

chicago style examples for citing unpublished works

Chicago Style Examples for Citing Unpublished Works

Chicago style examples for citing unpublished works are crucial for academic and professional writing when referencing materials that haven't been formally published. Navigating the complexities of these citations, whether for manuscripts, dissertations, personal correspondence, or oral interviews, requires a thorough understanding of the Chicago Manual of Style (CMOS). This comprehensive guide will delve into the nuances of citing various types of unpublished materials, providing clear, practical examples to ensure accuracy and avoid common pitfalls. We will cover the essential components of these citations, distinguishing between notes-bibliography and author-date systems, and address the specific challenges presented by items like handwritten notes, drafts, and digital unpublished content. Understanding these Chicago style examples will empower you to properly attribute your sources and maintain academic integrity.

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Understanding the Importance of Citing Unpublished Works

Properly citing unpublished works is fundamental to academic honesty and scholarly rigor. When you draw upon material that has not undergone the formal publication process, it is imperative to acknowledge its origin. This not only gives credit to the creators but also allows your readers to locate and verify the sources you have used. In academic writing, the failure to cite can lead to accusations of plagiarism, undermining the credibility of your work. Chicago style, with its detailed guidelines, provides a robust framework for handling these less conventional sources.

The act of citing unpublished materials demonstrates a deep engagement with your research. It shows that you have sought out primary sources and have made an effort to access the most current or foundational information available, even if it resides in an archive or a personal collection. This level of diligence is often recognized and valued in scholarly review processes. Furthermore, by providing specific details about unpublished works, you assist future researchers who may wish to build upon your findings. This is especially true for niche academic fields where original research might exist solely in manuscript form.

Key Components of Chicago Style Citations for Unpublished Material

Regardless of whether you are using the notes-bibliography or author-date system, certain core elements are necessary when citing unpublished works in Chicago style. These components help to uniquely identify the source and guide the reader to its location. The fundamental pieces of information typically include the author's name, the title of the work, its form (e.g., manuscript, letter, interview), the date of creation or recording, and its location or repository. The exact order and punctuation will vary slightly between the two systems, but the underlying information remains consistent.

In both systems, precision is paramount. For manuscripts, you need to specify if it's a draft, a final version, or a copy. For correspondence, clearly stating whether it's a letter or email is important. The date should be as specific as possible, including the day, month, and year when the material was created. The repository is critical for unpublished works; this could be an archive, a library's special collections, or even a personal collection if accessible. Without this information, the citation is incomplete and functionally useless to a reader.

Citing Unpublished Manuscripts and Drafts

Unpublished manuscripts and drafts represent a common category of materials that writers may need to cite. These can range from early versions of an article to a complete, but as yet unprinted, book manuscript. The Chicago

Manual of Style emphasizes providing enough detail so that a reader can identify the specific version of the manuscript you consulted. This often involves noting whether it is a draft, a typescript, or a photocopy.

For example, a note might include the author's name, the title of the manuscript (often in quotation marks if it's an article-length piece or italicized if it's a book-length work), the description of its form (e.g., "typescript," "typescript, corrected," "typescript, carbon copy"), the date of creation, and the location of the manuscript. If the manuscript is part of a larger collection, you would also specify that collection. This level of detail is vital for tracing the evolution of a text or for confirming specific content.

Citing Dissertations and Theses

Dissertations and theses, while often available through university repositories or databases, are generally considered unpublished works until they are formally published as a book or journal article. When citing them, it's important to indicate their nature as academic works and their origin. Chicago style provides clear guidance on how to format these citations to ensure clarity and verifiability.

Key information for citing a dissertation or thesis includes the author's name, the full title of the dissertation or thesis (italicized), the degree pursued (e.g., PhD dissertation, MA thesis), the university granting the degree, and the date of completion. If the dissertation is available online through a database like ProQuest Dissertations & Theses Global, you would also include information about its availability. However, if you are citing a physical copy housed in a university library's special collection, you would note the repository instead of the online database.

Citing Personal Correspondence

Personal correspondence, such as letters or emails, requires careful handling due to privacy concerns and the often informal nature of the communication. Chicago style dictates that personal correspondence be cited in notes but generally not included in a bibliography unless the author has given permission for it to be published or made accessible. The citation needs to clearly identify the sender and recipient, the date, and the nature of the communication.

When citing a letter, for instance, you would typically state the sender's name, mention that it is a letter to a specific recipient (or to the author of the work being cited), provide the date of the letter, and indicate that it is a personal communication. If the correspondence is archived, you would also note the repository. For emails, the same principles apply, though you might specify "email" rather than "letter." Always ensure you have permission if you are quoting extensively from personal correspondence, especially if it is not your own.

Citing Oral Interviews and Lectures

Oral interviews and lectures, whether recorded or transcribed, fall under the umbrella of unpublished works. Citing these requires indicating the speaker, the title or subject of the interview/lecture, the date it occurred, and where it took place or where a recording/transcript can be found. The format will differ slightly depending on whether you are citing a direct interview you conducted, a lecture you attended, or a recorded interview you accessed.

For an interview you conducted, you would typically include your name as the interviewer and the interviewee's name. For a lecture, you would note the lecturer's name and the course or event. If a transcript or recording exists, its location must be specified. It is also good practice to note whether the material has been transcribed or if you are referencing a recording. This ensures the reader understands the medium of the source.

Citing Unpublished Digital Content

The digital age has expanded the landscape of unpublished content to include drafts shared online, unpublished blog posts, or personal digital archives. Citing these requires adapting traditional citation principles to digital formats. The goal remains the same: to provide enough information for the reader to locate and access the material.

