



Douglas College

Douglas College Learning Centre

DOCUMENTING SOURCES USING CHICAGO STYLE

Introduction

When you write an essay or term paper in your college courses, you must show where the information that you used in the paper came from. History courses usually require you to use Chicago style to show the sources of information used in a paper. In this style, you use either footnotes (at the bottom of the page) or endnotes (at the end of the paper) to document (give the source of) or comment on (give extra information about) the content of the paper.

This handout provides only a brief introduction to Chicago style referencing. To follow this style well, you need to use more detailed resources, including course handouts, Library handouts, manuals, or web sites (which you can find on the Library web site).

Documenting

Documenting sources means that you direct the readers to the source of the information you are using within your text, as in the following example:

In many cases, the employee benefits at your new job do not cover nearly as much as those at the fast food chain.¹

Commenting

Footnotes can also be used to offer extra information that did not fit into the body of your essay, but which you feel is of vital importance without which the idea would be incomplete. See the example comment below.²

¹ Biff Kowalski, Why Everyone Should Be Happy Working at McDonald's Forever (Vancouver: Mitchell, 1998), 332.

² **Please Note: All books and examples in this handout are fictitious. You will not be able to find them in any library because they do not exist!**

Footnote and Endnote Positioning

A footnote or endnote consists of two parts:

1. the footnote number which appears just behind the last word in your sentence that you're documenting or commenting on (see examples above for footnotes 1 and 2)
2. the information that you place in the footnote or endnote itself, as in the example footnotes below.

Footnotes appear at the bottom of a page, beneath a line. See the bottom of this page for an example. An endnote will have the same format as a footnote, but instead of appearing at the bottom of the page, the notes will be on a separate sheet (or sheets) at the end of the paper **before** the bibliography page. The endnotes page will be numbered as if it was just another page in your essay.

What should be documented?

Your essay or paper needs to have evidence, or support, or proof of the points you are making. Some of the ways to support your points is to include the ideas or words of an expert on the topic you are writing about, or to include statistics or facts from a source. Below is a list of the situations where you should acknowledge the sources of information you use. Discuss these situations with your tutor so you are clear on the differences.

A) WHEN QUOTING: if you quote an author's exact words.

Burton states that "a variety of changes in modern business, power superstructures, leadership techniques, and large egos" have raised the issue of "office mutiny, as employees strike back".³

B) WHEN PARAPHRASING: if you use your own words, but you use another author's ideas or facts.

More in-depth research is being focused on the problem of lives and fish being lost due to changes in the way ocean currents violently toss around fishing boats off the Canadian coast.⁴

³Jason Burton, How to Use as Many Large Words as Possible in a Small Space (Seattle: Barnes & Noble, 1984), 19.

⁴Irving Washington, "Watch for Falling Salmon," The Canadian Oceanic and Geologic Report 48,9 (March, 2001): 24.

C) **WHEN SUMMARIZING:** if you summarize one or more important main points in another author's writing.

The main point that Peseroff makes is that, because of these new conditions in the workplace, camp counsellors must have the proper skills and knowledge to be prepared to help nature workers deal with the problems of losing a paying camper and looking for another one.⁵

D) **STATISTICS OR FACTS:** if you use a fact or a statistic that is not common knowledge

Statistics show that when men change wives at least once, this change is most frequent during mid-life.⁶

USING SOURCES WELL WHEN YOU ARE WRITING:

PRACTICE EXERCISE: With your tutor, look at the following two examples. Discuss which of the examples below uses sources in a better way, and explain your reasons.

Example A: Many adults, not just children, cannot resist the appeal of the big red clown and the mouth-watering aroma of the world-famous french fries.⁷ This, accompanied by the “smiles are free” service strategy, continues to attract customers over and over again. Just thinking about the wonderfully greasy burgers and frothy milkshakes can cause some customers to begin drooling uncontrollably.

