

CHICAGO STYLE FOR UNPUBLISHED MATERIALS

NAVIGATING CHICAGO STYLE FOR UNPUBLISHED MATERIALS

CHICAGO STYLE FOR UNPUBLISHED MATERIALS PRESENTS A UNIQUE SET OF CHALLENGES FOR SCHOLARS, RESEARCHERS, AND WRITERS. UNLIKE PUBLISHED WORKS WITH ESTABLISHED BIBLIOGRAPHICAL DATA, UNPUBLISHED ITEMS REQUIRE CAREFUL CONSIDERATION TO ENSURE CLARITY, ACCURACY, AND CONSISTENCY IN CITATION. THIS COMPREHENSIVE GUIDE DELVES INTO THE NUANCES OF CITING DIVERSE UNPUBLISHED SOURCES ACCORDING TO THE CHICAGO MANUAL OF STYLE (CMOS), PROVIDING DETAILED INSTRUCTIONS FOR VARIOUS FORMATS. WE WILL EXPLORE THE ESSENTIAL COMPONENTS OF A CHICAGO-STYLE CITATION FOR MANUSCRIPTS, DISSERTATIONS, THESES, PERSONAL CORRESPONDENCE, AND OTHER FORMS OF UNPUBLISHED WORK, EMPHASIZING THE IMPORTANCE OF PROVIDING SUFFICIENT INFORMATION FOR READERS TO LOCATE THE SOURCE. UNDERSTANDING THESE GUIDELINES IS CRUCIAL FOR ACADEMIC INTEGRITY AND FOR ALLOWING READERS TO TRACE YOUR RESEARCH EFFECTIVELY.

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UNDERSTANDING THE CORE PRINCIPLES OF CHICAGO STYLE FOR UNPUBLISHED SOURCES

THE FUNDAMENTAL AIM OF ANY CITATION SYSTEM IS TO ENABLE READERS TO LOCATE AND VERIFY THE SOURCES CONSULTED BY THE AUTHOR. THIS PRINCIPLE BECOMES EVEN MORE CRITICAL WHEN DEALING WITH UNPUBLISHED MATERIALS, WHICH ARE INHERENTLY LESS ACCESSIBLE THAN THEIR PUBLISHED COUNTERPARTS. CHICAGO STYLE, RENOWNED FOR ITS FLEXIBILITY AND COMPREHENSIVENESS, PROVIDES A FRAMEWORK FOR THIS BY EMPHASIZING THE INCLUSION OF DESCRIPTIVE INFORMATION THAT CLEARLY IDENTIFIES THE SOURCE. WHEN CITING UNPUBLISHED MATERIALS, THE GOAL IS TO OFFER AS MUCH DETAIL AS POSSIBLE ABOUT THE ITEM ITSELF, ITS AUTHOR, ITS DATE, AND ITS PHYSICAL OR DIGITAL LOCATION. THIS OFTEN INVOLVES A MORE NARRATIVE APPROACH TO DESCRIPTION COMPARED TO THE MORE STANDARDIZED ENTRIES FOR BOOKS OR JOURNAL ARTICLES.

THE GENERAL RULE OF THUMB FOR CHICAGO STYLE FOR UNPUBLISHED MATERIALS IS TO PROVIDE ENOUGH INFORMATION SO THAT A DILIGENT READER COULD REASONABLY FIND THE ITEM. THIS INCLUDES DETAILS SUCH AS THE AUTHOR OF THE MATERIAL, THE TITLE OR A DESCRIPTIVE PHRASE, THE DATE OF CREATION, AND THE REPOSITORY OR LOCATION WHERE IT CAN BE FOUND. WHILE THE CORE ELEMENTS OF AUTHOR, TITLE, AND DATE REMAIN PARAMOUNT, THE SPECIFIC FORMAT AND ADDITIONAL DETAILS WILL VARY DEPENDING ON THE NATURE OF THE UNPUBLISHED MATERIAL. ADHERING TO THESE PRINCIPLES ENSURES THAT YOUR CITATIONS ARE BOTH INFORMATIVE AND COMPLIANT WITH CHICAGO'S RIGOROUS STANDARDS.

