This handout provides citing & formatting guidance for using the Chicago Manual of Style, the citation format used by the history & theology departments at St. Catherine University. More specifically, it outlines the notes-bibliography system. For all other aspects of Chicago Style, please refer to The Chicago Manual of Style (17th edition, 2017) available at the reference desk (2253.U69 2017) and online through the library’s website. Chapter 14 details documenting sources. Ask a librarian or your instructor if you have questions not answered here.

How to cite sources

Chicago style uses foot & endnotes (as opposed to parenthetical citations).

- Note numbers are generally placed after a sentence or clause in superscript
- Sources in foot/end notes are numbered in the order they appear in the text.
- More than one note reference should never appear at a single location (example 7, 8), but a single note can contain more than one citation or comment.
- Use your word processor to add end/footnotes:

Before proceeding, find out from your teacher if they want you to use:
1). Full notes OR
2). Shortened notes AND a complete bibliography at the end of the paper

Some differences between using full notes & using shortened notes/bibliography

<table>
<thead>
<tr>
<th>Full Notes</th>
<th>Notes/Bibliography</th>
</tr>
</thead>
<tbody>
<tr>
<td>Includes full footnotes or endnotes</td>
<td>Includes shortened footnotes or endnotes AND a full bibliography at the end of the paper</td>
</tr>
<tr>
<td>Include all source details in first note and use shortened form for subsequent notes</td>
<td>Include all source details in the bibliography and shortened form for all notes</td>
</tr>
<tr>
<td>Notes correspond to the order they are used</td>
<td>Notes correspond to the order they are used and the bibliography is alphabetical by author(s) last name</td>
</tr>
<tr>
<td>In a note, elements are separated by commas</td>
<td>Bibliographies should be single spaced w/a hanging indent</td>
</tr>
<tr>
<td>In a note authors are listed first name, last name</td>
<td>In a bibliography, the elements are separated by periods</td>
</tr>
<tr>
<td>In notes, only the page number pertaining to the passage are listed</td>
<td>In a bibliography entry, the first author’s name is inverted: last name, first name</td>
</tr>
<tr>
<td></td>
<td>In a bibliography entry, page numbers for articles &amp; chapters include the beginning and ending page number</td>
</tr>
</tbody>
</table>
Citing sources more than once (aka short notes & ibid):
- If using full notes: cite full note the first time and use shortened form each subsequent time
- Shortened notes include author(s) last name, shortened title and page number(s)
- **The 17th edition discourages use of ibid in favor of short notes**, but if your instructor allows them, here are how to use them:
  - Use ibid if you are using the same source & same page in the note immediately following
  - Use ibid and page number if you are using the same source but a different page in the note immediately following: Ex): Ibid., 46

### Citing Books

(see manual sections 14.100-14.163)

<table>
<thead>
<tr>
<th>Elements to include:</th>
<th>Other items to include if applicable:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Author</td>
<td>Editor, compiler, translator</td>
</tr>
<tr>
<td>2. Title</td>
<td>Edition</td>
</tr>
<tr>
<td>3. Facts of publication: Place of publication: Publisher, year</td>
<td>Volume</td>
</tr>
<tr>
<td>4. Page numbers</td>
<td>Chapter Title</td>
</tr>
<tr>
<td></td>
<td>URL (for eBooks)</td>
</tr>
</tbody>
</table>

### Examples

#### Notes

*Use full notes the first time and short notes each subsequent time, if you do not include a full bibliography

**Full Note:**

**Short Note:**

#### Bibliography

*Use the short note form if you include a full bibliography


#### Chapter in an edited book

**Full Note:**

**Short Note:**

**Chapter in an edited book**


#### eBook

**Full Note:**

**Short Note:**

**eBook**

# Citing Articles
(see manual sections 14.164-14.204)

## Elements to include:
1. Author
2. Article title
3. Journal/Magazine/Newspaper title
4. Date of publication
5. Page numbers
6. doi, URL or database name (if online version is used)*

## Other items to include if applicable:
- Volume/Issue (Journal): volume, no. issue

*DOIs are preferable to URLs when available. For articles from a library database, include a URL only if a “stable” or “persistent” link is available. Otherwise include the name of the database. (section 14.9)

## Examples

### Journal Article (with a doi):

**Full Note:**

**Short Note:**
9. Dunn and Farnsworth, “We are the Revolution,” 149.

### Journal Article (from a database w/no doi):

**Full Note:**

**Short Note:**

### Magazine Article:

**Full Note:**

**Short Note:**
6. Thompson, “When Pedestrians Ruled the Streets.”

### Magazine Article:

**Full Note:**

**Short Note:**
6. Thompson, “When Pedestrians Ruled the Streets.”
## Citing Websites
(see manual sections 14.205-14.210)

A citation to website content can often be limited to a mention in the text or in a note ("As of July 19, 2008, the McDonald’s Corporation listed on its website . . ."). If a more formal citation is desired, include as much of the following as is available:

1. **Author (if available)**
2. **Title of page/document**
3. **Owner/sponsor of the site**
4. **Date of publication**
5. **URL**

Other items to include if applicable:
- Date of access (if content is subject to change)

*If there is no author, start the citation with the title*

### Examples

*Use full notes the first time and short notes each subsequent time, if you do not include a full bibliography*

<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>Short Note:</strong> RUSA, “Using Primary Sources.”</td>
</tr>
</tbody>
</table>

## Citing Scripture
(see manual sections 14.238-14.241)

Cite sacred scriptures in the text or a note, not on the bibliography.

