



INTEGRATING AND DOCUMENTING SOURCES CHICAGO STYLE

When writing in disciplines such as **history, the arts and humanities**, you may be required to incorporate information from primary and secondary researched sources into your paper following the guidelines in *The Chicago Manual of Style (CMOS)*, also called *Chicago style*. The *Chicago style's notes and bibliography system* requires you to give enough publication information to enable readers to find the original sources you refer to in your paper.¹ The publication information is placed at the bottom of the page where you referred to the source (footnote) and in a complete list of sources at end of the paper (bibliography). By keeping the publication information separate from your text, readers can focus on your argument and analysis. You will also avoid accusations of plagiarism, which can have grave academic and professional consequences.²

QUOTING AND PARAPHRASING

Introducing Quotes and Paraphrases

When you use a quotation or paraphrase in your paper, you should introduce it with a **signal phrase**. A signal phrase usually names the source or author and **offers some context** for the information presented.

QUOTATION INTRODUCED WITH A SIGNAL PHRASE

Quotation marks must be used when the exact words or language of an author are used.

Examples:³

"The Confederates, however," **writes historian Albert Castel**, "all agreed that the Union troops retreated to the river with arms in their hands."[#]

As Jack Hurst has pointed out, until "an outcry erupted in the Northern press," even the Confederates did not deny that there had been a massacre at Fort Pillow.[#]

PARAPHRASE INTRODUCED WITH A SIGNAL PHRASE

In a paraphrase, you use your own words to convey the idea(s) of another author or source, thus no quotation marks are used.

Example:

According to Jack Hurst, official Confederate policy was that black soldiers were to be treated as runaway slaves; in addition, the Confederate Congress decreed that white Union officers commanding black troops be killed.[#]

¹ *Chicago Manual of Style*, 17th ed. (Chicago: University of Chicago Press, 2010), 743.

² Mendelsohn. "Citation Styles as Disciplinary Values."

³ All examples and signal phrase information from Diana Hacker and Nancy Sommers, *A Pocket Style Manual*, 8th ed. (Boston: Bedford/St.Martins, 2018), 242-246.

STATISTIC OR FACT WITHOUT A SIGNAL PHRASE

In Chicago style, a signal phrase is **optional** when citing a statistic or specific fact.

Example:

Of the 295 white troops garrisoned at Fort Pillow, 168 were taken prisoner. Black troops fared worse, with only 58 of 262 captured and most of the rest presumably killed or wounded.[#]

DROPPED QUOTATIONS

Always avoid dropping quotations or paraphrases into a paragraph without warning.

Example:

Unionists claimed that their troops had abandoned their arms and were in full retreat. "The Confederates, however, all agreed that the Union troops retreated to the river with arms in their hands."[#]

Creating Signal Phrases

Remember, repetition bores a reader, so make sure you vary your signal phrases. The following signal phrase models will help you avoid repetition:

- In the words of historian James M. McPherson, ". . ."
- As Dudley Taylor Cornish has argued, ". . ."
- In a letter to his wife, a Confederate soldier who witnessed the massacre wrote that ". . ."
- ". . .," claims Benjamin Quarles.
- Shelby Foote offers an intriguing interpretation: ". . ."

You may also use the following verbs to make your own signal phrases:

admits	contends	reasons
agrees	declares	refutes
argues	denies	rejects
believes	emphasizes	reports
compares	insists	responds
comments	notes	suggests
confirms	observes	points out

NOTE: *Chicago* style uses the **present tense or present perfect tense** to introduce quotations and paraphrases from nonfiction sources. Use the past tense only if you include a date that specifies the time of the original author's writing, such as "In 1986, Howard Zinn argued that. . ."

