

PREPARING NOTES AND BIBLIOGRAPHY, CHICAGO FORMAT DePauw Writing Center

When writing a documented paper, keep in mind two basic principles for citing your source:

1. Your reader must be able to find the source from the information in your citation.
2. Your reader must be able to immediately determine which information is borrowed from a source and which information is your own.

Forms for footnoting may vary depending upon the discipline or the department for which you are writing. In general, though, the humanities (English, Languages, Philosophy, Music) use the style recommended by the Modern Language Association (MLA) and the social sciences or hard sciences use a form similar to the one recommended by the American Psychological Association (APA). At DePauw, many professors of History, Art History, Religious Studies and others prefer the formats presented in the Chicago Manual of Style. This guide is adapted from the Chicago Manual format.

General Principles for Quoting

If you quote directly, even if you use no more than a word or phrase, you must place quotation marks around the quoted material. Blocked quotes, like the manuscript, should be double-spaced.

If you paraphrase (rephrase in your own words), you must still cite your source, including a full documentation of the references; the best procedure is to acknowledge that you are paraphrasing. **WARNING:** If your “paraphrased” material uses primarily the wording of your source, you are in danger of plagiarizing. Either use quotation marks or completely reword and restate the source.

When writing an analytical research paper, you are expected to do more than simply string together quotes or paraphrased sections of sources; a substantial portion of the paper should be your own ideas, judgments and conclusions about the subject.

Notes and Bibliography

“Notes” are sometimes referred to as footnotes, endnotes or parenthetical notes depending on their position in the paper. A footnote is at the bottom of the page; an endnote is at the end of the chapter or work; a parenthetical note is included in parentheses () in the text. Chicago Manual formats require more formal, “long” documentation: footnotes or endnotes. For “long” forms the entire bibliographic information is included in the note. Because note formats closely resemble the bibliographic citation, the two formats will be compared on pages 3-4 of this hand-out.

In Chicago-style, a bibliography appears at the end of your paper and includes full citations for every source you have listed in your notes. It is arranged alphabetically by author’s last name. If no author is provided, alphabetize by the title of the article or book.

The following examples show you the standard form used in the humanities for providing bibliographic information. Notice that whether the source is a book or journal article, the format includes three parts:

- Author (last name first)
- Title (both of the article and the source)
- Publishing information (City: Publisher, date)

The author and title are separated from the rest of the information by periods. Use a colon to separate a title from a subtitle (e.g. "Looking Back on the Seventies: Notes Toward a Cultural History"). The city is separated from the name of the publisher by a colon (:). The publisher is separated from the year of publication by a comma.

Fox, Robin Lane. Alexander the Great. New York: Dial, 1974.

When citing articles in periodical, normally arrange the information in the following order:

- | | |
|---------------------------|------------------------|
| 1. Author's name | 5. Volume number |
| 2. Title of the article | 6. Date of publication |
| 3. Name of the periodical | 7. Page number |
| 4. Series number or name | |

You will find the correct bibliographic information by looking at the title page, not the book jacket or book-binding. Use the copyright date as the "date of publication" unless a different date appears with the publisher's imprint. For example, if you are using a work copyrighted in 1989 but "Published in Penguin Books 1990," list 1990 as the date of publication.

Individual bibliographic entries should be single-spaced, but double-space between entries. The second and subsequent lines of an individual entry are indented or "tabbed" 5 spaces.

Quotation marks vs. Underlining/Italicizing: If you have questions about whether to underline a title or use quotation marks, the general rule of thumb is as follows: if the work is published as a separate entity, it is underlined; if the work is included in a larger collection, the title of the work is put in quotation marks and the title of the collection is underlined. Thus, you use quotation marks with the titles of plays or poems that are anthologized; you underline them if published as a separate work. You use quotation marks for the titles of magazine or journal articles, but the title of the magazine or journal itself is underlined (e.g. "Looking Back on the Seventies." The Atlantic). Titles of films, record albums, videos, television programs, paintings and sculptures are underlined.

DePauw Writing Center tutors are happy to assist you with further questions. More information can be found in:

Hacker, Diana. A Pocket Style Manual. 2d ed. Boston: Bedford Books. 1997.

Turabian, Kate L. A Manual for Writers of Term Papers, Theses, and Dissertations. 6th ed. Chicago: University of Chicago Press. 1996.

Sample Notes/Bibliography

Footnote/Endnote

A Book by a Single Author:

¹Robin Lane Fox, Alexander the Great (New York: Dial, 1974), 87.

An Edition:

²Geoffrey Chaucer, The Works of Geoffrey Chaucer, ed. F.N. Robinson, 2d ed. (Boston: Houghton, 1957), 99.

