

CHICAGO MANUAL OF STYLE CITING GRAPHICS STYLE

UNDERSTANDING CHICAGO MANUAL OF STYLE CITING GRAPHICS STYLE

CHICAGO MANUAL OF STYLE CITING GRAPHICS STYLE PROVIDES ESSENTIAL GUIDELINES FOR AUTHORS AND RESEARCHERS TO PROPERLY ATTRIBUTE AND PRESENT VISUAL ELEMENTS WITHIN THEIR WORK. WHETHER YOU ARE INCORPORATING PHOTOGRAPHS, ILLUSTRATIONS, CHARTS, OR TABLES, ADHERING TO THESE STANDARDS ENSURES CLARITY, ACADEMIC INTEGRITY, AND PROFESSIONAL PRESENTATION. THIS COMPREHENSIVE GUIDE WILL DELVE INTO THE INTRICACIES OF CHICAGO STYLE FOR CITING GRAPHICS, COVERING EVERYTHING FROM BASIC PRINCIPLES TO SPECIFIC EXAMPLES FOR VARIOUS TYPES OF VISUAL MATERIALS. WE WILL EXPLORE THE IMPORTANCE OF PROVIDING SUFFICIENT INFORMATION FOR YOUR READERS TO LOCATE THE SOURCE OF ANY GRAPHIC, THE DISTINCT APPROACHES FOR DIFFERENT MEDIA, AND THE NUANCES OF FORMATTING CAPTIONS AND BIBLIOGRAPHICAL ENTRIES. MASTERING THE CHICAGO MANUAL OF STYLE FOR CITING GRAPHICS IS CRUCIAL FOR AVOIDING PLAGIARISM AND ENHANCING THE CREDIBILITY OF YOUR RESEARCH AND PUBLICATIONS.

- INTRODUCTION TO CHICAGO STYLE FOR GRAPHICS
- KEY PRINCIPLES OF CITING VISUALS
- CITING VARIOUS TYPES OF GRAPHICS
- FORMATTING CAPTIONS AND NOTES
- BIBLIOGRAPHICAL ENTRIES FOR GRAPHICS
- BEST PRACTICES FOR GRAPHIC INTEGRATION

KEY PRINCIPLES OF CHICAGO MANUAL OF STYLE CITING GRAPHICS

THE CHICAGO MANUAL OF STYLE (CMOS) EMPHASIZES CLARITY, ACCURACY, AND THE ABILITY FOR READERS TO EASILY IDENTIFY THE SOURCE OF ANY VISUAL MATERIAL. WHEN CITING GRAPHICS, THE PRIMARY GOAL IS TO PROVIDE ENOUGH INFORMATION SO THAT ANYONE INTERESTED CAN FIND AND CONSULT THE ORIGINAL SOURCE. THIS INVOLVES UNDERSTANDING WHAT CONSTITUTES A "GRAPHIC" IN THIS CONTEXT, WHICH BROADLY INCLUDES ANY VISUAL ELEMENT THAT IS NOT SIMPLY DECORATIVE. THIS ENCOMPASSES PHOTOGRAPHS, ILLUSTRATIONS, MAPS, DIAGRAMS, CHARTS, GRAPHS, AND EVEN TABLES THAT PRESENT DATA VISUALLY. EACH OF THESE MAY REQUIRE SLIGHTLY DIFFERENT APPROACHES, BUT THE UNDERLYING PRINCIPLE OF CLEAR ATTRIBUTION REMAINS CONSTANT.

PROPER CITATION OF GRAPHICS PREVENTS PLAGIARISM AND ACKNOWLEDGES THE INTELLECTUAL PROPERTY OF THE CREATORS. IT DEMONSTRATES RESPECT FOR COPYRIGHT AND ETHICAL RESEARCH PRACTICES. FURTHERMORE, WELL-CITED GRAPHICS LEND AUTHORITY AND CREDIBILITY TO YOUR OWN WORK BY SHOWING THAT YOU HAVE BASED YOUR ARGUMENTS OR FINDINGS ON RELIABLE AND PROPERLY ATTRIBUTED SOURCES. THE CMOS OFFERS FLEXIBILITY, ALLOWING AUTHORS TO CHOOSE BETWEEN TWO PRIMARY CITATION SYSTEMS: NOTES AND BIBLIOGRAPHY, OR AUTHOR-DATE. WHILE BOTH ARE VALID, THE APPROACH TO CITING GRAPHICS WILL BE SIMILAR IN TERMS OF THE INFORMATION PROVIDED, WITH VARIATIONS IN HOW THAT INFORMATION IS PRESENTED WITHIN THE TEXT.