NOTES

Each time you use information from a source, you need to insert a superscript number at the end of the sentence containing that information, **like this**⁴. That number refers readers to the note with the corresponding number at the **bottom of the page (footnote)** or at the end of the paper (endnote). The footnote/endnote contains the publication information for the source of the original quote, passage or information you are borrowing. **Most professors at Cabrini seem to prefer footnotes, so this handout will refer only to footnotes.**

Basic Format

The format of a footnote is determined by the type of source. See page 6 of this handout for formats of commonly-used sources.

Example in-text for a book:

Hurst noted that Union surgeon Fitch's testimony that all women and children had been evacuated from Fort Pillow before the attack conflicts with Forrest's report: "We captured about 40 negro women and children."[#]

First and later notes

The **first time** you refer to a source, the footnote should include the **full publication** information: author's full name(s), source title, publisher's place and name, date of publication, page number(s) used, and the DOI/URL if applicable.

Example footnote for a book:

[#] Jack Hurst, *Nathan Bedford Forrest: A Biography* (New York: Knopf, 1993), 174.

The **next time(s)** you refer to that source, your footnote will be a **shortened citation** that only includes the author's last name, a short form of the source title, and the page number(s) used.

Example of a shortened footnote:

[#] Hurst, *Nathan Bedford Forrest*, 8.

If you refer to the **same source twice or more in a row**, you may use "Ibid." (meaning "in the same place") and the page number for the second note. Use "Ibid." alone if the page number is the same.

Example of consecutive footnotes:

¹⁴ Hurst, *Nathan Bedford Forrest*, 8.

¹⁵ Ibid., 174.

¹⁶ Ibid.

⁴ Hacker and Sommers, 243.

The *CMOS 17th Edition* discourages the use of *Ibid.*, but many professors still accept it. Instead of *Ibid.*, the new edition prefers the use of a shortened citation for every reference.

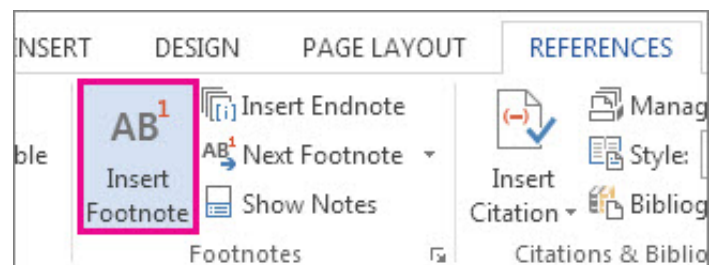
NOTE: Since 2017, *CMOS 17th Edition* has suggested that, **if you include a bibliography, you may shorten ALL notes, including the first reference to a source.** You should ask your professor if a shortened citation for the first reference to a source is acceptable.⁵

Inserting a Footnote

Microsoft Word has a function that will automatically sequence your footnote numbers as you add more notes.

In order to utilize this function:

1. Put the cursor at the **end of the sentence** where you quoted or paraphrased information from a source.
2. Click the **References** tab at the top of the page, then the **Insert Footnote** button. This will automatically insert a superscript number at the end of the sentence and at the bottom of the page.
3. At the bottom of the page, click next to the small number.
4. Add the publication information following the footnote format for that type of source.



⁵ *Chicago Manual of Style*, 757-759.”; Hacker and Sommers, 249.

BIBLIOGRAPHY

At the end of your paper, you need to create a separate bibliography page, **which is a complete list of the full publication information for all the sources** you used and cited in your footnotes.

