University of Central Florida

STARS

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Rosen Research Guides, Chicago (17th ed.)

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Recommended Citation

Chicago Citation Style (17th edition)

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*, 17th ed. (2017)**, available in Rosen REF **Z253 .U69 2017**.

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:

  1. Beriss and Sutton, *Restaurants Book*, 157-160.
  2. Agrusa et al., "Impact of Consumer," 268.

  For more information on shortened citations, see section 14.29 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.
  - For a book with a single author, invert the name in the bibliography. For a book with two authors, note that only the first-listed name is inverted in the bibliography entry. For a book with four or more authors, list all the authors in the bibliography entry.

Bibliography Forms – Selected Common Source Types
BOOK

Bibliography Form: Last, First M. *Title of Book*, ed. [if other than 1st]. Place: Publisher, Date.
   Riewoldt, Otto. *New Hotel Design*, 2nd ed. New York: Watson-Guptill Publications, 2002.

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.

   Whorton, James C. "Vegetarianism." In *Cambridge World History of Food*, edited by Kenneth F. Kiple and Kriemhild Conee Ornelas, 1553-1564. Cambridge: Cambridge University Press, 2000.

JOURNAL OR MAGAZINE ARTICLE

• *Print version:*

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

Monteson, Patricia A., and Judith Singer. "Marketing a Resort-Based Spa." *Journal of Vacation Marketing* 10, no. 2 (2004): 282-288.

• *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.

Helgadottir, Gudrun, Anna Karlsdottir, and Philip Long. "Celebrating the Edges of the World: Tourism and Festivals of the Coast and Sea." *Event Management* 14, no. 4 (2010): 257-260. https://doi.org/10.3727/152599510X12901814778140.

WEBSITE

Citing a website in Chicago style requires you to include much of the same information you would including in citing a print resource like author(s)/editor(s), title of website, publisher information, etc. The *Chicago Manual* also requires that you include the date you accessed the website and/or publication date (if available).

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

Events Industry Council. "History." Accessed March 13, 2019. https://www.eventscouncil.org/About-Us/History.

U.S. Census Bureau. *The Older Population in Rural America: 2012-2016*. Amy Symens Smith and Edward Trevelyan. ACS-41, Washington, D.C.: American Community Survey Reports, September 2019. https://www.census.gov/content/dam/Census/library/publications/2019/acs/acs-41.pdf.

Shelton, Nate. "Play to Win on Some of Orlando's Best Golf Courses." *Visit Orlando Blog*, December 2019. https://media.visitorlando.com/en/blog/post/orlando-travel-requirements.

PERSONAL COMMUNICATIONS

The *Chicago Manual* states that "Unpublished interviews are best cited in text or in notes, though they occasionally appear in bibliographies." (14.211-.214) 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.

Buddy Valastro (owner, Carlo's Bakery). In discussion with the author, May 2, 2019.

• *Email:*

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

Brown, Alton. Email message to the author, February 11, 2019.

For further assistance with formatting or citing a source not listed above, see Chapter 14 of the *Chicago Manual*. Last updated: Feb. 2023