When citing unpublished digital content, you will need to include the author, title, date of creation or last modification, and the URL or file path if accessible. If the content is part of a specific online platform or repository, that information should also be included. Be mindful of the stability of digital content; if a URL is likely to change, it's even more crucial to provide descriptive information about the source and its original context. For password-protected or private digital content, you would note its restricted access.

Notes-Bibliography System Examples for Unpublished Works

The notes-bibliography system in Chicago style uses numbered notes in the text to provide citation details, with a corresponding bibliography at the end of the work. For unpublished materials, these notes are crucial for providing the specific details that might not fit into a general bibliography entry. Here are some examples of how different types of unpublished works would be cited in notes.

Manuscript:

- Footnote/Endnote: 1. Jane Doe, "The Evolution of American Poetry" (typescript, n.d.), Jane Doe Papers, Box 5, Folder 3, University Archives, Anytown University.

- Bibliography: Doe, Jane. "The Evolution of American Poetry." Typescript, n.d. Jane Doe Papers, Box 5, Folder 3. University Archives, Anytown University.

Personal Letter:

- Footnote/Endnote: 2. John Smith to Mary Jones, April 15, 1985, John Smith Collection, Box 12, Chicago Historical Society.
- Bibliography: Smith, John. Letter to Mary Jones, April 15, 1985. John Smith Collection, Box 12. Chicago Historical Society.

Dissertation:

- Footnote/Endnote: 3. Emily Carter, "The Impact of Industrialization on Urban Development" (PhD diss., State University, 2010), 45.
- Bibliography: Carter, Emily. "The Impact of Industrialization on Urban Development." PhD diss., State University, 2010.

Author-Date System Examples for Unpublished Works

The author-date system in Chicago style uses parenthetical citations in the text, referring to a reference list at the end of the work. This system is often preferred in the sciences and social sciences. For unpublished works, the parenthetical citation will include the author's last name, the year of creation, and potentially a page number, followed by a full entry in the reference list.

Manuscript:

- In-text citation: (Doe n.d.)
- Reference list entry: Doe, Jane. n.d. "The Evolution of American Poetry." Typescript. Jane Doe Papers, Box 5, Folder 3. University Archives, Anytown University.

Personal Letter:

- In-text citation: (Smith to Jones, 1985)
- Reference list entry: Smith, John. 1985. Letter to Mary Jones. John Smith Collection, Box 12. Chicago Historical Society.

Dissertation:

- In-text citation: (Carter 2010, 45)
- Reference list entry: Carter, Emily. 2010. "The Impact of Industrialization on Urban Development." PhD diss., State University.

Note: In the author-date system, if a specific date is unavailable for unpublished materials, you can use "n.d." for no date. However, providing the closest approximation possible is always best.

Common Challenges and Solutions in Citing Unpublished Works

One of the most frequent challenges in citing unpublished works is the lack of standardized formatting or the difficulty in pinpointing exact details like creation dates. For instance, archival materials may be undated, or correspondence might be filed without clear sender or recipient information. In such cases, the best approach is to be as descriptive as possible and note any uncertainties. Use terms like "circa" (c. or ca.) for approximate dates.

Another challenge arises with material that exists in multiple formats or versions. When citing a manuscript that has both a handwritten draft and a typed version, it is crucial to specify which you used. If you accessed a document through a digital archive that also has a physical counterpart, decide which format is most relevant to your research and cite accordingly, providing details for that specific format. Always prioritize clarity and verifiability for your readers, even if it requires a slightly more elaborate citation.

Q: What is the difference between citing a published article and an unpublished manuscript in Chicago style?

A: The primary difference lies in the information provided and its emphasis. Published articles typically include publication details like journal name, volume, issue, and page numbers. Unpublished manuscripts, however, require details about their form (e.g., typescript, draft), the repository where they are held, and specific collection or box numbers, as they have not undergone formal publication.

Q: How do I cite an unpublished lecture I attended?

A: For an unpublished lecture, you would typically cite the speaker's name, the title of the lecture (if any), the name of the event or course, the date, and the location where you attended it. If a recording or transcript is available, you would include information about its accessibility.

Q: Can I cite personal emails in Chicago style?

A: Yes, you can cite personal emails, but they are generally treated as personal communication and are usually cited in notes only, not in a bibliography or reference list, unless you have explicit permission from the sender and recipient to do so. The citation would include the sender, recipient, and date.

Q: What if an unpublished document is undated?

A: If an unpublished document is undated, you should use the abbreviation "n.d." (no date) in place of the date in your citation. However, try to provide the closest approximation you can, perhaps by noting the period during which the document was likely created if that information is available from contextual clues or archival descriptions.

Q: How should I cite a draft of a book manuscript?

A: When citing a draft of a book manuscript, you would include the author's name, the title of the manuscript (italicized if it's a book-length work), specify that it is a "draft manuscript" or "typescript," the date of the draft, and the repository where it is located.

Q: Is it necessary to include the author's full name for unpublished works?

A: Yes, it is standard practice in Chicago style to include the author's full name (first and last) for both published and unpublished works, both in the notes and in the bibliography or reference list, to ensure clarity and accurate identification of the source.

Q: How do I handle citing an unpublished work that is part of a larger collection?

A: When citing an unpublished work that is part of a larger collection (e.g., personal papers, archival documents), you must provide details about the specific item and then the larger collection it belongs to, including the name of the repository. This helps readers locate the material within the archive.

Q: What is the difference in citation for the notes-bibliography system versus the author-date system for unpublished works?

A: In the notes-bibliography system, detailed information about the unpublished work appears in numbered footnotes or endnotes, with a more summarized entry in the bibliography. In the author-date system, a parenthetical in-text citation (author, year) is used, and a full entry appears in the reference list at the end. The specific details within these entries are structured differently to align with each system's conventions.

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