Basic Format

List all the sources in alphabetical order by author's last name with a hanging indent like this:⁶

	Bishop 10	
	Bibliography	
<p>Entries are alpha- betized by authors' last names.</p>	<p>Castel, Albert. "The Fort Pillow Massacre: A Fresh Examination of the Evidence." <i>Civil War History</i> 4, no. 1 (1958): 37-50.</p>	<p>← Article from a journal</p>
<p>First line of entry is at left margin; additional lines are indented ½".</p>	<p>Cimprich, John, and Robert C. Mainfort Jr., eds. "Fort Pillow Revisited: New Evidence about an Old Controversy." <i>Civil War History</i> 28, no. 4 (1982): 293-306.</p>	
<p>Entries are single- spaced, with double-spacing between entries. (Some instructors may prefer double- spacing throughout.)</p>	<p>Cornish, Dudley Taylor. <i>The Sable Arm: Black Troops in the Union Army, 1861-1865</i>. Lawrence: University Press of Kansas, 1987.</p>	<p>← Book</p>
	<p>Foote, Shelby. <i>The Civil War, a Narrative: Red River to Appomattox</i>. New York: Vintage, 1986.</p>	
	<p>Forrest, Nathan Bedford. "Report of Maj. Gen. Nathan B. Forrest, C. S. Army, Commanding Cavalry, of the Capture of Fort Pillow." <i>Shotgun's Home of the American Civil War</i>. Accessed March 6, 2008. http://www.civilwarhome.com/forrest.htm.</p>	<p>← Document from a website</p>
	<p>Hurst, Jack. <i>Nathan Bedford Forrest: A Biography</i>. New York: Knopf, 1993.</p>	
	<p>McPherson, James M. <i>Battle Cry of Freedom: The Civil War Era</i>. New York: Oxford University Press, 1988.</p>	
	<p>Wills, Brian Steel. <i>A Battle from the Start: The Life of Nathan Bedford Forrest</i>. New York: HarperCollins, 1992.</p>	

⁶ Hacker and Sommers, 275.

FORMATTING FOOTNOTES AND BIBLIOGRAPHY ENTRIES

Sample Entries⁷

Books

Footnote

Author's First name + Last name, *Title of Book in Italics* (Place of publication: Publisher, Year of publication), Page number(s) you used.

Bibliography

Author's Last name, First name. *Title of Book in Italics*. Place of publication: Publisher, Year of publication. URL or database if you used an online or e-book.

IN PRINT OR ACCESSED ONLINE

Footnote Examples:

¹ Zadie Smith, *Swing Time* (New York: Penguin Press, 2016), 315-16.

² Philip B. Kurland and Ralph Lerner, eds., *The Founders' Constitution* (Chicago: University of Chicago Press, 1987), chap. 10, doc. 19, <http://press-pubs.uchicago.edu/founders/>.

Bibliography Examples:

Smith, Zadie. *Swing Time*. New York: Penguin Press, 2016.

Kurland, Philip B., and Ralph Lerner, eds. *The Founders' Constitution*. Chicago: University of Chicago Press, 1987. <http://press-pubs.uchicago.edu/founders/>.

WORK IN AN ANTHOLOGY, A COLLECTION OR AN EDITED BOOK

Include the word 'in' before the name of the book and 'ed.' before the name of the editor

Footnote Example:

¹ Henry David Thoreau, "Walking," in *The Making of the American Essay*, ed. John D'Agata (Minneapolis: Graywolf Press, 2016), 177–78.

Bibliography Example:

Thoreau, Henry David. "Walking." In *The Making of the American Essay*, edited by John D'Agata, 167–95. Minneapolis: Graywolf Press, 2016.

NO AUTHOR or AUTHOR IS AN ORGANIZATION

Replace the author's name with the name of the organization.

Footnote Example:

¹ Dormont Historical Society, *Images of America: Dormont* (Charleston, SC: Arcadia Publishing, 2008), 24.

Bibliography Example:

Dormont Historical Society. *Images of America: Dormont*. Charleston, SC: Arcadia Publishing, 2008.

⁷ Examples taken from "Notes and Bibliography: Sample Citations." The Chicago Manual of Style Online, University of Chicago, 2017. http://www.chicagomanualofstyle.org/tools_citationguide/citation-guide-1.html.

Articles in a Journal, Newspaper or Magazine

Footnote

Author's First name + Last name, "Title of Article in Quotation Marks," *Name of Journal/Newspaper/Magazine* Volume#, no. Issue# (Month day, year of publication): Page number you used, DOI/URL/Database.

