

CHICAGO STYLE CITATION EXAMPLES FOR UNPUBLISHED WORKS

THE CHICAGO MANUAL OF STYLE (CMOS) PROVIDES COMPREHENSIVE GUIDELINES FOR CITING SOURCES, AND UNDERSTANDING HOW TO CORRECTLY CITE UNPUBLISHED WORKS IS CRUCIAL FOR ACADEMIC AND PROFESSIONAL WRITING. PROPERLY DOCUMENTING THESE MATERIALS ENSURES ACADEMIC INTEGRITY AND ALLOWS YOUR READERS TO LOCATE THE ORIGINAL SOURCES. THIS ARTICLE DELVES INTO THE INTRICACIES OF CRAFTING CHICAGO STYLE CITATIONS FOR VARIOUS UNPUBLISHED MATERIALS, FROM MANUSCRIPTS AND DISSERTATIONS TO PERSONAL CORRESPONDENCE AND ARCHIVAL DOCUMENTS. WE WILL EXPLORE THE NUANCES OF BOTH THE NOTES-BIBLIOGRAPHY SYSTEM AND THE AUTHOR-DATE SYSTEM, PROVIDING CLEAR EXAMPLES FOR EACH SCENARIO. MASTERING THESE CITATIONS WILL ENHANCE THE CREDIBILITY OF YOUR RESEARCH AND DEMONSTRATE A THOROUGH UNDERSTANDING OF SCHOLARLY CONVENTIONS WHEN REFERENCING MATERIALS THAT HAVEN'T BEEN FORMALLY PUBLISHED.

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UNPUBLISHED WORKS ENCOMPASS A BROAD RANGE OF MATERIALS THAT HAVE NOT UNDERGONE FORMAL PUBLICATION PROCESSES, SUCH AS PEER REVIEW OR COMMERCIAL DISTRIBUTION. THIS CATEGORY INCLUDES PERSONAL CORRESPONDENCE, DRAFTS OF ARTICLES OR BOOKS, LECTURE NOTES, DISSERTATIONS, THESES, ARCHIVAL DOCUMENTS, AND UNPUBLISHED MANUSCRIPTS. THE CHICAGO MANUAL OF STYLE RECOGNIZES THE IMPORTANCE OF ACCURATELY CITING THESE SOURCES TO PROVIDE COMPLETE ATTRIBUTION AND ALLOW READERS TO ACCESS THE ORIGINAL INFORMATION. THE SPECIFIC FORMAT FOR CITING UNPUBLISHED WORKS WILL DEPEND ON WHETHER YOU ARE USING THE NOTES-BIBLIOGRAPHY SYSTEM OR THE AUTHOR-DATE SYSTEM. BOTH SYSTEMS REQUIRE CONSISTENT AND DETAILED INFORMATION TO CLEARLY IDENTIFY THE SOURCE.

THE CORE PRINCIPLE BEHIND CITING UNPUBLISHED WORKS IN CHICAGO STYLE IS TO PROVIDE ENOUGH INFORMATION SO THAT A READER CAN LOCATE AND VERIFY THE MATERIAL. THIS OFTEN INVOLVES SPECIFYING THE AUTHOR, TITLE (IF AVAILABLE), DATE, AND LOCATION OF THE WORK, WHICH COULD BE A PERSONAL COLLECTION, AN ARCHIVE, OR A UNIVERSITY LIBRARY. UNLIKE PUBLISHED WORKS WHERE A PUBLISHER AND PUBLICATION DATE MIGHT SUFFICE, UNPUBLISHED MATERIALS OFTEN DEMAND MORE GRANULAR DETAIL ABOUT THEIR ORIGIN AND ACCESSIBILITY. THIS ATTENTION TO DETAIL IS WHAT DISTINGUISHES ROBUST SCHOLARLY PRACTICE.

NOTES-BIBLIOGRAPHY SYSTEM FOR UNPUBLISHED WORKS

THE NOTES-BIBLIOGRAPHY SYSTEM, COMMONLY USED IN THE HUMANITIES, RELIES ON FOOTNOTES OR ENDNOTES FOR CITATION, WITH A COMPREHENSIVE BIBLIOGRAPHY AT THE END OF THE WORK. WHEN CITING UNPUBLISHED MATERIALS IN THIS SYSTEM, THE GOAL IS TO PROVIDE PRECISE IDENTIFICATION WITHIN THE NOTE AND THEN A MORE CONSOLIDATED ENTRY IN THE BIBLIOGRAPHY.

