

You are to cite all your research using the Chicago Style (Turabian). Unlike the MLA which allows you to use parenthetical citations and a Works Cited page, the Chicago Style requires you to have much more detailed notes (either at the foot of the page or the end of the essay) and a bibliography. You are still looking for the same information for each entry, but it is a little different.

Below are only four possible sources of information and how to write a note and a full citation for each:

Book

****Bibliography**

Author's **last** name, First name. *Title of the Book: subtitle of Book in italics*. Place of publication: Publication Company Name, year of publication. ****if editor, put ed. after name (ex. Smith, Mark, ed.)**

Example:

Luvisa, Peter. *Car Ownership for the Common Man in the Twenty-First Century*. Hamilton: St. Thomas More Publishing, 2015.

****Footnote/Endnote**

➔ The first citation in your notes is a full one (indent the first line):

22. Author's **first** name and last name, *Title of the Book: Subtitle of Book in italics* (Place of publication: Publishing Company Name, year of publication), **page(s) from where reference was taken**.

Example:

23. Peter Luvisa, *Car Ownership for the Common Man in the Twenty-First Century* (Hamilton: St. Thomas More Publishing, 2015), 367.

➔ All subsequent references to this same resource would be done in abbreviated form because you have already provided the information for the resource. All you are saying now is that you used it again. Shortened article titles should be in quotations.

Example:

24. Luvisa, *Car Ownership for the Common Man*, 387.

➔ If you use the exact same resource several times in a row, simply use the abbreviation *Ibid.* with a page number to indicate that your resource is the same as the one before.

Example:

25. Luvisa, *Car Ownership for the Common Man*, 362.

26. *Ibid.*, 390. ****if it's from the same page too, just write "Ibid."**

★ For a resource with two or three authors, provide the names of all the author's in both the note and the bibliography. If a resource has four or more authors, you must still list all of them in the bibliography, BUT you should only list the first one in the note followed by the abbreviation "et al" which means "and others."

Encyclopaedia

Well known reference resources such as dictionaries or encyclopaedias (general ones) do not require publication information and are usually not included in a bibliography. Check with your teacher about this. They are, however, included in the notes section if you cite it.

** **Bibliography** Not necessary for well-known encyclopaedias

** **Footnote/Endnote**

Name of Encyclopaedia in Italics, edition (year published), "Entry Title," Web address.

27. *Encyclopaedia Britannica*, 2015, s.v. "Adolph Hitler," <http://www.address.com>.

Note: s.v. is an abbreviation for the Latin "sub verbo," which means "under the word" (it's the title of the article you looked up in the encyclopaedia)

Web pages

Normally, it is acceptable not to cite a website in the bibliography and instead only include a citation in the notes. Only include a citation in the bibliography if the website was frequently cited and/or very important to your argument.

** **Bibliography**

Author's **last** name, First name. "Title of the Web Page." *Publisher or Name of Website in italics*. When page/site was last modified (if available), and when you accessed it. Web address.

Example:

Smith, John. "Joe Clark was the Best Prime Minister in Canadian History." *National Archives of Canada*. Last modified 15 February 2014, accessed 27 March 2015.
<http://www.webaddress.com>.

** **Footnote/Endnote**

Authors **first** name and last name, "Title of the Web Page," *Publisher or Name of Website in italics*, when page/site was last modified (if available), and when you accessed it, web address.

Example:

28. John Smith, "Joe Clark was the Best Prime Minister in Canadian History," *National Archives of Canada*, last modified 15 February 2014, accessed 27 March 2015,
<http://www.webaddress.com>.

Database Articles

★ There is a difference between journal articles and popular magazine articles and newspaper articles. Popular magazine and newspaper articles may not need a formal note and they may be omitted from the bibliography. Instead, cite the articles in running text within your paper (Example: As Peter Luvisa writes in a Hamilton Spectator article on March 5th, 2017, ...”

★

** A DOI number stands for a Digital Object Identifier number. It is a permanent id for the article. Not all articles have one. If yours does, it should be used in your citation/bibliography.