Bibliography

Author's Last name, First name. "Title of Article in Quotation Marks." *Name of Journal/Newspaper/Magazine* Volume#, no. Issue# (Month day, year of publication): Page range of whole article. DOI/URL/Database.*

*NOTE ABOUT ONLINE LOCATION

If you found the article online, then provide only **one** of the following locations:

- **DOI:** The Digital Object Identifier number is a permanent link that starts with <https://doi.org/> usually found at the top or bottom of an article's title page.
- **URL:** The internet address that appears in the browser's web address bar.
- Name of the **database** where you found the article.

IN A SCHOLARLY JOURNAL

Footnote Example:

¹ Shao-Hsun Keng, Chun-Hung Lin, and Peter F. Orazem, "Expanding College Access in Taiwan, 1978–2014: Effects on Graduate Quality and Income Inequality," *Journal of Human Capital* 11, no. 1 (Spring 2017): 9–10, <https://doi.org/10.1086/690235>.

Bibliography Example:

Keng, Shao-Hsun, Chun-Hung Lin, and Peter F. Orazem. "Expanding College Access in Taiwan, 1978–2014: Effects on Graduate Quality and Income Inequality." *Journal of Human Capital* 11, no. 1 (Spring 2017): 1–34. <https://doi.org/10.1086/690235>.

FROM A DATABASE

Footnote Example:

¹ Rob Pegoraro, "Apple's iPhone Is Sleek, Smart and Simple," *Washington Post*, July 5, 2007, LexisNexis Academic.

Bibliography Example:

Pegoraro, Rob. "Apple's iPhone Is Sleek, Smart and Simple." *Washington Post*, July 5, 2007. LexisNexis Academic.

Websites

Footnote

Author's First name + Last name, "Title of Article/Document/Web Page," Publisher or Sponsor, Month day, Year of publication, URL.

Bibliography

Author's Last name, First name. "Title of Web Page." Publisher or Website Name. Month day, Year of publication*. URL.

*NOTE ABOUT DATES

If the actual date of publication is not available, then provide **one** of the following:

- Date the web page was **last modified** or revised, preceded by the words "last modified."
- Date you **accessed** the webpage, preceded by the words "accessed."

FROM A WEBPAGE

Footnote Example:

¹ George P. Landow, "Victorian and Victorianism," Victorian Web, last modified August 2, 2009, <http://victorianweb.org/vn/victor4.html>.

Bibliography Example:

Landow, George P. "Victorian and Victorianism." Victorian Web. Last modified August 2, 2009. <http://victorianweb.org/vn/victor4.html>.

NO AUTHOR or AUTHOR IS A ORGANIZATION

Begin the entry with the article's name in the footnote, but begin with the organization's name in the bibliography.

Footnote Example:

¹ "About Yale: Yale Facts," Yale University, accessed May 1, 2017, <https://www.yale.edu/about-yale/yale-facts>.

Bibliography Example:

Yale University. "About Yale: Yale Facts." Accessed May 1, 2017. <https://www.yale.edu/about-yale/yale-facts>.

PRIMARY SOURCE OR DOCUMENT

Footnote Example (shortened):

¹Abraham Lincoln, "Draft of the Emancipation Proclamation."

Bibliography Example:

Abraham Lincoln. "Draft of the Emancipation Proclamation." Abraham Lincoln Papers at the Library of Congress. Library of Congress Manuscript Division and Lincoln Studies Center, Knox College. Accessed February 4, 2017, <http://memory.loc.gov/ammem/alhtml/almss/dep001.html>.

FAQS: WHAT DO I DO WITH...

Missing Information

Some sources do not have all the elements of publication information. You only need to include the elements that you can find.

