THE CHICAGO CITATION STYLE: NOTE AND BIBLIOGRAPHY

THE 17TH EDITION

Created by: Shannon Furness, Rory Heaslip, Daniel Kiesman, and David Le
Voice over by: Rory Heaslip

BASIC FORMAT GUIDELINES

REMEMBER TO ALWAYS FOLLOW THE SPECIFIC DIRECTION OF YOUR INSTRUCTOR

TITLE PAGE

POLS 0000
Dr. Professor
Rory Heaslip #0000000
September 09, 2021

Research Essay

Introduction to my essay.....

The Apex of Power

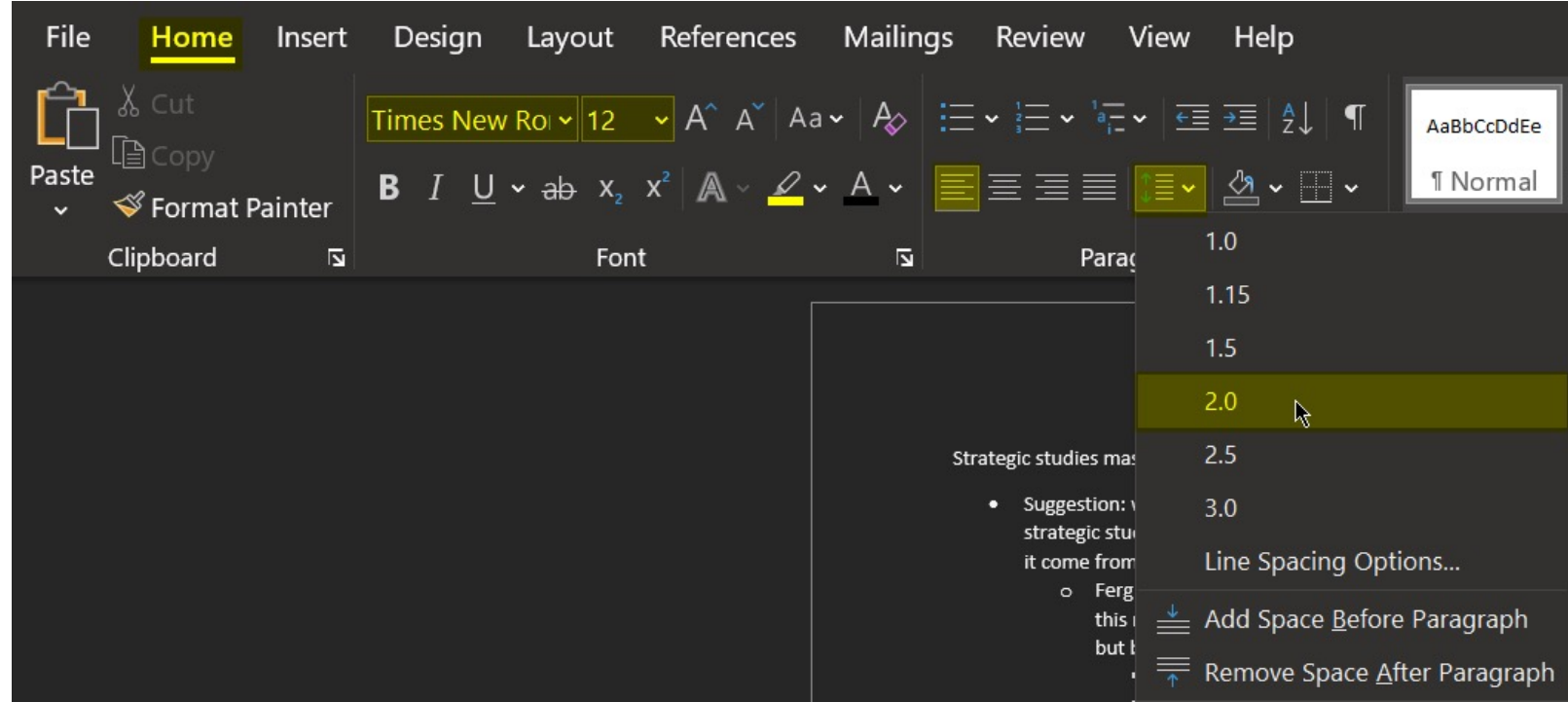And Investigation of Where Power is Concentrated in the Canadian System of Governance

POLS 0000
By Rory Heaslip
#0000000
For Dr. Professor
October 18th, 2020

- The title can either be on a separate page or included on the first page of your assignment

- If included on the first page:
  - The title should be centered at the top of the first page of text
  - Student number, Course information, Instructor's name, and date is placed in the header of the page