THE LEVEL OF DETAIL CAN VARY SLIGHTLY DEPENDING ON THE NATURE OF THE UNPUBLISHED WORK.

CITING UNPUBLISHED MANUSCRIPTS

AN UNPUBLISHED MANUSCRIPT CAN REFER TO A DRAFT OF A BOOK, AN ARTICLE, OR ANY OTHER LENGTHY WRITTEN WORK THAT HAS NOT YET BEEN FORMALLY PUBLISHED. WHEN CITING SUCH A MANUSCRIPT, YOU SHOULD INCLUDE THE AUTHOR'S NAME, THE TITLE OF THE MANUSCRIPT, ITS DATE, AND ITS LOCATION (E.G., IN A PERSONAL COLLECTION OR ARCHIVE). FOR A NOTE, YOU WOULD TYPICALLY PROVIDE A FULLER DESCRIPTION THAN IN THE BIBLIOGRAPHY.

EXAMPLE NOTE:

1. JOHN SMITH, "THE HISTORY OF EARLY CHICAGO ARCHITECTURE" (UNPUBLISHED MANUSCRIPT, 2023), 45. JOHN SMITH PAPERS, BOX 3, FOLDER 2, UNIVERSITY ARCHIVES, CHICAGO, IL.

EXAMPLE BIBLIOGRAPHY:

SMITH, JOHN. "THE HISTORY OF EARLY CHICAGO ARCHITECTURE." UNPUBLISHED MANUSCRIPT, 2023. JOHN SMITH PAPERS, UNIVERSITY ARCHIVES, CHICAGO, IL.

CITING DISSERTATIONS AND THESES (UNPUBLISHED)

DISSERTATIONS AND THESES, EVEN IF ACCEPTED BY A UNIVERSITY, ARE OFTEN CONSIDERED UNPUBLISHED WORKS UNTIL THEY ARE OFFICIALLY PUBLISHED OR MADE WIDELY AVAILABLE. THE CITATION SHOULD INCLUDE THE AUTHOR, THE TITLE, THE TYPE OF DEGREE (E.G., PHD DISSERTATION, MASTER'S THESIS), THE UNIVERSITY, AND THE YEAR. IF IT HAS BEEN PUBLISHED AS PART OF A UNIVERSITY'S REPOSITORY, THAT INFORMATION SHOULD ALSO BE INCLUDED.

EXAMPLE NOTE:

2. EMILY CARTER, "URBAN REDEVELOPMENT IN POST-WAR CHICAGO" (PHD DISSERTATION, UNIVERSITY OF CHICAGO, 2022), 112. AVAILABLE AT PROQUEST DISSERTATIONS & THESES GLOBAL.

EXAMPLE BIBLIOGRAPHY:

CARTER, EMILY. "URBAN REDEVELOPMENT IN POST-WAR CHICAGO." PHD DISSERTATION, UNIVERSITY OF CHICAGO, 2022. AVAILABLE AT PROQUEST DISSERTATIONS & THESES GLOBAL.

CITING PERSONAL CORRESPONDENCE

PERSONAL CORRESPONDENCE, SUCH AS LETTERS OR EMAILS, IS USUALLY TREATED AS UNPUBLISHED MATERIAL. WHEN CITING IT, YOU SHOULD IDENTIFY THE SENDER, THE RECIPIENT, THE DATE OF THE CORRESPONDENCE, AND ITS LOCATION IF IT IS PART OF AN ARCHIVE OR COLLECTION. IF IT IS A PERSONAL LETTER YOU POSSESS, YOU WOULD STATE THAT. DIRECT QUOTES FROM PERSONAL CORRESPONDENCE SHOULD BE HANDLED WITH CARE REGARDING PRIVACY.

EXAMPLE NOTE:

3. JANE DOE TO RICHARD ROE, EMAIL, APRIL 15, 2023. PERSONAL COLLECTION OF JANE DOE.

EXAMPLE BIBLIOGRAPHY:

DOE, JANE. EMAIL TO RICHARD ROE, APRIL 15, 2023. PERSONAL COLLECTION OF JANE DOE.

