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## Rosen Research Guides, Chicago (17th ed.)

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## Chicago Citation Style (17<sup>th</sup> edition)

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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, 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).
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### 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-Guption 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" (Sections 14.211-244). 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, 2018.

- *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,  
please see Chapter 14 of the *Chicago Manual*.**