A Book by Two or More Persons:

³Clyde E. Blocker, Robert H. Plummer, and Richard C. Richardson, Jr., The Two-Year College: A Social Synthesis (Englewood Cliffs: Prentice, 1965), 34.

⁴Walter Edens, et al., eds., Teaching Shakespeare (Princeton: Princeton University Press, 1977), 48.

(If you quote the same source consecutively, follow this format including the page number only if the new material comes from a different page):

⁵*Ibid.*, 62.

An Article in an encyclopedia or dictionary:

⁶Encyclopedia Britannica: Macropaedia, 1974 ed., s.v. "Este, House of."

Bibliography

Fox, Robin Lane. Alexander the Great. New York: Dial, 1974.

Chaucer, Geoffrey. The Works of Geoffrey Chaucer. Edited by F.N. Robinson. 2d ed. Boston: Houghton, 1957.

Blocker, Clyde E., Robert H. Plummer, and Richard C. Richardson, Jr. The Two-Year College: A Social Synthesis. Englewood Cliffs: Prentice, 1965.

Edens, Walter, et al., eds. Teaching Shakespeare. Princeton: Princeton University Press, 1977.

Do not include encyclopedia and dictionary references in the bibliography.

A Work in an Anthology:

⁷Erich Auerbach, "Odysseus' Scar," in Mimesis: The Repression of Reality in Western Literature, trans. Willard R. Trask (Princeton: Princeton University Press, 1953), 3-23.

(If you use a source you've already used, but not in direct succession, use this format):

⁸Fox, 87.

⁹Flannery O'Connor, "The Life You Save May Be Your Own," in The Realm of Fiction: Seventy-Four Stories, ed. James B. Hall and Elizabeth C. Hall, 3d ed. (New York: McGraw, 1977), 479-88.

An Article in a Journal Paginated by Issue:

¹⁰Robin Riley Fast, "A Daughter's Response: Elizabeth Bishop and Nature," The Journal of the Midwest Modern Language Association 21, no. 2 (1988): 22.

An Article in a Journal Paginated by Volume:

¹¹Frank A. Farris, "Wheels on Wheels on Wheels – Surprising Symmetry," Mathematics Magazine 53 (1996): 186.

An Article from a Daily Newspaper:

¹²Glenn Collins. "Single-Father Survey Finds Adjustment a Problem." New York Times, 21 November 1983, late ed., sec. B.

Auerbach, Erich. "Odysseus' Scar." In Mimesis: The Repression of Reality in Western Literature, translated by Willard R. Trask. Princeton: Princeton University Press, 1953.

O'Connor, Flannery. "The Life You Save May Be Your Own." In The Realm of Fiction: Seventy-Four Stories, edited by James B. Hall and Elizabeth C. Hall. 3d ed. New York: McGraw, 1977.

Fast, Robin Riley. "A Daughter's Response: Elizabeth Bishop and Nature." The Journal of the Midwest Modern Language Association 21 (1988): 16-33.

Farris, Frank A. "Wheels on Wheels on Wheels – Surprising Symmetry." Mathematics Magazine 53 (1996): 185-189.

Collins, Glenn. "Single-Father Survey Finds Adjustment a Problem." New York Times, 21 November 1983, late ed., sec. B.

Electronic Sources: Information Services

¹³Paul D. Hightower, "Censorship," Contemporary Education (Terre Haute: Indiana State University, School of Education, winter 1995), 66, Dialog, ERIC, ED 509251.

Hightower, Paul D. "Censorship." Contemporary Education. Terre Haute: Indiana State University, School of Education, winter 1995. 66, Dialog, ERIC, ED 509251.

Online Database

¹⁴"The Formation of Latin Christendom: The Roman Church," in EuroDocs: Primary Historical Documents from Western Europe [database online] (Provo, Utah: Brigham Young University, 1996- [cited 10 April 1996]); available from <http://www.fordham.edu/halsall/sbook.html#romchurch>.

"The Formation of Latin Christendom: The Roman Church." In EuroDocs: Primary Historical Documents from Western Europe [database online]. Provo, Utah: Brigham Young University, 1996- [cited 10 April 1996]. Available from <http://www.fordham.edu/halsall/sbook.html#romchurch>.

Electronic Journal or Bulletin Board

¹⁵Laura L. Howes, review of Women and Literature in Britain, 1150-1500, ed. Carol M. Meale, in Bryn Mawr Medieval Review [electronic journal] Cambridge University Press, 1993- [cited 5 March 1996], file no. 96.1.4; available from listserv@cc.brynmawr.edu; Internet.

Howes, Laura L. Review of Women and Literature in Britain, 1150-1500, edited by Carol M. Meale. In Bryn Mawr Medieval Review [electronic journal]. Cambridge: Cambridge University Press, 1993- [cited 5 March 1996]. File no. 96.1.4. Available from listserv@cc.brynmawr.edu; Internet.