CITING ARCHIVAL MATERIALS AND MANUSCRIPTS

ARCHIVAL MATERIALS, SUCH AS LETTERS, DIARIES, PHOTOGRAPHS, OR OFFICIAL RECORDS HOUSED IN ARCHIVES, REQUIRE DETAILED CITATIONS. YOU MUST SPECIFY THE COLLECTION NAME, THE BOX AND FOLDER NUMBER, THE REPOSITORY, AND THE LOCATION. FOR INDIVIDUAL ITEMS WITHIN A COLLECTION, FURTHER SPECIFICITY IS NECESSARY.

EXAMPLE NOTE:

4. "MINUTES OF THE CHICAGO CITY COUNCIL, 1890," Box 5, Folder 12, CHICAGO HISTORICAL SOCIETY ARCHIVES, CHICAGO, IL, 3.

EXAMPLE BIBLIOGRAPHY:

"MINUTES OF THE CHICAGO CITY COUNCIL, 1890." Box 5, Folder 12. CHICAGO HISTORICAL SOCIETY ARCHIVES, CHICAGO, IL.

CITING UNPUBLISHED LECTURES, SPEECHES, OR PRESENTATIONS

WHEN CITING A LECTURE, SPEECH, OR PRESENTATION THAT HAS NOT BEEN PUBLISHED, PROVIDE THE SPEAKER'S NAME, THE TITLE OF THE WORK, THE CONTEXT (E.G., LECTURE, CONFERENCE), THE DATE, AND THE LOCATION IF APPLICABLE. IF THE TEXT IS AVAILABLE IN SOME FORM, SUCH AS PERSONAL NOTES OR A RECORDING, INDICATE THAT.

EXAMPLE NOTE:

5. DR. ALAN GRANT, "THE FUTURE OF URBAN PLANNING" (LECTURE, UNIVERSITY OF ILLINOIS AT CHICAGO, OCTOBER 20, 2023). PERSONAL NOTES OF THE AUTHOR.

EXAMPLE BIBLIOGRAPHY:

GRANT, ALAN. "THE FUTURE OF URBAN PLANNING." LECTURE, UNIVERSITY OF ILLINOIS AT CHICAGO, OCTOBER 20, 2023. PERSONAL NOTES OF THE AUTHOR.

AUTHOR-DATE SYSTEM FOR UNPUBLISHED WORKS

THE AUTHOR-DATE SYSTEM, PRIMARILY USED IN THE SCIENCES AND SOCIAL SCIENCES, REPLACES FOOTNOTES WITH IN-TEXT CITATIONS THAT INCLUDE THE AUTHOR'S LAST NAME AND THE YEAR OF PUBLICATION (OR CREATION FOR UNPUBLISHED WORKS). A REFERENCE LIST AT THE END OF THE WORK PROVIDES FULL DETAILS FOR EACH SOURCE.

CITING UNPUBLISHED MANUSCRIPTS (AUTHOR-DATE)

FOR UNPUBLISHED MANUSCRIPTS IN THE AUTHOR-DATE SYSTEM, THE IN-TEXT CITATION WILL TYPICALLY INCLUDE THE AUTHOR AND YEAR. THE REFERENCE LIST ENTRY WILL BE SIMILAR TO THE BIBLIOGRAPHY ENTRY IN THE NOTES-BIBLIOGRAPHY SYSTEM BUT MAY BE SLIGHTLY MORE CONDENSED.

EXAMPLE IN-TEXT CITATION:

(SMITH 2023, 45)

EXAMPLE REFERENCE LIST ENTRY:

SMITH, JOHN. 2023. "THE HISTORY OF EARLY CHICAGO ARCHITECTURE." UNPUBLISHED MANUSCRIPT. JOHN SMITH PAPERS,

CITING DISSERTATIONS AND THESES (UNPUBLISHED, AUTHOR-DATE)

SIMILAR TO MANUSCRIPTS, DISSERTATIONS AND THESES ARE CITED WITH THE AUTHOR AND YEAR IN THE TEXT, AND A FULL ENTRY IN THE REFERENCE LIST.

EXAMPLE IN-TEXT CITATION:

(CARTER 2022)

EXAMPLE REFERENCE LIST ENTRY:

CARTER, EMILY. 2022. "URBAN REDEVELOPMENT IN POST-WAR CHICAGO." PHD DISSERTATION, UNIVERSITY OF CHICAGO. AVAILABLE AT PROQUEST DISSERTATIONS & THESES GLOBAL.

CITING PERSONAL CORRESPONDENCE (AUTHOR-DATE)

PERSONAL CORRESPONDENCE CAN BE CHALLENGING TO CITE IN THE AUTHOR-DATE SYSTEM BECAUSE IT LACKS A PUBLICATION DATE. IF YOU MUST CITE IT, IT'S OFTEN BEST TO REFER TO IT GENERALLY IN THE TEXT AND AVOID A FORMAL REFERENCE LIST ENTRY UNLESS ABSOLUTELY NECESSARY AND EXPLICITLY PERMITTED BY YOUR INSTRUCTOR OR EDITOR. IF A REFERENCE IS REQUIRED, IT WOULD BE HANDLED DIFFERENTLY.

EXAMPLE IN-TEXT CITATION (IF NECESSARY AND PERMITTED):

(DOE, EMAIL TO ROE, APRIL 15, 2023)

EXAMPLE REFERENCE LIST ENTRY (RARELY USED FOR PERSONAL CORRESPONDENCE):

DOE, JANE. 2023. EMAIL TO RICHARD ROE, APRIL 15. PERSONAL COLLECTION OF JANE DOE.

CITING ARCHIVAL MATERIALS AND MANUSCRIPTS (AUTHOR-DATE)

ARCHIVAL MATERIALS ARE OFTEN DIFFICULT TO ASSIGN A PRECISE "AUTHOR" AND "DATE" IN THE CONVENTIONAL SENSE FOR AUTHOR-DATE CITATIONS. THE REFERENCE LIST ENTRY WILL REFLECT THE DETAILS OF THE ARCHIVE AND COLLECTION.

EXAMPLE IN-TEXT CITATION (REFERENCING THE ITEM DIRECTLY):

(CHICAGO CITY COUNCIL 1890)

EXAMPLE REFERENCE LIST ENTRY:

CHICAGO CITY COUNCIL. 1890. "MINUTES OF THE CHICAGO CITY COUNCIL." BOX 5, FOLDER 12. CHICAGO HISTORICAL SOCIETY ARCHIVES, CHICAGO, IL.

CITING UNPUBLISHED LECTURES, SPEECHES, OR PRESENTATIONS (AUTHOR-DATE)

UNPUBLISHED LECTURES OR SPEECHES ARE CITED WITH THE SPEAKER AND YEAR. THE REFERENCE LIST PROVIDES THE CONTEXT AND LOCATION.

EXAMPLE IN-TEXT CITATION:

(GRANT 2023)

EXAMPLE REFERENCE LIST ENTRY:

GRANT, ALAN. 2023. "THE FUTURE OF URBAN PLANNING." LECTURE, UNIVERSITY OF ILLINOIS AT CHICAGO, OCTOBER 20. PERSONAL NOTES OF THE AUTHOR.

KEY ELEMENTS IN CHICAGO STYLE CITATIONS FOR UNPUBLISHED WORKS

REGARDLESS OF THE SPECIFIC SYSTEM USED, SEVERAL KEY ELEMENTS ARE CONSISTENTLY IMPORTANT WHEN CITING UNPUBLISHED WORKS IN CHICAGO STYLE. THESE INCLUDE THE AUTHOR'S NAME, THE TITLE OF THE WORK (OR A DESCRIPTIVE PHRASE IF NO TITLE EXISTS), THE DATE OF CREATION OR COMPOSITION, AND CRUCIALLY, THE LOCATION OR REPOSITORY WHERE THE WORK CAN BE FOUND. FOR ARCHIVAL MATERIALS, SPECIFIC IDENTIFIERS SUCH AS COLLECTION NAMES, BOX NUMBERS, AND FOLDER NUMBERS ARE INDISPENSABLE FOR PRECISE RETRIEVAL. UNDERSTANDING THESE COMPONENTS ALLOWS FOR CLEAR AND ACCURATE DOCUMENTATION, WHICH IS THE BEDROCK OF SCHOLARLY COMMUNICATION.

THE EXACT ORDER AND FORMATTING OF THESE ELEMENTS WILL VARY BETWEEN THE NOTES-BIBLIOGRAPHY AND AUTHOR-DATE SYSTEMS, BUT THEIR PRESENCE ENSURES THAT THE CITATION IS COMPLETE AND FUNCTIONAL. IT IS ALWAYS ADVISABLE TO CONSULT THE LATEST EDITION OF THE CHICAGO MANUAL OF STYLE FOR THE MOST UP-TO-DATE GUIDELINES, AS CONVENTIONS CAN EVOLVE.

FREQUENTLY ASKED QUESTIONS ABOUT CHICAGO STYLE CITATION EXAMPLES FOR UNPUBLISHED WORKS

Q: WHAT IS THE PRIMARY DIFFERENCE BETWEEN CITING PUBLISHED AND UNPUBLISHED WORKS IN CHICAGO STYLE?

A: THE PRIMARY DIFFERENCE LIES IN THE DETAIL PROVIDED REGARDING LOCATION AND ACCESSIBILITY. PUBLISHED WORKS TYPICALLY HAVE CLEAR PUBLISHER AND PUBLICATION DATE INFORMATION, WHEREAS UNPUBLISHED WORKS REQUIRE MORE SPECIFIC DETAILS ABOUT WHERE THEY ARE HOUSED (E.G., AN ARCHIVE, A PERSONAL COLLECTION) AND ANY IDENTIFYING NUMBERS LIKE BOX OR FOLDER NUMBERS.

Q: DO I NEED TO CITE PERSONAL EMAILS IN CHICAGO STYLE IF I AM REFERENCING THEIR CONTENT?

A: YES, PERSONAL EMAILS SHOULD BE CITED IN CHICAGO STYLE IF YOU ARE QUOTING OR PARAPHRASING THEIR CONTENT. YOU WOULD TYPICALLY INCLUDE THE SENDER, RECIPIENT, DATE, AND INDICATE THAT IT IS PERSONAL CORRESPONDENCE.

Q: HOW SHOULD I CITE A MANUSCRIPT THAT IS STILL IN DRAFT FORM AND NOT YET SUBMITTED FOR PUBLICATION?

A: YOU SHOULD TREAT IT AS AN UNPUBLISHED MANUSCRIPT. INCLUDE THE AUTHOR'S NAME, THE TITLE OF THE MANUSCRIPT, THE DATE OF ITS CREATION, AND INDICATE THAT IT IS AN UNPUBLISHED MANUSCRIPT, ALONG WITH ITS CURRENT LOCATION IF APPLICABLE.

Q: IS THERE A SPECIFIC WAY TO CITE UNPUBLISHED DISSERTATIONS OR THESES IN CHICAGO STYLE?

A: YES, UNPUBLISHED DISSERTATIONS AND THESES ARE CITED WITH THE AUTHOR'S NAME, THE TITLE, THE DEGREE SOUGHT (E.G., PHD DISSERTATION, MASTER'S THESIS), THE UNIVERSITY GRANTING THE DEGREE, AND THE YEAR. IF IT'S ACCESSIBLE THROUGH A DATABASE LIKE PROQUEST, YOU SHOULD INCLUDE THAT INFORMATION.

Q: WHAT IF I AM CITING A VERY OLD, UNPUBLISHED LETTER FROM AN ARCHIVE?

A: YOU WILL NEED TO PROVIDE AS MUCH DETAIL AS POSSIBLE: THE AUTHOR OF THE LETTER, THE RECIPIENT, THE DATE OF THE LETTER, THE COLLECTION NAME, THE REPOSITORY, AND SPECIFIC IDENTIFIERS LIKE BOX AND FOLDER NUMBERS. IF THERE ISN'T A CLEAR AUTHOR OR DATE, USE DESCRIPTIVE PHRASES.

Q: HOW DOES THE CHICAGO AUTHOR-DATE SYSTEM HANDLE UNPUBLISHED WORKS DIFFERENTLY FROM THE NOTES-BIBLIOGRAPHY SYSTEM?

A: IN THE AUTHOR-DATE SYSTEM, IN-TEXT CITATIONS TYPICALLY INCLUDE THE AUTHOR AND YEAR. THE REFERENCE LIST ENTRY IS MORE CONDENSED. IN THE NOTES-BIBLIOGRAPHY SYSTEM, DETAILED NOTES ARE PROVIDED FOR EACH INSTANCE OF USE, AND A BIBLIOGRAPHY ENTRY OFFERS A SUMMARY OF THE SOURCE'S DETAILS.

Q: CAN I CITE UNPUBLISHED LECTURE NOTES IF THEY ARE MY OWN?

A: YES, IF YOU ARE REFERRING TO YOUR OWN UNPUBLISHED LECTURE NOTES, YOU SHOULD CITE THEM TO MAINTAIN CLARITY AND ACADEMIC RIGOR. TREAT THEM LIKE ANY OTHER UNPUBLISHED MANUSCRIPT, INDICATING THEIR ORIGIN (YOUR OWN NOTES) AND DATE.

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