Chicago Citation Style Quick-Guide

The examples below are taken from *A Writer’s Reference* (4th ed.), by Diana Hacker.

**Chicago Bibliography Page**

Below are a list of some of the most commonly used citation categories and examples of what information should be included in that citation, as well as how the information should be arranged. When you need to cite a source, follow these steps:

2. Collect the necessary information from your source. Sometimes this takes a bit of digging, especially with the online sources.
3. Arrange the vital information exactly as it appears in the examples, including all styles and punctuation.
4. Once you have all of your citations written, arrange them in alphabetical order depending on the first word in the citation on a “Bibliography” page at very end of your paper.

**BASIC FORMAT FOR A PRINT BOOK:**

**BASIC FORMAT FOR AN EDITED PRINT BOOK:**

**A WORK IN A PRINT ANTHOLOGY:**

**AN ENCYCLOPEDIA OR DICTIONARY ENTRY:**

**A GOVERNMENT DOCUMENT:**

**AN ARTICLE IN A PRINT JOURNAL:**
*Paginated by volume:*

*Paginated by issue:*

**AN ARTICLE IN AN ONLINE JOURNAL:**
A JOURNAL ARTICLE FROM A DATABASE:

A WEB SITE:

A SHORT WORK FROM A WEB SITE:

**Chicago In-Text Citations**

Below are the basic format rules for using Chicago style to cite sources in your writing. A professor may also ask you to include the bibliography page. You should indicate sources for the quotations (exact words) and paraphrases (ideas stated in your words) you use in your writing. Notes provide complete publication information either at the bottom of the page (footnotes) or at the end of the paper (endnotes). A superscript numeral in the text indicates that a quotation, summary, or paraphrase comes from an outside source; the corresponding footnote or endnote contains the source’s publication information. The format of footnotes and endnotes is the same.

**BASIC FORMAT FOR A QUOTATION, PARAPHRASE, OR SUMMARY:**

*Text:* Governor John Andrew was not allowed to recruit black soldiers out of state. "Ostensibly," writes Peter Burchard, "no recruiting was done outside Massachusetts, but it was an open secret that Andrew's agents were working far and wide."1


**SUBSEQUENT REFERENCE TO A SOURCE ALREADY CITED:**


**SUBSEQUENT REFERENCES TO MULTIPLE WORKS BY A SINGLE AUTHOR:**


**A WORK WITH MULTIPLE AUTHORS:**

Two or three authors:


Four or more authors:


**BASIC FORMAT FOR AN EDITED PRINT BOOK:**


**A WORK IN A PRINT ANTHOLOGY:**


**AN ENCYCLOPEDIA OR DICTIONARY ENTRY:**

A GOVERNMENT DOCUMENT:

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