CITING VARIOUS TYPES OF GRAPHICS

THE CHICAGO MANUAL OF STYLE RECOGNIZES THAT DIFFERENT TYPES OF GRAPHICS WILL NECESSITATE TAILORED CITATION METHODS. UNDERSTANDING THESE DISTINCTIONS IS VITAL FOR ACCURATE REFERENCING. FOR INSTANCE, A PHOTOGRAPH FOUND IN A BOOK WILL REQUIRE DIFFERENT ATTRIBUTION DETAILS THAN A CUSTOM-MADE CHART GENERATED FROM DATA.

PHOTOGRAPHS AND ILLUSTRATIONS

WHEN CITING A PHOTOGRAPH OR ILLUSTRATION, WHETHER IT IS FROM A BOOK, MAGAZINE, OR ONLINE SOURCE, YOU NEED TO PROVIDE INFORMATION THAT ALLOWS THE READER TO IDENTIFY THE IMAGE AND ITS ORIGIN. THIS TYPICALLY INCLUDES THE PHOTOGRAPHER OR ARTIST, THE TITLE OF THE WORK (IF APPLICABLE), THE DATE OF CREATION OR PUBLICATION, AND THE SOURCE FROM WHICH IT WAS OBTAINED. IF THE IMAGE IS PART OF A LARGER PUBLICATION, YOU WILL ALSO NEED TO SPECIFY THE PAGE NUMBER OR FIGURE NUMBER WHERE IT APPEARS.

FOR ONLINE IMAGES, THE URL AND DATE OF ACCESS ARE CRUCIAL, AS ONLINE CONTENT CAN CHANGE OR DISAPPEAR. THE CMOS GENERALLY PREFERS CITING PHYSICAL PUBLICATIONS OVER ONLINE REPRODUCTIONS IF BOTH ARE AVAILABLE, BUT ONLINE SOURCES ARE COMMON AND ACCEPTABLE WHEN NECESSARY. IT IS IMPORTANT TO DISTINGUISH BETWEEN AN IMAGE CREATED BY THE AUTHOR AND ONE SOURCED FROM ELSEWHERE. IF AN AUTHOR CREATES THEIR OWN ILLUSTRATION OR TAKES THEIR OWN PHOTOGRAPH, THEY MAY STILL NEED TO CITE THE SOURCE OF ANY UNDERLYING DATA OR INSPIRATION, BUT THE IMAGE ITSELF DOES NOT REQUIRE EXTERNAL ATTRIBUTION IN THE SAME WAY.

CHARTS AND GRAPHS

CHARTS AND GRAPHS, OFTEN CREATED TO PRESENT STATISTICAL DATA OR RELATIONSHIPS, REQUIRE CLEAR ATTRIBUTION TO THE SOURCE OF THE DATA AND THE METHOD OF PRESENTATION. IF YOU ARE REPRODUCING A CHART OR GRAPH FROM ANOTHER PUBLICATION, YOU MUST CITE THAT PUBLICATION. THE CITATION SHOULD INCLUDE THE TITLE OF THE CHART OR GRAPH, THE SOURCE PUBLICATION DETAILS (AUTHOR, TITLE, PUBLISHER, DATE, PAGE/FIGURE NUMBER), AND POTENTIALLY INFORMATION ABOUT THE ORIGINAL DATA SOURCE IF IT IS ALSO CITED.

IF YOU ARE CREATING YOUR OWN CHART OR GRAPH BASED ON DATA FROM A SPECIFIC SOURCE, YOU SHOULD CLEARLY INDICATE THIS IN THE CAPTION. FOR EXAMPLE, A CAPTION MIGHT READ: "FIGURE 1. ANNUAL SALES TRENDS (1990-2020), BASED ON DATA FROM THE U.S. CENSUS BUREAU." IN SUCH CASES, THE DATA SOURCE ITSELF WOULD BE CITED IN THE BIBLIOGRAPHY OR NOTES, AND THE CAPTION CLARIFIES THE ORIGIN OF THE PRESENTED INFORMATION.