CITING UNPUBLISHED MANUSCRIPTS

WHEN REFERENCING UNPUBLISHED MANUSCRIPTS, SUCH AS DRAFTS OF BOOKS, ARTICLES, OR SCHOLARLY PAPERS, THE CITATION NEEDS TO CLEARLY INDICATE THAT THE WORK IS NOT YET IN ITS FINAL, PUBLISHED FORM. THE KEY ELEMENTS TO INCLUDE ARE THE AUTHOR, THE TITLE OF THE MANUSCRIPT, THE DATE IT WAS CREATED OR REVISED, AND THE CURRENT LOCATION OF THE MANUSCRIPT. IF THE MANUSCRIPT IS PART OF A LARGER COLLECTION, THIS CONTEXT IS ALSO VITAL FOR ACCURATE CITATION. FOR INSTANCE, IF YOU ARE CITING A DRAFT OF A BOOK CHAPTER HELD IN AN AUTHOR'S PERSONAL PAPERS AT AN ARCHIVE, YOU WOULD NEED TO SPECIFY THAT.

THE SPECIFIC FORMAT FOR CITING UNPUBLISHED MANUSCRIPTS IN CHICAGO STYLE TYPICALLY INVOLVES THE AUTHOR'S NAME, FOLLOWED BY THE TITLE IN QUOTATION MARKS OR ITALICS DEPENDING ON THE NATURE OF THE WORK BEING CITED (E.G., A CHAPTER TITLE VERSUS A FULL MANUSCRIPT). THE DATE OF THE MANUSCRIPT'S CREATION OR REVISION IS THEN PROVIDED, FOLLOWED BY A DESCRIPTION OF ITS STATUS AND LOCATION. FOR EXAMPLE, A NOTE MIGHT READ: "JOHN SMITH, 'THE EVOLUTION OF CITATION PRACTICES' (UNPUBLISHED MANUSCRIPT, 2023), JOHN SMITH PAPERS, BOX 7, FOLDER 3, UNIVERSITY ARCHIVES." THIS FORMAT CLEARLY IDENTIFIES THE AUTHOR, THE SPECIFIC WORK, ITS UNPUBLISHED NATURE, ITS DATE, AND ITS REPOSITORY.

MANUSCRIPT DRAFTS AND WORKING PAPERS

CITING MANUSCRIPT DRAFTS OR WORKING PAPERS REQUIRES A CLEAR DESIGNATION OF THEIR PROVISIONAL STATUS. THESE ARE OFTEN FOUND IN AUTHORIAL ARCHIVES OR PERSONAL COLLECTIONS. THE EMPHASIS SHOULD BE ON CONVEYING THAT THESE ARE NOT FINISHED PRODUCTS BUT RATHER WORKS IN PROGRESS OR PRELIMINARY VERSIONS. THIS DISTINCTION IS CRUCIAL FOR ACADEMIC HONESTY AND FOR INFORMING THE READER ABOUT THE NATURE OF THE EVIDENCE BEING PRESENTED. THE CITATION SHOULD INCLUDE ENOUGH IDENTIFYING INFORMATION TO ALLOW FOR RETRIEVAL, EVEN IF THE DOCUMENT IS NOT FORMALLY CATALOGED LIKE A PUBLISHED BOOK.

PERSONAL PAPERS AND COLLECTIONS

WHEN CITING MATERIALS FROM PERSONAL PAPERS OR COLLECTIONS, IT IS ESSENTIAL TO IDENTIFY THE COLLECTION NAME, THE SPECIFIC ITEM WITHIN THE COLLECTION, AND THE REPOSITORY WHERE THE COLLECTION IS HOUSED. FOR UNPUBLISHED MANUSCRIPTS THAT ARE PART OF A LARGER COLLECTION, THE CITATION SHOULD REFLECT THIS HIERARCHICAL STRUCTURE. THIS OFTEN INVOLVES MENTIONING THE NAME OF THE INDIVIDUAL WHOSE PAPERS THEY ARE, THE NAME OF THE COLLECTION IF IT HAS A FORMAL DESIGNATION, AND THEN THE SPECIFIC FOLDER OR BOX NUMBER WHERE THE MANUSCRIPT CAN BE LOCATED.