⁵Faith Peseroff, Camp Counselling for City-Dwelling Tree-Haters/WWW Page (25 February 1999). Available [Online]: <<http://gocampingnow.com/smogalert/employment.html>> [29 February 2003].

⁶Rodger Siskel and Gene Ebert, Mid-Life Crisis Management for Balding Men (Chicago: Beecham, 1995), 612.

⁷Biff Kowalski, Why Everyone Should Be Happy Working at McDonald's Forever (Vancouver: Mitchell, 1998), 322.

Example B: The auctioning off of livestock has hit a rough spot lately, with more people going into the “big city computer business” instead of the “traditional country farming life”.⁸ This translates into decreased livestock sales, and increased debt for the surviving farmers. Another reason often given is that new, more sophisticated technology is being introduced into the barns, so that older, less-technologically adept farmers are dealing with the problem of affording new machines and “figuring out how to make the darn things work”.⁹ On top of it all, unneeded livestock is quickly passing it’s prime, and is going to waste instead of becoming hamburgers and handbags.¹⁰

Discussion of Examples:

Your paper should never be primarily a “patchwork” of other people’s words and ideas. Most of your writing should be your own analysis of a topic.

The first example (A) on the previous page is in need of more sources. Since this information is not common knowledge, unless the student puts in more citations, they are in danger of facing accusations of plagiarism. As well, this example has it’s information patched together with no evidence that the student has done any work other than gluing together other people’s ideas. Rather than using sources as evidence to make his/her point, the student depends on the sources to say everything.

In the second example (B), the student has adequate sourcing that is correctly done. The student adds outside sources in order to provide evidence for a point that she/he is developing her/himself. One way to avoid falling into the trap of patching together what other authors say is to use the following rule of thumb:

- try to use other authors’ ideas no more than two or three times per paragraph. The rest of the paragraph should be your own explanation, analysis, or point.

⁸Jim Bob Cartwright et al., The Hillbilly’s Guide to the American Economy, Y’all! (Dallas: Harper, 1989), 698.

⁹Ben Johnson, Running Behind, trans. Ron McLean (Ottawa: Maple Leaf Press, 1988), 9.

¹⁰Angus Black, Get Off Your High Hog: Ways to Use Livestock and Still Make a Buck, 33 vols. (Austin: Barnes & Noble, 1999), 17:46.

Pay Attention “TO THE DETAILS” of Documenting Correctly

Pay special attention to punctuation, capitalization, under-lining and spacing. They all matter in documenting correctly. For every source you give at the bottom of your page (footnote) or end of essay (endnote), you must be sure to include the following:

Name of author(s), title and subtitle, name of editor or translator if there is one, name of series in which book appears if any, volume or number in that series (Place of publication: name of publisher, date of publication) and page numbers being referred to.

This handout only shows how to document seven of the more common sources used in papers. For other kinds, you need to consult a manual or website.

Single Author

For the first footnote of a book, give the author, the title (place of publication: publisher, date of publication), and page number(s).

In Spielberg’s *Jurassic Park*, sometimes Trevor found that he was cheering for the dinosaurs more than the humans ...¹¹

But for the second entry from the same book, you can simply put the Author’s last name, and the page number(s).

...and after seeing *Close Encounters of the Third Kind*, he spent weeks trying to form mountains out of mashed potatoes.¹²

Multiple Authors

For only two authors, always give both author's last names. However, if there are more than two authors, give all of the last names only for the bibliography/works cited. Instead, just give the first author's name et al (which means “and others” in latin), the title (place of publication: publisher, date of publication), and page number(s).

A sense of rhythm comes not from birth, but from listening to music whenever possible and frequently dancing along to the radio.¹³

¹¹D.S. Murdock, *Why Movies Drive You Howling Mad* (Los Angeles: Hutton, 1985), 17.

¹²Murdock, 18-19.

¹³Juan Pablo Cabrera et al., *Salsa Dancing for the Soul: Letting Your Two Left Feet Know That One's Always Right* (Bayonne, N.J: Hoffman, 2000), 26.