- If on a separate page:
  - The title should be centered one third down from the top of the page
  - List your name, student number, course information, and date on separate lines near the bottom of the title page.
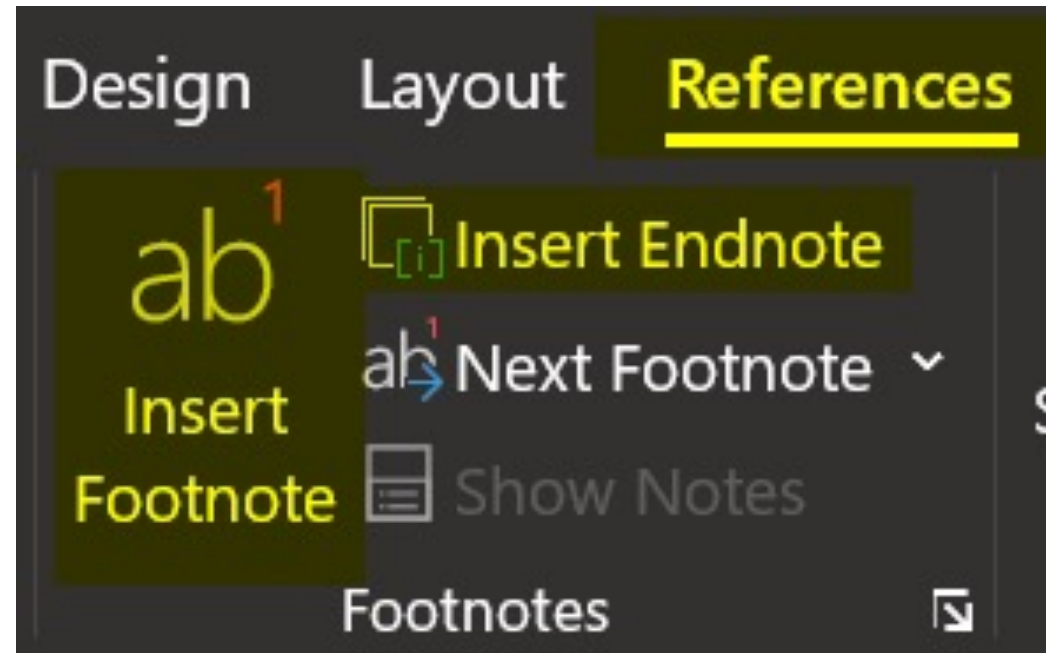 - Double space each line of the title page

THE BODY OF YOUR TEXT

➤ The body of your text should be double spaced

➤ The font should be readable (we recommend Times New Roman)

➤ The font size of 12 pt.

➤ NOTE: your professor will likely have their own preferences listed in the assignment outline – use that first!
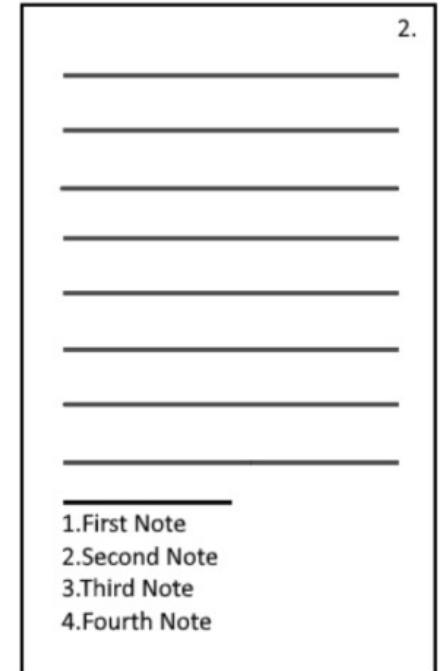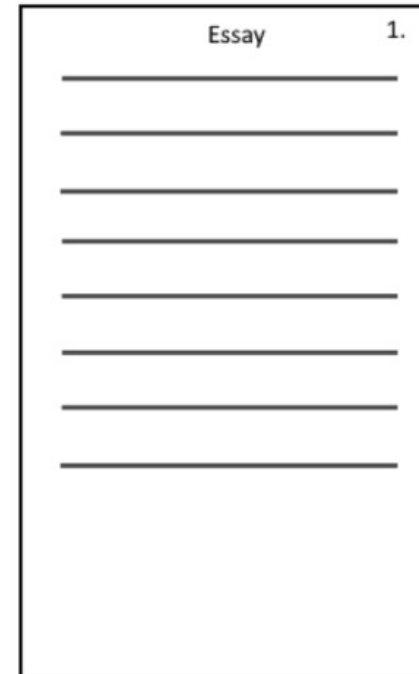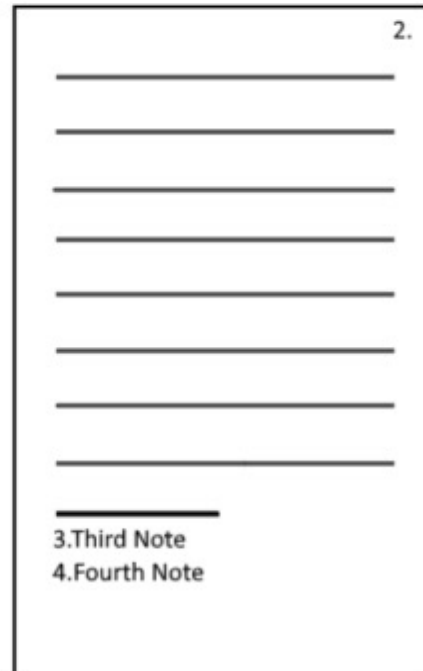
IN-TEXT CITATIONS: NOTES AND BIBLIOGRAPHY