CITING DISSERTATIONS AND THESES

DISSERTATIONS AND THESES, WHILE OFTEN PUBLICLY ACCESSIBLE THROUGH UNIVERSITY LIBRARIES OR ONLINE DATABASES, ARE TECHNICALLY UNPUBLISHED WORKS UNTIL THEY ARE FORMALLY PUBLISHED AS BOOKS OR ARTICLES. THEREFORE, CHICAGO STYLE FOR UNPUBLISHED MATERIALS APPLIES WHEN CITING THEM, WITH A FOCUS ON PROVIDING COMPLETE BIBLIOGRAPHIC INFORMATION. THIS INCLUDES THE AUTHOR, THE TITLE, THE DEGREE SOUGHT, THE UNIVERSITY THAT GRANTED THE DEGREE, AND THE YEAR OF COMPLETION. IF ACCESSED THROUGH A DATABASE LIKE PROQUEST, THAT INFORMATION SHOULD ALSO BE INCLUDED.

WHEN CITING A DISSERTATION OR THESIS THAT HAS BEEN FORMALLY PUBLISHED, YOU WOULD CITE IT AS A PUBLISHED BOOK. HOWEVER, FOR THOSE THAT REMAIN IN THEIR ORIGINAL DISSERTATION OR THESIS FORM, THE CITATION FORMAT WILL REFLECT THEIR UNPUBLISHED NATURE. A TYPICAL FOOTNOTE OR ENDNOTE ENTRY FOR AN UNPUBLISHED DISSERTATION WOULD INCLUDE THE AUTHOR'S NAME, THE FULL TITLE OF THE DISSERTATION IN QUOTATION MARKS, THE DEGREE SOUGHT (E.G., PhD DISS., MA THESIS), THE NAME OF THE UNIVERSITY, AND THE YEAR OF COMPLETION. FOR EXAMPLE: "JANE DOE, 'THE IMPACT OF INDUSTRIALIZATION ON URBAN LANDSCAPES' (PHD DISS., UNIVERSITY OF CHICAGO, 2022)."

ARCHIVAL ACCESS TO DISSERTATIONS

IN SOME CASES, DISSERTATIONS AND THESES MAY ONLY BE ACCESSIBLE THROUGH ARCHIVAL COLLECTIONS, PERHAPS AS PART OF AN AUTHOR'S PERSONAL PAPERS. IN SUCH INSTANCES, THE CITATION SHOULD FOLLOW THE GUIDELINES FOR CITING ARCHIVAL MATERIALS, DETAILING THE COLLECTION, MANUSCRIPT DESIGNATION, AND REPOSITORY. THE FACT THAT IT IS A DISSERTATION OR THESIS CAN BE INCLUDED AS DESCRIPTIVE INFORMATION WITHIN THE CITATION. THIS ENSURES THAT THE READER UNDERSTANDS THE ORIGIN OF THE DOCUMENT AND ITS ORIGINAL PURPOSE.

ONLINE DATABASES VS. ARCHIVAL COPIES

THE METHOD OF ACCESS FOR DISSERTATIONS AND THESES CAN INFLUENCE THE CITATION. IF A DISSERTATION IS READILY AVAILABLE THROUGH A MAJOR ONLINE DATABASE LIKE PROQUEST OR UMI DISSERTATION PUBLISHING, IT IS GENERALLY PREFERRED TO CITE IT IN A WAY THAT REFLECTS THIS ACCESSIBILITY. HOWEVER, IF THE ONLY ACCESS IS THROUGH A SPECIFIC UNIVERSITY ARCHIVE OR A PRIVATE COLLECTION, THEN THE CITATION MUST CLEARLY INDICATE THIS ARCHIVAL SOURCE. THE GOAL IS ALWAYS TO GUIDE THE READER TO THE MOST STRAIGHTFORWARD AND RELIABLE PATH FOR RETRIEVAL.

CITING PERSONAL CORRESPONDENCE AND INTERVIEWS

PERSONAL CORRESPONDENCE, SUCH AS LETTERS AND EMAILS, AND UNPUBLISHED INTERVIEWS ARE CONSIDERED PRIMARY SOURCES AND REQUIRE CAREFUL CITATION IN CHICAGO STYLE. FOR THESE TYPES OF UNPUBLISHED MATERIALS, THE KEY IS TO PROVIDE ENOUGH INFORMATION FOR THE READER TO UNDERSTAND WHO COMMUNICATED WITH WHOM, WHEN, AND THE SUBJECT MATTER, IF RELEVANT. THE PRIVACY OF INDIVIDUALS INVOLVED IS ALSO A CONSIDERATION, AND PROPER CITATION ENSURES THAT THIS INFORMATION IS HANDLED RESPECTFULLY.