Edited and/or Translated Work

Give the editor's name, put "ed." or "eds." (if there's more than one editor), the title, "trans." (for translated works only). Put the author's name here if it's not, followed by the translator's name (place of publication: publisher, date of publication), page number(s). If the translator is the author, "trans." would come immediately after the author's name, just like "ed." does above.

Some people are so deathly afraid of dogs that even being in the same room as one could cause them to faint.¹⁴

Multi-Volume Work

You need to give the author, title, number of volumes (place of publication: publisher, date of publication), the specific number of the volume: and the page number(s) .

Why Carly chose to kill both her cousin and her cousin's evil twin is a mystery that continues to haunt viewers today, years after it was revealed she was the one who pulled the trigger.¹⁵

Article or Document in a Journal

Much like you would for a book, give the author, "title of the article," name of journal volume number, issue number (Date of publication month, year): page number(s)

In the mid 1980's, Fuzzy, Hammy and Spot were joined by Harold and Iggy as some of the most popular names for pets of all shapes and sizes.¹⁶

¹⁴G. Mahdi, ed., Eek! The 101 Most Common Phobias of All Time, trans. Al Falfa (Vancouver: Routledge, 2002), 9.

¹⁵Luke Spencer, Murder, Mayhem, and Marrying Your Brother: the Definitive Soap Opera Handbook, 15 vols (Port Charles, N.Y: Barnes & Noble, 1999), 8:33.

¹⁶Dick Giblin, "You Can't Call Him Dog Forever!," Canadian Journal of House Pets and Animal Husbandry 67,4 (August, 2003): 6667.

Original Source found in a Secondary Source

If you want to use an article, a quote or a statistic that another author also used from an original source that you do not have, you give the author, "title of article," in title of book, ed. editor's name (place of publication: publisher, date of publication), page number(s).

Dr. Abzug argues that the perfect accompaniment to a dessert wine is either Twinkies or Hostess cream-filled Cupcakes.¹⁷

For another article in the same book, list only the article's author's name, "the title," the editor's name, and the page number(s).

Calories don't count if they come during those times when it is socially unacceptable not to eat, such as birthdays and tupperware parties.¹⁸

Item on the Internet (Web)

Like the citation for a book, begin citing an internet item by giving the Author and Title (underlined). Follow that with the date of publication or most recent revision in parenthesis. Period. Then "Available" (for where you can find it), and [Online] (Online *must* be in square brackets). Follow online with a colon (:), and a <, then write out the *Complete website address*>, and put the access date [in square brackets].

The stunning, majestic beauty of Phuket beach in southern Thailand was overshadowed only by Kevin's inability to pronounce its name correctly.¹⁹

¹⁷Louis St. Louis, "Unorthodox Meals for Those Who Don't Count Calories," Grease is Good, ed. John John Walker (San Diego, CA: McGraw/Hill, 1979), 29.

¹⁸Richie Simmons, "Overweight only means you've been waiting too long" in Walker, 147.

¹⁹Drew Feinberg, Planetary Excursions - The Adventure Company for Real People/WWW Page (2 June 2003). Available [Online]: <<http://www.planetaryexcursions.com/mythai/kevinbeach.html>> [8 October 2003].

Example of Endnotes.