Indicate the version or translation you used in your first scriptural reference:

2. 1 Cor. 6:1–10 (NRSV).

For Biblical book abbreviations see manual sections 10.45, 10.46, 10.47.
For scriptural version abbreviations see manual section 10.48

“Such collective terms as the Vedas or the Upanishads are normally capitalized and set in roman, but particular parts are italicized (e.g., the *Rig-Veda* or the *Brihad-Aranyaka Upanishad*).” (CMS, 14.241)

### Elements to include:
1. **Book** (abbreviated if Bible)
2. **Chapter**
3. **Verse(s)**

### Examples:
1. 1 Thess. 4:11, 5:2–5, 5:14.
2. Qur’an 19:17-21
Citing Manuscript Collections, Letters & Archives  
(see manual sections 14.221-14.231)

Generally speaking, use the citation that is used by the archive, collections, etc. If no citation is provided, include as much information as possible such as:

1. Author (if known)  
2. Title of item  
3. Date of item  
4. Collection name  
5. Collection location (institution where it is housed, city/state)  
6. Finding aid information (if applicable)  
7. URL (if item is digitized)

*Notes/bibliography: In a note, the actual item is cited, in a bibliography, the collections and where the collection can be found are cited  
**The shortened notes should include at least title of item, date (if known), and collection name.

### Examples

<table>
<thead>
<tr>
<th>Notes*</th>
<th>Bibliography*</th>
</tr>
</thead>
<tbody>
<tr>
<td>*Use full notes the first time and short notes each subsequent time, if you do not include a full bibliography</td>
<td>*Use the short note form if you include a full bibliography</td>
</tr>
</tbody>
</table>
| **Full Note**  
1. George Creel to Colonel House, 25 September 1918.  
   Edward M. House Papers, Yale University Library.  
   **Short Note**  
| **Full Note**  
3. Booth Tarkington to George Ade, 8 May 1924, Box 10, Folder 5, George Ade Papers 1878-2007, The Virginia Kelly Karnes Archives and Special Collections Research Center, Purdue University Libraries.  
   **Short Note**  
9. Booth Tarkington, 8 May 1924, George Ade Papers. | **Ade, George Papers. The Virginia Kelly Karnes Archives and Special Collections Research Center, Purdue University Libraries.** |
| **Full note**  
   **Short Note**  
### Citing Videos
(see manual section 14.267)

<table>
<thead>
<tr>
<th>Elements to include:</th>
<th>Other items to include if applicable:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Writer(s)/Author(s)/Director</td>
<td>• Title of episode/segment</td>
</tr>
<tr>
<td>2. Title (of show/movie/video)</td>
<td>• Season, episode</td>
</tr>
<tr>
<td>3. Date</td>
<td>• URL (for online videos)</td>
</tr>
<tr>
<td>4. Facts of publication: publisher/recording studio/hosting website</td>
<td>• Format</td>
</tr>
<tr>
<td></td>
<td>• Duration/timestamp</td>
</tr>
</tbody>
</table>

**Notes**
*Use full notes the first time and short notes each subsequent time, if you do not include a full bibliography*

**Motion Picture/Documentary**
*Full Note:*
1. Callie Khouri, *Thelma & Louise*, directed by Ridley Scott (Santa Monica, CA : MGM Home Entertainment, 2003), DVD.
*Short Note:*

**TV Show**
*Full Note:*
*Short Note:*
5. Kaplan, “Flo.”

**Online Video**
*Full Note:*
*Short Note:*

**Bibliography**
*Use the short note form if you include a full bibliography*

**Motion Picture/Documentary**

**TV Show**

**Online Video**
Other Rules

Multiple authors
- For sources w/multiple authors, only the first author’s name is inverted (last, first) in the bibliography
- For works with four or more authors, list all the authors in the bibliography entry, but only the first author et al., in the notes

Citing more than one source in a note
- When including more than one citation in a note, separate each citation with a semicolon and order them in the same order as they appear in your text.

Shortening titles in a note
- For shortened note, shorten the title if it is more than four words. The shortened form of a title contains the keywords, not necessarily the first four words. Omit The, An, and A. Do not change the order of the words.

Notes w/comments
- When a note includes not only the source but comments as well, the source comes first.
- Notes can invite readers to consult further references. Use “see” for see more and “cf” for compare.

Informal (unpublished) interviews
- Cite unpublished interviews in the notes and/or the text, NOT the bibliography. Citation should include the names of both the person interviewed and the interviewer; brief identifying information (if appropriate), the place and date of the interview (if known):
  Note: Roxanne Gay, interview by Amy Mars, March 25, 2015, Minneapolis, MN. Text: “In an interview with Roxanne Gay on March 25, 2015...”

Ordering bibliography entries
- Bibliographies: one author comes before multiple authors, two works by the same author w/different co-authors should be alphabetically arranged by the next co-author, titles by the same author are listed alphabetically by title

No page number
- For electronic sources which are not easily searched, include paragraph, chapter or heading info

No date
- If date of publication cannot be determined, use n.d. in place of the publication date. Include an access date for online sources (see manual section 14.145)