliography – alphabetical list of all sources used located at the end of the paper

## Notes

The first note for each source should include **all** relevant information about the source. Any subsequent subscripts for the **same** source include only the author's last name, a shortened form of the title (four words) and the page number.

## Bibliography

The bibliography is an alphabetical list of all sources used arranged by author's last name. If no author or editor is listed, the title may be used instead. The bibliography is placed on a separate page at the end of the paper.

## Common Elements

Bibliographic entries vary among sources (see next page for examples), but most will include the following elements.

### Author's Name

When an author's first and last names are available, begin your note entry with the author's first and last name. Begin your bibliography entry with the author's last name followed by a comma and the rest of the name. End this element with a period.

If the source has **multiple authors**, include them in the order they are presented in the work. In the bibliography reverse the name order of the first name (as described above), follow with a comma and list all subsequent names, separated by commas, in normal order (first name last name) placing an "and" before the last author.

A piece **without an author's name** is not listed as "Anonymous." Instead, skip the author and begin with the work's title.

### Title of Source

Titles are given in their entirety, including subtitles; are capitalized, even if they are not in the actual source; are followed by a period.

If the source is **part of a larger work**, the title appears in "quotation marks."

If the source is **independent**, the title is *italicized*.

### Which to Use?

"Quotations"	<i>Italics</i>
Articles	Books
Short Stories	Newspapers (as a whole)
Book Chapters	Magazines (as a whole)
TV Episodes	Movies
Song Titles	Album Titles
	Works of Art

### Publisher

The publication location, publisher and year of publication are listed in that order.

Omit "the" at the start of a publisher's name. If more than one city is listed, use only the first.

## Examples

Below is a list of the different kinds of citations you may have to use in academic writing.

### **ONE AUTHOR**

#### Note

1. Author's First Name Last Name, *Title* (Publication City: Publisher, Year of publication), Page Number(s).

#### Bibliography

Author's Last Name, First Name. *Title*. Publication City: Publisher, Year of Publication.

### **MULTIPLE AUTHORS**

#### Note

2. First Author's First Name Last Name, Next Author's First and Last Name, and Third Author's First and Last Name, *Title* (Publication City: Publisher, Year of publication), Page Number(s).

#### Bibliography

First Author's Last name, First Name, Next Author's First and Last Name, and Final Author's First and Last Name. *Title*. Publication City: Publisher, Year of Publication.

### **AUTHOR AND EDITOR**

#### Note

3. Author's First Name Last Name, *Title*, ed. Editor's First Name Last Name (Publication City: Publisher, Year of Publication), Page Number(s).

#### Bibliography

Author's Last Name, First Name. *Title*. Edited by Editor's First Name Last Name. Publication City: Publisher, Year of Publication.

## **WORK IN AN EDITED COLLECTION OR ANTHOLOGY**

### Note

4. Author's First Name Last Name, "Title of Work," in *Title of Collection or Anthology*, ed. Editor's First Name Last Name (Publication City: Publisher, Year of publication), Page Number(s).

### Bibliography

Author's Last Name, First Name. "Title of Work." In *Title of Collection or Anthology*, edited by Editor's First Name Last Name, Page range. Publication City: Publisher, Year of publication.

## **UNKNOWN AUTHOR**

### Note

5. *Title*. (Publication City: Publisher, Year of publication), Page Numbers(s).

### Bibliography

*Title*. Publication City: Publisher, Year of publication.

## **VOLUME OF A MULTIVOLUME WORK**

### Note

6. Author's First Name Last Name, *Title of Complete Work*, vol. Number of individual volume, *Title of Individual Volume* (Publication City: Publisher, Year of Publication), Page Numbers(s).

### Bibliography

Author's Last Name, First Name. *Title of Multivolume Work*, vol. Number of individual volume, *Title of Individual Volume* (Publication City: Publisher, Year of Publication).

## **BOOK IN A SERIES**

### Note

7. Author's First Name Last Name, *Title of Book*, Title of Series (Publication City: Publisher, Year of publication), Page Number(s).

### Bibliography

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

## **Important Details for Documenting Print Periodicals:**

- Authors: If there is more than one author, follow the models for a book with multiple authors
- Titles: Capitalize article titles and subtitles as you would in an edited collection. Use quotation marks around article titles. Italicize periodical titles.
- Volume, Issue, Date, and Pages: Give Arabic Numbers for the volume even if a journal uses roman numerals. If an issue number is given, there's no need to include the month or season in your documentation. Magazines and newspapers are documented by date only. Notes for journal and magazine articles need a specific page number; notes for newspapers do not. For the Bibliography, give the full page range for journal and magazine articles that are paged consecutively; omit this information for newspapers and for magazine articles that include pages that continue at the back of an issue.

### **ARTICLE IN A JOURNAL**

#### Note

8. Author's First Name Last Name, "Title of Article," *Title of Journal* volume number, no. issue number (Year): Page Number(s).

#### Bibliography

Author's Last Name, First Name. "Title of Article." *Title of Journal* volume number, no. issue number (Year): Page range.