Works with More Than One Author

- In a footnote:
 - 2 or 3 authors → list all the author's last names separated by a comma.
 - 4 or more authors → list only the first author's last name followed by the words *et al.*
- In a bibliography:
 - 4 or more authors → list up to 10 full names.
 - 10 or more authors → list the 7 full names followed by *et al.* (meaning "and more").

Footnote Example:

¹ Rachel A. Bay et al., "Predicting Responses to Contemporary Environmental Change Using Evolutionary Response Architectures." *American Naturalist* 189, no. 5 (May 2017): 465, <https://doi.org/10.1086/691233>.

Shortened note Example:

² Bay et al., "Predicting Responses," 466.

Bibliography Example with 9 authors:

Bay, Rachael A., Noah Rose, Rowan Barrett, Louis Bernatchez, Cameron K. Ghalambor, Jesse R. Lasky, Rachel B. Brem, Stephen R. Palumbi, and Peter Ralph. "Predicting Responses to Contemporary Environmental Change Using Evolutionary Response Architectures," *American Naturalist* 189, no. 5 (May 2017): 463–73. <https://doi.org/10.1086/691233>.

Indirect or Secondary Sources⁸

Indirect sources are sources quoted within another source. If the original source cannot be found, the author of the original quote should be named first, then the words "quoted in," followed by the secondary source's information. Graduate students should locate and quote from the original source only.

Footnote Example:

¹ Louis Zukofsky, "Sincerity and Objectification," *Poetry* 37 (February 1931): 269, **quoted in** Bonnie Costello, *Marianne Moore: Imaginary Possessions* (Cambridge, MA: Harvard University Press, 1981), 78.

Bibliography Example:

Zukofsky, Louis. "Sincerity and Objectification," *Poetry* 37, February 1931, 269. **Quoted in** Bonnie Costello, *Marianne Moore: Imaginary Possessions* (Cambridge, MA: Harvard University Press, 1981), 78.

⁸ *Chicago Manual of Style*, 868.

HELPFUL WEB RESOURCES

- More Sample Citations
http://www.chicagomanualofstyle.org/tools_citationguide/citation-guide-1.html
- Cabrini Library Citation Guide: Chicago 17th Edition Citation
<http://cabrini.libguides.com/c.php?g=692132&p=5504007>
- Sample paper with footnotes
<https://owl.english.purdue.edu/owl/resource/717/11/>
- Powerpoint presentation by Purdue OWL
<https://owl.english.purdue.edu/owl/resource/717/12/>
- Sample paper with endnotes
http://bcs.bedfordstmartins.com/webpub/Ektron/ReWriting_basics%20e/rewritingbasics2e/resdoc5e/pdf/Hacker-Bish-CMS.pdf

Bibliography

The Chicago Manual of Style, 17th Edition. Chicago: University of Chicago Press, 2017.

Chicago Manual. "What's New in the CMOS 17 Citation Chapters." CMOS Shop Talk. Last modified May 18, 2017. <http://cmosshoptalk.com/2017/05/04/whats-new-in-the-cmos-17-citation-chapters/>

Clements, Jessica, Elizabeth Angeli, Karen Schiller, S. C. Gooch, Laurie Pinkert, Allen Brizee, Vanessa Iacocca, and Ryan Schurr. "General Format." The Purdue OWL. Last modified February 16, 2018. <https://owl.english.purdue.edu/owl/resource/717/02/>.

----- "The Chicago Manual of Style, 17th Edition." The Purdue OWL. Last modified January 31, 2018. <https://owl.english.purdue.edu/owl/resource/717/01/>

Hacker, Diane, and Nancy Sommers. *A Pocket Style Manual* (8th ed.). Boston, MA: Bedford/St. Martins, 2018.

Mendelsohn, Susan. "Citation Styles as Disciplinary Values." Google Drive, Accessed March 2018. <https://drive.google.com/file/d/0B8DWHWaRwE1sSDZsbjVkMDJYYTA/view>