Find below the way to create a formal citation and bibliography if article is from a database:

** Bibliography

Author’s Last name, First name. “Title of the Article: Subtitle of Article.” *Title of the Magazine/Journal in Italics*
Volume #, Issue # (Date of publication): **page range** of article. Access date. Database Name.

Example:

Pongetti, Larry. “How to Play Drums like a Champion.” *Music Industry Insider* 4 no. 8 (17 February 2015): 45-58.
Accessed 12 March 2014. Academic Onefile.

** Footnote/Endnote

Author’s **First** name and Last name, “Title of the Article: Subtitle of Article,” *Title of Magazine/Journal in Italics*, Volume #, Issue # (Date of publication): **specific pages of citation**, Access date, Database Name.

Example:

29. Larry Pongetti, “How to Play Drums like a Champion,” *Music Industry Insider*, 4 no. 8 (17 February 2015): 52, accessed 21 March 2014, Academic Onefile.

Need to know:

- For Bibliography, the first line is not indented, but all subsequent lines are
- Bibliography entries are arranged alphabetically according to the first word in the entry.
- In bibliography, the name of the first author is reversed (last name first and first name last), but all other author's names are in regular order (Smith, Jane and Ron Agro and Peter Willard)
- Bibliography is a list of all resources that you cited in your essay AND those that you consulted but did not cite in your essay
- In the bibliography and notes, if there is an editor and no author, write ed. after the name.
Example: Luvisa, Peter, ed.
- Bibliography and Endnotes entries are single spaced with double space between entries
- All notes are numbered sequentially
- In notes, the first line is indented, but subsequent lines are not

**** Important to keep very accurate and thorough notes so that you know what information you got from what sources (and exactly where in those sources)**

Citing sources

Some rules:

- 1- Use quotation marks if you write the exact words that someone else used, even if it is a short phrase. It is fine to borrow someone else's words, but you **MUST** give them credit for their work.

If your quotation is up to four lines long, simply incorporate it into your paragraph (see #1 below).

If your quotation is five or more lines long, A) do not use quotation marks B) indent every line of the quotation (tab), as you would if it's a new paragraph C) single space the quotation, but lead into and out of the quotation with a double space (see #2 below).

- 2- If you use someone else's idea but paraphrase it, you do not have to quote it, but you still must cite the idea and give the author credit for it. It wasn't your idea...don't steal it (see #3 below).
- 3- If you use a fact that is not common knowledge, you must cite it. If your fact is common knowledge, do not cite it. There is a difference between facts and ideas...always cite other people's ideas....not necessarily a fact (see #4 below).

Samples:

The problem with driving cars today is that they cost more money than most people can afford. It is not simply the cost of the car that is prohibitive but rather all the secondary costs associated with it. Clearly, there is a lot to consider when deciding whether to buy a car or not. As long as people go into ownership understanding all possible costs, they won't be surprised or disappointed. The problem is that "many people do not want to know the true cost of car ownership."¹ Peter Luvisa clearly explains:

Buying the car from the dealership is only the first cost that owners must incur. Even before they drive the car off the lot, they must have made arrangements to have the car insured, which can cost several hundred dollars per month, and they must have purchased license plates for the vehicle. Once off the lot, filling up the gas tank will be a weekly expense. Nothing lasts forever, so regular maintenance and repairs will be a fact of ownership as well.²

Once people have committed to car ownership, many feel trapped. They cannot bring themselves to admit that they misjudged their financial situation and are unable to afford the car, and they can't bear to lose the lifestyle and convenience that the car has brought them.³ Ford sells both cars and trucks. Ford repossesses five million dollars' worth of cars every year.⁴

NOTE: CTRL + ALT + F is a shortcut to set up footnotes (CTRL + Alt + D does endnotes). You can access footnotes and endnotes from the "references" tab at the top of Microsoft WORD. Notice the little dialogue box that is available in bottom right corner where "insert footnotes" is listed.

¹ You write your first note at the bottom of the page (footnote) or on a separate page at the end of the essay (endnotes). This citation is for a short quotation. Notice that quotation marks are used.

² The second citation is a longer quotation that has to be indented and single spaced...no quotation marks.

³ A paraphrased citation.

⁴ Ford selling cars and trucks is common knowledge. Repossessing \$5 million worth is not. Cite it.