Chicago Style Reference Sheet (17th Edition)

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Chicago Citation Style
Within Chicago citation style, there are two different citation systems, each used by different disciplines.

- **Notes-Bibliography Style** is preferred for disciplines including literature, history, and the arts. This style uses footnotes or endnotes and a bibliography. Be sure to check out the section in this handout about when and how to shorten footnote citations.
- **Author-Date Style** is preferred for disciplines including the physical, natural, and social sciences. This style has in-text citations and references.

Chicago style is used to provide proper credit and attribution to original authors and their works. Academic work is seen as ownership, much like owning a car. If you were to borrow a car you would have to ask for permission or give credit to the car owner. Using Chicago style allows you to offer credit, avoiding pitfalls such as plagiarism and academic dishonesty. This reference sheet will provide an overview of the two different citation systems. For more complete information, be sure to examine *The Chicago Manual of Style*, 17th edition.

Common Source Citations

**Books**

**Books with One Author**

**Notes-Bibliography Style:**

Below is a description of the basic first note and bibliography formats for books in the notes-bibliography style. You will see variations on each format in this section. For more information on notes beyond the first, see the section Shortened Footnote Citations later in this handout.

**First Note:** Footnote number. First name Last name, *Title of Book* (Place of publication: Publisher, Year of publication), Cited page(s).


**Bibliography:** Last name, First name. *Title of Book*. Place of publication: Publisher, Year of publication.


**Author-Date Style:**

Below is a description of the basic in-text citation and reference list formats for books in the author-date style. You will see variations on each format in this section.

**In-Text Citation:** (Last name Year of publication, Page).

**Example:** (Harvey 2017, 389).

**Reference List:** Last name, First name. Year of Publication. *Title*. Place of Publication: Publisher.

Book with Two or Three Authors

**Notes-Bibliography Style:**


**Author-Date Style:**

In-Text Citation: (Smith, Wade, and Jones 2013, 16).


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Book with Four or More Authors

**Notes-Bibliography Style:**

In the note, list only the first author followed by et al. without a comma, but list all authors in the bibliography.


**Author-Date Style:**

List only the first author’s last name followed by et al. in the in-text citation and list all the authors in the reference list.

In-Text Citation Example: (Cambry et al. 2016, 326).


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No Author or Editor

For both the notes-bibliography and author-date styles, when there is no author you’ll want to check if an organization is responsible for the content. If there is an organization listed, use that information for the author. If you’re unable to find an organization and deem that there is no author, you’ll want to start with the title of the work. See the examples below for works with no author or editor.

**Notes-Bibliography Style:**


**Author-Date Style:**

In-Text Citation Example: (Encyclopedia of Transportation 2000, 56).


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**Anthology or Edited Collection**

**Notes-Bibliography Style:**


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**Author-Date Style:**

In-Text Citation Example: (Kail 2003, 77-78).


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**Electronic Sources**

**Article from a Scholarly Journal**

**Notes-Bibliography Style:**

Below is a description of the basic first note and bibliography formats for electronic sources in the notes-bibliography style. You will see variations on each format in this section. For more information on notes beyond the first, see the section Shortened Footnote Citations later in this handout.

First Note: Footnote number. First name Last name, “Title of Article,” Journal Volume, Number (Year): Cited page(s), DOI/URL.


Bibliography: Last name, First name and First name Last name. “Title of Article.” Journal Volume, Number (Date of publication) Pages. DOI/URL.


As you can see, there is no accessed date for the note or bibliography entry. However, if your instructor requires one, it will go before the DOI/URL.
Author-Date Style:

Below is a description of the basic in-text citation and reference list formats for books in the author-date style. You will see variations on each format in this section.

In-Text Citation: (Last name Year, Page).

Example: (Okal 2003, 27-29).

Reference List: Last name, First name. Year. “Title of Article.” Journal Volume Number: Page number(s). DOI/URL.


As you can see, there is no accessed date for the reference list entry. However, if your instructor requires one, it will go before the DOI/URL.