FOR PERSONAL CORRESPONDENCE, INCLUDE THE NAME OF THE SENDER, THE NAME OF THE RECIPIENT, THE DATE OF THE CORRESPONDENCE, AND ITS LOCATION. IF THE CORRESPONDENCE IS IN A PRIVATE COLLECTION, MENTION THE COLLECTION AND REPOSITORY. FOR UNPUBLISHED INTERVIEWS, CITE THE INTERVIEWER, THE INTERVIEWEE, THE DATE OF THE INTERVIEW, AND THE FORMAT (E.G., AUDIO RECORDING, TRANSCRIPT). AGAIN, IF THE INTERVIEW IS PART OF AN ARCHIVAL COLLECTION OR A PERSONAL PAPERS COLLECTION, THIS MUST BE NOTED.

UNPUBLISHED INTERVIEWS

WHEN CITING AN UNPUBLISHED INTERVIEW, IT IS IMPORTANT TO SPECIFY WHO CONDUCTED THE INTERVIEW AND WHO WAS INTERVIEWED, ALONG WITH THE DATE. IF A TRANSCRIPT OR RECORDING EXISTS, ITS LOCATION SHOULD BE PROVIDED. FOR EXAMPLE: "INTERVIEW WITH ELEANOR VANCE BY DAVID CHEN, MARCH 15, 2021, TRANSCRIPT AND AUDIO RECORDING, DAVID CHEN PAPERS, BOX 12, FOLDER 5, CITY HISTORICAL SOCIETY ARCHIVES." THIS PROVIDES A CLEAR AND TRACEABLE RECORD OF THE INTERVIEW.

PERSONAL LETTERS AND EMAILS

CITING PERSONAL LETTERS AND EMAILS REQUIRES SIMILAR ATTENTION TO DETAIL. THE SENDER AND RECIPIENT ARE CRUCIAL PIECES OF INFORMATION, AS IS THE DATE OF THE COMMUNICATION. IF THE CORRESPONDENCE IS HOUSED IN AN ARCHIVE, THE COLLECTION AND ITS LOCATION MUST BE SPECIFIED. FOR INSTANCE: "LETTER FROM SAMUEL GREEN TO MARY ADAMS, MAY 20, 1955, SAMUEL GREEN PAPERS, BOX 3, FOLDER 1, STATE ARCHIVES." FOR EMAILS, THE PRINCIPLE IS THE SAME, THOUGH THE FORMAT MIGHT SLIGHTLY DIFFER TO REFLECT THE MEDIUM.

CITING ARCHIVAL MATERIALS AND MANUSCRIPTS

ARCHIVAL MATERIALS ENCOMPASS A VAST RANGE OF UNPUBLISHED DOCUMENTS, INCLUDING DIARIES, JOURNALS, PHOTOGRAPHS, MAPS, AND OFFICIAL RECORDS. CITING THESE MATERIALS REQUIRES PRECISION TO NAVIGATE COMPLEX ARCHIVAL CATALOGING SYSTEMS. THE CORE PRINCIPLES REMAIN CONSISTENT: AUTHOR, TITLE OR DESCRIPTION, DATE, AND LOCATION. HOWEVER, THE SPECIFICITY OF THE DESCRIPTION IS OFTEN HEIGHTENED DUE TO THE UNIQUE NATURE OF ARCHIVAL HOLDINGS.

WHEN CITING ARCHIVAL MATERIALS, IT IS STANDARD PRACTICE TO IDENTIFY THE COLLECTION BY NAME, THE SPECIFIC ITEM OR FOLDER WITHIN THE COLLECTION, AND THE REPOSITORY. MANY ARCHIVES USE COLLECTION NUMBERS OR BOX AND FOLDER DESIGNATIONS, WHICH ARE ESSENTIAL FOR ACCURATE CITATION. FOR EXAMPLE, A NOTE MIGHT READ: "MINUTES OF THE TOWN COUNCIL MEETING, APRIL 10, 1908, TOWN OF SPRINGFIELD RECORDS, BOX 1, FOLDER 2, SPRINGFIELD MUNICIPAL ARCHIVES."