TABLES

SIMILAR TO CHARTS AND GRAPHS, TABLES PRESENT DATA IN AN ORGANIZED FORMAT. WHEN CITING A TABLE FROM ANOTHER SOURCE, THE ATTRIBUTION SHOULD BE DETAILED, INCLUDING THE TABLE'S NUMBER OR TITLE, THE SOURCE PUBLICATION, AND ANY RELEVANT PAGE OR FIGURE NUMBERS. THE GOAL IS TO ALLOW THE READER TO FIND THE EXACT TABLE BEING REFERENCED.

IF YOU ARE CONSTRUCTING YOUR OWN TABLE USING DATA FROM A SOURCE, YOUR CAPTION SHOULD CLEARLY STATE THE ORIGIN OF THE DATA. FOR EXAMPLE: "TABLE 2. POPULATION DEMOGRAPHICS BY REGION, 2022 (SOURCE: NATIONAL STATISTICAL OFFICE)." THIS ENSURES THAT THE READER UNDERSTANDS WHERE THE INFORMATION PRESENTED IN YOUR TABLE ORIGINATES, EVEN IF YOU HAVE ORGANIZED OR REFORMATTED IT YOURSELF.

FORMATTING CAPTIONS AND NOTES

IN CHICAGO STYLE, CAPTIONS FOR GRAPHICS ARE CRUCIAL FOR PROVIDING CONTEXT AND CITATION INFORMATION DIRECTLY WITH THE VISUAL ELEMENT. THESE CAPTIONS ARE TYPICALLY PLACED BENEATH THE GRAPHIC AND ARE NUMBERED CONSECUTIVELY THROUGHOUT THE TEXT (E.G., FIGURE 1, FIGURE 2, TABLE 1, TABLE 2).

A WELL-FORMATTED CAPTION USUALLY INCLUDES THE FOLLOWING COMPONENTS:

- A NUMBER (E.G., FIGURE 1)
- A DESCRIPTIVE TITLE OR BRIEF EXPLANATION OF THE GRAPHIC'S CONTENT
- THE SOURCE INFORMATION, WHICH CAN VARY IN DETAIL DEPENDING ON THE TYPE OF GRAPHIC AND WHETHER A FULL BIBLIOGRAPHY ENTRY IS PROVIDED ELSEWHERE.
- INFORMATION ABOUT COPYRIGHT OR PERMISSIONS, IF APPLICABLE.

FOR EXAMPLE, A CAPTION FOR A PHOTOGRAPH MIGHT LOOK LIKE THIS: "FIGURE 1. PORTRAIT OF JANE AUSTEN, CIRCA 1815. (FROM JANE AUSTEN: A LIFE BY CLAIRE TOMALIN, 1997, p. 123.)"

WHEN A FULL BIBLIOGRAPHY IS USED, THE CAPTION CAN BE MORE CONCISE, WITH THE COMPLETE SOURCE DETAILS FOUND IN THE BIBLIOGRAPHY. HOWEVER, EVEN IN A BIBLIOGRAPHY SYSTEM, IT IS GOOD PRACTICE TO PROVIDE AT LEAST THE AUTHOR AND TITLE OF THE SOURCE IN THE CAPTION FOR IMMEDIATE CLARITY. FOR ONLINE GRAPHICS, THE CAPTION MIGHT INCLUDE THE URL AND THE DATE ACCESSED. THE CMOS ENCOURAGES CONSISTENCY IN CAPTION FORMATTING THROUGHOUT A DOCUMENT.

BIBLIOGRAPHICAL ENTRIES FOR GRAPHICS

REGARDLESS OF WHETHER YOU ARE USING THE NOTES-BIBLIOGRAPHY OR AUTHOR-DATE SYSTEM, GRAPHICS CITED IN YOUR TEXT MUST ALSO BE ACCOUNTED FOR IN YOUR BIBLIOGRAPHY OR REFERENCE LIST. THE ENTRY FOR A GRAPHIC IN THE BIBLIOGRAPHY SHOULD PROVIDE ALL NECESSARY INFORMATION FOR THE READER TO LOCATE THE ORIGINAL SOURCE.

