



## Chicago Style

Chicago style uses the Notes and Bibliography method. Using this method, you will provide a footnote number at the end of each reference, which then corresponds to a full reference at the end of your page (footnote) or the end of your work (endnote). You may also need to provide a Bibliography at the end. Ask your professor about this.

The legend at the bottom of the page will help you figure out what kind of information should be included, and the order in which it should appear in your citations. This list is not comprehensive but does contain the most commonly occurring kinds of citations used in university. For more help, consult a Student Success writing tutor.

To insert a footnote in Microsoft Word, choose “Insert” from menu and select “Footnote.” The first time you cite a source, you will include the full information. In every citation after that, you can use shortened notes. Word will automatically place your footnote at the end of the page.

### In-Text Citations:

Whenever you quote directly from, or refer to, a source in your work, you need to use an in-text citation.

“The reaction in China to the end of World War I has been described by one historian as ‘popular rejoicing’”<sup>1</sup>.

First note:

<sup>1</sup> Margaret MacMillian. *Paris 1919: Six Months That Changed the World*. (Random House, 2001), 332.

Shortened note:

<sup>1</sup> MacMillian, *Swing Time*, 332.

Bibliographic Entry:

MacMillan, Margaret. *Paris 1919: Six Months That Changed the World*. Random House, 2001.

## Kinds of Citations

### A Book:

First Note:

Brian Grazer and Charles Fishman. *A Curious Mind: The Secret to a Bigger Life* (New York: Simon and Schuster, 2015), 12.

Shortened Note:

Grazer and Fishman, *Curious Mind*, 37.

Bibliographic Entry:

Grazer, Brian and Charles Fishman. *A Curious Mind: The Secret to a Bigger Life*. New York: Simon & Schuster, 2015.

### An eBook:

For books consulted online, include the URL or the name of the database. For other types of eBook, name the format.

First Note:

Jeannette A Grant. *Through Evangeline's Country*. (Boston: J Knight Publishing, 1897), 627, Early Canadian Online [eco.canadiana.ca/view/oocihm.06344/3?r=0&S=1](http://eco.canadiana.ca/view/oocihm.06344/3?r=0&S=1).

In this case, the book was made available through the Early Canadiana Online database, but other databases might be Project Muse, ProQuest, PubMed and so on.

Shortened Note:

Grant, *Through Evangeline's Country*, 627.

Bibliographic Entry:

Grant, Jeannette A. *Through Evangeline's Country*. Boston: J Knight Publishing, 1897. Early Canadian Online [eco.canadiana.ca/view/oocihm.06344/3?r=0&S=1](http://eco.canadiana.ca/view/oocihm.06344/3?r=0&S=1).

## A Book Chapter in an Edited Book

Excerpted from: Messenger, William E. et al. *The Concise Canadian Writer's Handbook*, 3rd ed. London: Oxford University Press, 406-423.

Legend: Author Title Publication Information Electronic Source

In a note, cite specific pages. In your bibliography, include the page range for the chapter or part.

First Note:

Julie Cruickshank, “Oral History, Narrative Strategies and Native American Historiography” in *The Canadian Oral History Reader*, ed. by Kristina R. Llewellyn (McGill-Queen’s UP, 2015), 263.

Shortened Note:

Cruikshank, “Oral History,” 263.

Bibliographic Entry:

Cruikshank, Julie. “Oral History, Narrative Strategies and Native American Historiography” in *The Canadian Oral History Reader*, edited by Kristina R. Llewellyn, 261-292. Montreal: McGill-Queen’s UP, 2015.

## A Journal Article

Journal Articles require a bit more information than books. Just using the title of the article (in quotation marks) isn’t enough. You also need to include the title of the Journal (in italics).

First note:

Amy Woodbury Tease, “Call and Answer: Muriel Spark and Media Culture,” *Modern Fiction Studies*, 62, no 1 (2016): 12.

Shortened note:

Tease, “Call and Answer,” 12.

Bibliographic Entry

Tease, Amy Woodbury. “Call and Answer: Muriel Spark and Media Culture.” *Modern Fiction Studies*, vol. 62, no. 1, Spring 2016, pp 70-91.

In this case, the title of the journal article is in quotation marks, and the title of the journal is in italics. Be sure to include the volume and issue numbers. If they are available. In this example, the article is in volume 62, issue 1, which came out in 2016.

## An Online Journal Article

Excerpted from: Messenger, William E. et al. *The Concise Canadian Writer’s Handbook*, 3rd ed. London: Oxford University Press, 406-423.

Legend: Author Title Publication Information Electronic Source

A journal article that you retrieve online is cited in the same way, but you need to include the database where you found the article, and the DOI (digital object identifier) associated with it.

A database is where the journal is held electronically. You will normally have accessed a database through a link provided through the library, so ask a library staff member for help determining the database you used.

If there is no DOI associated with the article, use the URL.

First Note:

Sarah Wylie Krotz, "Place and Memory: Rethinking the Literary Map of Canada"  
*English Studies in Canada* 40, no 2 (June 2014) 9-10, doi:  
 10.1353/esc.2014.0012.

Shortened Note:

Krotz, "Place and Memory," 12.

Bibliographic Entry:

Krotz, Sarah Wylie. "Place and Memory: Rethinking the Literary Map of Canada"  
*English Studies in Canada* 40, no 2. (June 2014), 1-20. doi:  
 10.1353/esc.2014.0012.

In this case, this article published in *English Studies in Canada* was accessed through the Project Muse database, which has given the article this unique DOI.

## Material from a Website

If a cite doesn't include a date, list the date you accessed the information.

First Note:

"Privacy Policy," Privacy & Terms, last modified April 17, 2017,  
<https://www.google.com/policies/privacy>.

Shortened Note:

Google, "Privacy Policy"

Bibliographic Entry:

Google, "Privacy Policy." Privacy & Terms. Last modified April 17, 2017.  
<https://www.google.com/policies/privacy>.