The Chicago Manual of Style is one of several styles for academic writing. It recognizes two basic styles of citation:

1. notes and a bibliography (pp. 660-665); or,
2. the author-date system, with sources in parentheses within the text of your paper and a Reference List or Works Cited list at the end of the paper. (pp. 787-792)

This quick guide is intended as a guideline for the Notes and Bibliography system. If you are using footnotes only, without a bibliography, or you would like to use the author-date system, please consult the Manual for directions (copies are available at the Reference Desk).

Check with your instructor to clarify which of the two systems of the Chicago style you should use. It is important to remain consistent within your paper.

This guide covers frequently used citation forms. For more detailed information refer to The Chicago Manual of Style, available at the Reference Desk, College of the Rockies Library’s Chicago Citation Style Guide online at http://cotr.libguides.com/chicago

The first note referring to a work should always be a full note. Subsequent citations for that work can be shortened. The concise form should include just enough information to remind readers of the full title or lead them to the bibliography, usually the last name of the author(s), the key words of the main title, and the page number.

Check with your instructor to determine whether this concise form is acceptable. (pp. 667-670)
Books (pp. 693-728)

**General Format – Full Note**
1. Author First Name/Initial Surname, *Book Title: Subtitle* (Place of Publication: Publisher, Year), page #.

**General Format – Concise Note**
2. Author Surname, *Book Title*, page #.

**General Format Bibliography**
Author Surname, First Name or Initial. *Book Title: Subtitle*. Place of Publication: Publisher, Year.

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| **Book** 2 or 3 authors or editors (pp. 695-696) | 1. Liam P. Unwin and Joseph Galloway, *Peace in Ireland* (Boston: Stronghope Press, 1990), 139.  
| **Book** More than 3 authors or editors (p. 696) | 1. Jeri A. Sechzer et al., eds., *Women and Mental Health* (Baltimore: Johns Hopkins University Press, 1996), 243.  
### Journal, Magazine, and Newspaper Articles (pp. 728-744)

**General Format – Full Note**

**General Format – Concise Note**
3. Author Surname, “Article Title,” page.
4.

**General Format Bibliography**
1. Author Surname, First Name or Initials. “Article Title.” *Journal Title* Volume, no. Issue (Year): Page range of article.

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## CHICAGO Manual of Style

### Notes & Bibliography System

#### Websites (pp. 752-754)

**General Format – Full Note**
1. Author First Name/Initial Surname, “Title of Page,”
   Title or Owner of Site, date last modified/accessed,
   URL.

**General Format – Concise Note**
2. Author Surname, “Title of Page.”

**General Format Bibliography**
Author Surname, First Name or Initials. “Title of Page.”
Title or Owner of Site. Date last modified/accessed. URL.

### Notes

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### Other Sources

#### Canadian Government Publication Online (pp. 778-779, 770)

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Tips for Using the Chicago Notes & Bibliography System
Interviews and Personal Communications (pp. 744-746)

Unpublished interviews and personal communications (conversations, emails, letters, etc.) are generally cited in a footnote only; they are rarely included in the Bibliography. Give the name of the person being interviewed or communicated with, the name of the interviewer, and place and date of interview.

2. Interview with health care worker, August 10, 1999.
5.

Secondary Sources (p. 764)

Sometimes an author will quote work someone else has done, but you are unable to track down the original source. In this case, both the original and the secondary source must be listed in the note and the bibliography.


Reference Works (pp. 755-756)

Well-known reference books, whether in print or online, are generally cited in a note in the text only; they are rarely included in the Bibliography. The facts of publication are generally omitted, but the edition must be specified, and, if online, an access date must be included. For references to an alphabetically-arranged work (e.g. encyclopedia or dictionary), cite the item preceded by “s.v.”, instead of a volume or page number.


To cite less well-known reference books, or if a fuller citation is required, please see the example for “Article in a Multi-Author Work.”