COLLECTION AND FOLDER IDENTIFICATION

THE PRECISE IDENTIFICATION OF A COLLECTION AND ITS CONSTITUENT PARTS IS PARAMOUNT WHEN CITING ARCHIVAL MATERIALS. THIS OFTEN INVOLVES UNDERSTANDING THE HIERARCHY OF ORGANIZATIONAL STRUCTURE WITHIN THE ARCHIVE. RESEARCHERS SHOULD CONSULT THE FINDING AIDS PROVIDED BY THE ARCHIVE, WHICH DETAIL THE CONTENTS OF COLLECTIONS AND OFFER PRECISE LOCATIONAL INFORMATION. THIS INFORMATION IS INDISPENSABLE FOR ENABLING OTHERS TO FIND THE EXACT DOCUMENT BEING REFERENCED.

MANUSCRIPT DIVISIONS AND SPECIAL COLLECTIONS

MANUSCRIPT DIVISIONS AND SPECIAL COLLECTIONS WITHIN LIBRARIES AND ARCHIVES OFTEN HOUSE UNIQUE UNPUBLISHED DOCUMENTS. THE CITATION OF THESE MATERIALS MUST REFLECT THEIR ORIGIN WITHIN SUCH SPECIALIZED DEPARTMENTS. THE NAME OF THE INSTITUTION AND THE SPECIFIC COLLECTION OR SPECIAL COLLECTION ARE VITAL COMPONENTS OF THE CITATION. FOR INSTANCE, WHEN CITING A RARE DIARY, ONE WOULD INDICATE ITS PRESENCE WITHIN A PARTICULAR SPECIAL COLLECTION AT A RENOWNED UNIVERSITY LIBRARY.

CITING ONLINE UNPUBLISHED MATERIALS

THE DIGITAL AGE HAS INTRODUCED NEW COMPLEXITIES TO CITING UNPUBLISHED MATERIALS, PARTICULARLY THOSE THAT EXIST SOLELY ONLINE OR HAVE BEEN DIGITIZED FROM PHYSICAL ORIGINALS. WHEN REFERENCING ONLINE UNPUBLISHED MATERIALS, THE GOAL IS TO PROVIDE A STABLE AND DESCRIPTIVE CITATION THAT ALLOWS THE READER TO ACCESS THE CONTENT. THIS INCLUDES THE AUTHOR, TITLE OR DESCRIPTION, DATE OF CREATION OR POSTING, AND A STABLE URL IF AVAILABLE, ALONG WITH INFORMATION ABOUT THE PLATFORM OR ARCHIVE HOSTING THE MATERIAL.

IF AN ITEM IS UNPUBLISHED AND AVAILABLE ONLINE, BUT WITHOUT A PERMANENT URL, IT IS CRUCIAL TO DESCRIBE ITS PROVENANCE AND HOSTING INSTITUTION. THIS MIGHT INCLUDE THE NAME OF THE WEBSITE, THE ORGANIZATION RESPONSIBLE FOR THE CONTENT, AND THE DATE ACCESSED. FOR DIGITIZED UNPUBLISHED MATERIALS, IT IS GOOD PRACTICE TO CITE THE ORIGINAL SOURCE AND THE DIGITIZATION PROJECT OR ARCHIVE THAT MAKES IT AVAILABLE ONLINE.

DIGITIZED ARCHIVAL DOCUMENTS

WHEN CITING DIGITIZED ARCHIVAL DOCUMENTS, THE PRIMARY CITATION SHOULD STILL REFER TO THE ORIGINAL MATERIAL AND ITS REPOSITORY, WITH A SECONDARY MENTION OF THE ONLINE ACCESS POINT. THIS ACKNOWLEDGES THE PHYSICAL ORIGINAL AND ITS ARCHIVAL HOME WHILE PROVIDING A PRACTICAL ROUTE FOR THE READER. FOR INSTANCE, A NOTE COULD READ: "LETTER FROM ABIGAIL ADAMS TO JOHN ADAMS, JULY 28, 1776, ABIGAIL ADAMS PAPERS, MASSACHUSETTS HISTORICAL SOCIETY, DIGITIZED AND AVAILABLE AT [URL]."