### **ARTICLE IN A MAGAZINE**

#### Note

9. Author's First Name Last Name, "Title of Article," *Title of Magazine*, Month Day, Year, Page Number(s).

#### Bibliography

Author's Last Name, First Name. "Title of Article," *Title of Magazine*, Month Day, Year, Page range (if consecutive).

## **ARTICLE IN A NEWSPAPER**

### Note

10. Author's First Name Last Name, "Title of Article," *Title of Newspaper*, Month Day, Year, edition (if any), sec. section number (If any).

### Bibliography

Author's Last Name, First Name. "Title of Article." *Title of Newspaper*, Month Day, Year, edition (if any), sec. section number (if any).

## **UNSIGNED ARTICLE** (When the author is unknown)

### Note

11. "Title of Article," *Title of Newspaper*, Month Day, Year, edition (if any), sec. section number (if any).

### Bibliography

*Title of Newspaper*. "Title of Article." Month Day, Year, edition (if any), sec. (if any).

## **WORKS OF ART**

For all works of art. State specific technique for medium (i.e. oil on canvas), if the piece is an object then provide brief description (i.e. bicycle saddle and handlebars). Provide URL if the piece was accessed online. If the piece is an image in a publication then state the name of the publication and page number for "Location" (or website name if it is online).

### Note

12. Artist's First Name Last Name, *Title*, Year, medium, size info (if applicable), location of work (specific museum), URL (if accessed online)

### Bibliography

Artist's Last Name, First Name. *Title*. Medium, size info (if applicable). Location of work (specific museum). URL (if accessed online).

## **Important Details For Documenting Online Sources**

- **Italicizing:** Only italicize the names of websites which have a printed version (such as a newspaper). Any stand-alone website without a printed version will appear in regular Times New Roman.
- **Authors:** When no person or separate organization is given as the author of a website, list the site's sponsor as the author. If there is more than one author, list subsequent authors as you would for a book with multiple authors.
- **Pages or Other Locators:** When an online book or journal article as no page numbers, you may give another locator such as a paragraph number or subsection heading. Be sure to make it clear that the locator you cite is not a page number.
- **Dates:** If the date of publication is not available, use the abbreviation 'n.d.' followed by the accessed date.

### **ARTICLE IN AN ONLINE JOURNAL**

#### Note

13. Author's First Name Last Name, "Title of Article," *Title of Journal* volume number, no. issue number (Year): Page Numbers(s), Year, DOI or URL.

#### Bibliography

Author's Last Name, First Name. "Title of Article." *Title of Journal* volume number, no. issue number (Year): Page numbers(s). DOI or URL.

### **ARTICLE IN AN ONLINE MAGAZINE**

#### Note

14. Author's First Name Last Name, "Title of Article," *Title of Magazine*, Month Day, Year, (accessed date if needed) DOI or URL.

#### Bibliography

Author's Last Name, First Name. "Title of Article." *Title of Magazine*, Month Day, Year. DOI or URL.

## **ARTICLE IN AN ONLINE NEWSPAPER**

### Note

15. Author's First Name Last Name, "Title of Article," *Title of Newspaper*, Month Day, Year, DOI or URL.

### Bibliography

Author's Last Name, First Name. "Title of Article." *Title of Newspaper*, Month Day, year. DOI or URL.

## **ARTICLE ACCESSED THROUGH A DATABASE**

### Note

16. Author's First Name Last Name, "Title of Article," *Title of Journal* volume number, no. issue number (Year): Page numbers(s), stable URL or Database Name (Identification number).

### Bibliography

Author's Last Name, First Name. "Title of Article." *Title of Journal* volume number, no. issue number (Year): Page range. Stable URL or Database Name (ID number).

## **EBOOK**

### Note

17. Author's First Name Last Name, *Title* (Publication City: Publisher, Year of publication), Format, locator.

### Bibliography

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

## **WORK FROM A WEBSITE**

### Note

18. Author's First Name Last Name or Organization Name, "Title of Work," Title of Site, Sponsor, Month Day, Year of publication or modification, accessed Month Day, Year, URL.

### Bibliography

Author's Last Name, First Name or Organization Name. "Title of Work." Title of Site. Sponsor. Month Day, Year of Publication or modification. URL.

## **BLOG ENTRY**

### Note

19. Author's First Name Last Name, "Title of Work," Title of Blog, Month Day, Year. URL.

### Bibliography

Author's Last Name, First Name. "Title of Entry." Title of Blog. Month Day, Year. URL.

## **VIDEO or DVD**

### Note

20. Writer's First Name Last Name, *Title*, directed by First Name Last Name (Original release year; City: Studio, Year of Recording release), Medium.

### Bibliography

Writer's Last Name, First Name. *Title*. Directed by First Name Last Name. Original release year. City: Studio, Year of recording release. Medium.

## **UNPUBLISHED INTERVIEWS**

First Footnote: 3 ways depending on the type of interview

Patricia Bunker, interview by Erin Valentino, Trinity College Library, August 14, 2006.

Patricia Bunker, telephone interview with author, August 14, 2006.

Patricia Bunker, personal interview, August 14, 2006.

Subsequent Notes:

Patricia Bunker.

**In Chicago, unpublished interviews are cited in notes or the text, but not in the bibliography.**