A Page from a Website

Notes-Bibliography Style:


Author-Date Style:

In-Text Citation: (Fore 2019).


Other Sources

Published Interviews

For both the notes-bibliography and author-date styles, published interviews should be treated the same as a magazine, journal, or book. Be sure to include a URL if it’s accessed online. If you access the interview in another form, you should include an indication of the medium.

Notes-Bibliography Style:


Author-Date Style:

In-Text Citation: (Green 2019).


Personal Interviews

Notes-Bibliography Style:

Personal interviews are fully contained within the text or in a corresponding note and are rarely included in the bibliography. Any identifying information about individuals, such as email addresses, are omitted and should only be included with consent of the interviewee. However, if applicable, you can include a brief description of the individual after their name.


Author-Date Style:

Personal interviews, including email or other direct electronic messages, are typically cited only in the text and are rarely included within the reference list.

In-Text Citation: (Bill Smith, email message to author, August 1, 2019)
(Rafael Sanchez, personal communication, July 17, 2018)

Shortened Footnote Citations (Notes-Bibliography Style)

Include all relevant source information the first time the source is cited in a footnote. To reduce publication size, all subsequent references can use a shortened version of the citation. The basic structure of shortened notes means you should include the following information:

- The author’s last name
- A shortened version of the title (if longer than four words)
- Any other directing information, such as page numbers.

Here’s an example of what this would look like in practice:


Shortened Note: 12. Harvey, Ear, Nose and Throat Diseases, 398.

Formatting

General Formatting of Citations

Footnotes and in-text citations are located in slightly different locations. Remember that footnotes are found at the bottom of the same page where the source is used in the footer and should be numbered consecutively. If you’re using the endnote style, you should include endnotes on a separate page after the body of the paper. In-text citations are located at the end of a sentence or paragraph depending on how the source is being used (direct quote, summary, or paraphrase).
Bibliography and Reference Formatting

- Begin your bibliography or reference list on a new page. Have the term Bibliography or References (depending on whether you’re using the notes-bibliography or author-date citation style) centered in the middle of the page. Do not italicize, underline, or bold.
- Leave two blank lines between Bibliography or References and your first entry.
- Entries in the bibliography should be single space, but contain a space between each entry.
- Use hanging indents. This means the first line of your citation will begin on the left margin, while all lines afterward will be indented. This is the opposite of a footnote or endnote.
- All your sources should be alphabetized by the first word in each entry.
- For both Bibliography and Reference citations capitalize all major words other than a, an, or the, unless these words appear at the beginning of the title or subtitle.

General Paper Formatting
Margins should be 1 inch on the top, bottom, and sides. The document should be double spaced, with the exception of block quotes, table titles, and figure captions. A quotation of five or more lines, or more than 100 words, should be a block quotation.

Your instructor may also require a title page. For your title page, you should center your title a third of the way down the page; use subtitles if necessary and be sure to end the first line of the main title with a colon and place subtitle on the next line; include name, class information, and date several lines later; and double-space each line of the title page. See Purdue OWL for an example of a title page.

Missing Information

- **No author:** Use the corporation’s name or publisher instead of the author. If there is no corporation or publisher, begin the citation with the title of the work.
- **No date/year:** Substitute the date for the abbreviation n.d. for no date.
- **No page numbers:** For works without pages, such as online resources, you can include a short phrase regarding divisions in the work (chapter, paragraph number, section heading, etc.) in the in-text citation. If you find that the work is short, locators may not be needed.
- **No publisher:** If there is no publisher on the title or copyright pages, use “self-published” or “printed by author.”
- **No place:** Use n.p. if the publication location is not known. If a location is possible but not a definite, put the location in brackets and include a question mark.

A Final Note about Chicago Style
While everything above is listed based on the guidelines of the 17th edition of the *Chicago Manual of Style*, should your instructor require a different format, be sure to follow the guidelines provided by your instructor.

Works Consulted: