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This guide is designed to get you started with the Chicago citation style. For more information, please consult the official source, *The Chicago Manual of Style, 16th ed. (2010)*, available in Rosen REF Z253 .U69 2010.

**In-Text Citations and Formatting the Bibliography**

- Chicago style generally recommends that you use **footnotes** (notes that appear at the bottom of each page) in the text of your paper along with a **bibliography** at the end of your paper. For other methods (parenthetical notes, etc.), please refer to the *Chicago Manual*.
- Most word processing programs handle footnotes automatically, including font size and spacing. In Microsoft Word, go to the *References* tab and select *Insert Footnote* in the *Footnotes* section.
- The bibliography includes information for all works cited in the notes, so you can generally use shortened forms for the footnotes: the last name of the author(s), a shortened form of the title, and the relevant page number(s) (or section). For example:
  

  For more information on shortened citations, see p. 667-670 of the *Chicago Manual*.

- Formatting the bibliography:
  - Arrange the entries alphabetically by author (if no author is given, then start with the title).
  - According to professor preference, spacing for the bibliography may be double-spaced throughout, or entries may be single-spaced with double-spacing between each entry.
  - Use a "hanging indent" (indent the second and following lines) for entries longer than one line.

**Bibliography Forms – Selected Common Source Types**

**BOOK**

**Bibliography Form**: Last, First M. *Title of Book*, ed. [if other than 1st]. Place: Publisher, Date.


**CHAPTER FROM A BOOK OR AN ENTRY IN A REFERENCE BOOK**

**Bibliography Form**: Last, First M. "Chapter Name." In *Book Title*, edited by First M. Last, Pages. Place: Publisher, Date.

JOURNAL OR MAGAZINE ARTICLE

• Print version:

  Bibliography Form: Last, First M. "Article Title." Title of Journal volume, number (Date): Pages.


• Electronic version – accessed through a library database with a DOI or PURL:

  Bibliography Form: Last, First. M. "Article Title." Journal Title vol, number (Date): Pages. doi or PURL.

  doi:10.3727/152599510X12901814778140.

WEBSITE

  Bibliography Form: Last, First M. [or Organization]. "Title." Document type [if necessary], Organization [if different than author], Date. URL.


PERSONAL COMMUNICATIONS

  The Chicago Manual states that "Unpublished interviews are best cited in the text or the notes, though they occasionally appear in bibliographies." If you need to cite them, the following formats are recommended:

  • Interviews – phone or in-person:

    Bibliography Form: Last, First M (title/position if applicable). In discussion with the author, Date.

    Valastro, Buddy (owner, Carlo's Bakery). In discussion with the author, May 2, 2011.

  • Email:

    Bibliography Form: Last, First M. Email message to the author, Date.


  For further assistance with formatting or citing a source not listed above, please see the Chicago Manual p. 655-784.