WEBSITES AND BLOGS CONTAINING UNPUBLISHED CONTENT

CONTENT FOUND ON WEBSITES OR BLOGS THAT IS PRESENTED AS UNPUBLISHED MATERIAL, SUCH AS PERSONAL ESSAYS OR RESEARCH NOTES, SHOULD BE CITED WITH THE AUTHOR, TITLE OR DESCRIPTION, THE WEBSITE NAME, THE PUBLISHER (IF DIFFERENT FROM THE WEBSITE OWNER), THE DATE OF PUBLICATION OR POSTING, AND THE URL. IT IS ALSO ADVISABLE TO INCLUDE THE DATE OF ACCESS, AS ONLINE CONTENT CAN CHANGE OR BE REMOVED.

COMMON PITFALLS AND BEST PRACTICES

NAVIGATING CHICAGO STYLE FOR UNPUBLISHED MATERIALS CAN LEAD TO COMMON MISTAKES IF NOT APPROACHED WITH CARE. ONE FREQUENT PITFALL IS PROVIDING INSUFFICIENT DESCRIPTIVE INFORMATION, MAKING IT DIFFICULT FOR READERS TO LOCATE THE SOURCE. ANOTHER IS FAILING TO DISTINGUISH BETWEEN PUBLISHED AND UNPUBLISHED VERSIONS OF A WORK. OVER-RELIANCE ON GENERAL DESCRIPTIONS WITHOUT SPECIFIC ARCHIVAL DETAILS CAN ALSO OBSCURE THE SOURCE.

BEST PRACTICES INCLUDE ALWAYS CONSULTING THE REPOSITORY'S SPECIFIC CITATION GUIDELINES IF AVAILABLE, AS ARCHIVES OFTEN HAVE PREFERRED FORMATS. THOROUGHLY DESCRIBING THE MATERIAL—ITS AUTHOR, TITLE OR SUBJECT, DATE, AND EXACT LOCATION—IS ESSENTIAL. WHEN IN DOUBT, ERR ON THE SIDE OF PROVIDING MORE DETAIL RATHER THAN LESS. MAINTAINING A CONSISTENT APPROACH THROUGHOUT YOUR WORK, ADHERING TO THE PRINCIPLES OF CLARITY AND VERIFIABILITY, WILL ENSURE YOUR CITATIONS ARE ROBUST AND ACADEMICALLY SOUND.

THE IMPORTANCE OF SPECIFICITY

THE PARAMOUNT IMPORTANCE OF SPECIFICITY CANNOT BE OVERSTATED WHEN CITING UNPUBLISHED MATERIALS. VAGUE REFERENCES LIKE "PERSONAL PAPERS" OR "AN OLD LETTER" ARE INSUFFICIENT. INSTEAD, IDENTIFY THE COLLECTION, THE BOX AND FOLDER NUMBER, THE AUTHOR OF THE MATERIAL, THE RECIPIENT, AND THE DATE. THIS LEVEL OF DETAIL ENSURES THAT YOUR RESEARCH IS TRANSPARENT AND REPRODUCIBLE.

CONSULTING REPOSITORIES AND FINDING AIDS

ARCHIVAL REPOSITORIES AND SPECIAL COLLECTIONS PROVIDE INVALUABLE RESOURCES FOR RESEARCHERS, INCLUDING FINDING AIDS THAT DETAIL THE CONTENTS OF COLLECTIONS. THESE FINDING AIDS ARE CRUCIAL FOR LOCATING SPECIFIC DOCUMENTS AND FOR UNDERSTANDING THE ORGANIZATIONAL STRUCTURE OF THE COLLECTION. MANY REPOSITORIES ALSO OFFER THEIR OWN CITATION RECOMMENDATIONS, WHICH SHOULD BE CONSULTED TO ENSURE COMPLIANCE WITH THEIR PREFERRED METHODS.

CONSISTENCY ACROSS YOUR WORK

MAINTAINING CONSISTENCY IN YOUR CITATION STYLE THROUGHOUT YOUR ENTIRE DOCUMENT IS VITAL FOR PROFESSIONALISM AND READABILITY. WHETHER YOU ARE USING FOOTNOTES/ENDNOTES OR A BIBLIOGRAPHY, ENSURE THAT THE FORMAT FOR UNPUBLISHED MATERIALS IS APPLIED UNIFORMLY. THIS NOT ONLY ADHERES TO CHICAGO STYLE PRINCIPLES BUT ALSO DEMONSTRATES METICULOUS ATTENTION TO DETAIL IN YOUR RESEARCH AND WRITING.