Notes

- 1a. Biff Kowalski, Why Everyone Should Be Happy Working at McDonald's Forever (Vancouver: Mitchell, 1998), 322.
- 1b. Jason Burton, How to Use as Many Large Words as Possible in a Small Space (Seattle: Barnes & Noble, 1984), 19.
2. Irving Washington, "Watch for Falling Salmon," The Canadian Oceanic and Geologic Report 48,9 (March, 2001): 24.
3. Faith Peseroff, Camp Counselling for City-Dwelling Tree-Haters/WWW Page (25 February 1999). Available [Online]: <<http://gocampingnow.com/smogalert/employment.html>> [29 February 2003].
4. Rodger Siskel and Gene Ebert, Mid-Life Crisis Management for Balding Men (Chicago: Beecham, 1995), 612.
15. Kowalski, 322.
16. Jim Bob Cartwright et al., The Hillbilly's Guide to the American Economy, Y'all (Dallas: Harper, 1989), 698.
17. Ben Johnson, Running Behind, trans, Ron McLean (Ottawa: Maple Leaf Press, 1988), 9.
18. Angus Black, Get off your High Hog: Ways to Use Livestock and Still Make a Buck, 33 vols. (Austin: Barnes & Noble, 1999), 17:46.
52. D.S. Murdock, Why Movies Drive You Howling Mad (Los Angeles: Hutton, 1985), 17.
53. Murdock, 18-19.
54. Juan Pablo Cabrerra et al., Salsa Dancing for the Soul: Letting Your Two Left Feet Know That One's Always Right (Bayonne, N.J: Hoffman, 2000), 26.
55. G. Mahdi, ed., Eek! The 101 Most Common Phobias of All Time, trans. Al Falfa (Vancouver: Routledge, 2002), 9.
56. Luke Spencer, Murder, Mayhem, and Marrying Your Brother: the Definitive Soap Opera Handbook, 15 vols (Port Charles, N.Y: Barnes & Noble, 1999), 8:33.
57. Dick Giblin, "You Can't Call Him Dog Forever!," Canadian Journal of House Pets and Animal Husbandry 67,4 (August, 2003): 6667.

58. Louis St. Louis, "Unorthodox Meals for Those Who Don't Count Calories," in Grease Is Good, ed. John John Walker (San Diego, CA: McGraw/Hill, 1979), 29.

59. Richie Simmons, "Overweight Only Means You've Been Waiting Too Long," in Walker, 147.

Creating the Reference List at the End of the Paper

In Chicago style, the reference list is called the bibliography. To create your list, centre the word "Bibliography" at the top of a separate piece of paper. No quotation marks or underlining is needed. Do not place the references at the bottom of your final page of text; it must appear on a separate page. Turn to the next page to see an example reference page.

Follow all sequencing of words, underlining, spacing, and punctuation precisely as the examples demonstrate. This means that you should not be lazy about indenting, spaces, commas, colons, quotation marks, periods, and underlining. The works are listed alphabetically, by the author's last name or, if the work is anonymous, by the first word in the title that is not "A," "An," or "The." Only the first line of each entry should be flush with the left margin. Between each element, a period and two spaces appears. If the entry is more than one line long, all subsequent lines are indented. Double space between entries in your list of references. The information should appear in the following order:

Author's name. "Title of part of book," Title of the book, Name of the translator. Name of editor.

Edition. Place of publication: Publisher, date of publication. Page number(s) of the entire article/chapter.

This handout does not provide you with a complete list of all of the different kinds of sources that you will need to know how to put in reference lists. It is important for you to learn how to use a complete Chicago-style manual to find how to format all of the different kinds of sources that you might be using in your papers.

BIBLIOGRAPHY

- Black, Angus. Get Off Your High Hog: Ways to Use Livestock and Still Make a Buck. 33 vols. Austin: Barnes & Noble, 1998. 17:46.
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- Simmons, Richie. "Overweight Only Means You've Been Waiting Too Long." In Grease is Good, ed. John John Walker. 147. San Diego, CA: McGraw/Hill, 1979.
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- Spencer, Luke. Murder, Mayhem, and Marrying Your Brother: theDefinitive Soap Opera Handbook. 15 vols. Port Charles, N.Y: Barnes & Noble, 1999. 8:33.
- St. Louis, Louis. "Unorthodox Meals for those who don't Count Calories". In Grease Is Good, ed. John John Walker, 29. San Diego, CA: McGraw/Hill, 1979.
- Washington, Irving. "Watch for Falling Salmon" The Canadian Oceanic and Geologic Report 48,9 (March, 2001): 24.