ENTRIES FOR PUBLISHED GRAPHICS

FOR GRAPHICS PUBLISHED WITHIN BOOKS, JOURNALS, OR OTHER TRADITIONAL MEDIA, THE BIBLIOGRAPHICAL ENTRY WILL CLOSELY MIRROR THE CITATION FOR THE PUBLICATION ITSELF, WITH SPECIFIC ATTENTION TO THE GRAPHIC'S LOCATION. FOR INSTANCE, IF YOU REPRODUCE A PHOTOGRAPH FROM A BOOK, THE ENTRY MIGHT INCLUDE THE PHOTOGRAPHER, THE TITLE OF THE PHOTOGRAPH (IF ANY), THE BOOK'S AUTHOR AND TITLE, PUBLICATION DETAILS, AND THE PAGE NUMBER WHERE THE PHOTOGRAPH APPEARS.

AN EXAMPLE FOR A PHOTOGRAPH IN A BOOK MIGHT BE: AUSTEN, JANE. PORTRAIT OF JANE AUSTEN, CIRCA 1815. IN JANE AUSTEN: A LIFE, BY CLAIRE TOMALIN, 123. NEW YORK: ALFRED A. KNOPF, 1997.

ENTRIES FOR ONLINE GRAPHICS

CITING ONLINE GRAPHICS REQUIRES INCLUDING A URL AND THE DATE OF ACCESS. THE ENTRY SHOULD LIST THE CREATOR OR SOURCE OF THE IMAGE, THE TITLE OF THE IMAGE (IF AVAILABLE), THE WEBSITE NAME, AND THE URL. THE DATE OF ACCESS IS CRUCIAL BECAUSE WEB CONTENT CAN BE UPDATED OR REMOVED.

AN EXAMPLE FOR AN ONLINE IMAGE: "THE STARRY NIGHT." PAINTING BY VINCENT VAN GOGH. MUSEUM OF MODERN ART. ACCESSED OCTOBER 26, 2023. [HTTPS://WWW.MOMA.ORG/COLLECTION/WORKS/79802](https://www.moma.org/collection/works/79802).

ENTRIES FOR CUSTOM-CREATED GRAPHICS

IF YOU CREATE YOUR OWN GRAPHIC BASED ON SOURCED DATA, YOUR BIBLIOGRAPHICAL ENTRY SHOULD CITE THE ORIGINAL DATA SOURCE. THE CAPTION WITHIN YOUR TEXT WILL INDICATE THAT THE GRAPHIC WAS CREATED BY YOU BASED ON THIS DATA. THE BIBLIOGRAPHY ENTRY WOULD THEN LOOK SIMILAR TO CITING ANY OTHER PUBLISHED WORK THAT PROVIDES THAT DATA.

BEST PRACTICES FOR GRAPHIC INTEGRATION

INTEGRATING GRAPHICS EFFECTIVELY INTO YOUR WORK GOES BEYOND JUST CITATION. IT INVOLVES STRATEGIC PLACEMENT, CLEAR LABELING, AND ENSURING THE GRAPHIC GENUINELY CONTRIBUTES TO YOUR TEXT. GRAPHICS SHOULD ALWAYS BE PLACED AS CLOSE AS POSSIBLE TO THEIR FIRST MENTION IN THE TEXT TO MAINTAIN LOGICAL FLOW AND READER COMPREHENSION. AVOID PLACING THEM ON PAGES FAR REMOVED FROM THEIR DISCUSSION.

ENSURE THAT ALL GRAPHICS ARE LEGIBLE AND OF SUFFICIENT RESOLUTION FOR THE INTENDED MEDIUM, WHETHER PRINT OR DIGITAL. BEFORE INCLUDING ANY GRAPHIC, ALWAYS CHECK COPYRIGHT AND REPRODUCTION PERMISSIONS. MANY IMAGES, EVEN

HISTORICAL ONES, MAY STILL BE PROTECTED BY COPYRIGHT OR REQUIRE ATTRIBUTION TO INSTITUTIONS OR ESTATES. FAILING TO SECURE NECESSARY PERMISSIONS CAN LEAD TO LEGAL ISSUES AND ETHICAL BREACHES.

