CRASH COURSE CHICAGO STYLE: LESSON 1

This handout functions as a very, *very* brief overview of Chicago Style citations. For more on citing in this style, visit the Purdue OWL Chicago section.

WE USE FOOTNOTES IN CHICAGO

Chicago Style uses Footnotes[1]; that is, small superscript numbers that act as a reference to a citation located at the bottom of the page. For those of you who were taught MLA in high school, think of this as a similar way of giving credit to those who informed your view, only instead of doing it in the middle of the paper, you are making a note at the bottom of the page.

To add a footnote on a Mac version of Microsoft Word, in Word's top bar menu go to Insert -> Footnote. To add a footnote on the PC version of Microsoft Word, navigate through the ribbon to the insert menu and click on "Insert Footnote". In both cases, a footnote will be added where your cursor currently is.

Like in MLA, the footnote citation only does half of the job. You still need a Bibliography at the end of your paper that lists the works that informed your knowledge of your paper's subject. The way you enter in the information in your Footnote is *not* the same as how you would do it in your bibliography. To help illustrate this, here are some example citations for Books and Journal Articles that should give you a good foundation for your own citations:

EXAMPLE 1: CITING A BOOK

Footnote:
> Author full name, *Title of the Author's Book* (Place of Publication: Publishing Company, Date Published), [page numbers here].

Corresponding Bibliographical entry:
> Author Lastname, Author Firstname. *Title of Book*. Place of publication: Publisher, Year of publication.

Example Footnote:
> Joe Schmoe, *Why the Sky is Green* (Kalamazoo: Timbuktu Press, 2000), 99.

Example Bibliographical entry:
> Schmoe, Joe. *Why the Sky is Green*. Kalamazoo: Timbuktu Press, 2000.

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[1] If your footnotes aren't being added to the bottom of your current page, you may be accidentally adding endnotes.

EXAMPLE 2: CITING A JOURNAL ARTICLE

Footnote:
Author Full Name, "Title of the Article," Journal the Article was Retrieved From [Volume #], [issue no.], (date published): [page number you cite here].

Corresponding Bibliographic Entry:
Author Last Name, Author First Name. "Title of the Article." Journal the Article was Retrieved From [Volume #], [issue no.] (date published); [page range of entire article as it appears in the journal].

Example Footnote:
Iris Weel, "Why the Sea is Yellow," *Historical Color Review* 12, no. 1 (2000): 555.

Example Bibliographical entry:
Weel, Iris. "Why the Sea is Yellow." Historical Color Review 12, no. 1 (2000): 540-625.

BUT WAIT, THERE'S MORE!

At this point, you're probably wondering why you have to type so much out with every entry you make in your document. Luckily for us, Chicago only requires that you make a full footnote citation the first time you cite a given source in a paper. After the first full citation, concurrent citations of the same source only require the author's last name, followed by the page number you accessed them from. For example:

Initial Footnote Reference:
Joe Schmoe, *Why the Sky is Green* (Kalamazoo: Timbuktu Press, 2000), 99.

Subsequent Citations of aforementioned material:
Schmoe, 89.

RESOURCES:

Chicago Manual of Style Online:
    http://www.chicagomanualofstyle.org/tools_citationguide.html
Purdue Online Writing Lab:
    https://owl.english.purdue.edu/owl/resource/717/1/
Radford's Guide on using "Ibid.":
    http://libguides.radford.edu/content.php?pid=49958&sid=558025