

chicago style examples

Understanding Chicago Style Examples in Academic and Professional Writing

chicago style examples are fundamental for writers across numerous academic disciplines and professional fields, ensuring clarity, consistency, and credibility in their work. This comprehensive guide delves into the nuances of Chicago style, providing practical examples and detailed explanations to help you master its intricacies. From citation formats to manuscript preparation, we will explore various aspects of Chicago style, including footnotes, endnotes, and bibliographies, and illustrate how to apply them effectively. Understanding these examples is crucial for avoiding plagiarism and for presenting research and arguments in a polished, scholarly manner. We will cover common source types and demonstrate their correct representation within the Chicago Manual of Style.

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Understanding Chicago Style Basics

The Chicago Manual of Style (CMOS) is a widely adopted style guide that governs various aspects of writing, editing, and publishing. It offers two primary citation systems: the notes-bibliography system and the author-date system. The notes-bibliography system, often favored in the humanities, uses numbered footnotes or endnotes to cite sources, followed by a comprehensive bibliography. The author-date system, more common in the sciences and social sciences, employs parenthetical in-text citations that correspond to an entry in a reference list. Both systems aim to provide readers with the necessary information to locate the original sources while maintaining the integrity of the writer's work.

The core principle behind any citation style, including Chicago, is to give credit where credit is due and to allow readers to verify the information presented. This involves meticulously recording publication details and presenting them in a standardized format. Mastering these basics ensures that your writing adheres to scholarly conventions, enhancing its credibility and readability.

Footnotes and Endnotes in Chicago Style

The notes-bibliography system of Chicago style is characterized by the use of footnotes or endnotes. Footnotes appear at the bottom of the page where the citation is referenced, while endnotes are compiled at the end of the document. Each note typically includes the author's name, the title of the work, publication information, and the specific page number(s) being cited. The first citation of a source in a note is usually more detailed, while subsequent citations can be shortened to the author's last name and page number.

This system allows for a cleaner textual flow, as the detailed citation information is separated from the main body of the text. It also facilitates the inclusion of supplementary information or tangential comments within the notes themselves, without disrupting the reader's engagement with the primary argument. The consistent application of these notes is crucial for clarity and accuracy.

First Note Citation Example (Book)

For a first note citation of a book, the format is generally as follows:

- Author First Name Last Name, *Book Title* (Place of Publication: Publisher, Year), Page Number.

Subsequent Note Citation Example (Book)

For subsequent citations of the same book:

- Author Last Name, *Book Title*, Page Number.
- Or, if the author has multiple works cited: Author Last Name, Shortened Book Title, Page Number.

Endnote vs. Footnote Formatting

The content of endnotes and footnotes is identical. The only difference lies in their placement within the document. Regardless of whether you use footnotes or endnotes, the formatting of the citation information within the note itself remains consistent according to Chicago style rules.

Bibliography and Works Cited in Chicago Style

The bibliography is an essential component of the notes-bibliography system in Chicago style. It appears at the end of the document and lists all the sources that were cited in the text, as well as any additional sources consulted. The bibliography is arranged alphabetically by the author's last name. Each entry provides full publication details, allowing readers to easily locate the original works. The formatting in the bibliography is slightly different from the notes, typically using a hanging indent for each entry.

While similar in purpose to a reference list in the author-date system, the bibliography is more comprehensive in scope and serves as a complete record of the research undertaken. It is a critical element for academic integrity and scholarly research.

Bibliography Entry Example (Book)

A typical bibliography entry for a book looks like this:

- Author Last Name, First Name. *Book Title*. Place of Publication: Publisher, Year.

Bibliography Entry Example (Journal Article)

For a journal article:

- Author Last Name, First Name. "Article Title." *Journal Title* Volume, no. Issue (Year): Page Numbers.

Chicago Style Examples: Books

Citing books is a frequent task in academic writing, and Chicago style provides clear guidelines for various book formats. Whether it's a single-author work, an edited volume, or a book with multiple authors, consistency in formatting is key. The details captured typically include author, title, publisher, and publication year. For notes, specific page numbers are crucial for pinpointing the cited information.

Understanding the subtle differences between citing a chapter in an edited book versus the entire book itself is vital. The emphasis is always on providing enough information for the reader to find the exact source material being referenced.

Single-Author Book Example (Note)

For a note citation of a book by a single author:

- 1. John Smith, *The History of Ideas* (Chicago: University of Chicago Press, 2020), 45.