FAQ

Q: WHAT IS THE PRIMARY CHALLENGE WHEN CITING UNPUBLISHED MATERIALS IN

CHICAGO STYLE?

A: THE PRIMARY CHALLENGE IS PROVIDING SUFFICIENT DESCRIPTIVE INFORMATION FOR READERS TO LOCATE THE SOURCE, AS THESE MATERIALS OFTEN LACK THE STANDARDIZED BIBLIOGRAPHICAL DATA FOUND IN PUBLISHED WORKS.

Q: HOW SHOULD I CITE A PERSONAL LETTER THAT IS HOUSED IN AN ARCHIVE?

A: YOU SHOULD CITE THE SENDER'S NAME, THE RECIPIENT'S NAME, THE DATE OF THE LETTER, THE NAME OF THE COLLECTION, THE SPECIFIC BOX AND FOLDER WHERE IT IS LOCATED, AND THE NAME OF THE REPOSITORY.

Q: IS A DISSERTATION CONSIDERED AN UNPUBLISHED MATERIAL IN CHICAGO STYLE?

A: YES, A DISSERTATION IS GENERALLY CONSIDERED AN UNPUBLISHED WORK UNLESS IT HAS BEEN FORMALLY PUBLISHED AS A BOOK OR IN A JOURNAL. THE CITATION SHOULD REFLECT ITS STATUS AS A DISSERTATION FROM A SPECIFIC UNIVERSITY.

Q: WHAT IF I CAN'T FIND A SPECIFIC DATE FOR AN UNPUBLISHED DOCUMENT?

A: IF A PRECISE DATE IS UNAVAILABLE, USE THE CLOSEST APPROXIMATION OR A DESCRIPTIVE PHRASE LIKE "UNDATED" OR "CIRCA [YEAR]," ALONG WITH ANY OTHER IDENTIFYING INFORMATION THAT CAN HELP LOCATE THE ITEM.

Q: HOW DO I CITE AN INTERVIEW THAT I CONDUCTED MYSELF AND HAVE IN MY PERSONAL NOTES?

A: YOU WOULD CITE IT BY IDENTIFYING THE INTERVIEWEE, YOURSELF AS THE INTERVIEWER, THE DATE OF THE INTERVIEW, AND THE FORMAT (E.G., PERSONAL NOTES, AUDIO RECORDING), INDICATING WHERE THESE MATERIALS ARE KEPT OR ARE ACCESSIBLE.

Q: SHOULD I INCLUDE A URL FOR DIGITIZED UNPUBLISHED ARCHIVAL MATERIALS?

A: YES, IF A STABLE URL IS AVAILABLE FOR DIGITIZED ARCHIVAL MATERIALS, IT SHOULD BE INCLUDED IN THE CITATION TO PROVIDE DIRECT ACCESS FOR THE READER, WHILE ALSO NOTING THE ORIGINAL REPOSITORY.

Q: WHAT IS A "FINDING AID" AND WHY IS IT IMPORTANT FOR CITING ARCHIVAL MATERIALS?

A: A FINDING AID IS A DETAILED DESCRIPTION OF THE CONTENTS OF AN ARCHIVAL COLLECTION. IT IS CRUCIAL FOR CITING ARCHIVAL MATERIALS BECAUSE IT PROVIDES THE PRECISE ORGANIZATIONAL INFORMATION (E.G., COLLECTION NAME, BOX AND FOLDER NUMBERS) NEEDED TO LOCATE SPECIFIC DOCUMENTS.

Q: HOW DO I HANDLE UNPUBLISHED MANUSCRIPTS THAT ARE DRAFTS OR WORKING PAPERS?

A: YOU SHOULD CLEARLY INDICATE THEIR STATUS AS UNPUBLISHED DRAFTS OR WORKING PAPERS IN THE CITATION, ALONG WITH THE AUTHOR, TITLE, DATE, AND LOCATION, TO INFORM THE READER OF THE NATURE OF THE MATERIAL.

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