THE TEXT SHOULD ACTIVELY REFER TO AND ANALYZE THE GRAPHICS. DO NOT SIMPLY INSERT A GRAPHIC AND EXPECT THE READER TO UNDERSTAND ITS SIGNIFICANCE. YOUR WRITING SHOULD GUIDE THE READER'S ATTENTION TO KEY ELEMENTS WITHIN THE GRAPHIC AND EXPLAIN HOW IT SUPPORTS YOUR ARGUMENTS OR ILLUSTRATES YOUR POINTS. THIS ACTIVE ENGAGEMENT WITH VISUAL ELEMENTS ENHANCES THE OVERALL IMPACT AND PERSUASIVENESS OF YOUR WORK.

FAQ SECTION

Q: WHAT IS THE PRIMARY PURPOSE OF CITING GRAPHICS IN THE CHICAGO MANUAL OF STYLE?

A: THE PRIMARY PURPOSE OF CITING GRAPHICS IN THE CHICAGO MANUAL OF STYLE IS TO GIVE CREDIT TO THE ORIGINAL CREATOR OR SOURCE OF THE VISUAL MATERIAL, PREVENT PLAGIARISM, AND ALLOW READERS TO LOCATE AND VERIFY THE INFORMATION PRESENTED IN THE GRAPHIC.

Q: DO I NEED TO CITE EVERY GRAPHIC I USE, EVEN IF IT'S A SIMPLE DIAGRAM I CREATED?

A: IF YOU CREATE A SIMPLE DIAGRAM YOURSELF WITHOUT USING ANY EXTERNAL SOURCES FOR DATA OR INSPIRATION, YOU TYPICALLY DO NOT NEED TO CITE IT. HOWEVER, IF THE DIAGRAM IS BASED ON DATA OR CONCEPTS FROM ANOTHER SOURCE, YOU MUST CITE THAT SOURCE.

Q: HOW DOES THE CHICAGO MANUAL OF STYLE DIFFERENTIATE BETWEEN CITING A PHOTOGRAPH AND A CHART?

A: WHILE BOTH REQUIRE PROPER ATTRIBUTION, THE SPECIFIC INFORMATION PROVIDED FOR A PHOTOGRAPH MIGHT FOCUS ON THE PHOTOGRAPHER, THE TITLE OF THE ARTWORK, AND THE COLLECTION IT BELONGS TO, WHEREAS A CHART CITATION WOULD EMPHASIZE THE SOURCE OF THE DATA AND THE PUBLICATION WHERE THE CHART APPEARS.

Q: WHAT IS THE ROLE OF THE CAPTION WHEN CITING GRAPHICS IN CHICAGO STYLE?

A: THE CAPTION SERVES AS THE IMMEDIATE IDENTIFIER FOR THE GRAPHIC, PROVIDING A NUMBER, A BRIEF DESCRIPTION, AND ESSENTIAL SOURCE INFORMATION. IT IS THE FIRST POINT OF REFERENCE FOR THE READER REGARDING THE VISUAL ELEMENT.

Q: CAN I USE A GRAPHIC FOUND ONLINE WITHOUT PERMISSION?

A: USING A GRAPHIC FOUND ONLINE WITHOUT PROPER PERMISSION AND CITATION CAN INFRINGE ON COPYRIGHT. YOU MUST ALWAYS CHECK THE TERMS OF USE AND COPYRIGHT STATUS OF ONLINE IMAGES AND OBTAIN NECESSARY PERMISSIONS BEFORE USE.

Q: WHAT INFORMATION SHOULD BE INCLUDED IN A BIBLIOGRAPHICAL ENTRY FOR A GRAPHIC?

A: A BIBLIOGRAPHICAL ENTRY SHOULD INCLUDE THE CREATOR'S NAME, THE TITLE OF THE GRAPHIC, THE SOURCE PUBLICATION DETAILS (AUTHOR, TITLE, PUBLISHER, DATE, PAGE/FIGURE NUMBER), AND FOR ONLINE GRAPHICS, THE URL AND ACCESS DATE.

Q: IF I ADAPT A GRAPHIC FROM ANOTHER SOURCE, HOW SHOULD I CITE IT?

A: IF YOU ADAPT A GRAPHIC, YOUR CAPTION AND/OR BIBLIOGRAPHY SHOULD CLEARLY INDICATE THAT IT IS AN ADAPTATION. YOU STILL NEED TO CITE THE ORIGINAL SOURCE AND MAY NEED TO MENTION THE NATURE OF YOUR ADAPTATION, SUCH AS "ADAPTED FROM..." OR "BASED ON..."

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