Single-Author Book Example (Bibliography)

In the bibliography, the same book would be listed as:

- Smith, John. *The History of Ideas*. Chicago: University of Chicago Press, 2020.

Edited Book Example (Note)

When citing a book edited by someone else, and you are referencing the entire book:

- 2. Jane Doe, ed., *Contemporary Literary Theory* (New York: Oxford University Press, 2018).

Edited Book Example (Bibliography)

The bibliography entry for an edited book:

- Doe, Jane, ed. *Contemporary Literary Theory*. New York: Oxford University Press, 2018.

Chapter in an Edited Book Example (Note)

To cite a specific chapter within an edited collection:

- 3. Robert Johnson, "The Renaissance in Art," in *A Survey of Art History*, ed. Mary Brown (London: Penguin Books, 2019), 112.

Chapter in an Edited Book Example (Bibliography)

The corresponding bibliography entry:

- Johnson, Robert. "The Renaissance in Art." In *A Survey of Art History*, edited by Mary Brown, 105–130. London: Penguin Books, 2019.

Chicago Style Examples: Journal Articles

Journal articles are a staple in scholarly research. Chicago style's approach to citing them involves detailing the author, article title, journal title, volume and issue numbers, publication year, and page range. For notes, a specific page number is included. The bibliography entry provides a complete reference for the article, allowing readers to access it easily.

The precision in noting journal volume and issue numbers is crucial, as journals are often archived and accessed based on these identifiers. This attention to detail ensures that your readers can reliably find the exact article you consulted.

Journal Article Example (Note)

A note citation for a journal article:

- 4. Emily White, "The Impact of Social Media on Political Discourse," *Journal of Communication Studies* 25, no. 3 (2021): 215.

Journal Article Example (Bibliography)

The bibliography entry for the same article:

- White, Emily. "The Impact of Social Media on Political Discourse." *Journal of Communication Studies* 25, no. 3 (2021): 210–230.

Chicago Style Examples: Websites and Online Sources

In the digital age, citing websites and online sources is increasingly important. Chicago style requires specific information for online sources, which can vary depending on the type of content. Key elements typically include the author or organization, title of the page or article, website name, publication or last updated date, and a URL. For notes, the access date is also often included, especially if the content might change.

It is important to note that not all online content requires a full citation; only content that is integral to your argument and not readily available elsewhere needs to be cited. When citing, focus on providing enough information for your reader to locate the specific page or resource.

Website Example (Note)

Citing a general page on a website:

- 5. "About Us," National Organization for Research, last modified October 15, 2023, <https://www.nor.org/about>.

Website Example (Bibliography)

The bibliography entry for the same website page:

- National Organization for Research. "About Us." Last modified October 15, 2023. <https://www.nor.org/about>.

Online Article with DOI Example (Note)

For an article found online with a Digital Object Identifier (DOI):

- 6. David Green, "The Evolution of Artificial Intelligence," *AI Today*, September 1, 2022, <https://doi.org/10.1000/ait.2022.001>.

Online Article with DOI Example (Bibliography)

The bibliography entry:

- Green, David. "The Evolution of Artificial Intelligence." *AI Today*, September 1, 2022. <https://doi.org/10.1000/ait.2022.001>.

Chicago Style Examples: Other Common Sources

Beyond books and journal articles, writers may need to cite a variety of other sources, including newspapers, magazines, dissertations, and even unpublished materials. Each of these has specific formatting conventions within Chicago style to ensure clarity and accuracy. The goal remains consistent: to provide all necessary details for the reader to find the source.

Paying close attention to the details of each source type will prevent common citation errors and enhance the overall professionalism of your work. This section covers some frequently encountered, yet less common, citation types.

Newspaper Article Example (Note)

A note citation for a newspaper article:

- 7. Sarah Lee, "City Council Approves New Zoning Laws," *The Daily*

Chronicle, November 10, 2023.

Newspaper Article Example (Bibliography)

The bibliography entry for the newspaper article:

- Lee, Sarah. "City Council Approves New Zoning Laws." *The Daily Chronicle*, November 10, 2023.

Dissertation Example (Note)

Citing a dissertation:

- 8. Michael Brown, "Factors Influencing Student Retention" (PhD diss., University of Metropolis, 2019), 88.

Dissertation Example (Bibliography)

The bibliography entry:

- Brown, Michael. "Factors Influencing Student Retention." PhD diss., University of Metropolis, 2019.