➢ Chicago uses in-text citation when citing any ideas that are not yours

➢ When citing, each idea is given a superscripted numbers at the end of the clause, sentence, or punctuation

➢ This superscripted number then refers the reader to either the:

  ➢ Footnotes

  ➢ Endnotes

FOOTNOTES VS ENDNOTES

In **footnote citations**, superscripts number and the cited material's information can be easily **located on the same page**

In **endnote citations**, superscripts number and the cited material's information are **located on a separate page**

FOOTNOTE AND ENDNOTE EXAMPLES

Notes format for books

Author A's First name Last name, and Author B's First name Last name,. *Title of work: Subtitle,* (Location of Publication: Publisher Name, Year of publication), page(s) of cited idea. DOI (if available)

Example:

1. Lukas K. Danner, *China's Grand Strategy: Contradictory Foreign Policy?* (Cham: Palgrave MacMillan, 2018), 5-6. https://doi.org/10.1007/978-3-319-65777-6.

2. Danner, *China's Grand Strategy*, 5-6.

Notes format for chapter in an edited book

Author A's First name Last name, and Author B's First name Last name, "Chapter," In *Title of Book*, ed. Editor's name. (Location of Publication: Publisher Name, Year of publication), page(s) of cited idea. DOI (if available)

Example:

1. Charles Taylor, "*The Philosophy of the Social Sciences,*" in *Political Theory and Political Education*, ed. Melvin Richter, (New Jersey: Princeton University Press, 2014), 79-80.

2. Taylor, "*Philosophy of the Social Sciences,*" 79-80.

FOOTNOTE AND ENDNOTE EXAMPLES

Notes format for academic journals

Author A's First name Last Name, and Author B's First name Last name, "Title of article," *Title of Periodical* volume number, no. issue number (month or season of publication Year of publication): page(s) of cited idea, DOI (if available).

Example:

1. Iasiello Emilio, "China's Three Warfares Strategy Mitigates Fallout From Cyber Espionage Activities," *Journal of Strategic Security* 9, no. 2 (Summer 2016): 55-56. http://dx.doi.org/10.5038/1944-0472.9.2.1489.

2. Emilio, "China's Three Warfares Strategy," 55-56.

Notes format for online webpages

"Title of page," Title of the whole websites, Site owner or sponsor, Updated Year updated/posted, Accessed date accessed. URL

Example:

1. "History of the ICRC," International Committee of the Red Cross, ICRC, Updated October 29, 2016, Accessed August 20, 2021. https://www.icrc.org/en/document/history-icrc.

FOOTNOTE AND ENDNOTE EXAMPLES

Notes format for a tweet

First name Last name or organization name (@username), "Content of the post," Site Name, Date of tweet, Time of tweet, URL.
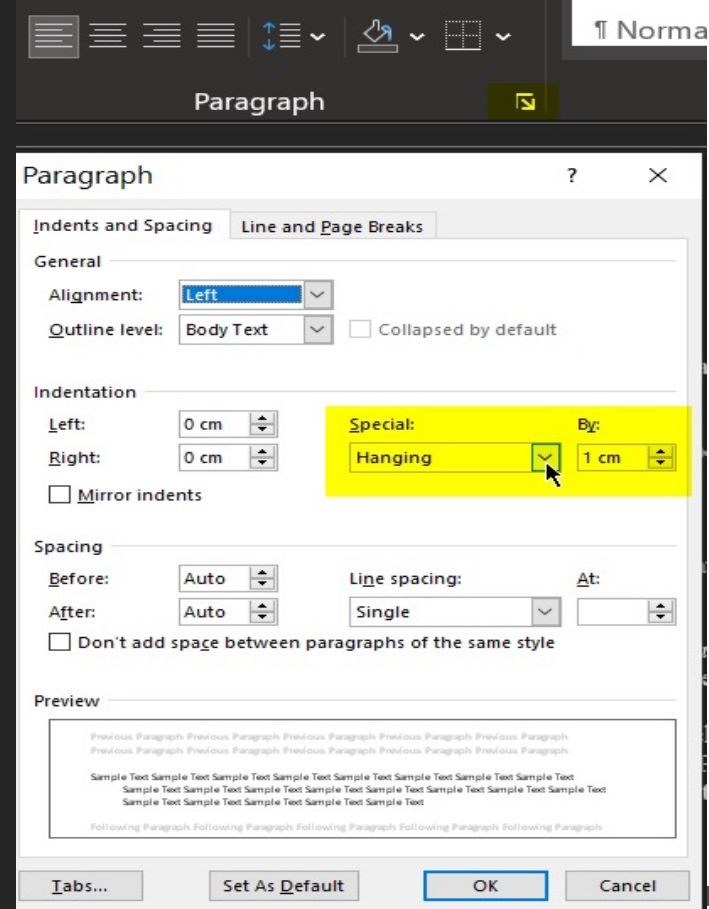
Example:

1. Antony Blinken, (@SecBlinken), "Only by understanding how the climate is changing can we implement the solutions to meet this crisis. The latest report from the @IPCC_CH illustrates why every country must increase their climate ambition and action in the coming decade." Twitter, August 9, 2021, 7:45 a.m. https://twitter.com/SecBlinken/status/142470826973451878 5.

BLOCK QUOTE

BIBLIOGRAPHY

- Start on a separate page and put "Bibliography" centered and bolded at the top of the page.

- References should be listed alphabetically by last name of author or organization name, and if the reference continues to a second line a hanging indentation should be used (example 2: Highlight all > Home > Paragraph > special)

- For citations with multiple authors, the first author's name is listed last name then first name. Then all the following authors are listed first name then last name.

- All "footnote" or "endnotes" citations must have corresponding references and vice-versa

- If an electronic book or journal article is used include a doi or permalink in the citation

- If a webpage is used, include a link in the citation

BIBLIOGRAPHY EXAMPLES

<u>Bibliography **format for books**</u>

Author A's Last Name, First name, and Author B's First name Last name. *Title of work: Subtitle.* Location of Publication: Publisher Name, Year of publication. DOI (if available)

Example:

Danner, Lukas K. *China's Grand Strategy: Contradictory Foreign Policy?* Cham: Palgrave MacMillan, 2018. https://doi.org/10.1007/978-3-319-65777-6.

<u>Bibliography format for chapter in an edited book</u>

Author A's Last Name, First name, and Author B's First name Last name. "Chapter." In, *Title of Book,* edited by Editor's name, pages of the chapter. Location of Publication: Publisher Name. Year of publication. DOI (if available)

Example:

Taylor, Charles. "The Philosophy of the Social Sciences." In *Political Theory and Political Education*, edited by Melvin Richter, 76-93. New Jersey: Princeton University Press, 2014.

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Author A's Last Name, First name, and Author B's First name Last name.. "Title of article." *Title of Periodical* volume number, no. issue number (month or season of publication Year of publication): pages. DOI (if available).

Example:

Emilio, Iasiello. "China's Three Warfares Strategy Mitigates Fallout From Cyber Espionage Activities." *Journal of Strategic Security* 9, no. 2 (Summer 2016): 45-69. http://dx.doi.org/10.5038/1944-0472.9.2.1489.

Bibliography **format for online webpages**

Last name, A. A or organization name. "Title of page." Site name. Updated Year updated/posted. Accessed date accessed. URL

Example:

International Committee of the Red Cross. "History of the ICRC." ICRC. Updated October 29, 2016. August 20, 2021. https://www.icrc.org/en/document/history-icrc.

BIBLIOGRAPHY EXAMPLES

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Last name, First name or organization name (@username). "Content of the post." Site Name, Date of tweet, Time of tweet. URL.

Example:

Blinken, Antony. (@SecBlinken). "Only by understanding how the climate is changing can we implement the solutions to meet this crisis. The latest report from the @IPCC_CH illustrates why every country must increase their climate ambition and action in the coming decade." Twitter, August 9, 2021, 7:45 a.m. https://twitter.com/SecBlinken/status/14247082697345187 85.

USEFUL RESOURCES FOR STUDENTS

➢ The Chicago Manual of Style Online: Chicago-Style Citation Quick Guide
  ➢ https://www.chicagomanualofstyle.org/tools_citationguide.html

➢ Purdue Online Writing Lab Chicago Style (17th Edition)
  ➢ https://owl.purdue.edu/owl/research_and_citation/chicago_manual_17th_edition/cmos_formatting_and_style_guide/general_format.html

SOURCES CONSULTED

➢ The Chicago Manual of Style Online (2017). https://www.chicagomanualofstyle.org/tools_citationguide.html

➢ Purdue Online Writing Lab (n.d.). Chicago Style Introduction. Purdue Online Writing Lab. https://owl.purdue.edu/owl/research_and_citation/chicago_manual_17th_edition/cmos_formatting_and_style_guide/general_format.html