# Citing Using The Chicago Manual of Style:

# **Frequently Asked Questions:**

# Q. What is The Chicago Manual of Style?

**A.** The Chicago Manual of Style (often abbreviated as CMOS) is a style guide that provides guidelines for consistent presentation, grammar, punctuation, and citation of academic sources in written work.

#### Q. What are citations?

**A.** Citations are formal acknowledgements of the use of statements or ideas not originally your own. They usually include two parts: footnotes or endnotes, and corresponding documentation in the form of a bibliography. Many times when doing citation, writers use signal phrases such as "As Amy Brown observes..." or "According to Raj Smith..." in sentences with cited information to indicate that content is coming from another source.

# Q. Why do we use citations in academic writing?

**A.** By acknowledging your sources through citations, you avoid plagiarizing—that is, taking credit for work that is not your own. You also provide a way for others who are interested in your work to find out more about your topic and retrace the steps of your research.

# Q. I've been asked to follow *The Chicago Manual of Style*'s guidelines for citations. How should my citations be presented?

**A.** Although *CMOS* describes more than one acceptable way to do citations, Parsons generally expects students to use the *CMOS* footnote system. Occasionally, you may be asked to use endnotes, which appear after the last page of the text of your paper. Ask your teacher which kind of notes you should use for your work.

# Q. What do footnotes look like? How do I add them to my paper?

**A.** Footnotes are numbered and appear sequentially. *Each time* you need to cite a source in your paper, insert a superscript reference number after the final punctuation mark at the end of the relevant sentence. For example:

Hayes believes that "every child should have the chance" to participate in the arts. 18

This will correspond to a numbered note which appears at the bottom of the same page and gives information about your source. For example, the footnote accompanying the reference to Hayes would look like this:

<sup>18</sup> William Hayes, Arts for All: A History Arts Education (New York: Knopf, 1997), 43.

In Word documents, you can easily create both footnotes and endnotes by using the "References" tab (or "Insert" on older versions).

#### Q. What is ibid?

**A.** *Ibid* is an abbreviation of the Latin word *ibidem*, which means: in the same place. The abbreviation *ibid*. is used to avoid the unnecessary repetition of information in citations where the author and text cited are exactly the same as in the previous citation. Write only "*Ibid*." in a footnote or endnote if you are citing the identical author, title, and page number as in the previous note. However, write "*Ibid*., 12." if you are referencing the same author and text, but the page number (12 in this case) differs from the previous citation.

#### Q. How do I use the Ibid. abbreviation in notes?

**A.** The following are examples of correct usage:

Ibid.

This is used for citing the same source and page number as in the immediately preceding citation.

3. *Ibid.*, 379.

Similar to the example above but used when referring to a different page within the same source.

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# Q. What are shortened footnote/endnote citations?

**A.** Shortened citations are used when you cannot follow a full-length citation with *ibid*.; for example, if you refer to one source, and then refer to it again, you would use *ibid*. However, if you refer to one source, then to another, then back to the first source, you would use a shortened citation. A shortened note requires only the first author's last name [with "et al" replacing any other authors], the title [shortened if longer than four words], and the relevant page number.

Shortened citations can also be used both within the written work, using "see" or "cf." to lead into the citation: for example, "For further discussion, see Smith, "Ambiguity", 92." ("cf." is short for "see by way of comparison" and should be used accordingly: "Many people disagree with this philosophy; cf. Wade et al, *Unpopular Politics*, 35").

#### Q. What is a bibliography?

**A.** Bibliographies are the full length citations of works used, placed at the end of a written work. A bibliography lists all of the sources consulted to prepare a paper. Therefore, it may also include works that were not cited within the paper. An *annotated* bibliography includes a brief description of each source listed. These full-sentence descriptions should establish the relevance, authority, and quality of the source.

# Q. What information do I need to give in my citations? If I am using notes, do I also need to include a bibliography?

**A.** The information you include in a citation and how it is formatted depends on the kind of source you are citing. *CMOS* has different rules for the formatting of note and bibliographic entries. Examples of each are given on the following page. A paper that uses endnotes may or may not need to include a bibliography, at the discretion of the teacher. A paper with a bibliography should use the shortened form of the notes. In a paper that does not include a bibliography, the longer note should be used the first time a particular source is cited. Subsequent references to that source can be shortened.

With that in mind, the following are examples of the common differences between **Note (N)**, **Shortened Note (S)**, and **Bibliography (B)** citations:

#### **Book, One Author**

**Note:** 1. John Smith, *Birds of the Pacific Northwest* (New York: Random House, 2000), 367.

**Short Note:** 1. Smith, *Birds of the Pacific Northwest*, 367.

**Bibliography:** Smith, John. *Birds of the Pacific Northwest*. New York: Random House, 2000.

#### Article in a Magazine

N: 5. Barbara Randolph, "The Reagan Finale," *Politics*, August 1987, 45.

**S:** 5. Randolph, "Reagan Finale," 45.

**B:** Randolph, Barbara. "The Reagan Finale." *Politics*, August 1987, 45-68.

### Article in a Journal

**N:** 9. Winston Body, "William Howard Taft and Dollar Diplomacy," *Journal of the American Presidency* 7, no. 1 (1996): 63.

**S:** 9. Body, "William Howard Taft," 63.

**B:** Body, Winston. "William Howard Taft and Dollar Diplomacy." *Journal of the American Presidency* 7, no. 1 (1996): 63-110.

### Article in a Journal Accessed through an Online Archive, such as JSTOR or EBSCOHost

**N:** 12. Peter Knecht, "Rice Representations and Reality," *Asian Folklore Studies* 66, no. 1 (2007): 13, http://www.jstor.org/stable/30030448

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- **S:** 12. Knecht, "Rice Representations and Reality," 13.
- **B:** Knecht, Peter. "Rice Representations and Reality." *Asian Folklore Studies* 66, no. 1 (2007): 5-25. http://www.jstor.org/stable/30030448.

#### Museum Label

Unfortunately, the *Chicago Manual of Style* has not yet established guidelines for citing labels in galleries or museums. Include all information that may be important, such as:

- **N:** 23. Museum label for artist, Title of artwork, New York, Metropolitan Museum of Art, August 23, 2004 [optional: name and date of exhibition, additional information of interest].
- S: 23. MET, "Artwork Name."
- **B:** Metropolitan Museum of Art. Museum label for artist, Title of artwork, New York, 23 August 2004.

#### Websites

When citing a website, include as much of the following information as is available: the author, the title of the page, the organization sponsoring the site, the date of publication or last revision, and the website's URL.

- **N:** Marjorie Brown, "Charles Chesnutt Reconsidered," *Rewriting Race*, Virginia College English Department, http://www.vac.edu/engl/chesnutt.
- S: Brown, "Charles Chesnutt Reconsidered."
- **B:** Brown, Marjorie. "Charles Chesnutt Reconsidered." *Rewriting Race*. Virginia College English Department. http://www.vac.edu/engl/chesnutt.

While the *CMOS* does not require that you include in your citation the date you accessed the website, if you are using material that is time-sensitive or likely to be updated significantly, then it may be useful to include the access date:

N: 42. The Metropolitan Museum of Art, accessed July 8, 2010, http://www.metmuseum.org.

For more information on citation, including another list of frequently asked questions, visit the *CMOS* website at <a href="http://www.chicagomanualofstyle.org">http://www.chicagomanualofstyle.org</a>.

For full access to the online edition of *CMOS*, visit the New School library website and find *Chicago Manual of Style Online* under "Search Electronic Resources and Databases."

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