Chicago Style for In-Text Citations

While the notes-bibliography system is common, Chicago style also offers an author-date system for in-text citations, particularly popular in the sciences and social sciences. This system uses parenthetical citations within the text, typically including the author's last name and the year of publication. If a specific page is being referenced, it is also included within the parentheses.

These parenthetical citations correspond to a detailed reference list at the end of the document, which provides the full bibliographic information for each cited source. This method offers a concise way to reference sources directly within the flow of the narrative.

Author-Date In-Text Example

An example of an author-date in-text citation:

- (Smith 2020, 45)
- (Doe 2018)

Author-Date Reference List Entry Example (Book)

The corresponding reference list entry for (Smith 2020):

- Smith, John. 2020. *The History of Ideas*. Chicago: University of Chicago Press.

Manuscript Preparation and Formatting

Beyond citation styles, Chicago style also provides guidance on manuscript preparation and general formatting. This includes recommendations for margins, line spacing, font choices, and the structure of the manuscript. Adhering to these formatting guidelines ensures a professional presentation of your work, making it easier for editors, publishers, or instructors to read and evaluate.

Key aspects include consistent page numbering, clear headings, and appropriate spacing between paragraphs. Following these conventions demonstrates attention to detail and professionalism, which are highly valued in academic and professional writing environments.

General Formatting Recommendations

- Use one-inch margins on all sides of the page.
- Double-space the entire manuscript, including block quotations and bibliographies.
- Use a standard, readable font such as Times New Roman or Arial, typically 12-point.
- Number all pages consecutively, usually starting with the title page or the first page of text.

- Use clear and consistent headings and subheadings to organize your content.

Block Quotations

Longer quotations (typically four or more manuscript lines) should be formatted as block quotations. This means indenting the entire quotation from the left margin and omitting quotation marks. The parenthetical citation follows the quotation.

Block Quotation Example

The following is an example of a block quotation:

- The author further elaborates on this point:
- The intricate interplay of economic forces and social change is a fundamental aspect of historical analysis. Understanding these dynamics requires a deep dive into primary sources and a nuanced appreciation of context.
- (Smith 2020, 62)

FAQ

Q: What is the primary difference between the notes-bibliography and author-date systems in Chicago style?

A: The primary difference lies in how sources are cited within the text. The notes-bibliography system uses numbered footnotes or endnotes, while the author-date system uses parenthetical in-text citations (Author Year, Page). Both systems are accompanied by a comprehensive bibliography or reference list at the end of the document.

Q: When should I use footnotes versus endnotes in Chicago style?

A: The choice between footnotes and endnotes is largely a matter of personal preference or publisher requirements. Footnotes appear at the bottom of the page where the reference is made, offering immediate context. Endnotes are compiled at the end of the document, which can make the main text appear cleaner but requires the reader to flip to the back for citation details. Both are acceptable under the notes-bibliography system.

Q: How do I cite a source that has no author in Chicago style?

A: If a source has no author, you begin the citation with the title of the work in the notes and in the bibliography. For website sources with no author, the organization responsible for the website is often used as the author.

Q: What information is essential for citing an online article with a DOI in Chicago style?

A: When citing an online article with a DOI (Digital Object Identifier), the essential information includes the author(s), article title, journal title, volume and issue numbers, publication date, and the DOI. The DOI is preferred over a URL because it provides a stable link to the article.

Q: How do I format a hanging indent for bibliography entries in Chicago style?

A: In a hanging indent, the first line of each bibliography entry is set flush with the left margin, and all subsequent lines of that entry are indented. This formatting makes it easier to scan the list for authors' names.

Q: Is it necessary to include the publisher's location for all book citations in Chicago style?

A: Yes, traditionally, the place of publication is included in Chicago style citations for books, both in notes and in the bibliography. However, if the publisher has multiple locations, the first listed location is usually sufficient.

Q: What is the purpose of the "Access Date" when citing online sources in Chicago style?

A: The "Access Date" is included for online sources, particularly those that may be subject to change or removal (like many web pages). It indicates the date the author last accessed the material, allowing readers to know the state of the content at a specific point in time, which is crucial for the reliability of the citation.

Q: Can I use Chicago style for a dissertation?

A: Yes, Chicago style is frequently used for dissertations, especially in the humanities. However, it's always best to check with your university or department for their specific formatting requirements, as they may have modifications or preferences.

Q: How do I handle multiple works by the same author in a Chicago style bibliography?

A: When listing multiple works by the same author in a Chicago style bibliography, arrange them alphabetically by title. For subsequent works by the same author, after the first entry, replace the author's name with three hyphens followed by a period (---.).

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