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Chicago Manual Quick Citation Guide

About Chicago Manual

The Chicago Manual of Style is commonly used to document sources in the humanities (e.g., history, fine arts, literature, and philosophy). The following guide, using the notes/bibliography style, is based on the Chicago Manual of Style (17th ed.), published in 2017. For more extensive rules and examples of the Chicago Manual style, refer to *The Chicago Manual of Style*, 17th ed. (RW Z253 .U69 2017) or visit the [Chicago Manual](#) website. You can also ask a librarian for assistance.

Important Revisions to the 17th Edition

- Rather than using “ibid” to cite the same source cited in the note immediately preceding your current note, the 17th edition of the Chicago Manual encourages a shortened version of the citation (for example, the author’s last name and page number). With the shortened version of the citation, you must provide the page number you are referencing, even if it is the same page number that was provided in the previous citation.
- When citing inclusive page numbers, use an en dash rather than a hyphen.
- When citing an online source, you should use the permalink (also called persistent or stable URLs) over the URL taken by copying the address in the web browser. If you are using an online source that is found through a library or other subscription database, you should name the database rather than providing a permalink.
- Conversations between human users and AI generative tools should be cited in the body of a paper and/or in the endnotes but not in the bibliography. Since the unique URLs generated by AI tools often require personal login credentials to be accessed, they may not be available to others, including an instructor. As a result, the *Chicago Manual of Style* treats AI

generated information as though it is unrecoverable, similar to some types of personal communications (e.g., email, phone, or text conversations), and recommends against including them in a bibliography. This also means that a URL should not be included in the body or endnote of an assignment.

- Indicate any edits to AI-generated text in the body or at the end of the note (e.g., "edited for style and content").
- Cite AI-generated images with a brief in-text statement ("credit line") and in the bibliography.

Because of rapid developments in Artificial Intelligence (AI) and generative AI technologies, these guidelines may be updated periodically. Visit the [Chicago Manual of Style Online](#) for the most recent updates.

Guidelines for Formatting Bibliography

- Your list of sources is called a "Bibliography" or "References" page.
- Begin your Bibliography/References on a separate page from your text.
- Sources are listed in alphabetical order, according to the first word in each source entry.
- Leave one blank line between each reference
- Begin each entry at the left margin, and indent any additional lines one-half inch.
- For works with two or three authors, write out each author's name. If the work has four or more authors, provide the first author's full name plus "et al."
- If the work has no author, list it by title.
- Use DOIs instead of URLs whenever possible.

Books and eBooks

Book with One Author or Editor

General Format

Full Note
Author First Name Second Name or Initial (if applicable) Surname, <i>Book Title</i> (Place of Publication: Publisher, Year), page number.
Concise Note
Author Surname, <i>Book Title</i> , page number
Bibliography
Author Surname, First Name Second Name or Initial (if applicable). <i>Book Title</i> . Place of Publication: Publisher, Year
Example
Full Note
Jay Monaghan, <i>Civil War on the Western Border, 1854-1865</i> (Lincoln: University of Nebraska Press, 1984), 121.
Concise Note
Monaghan, <i>Civil War on the Western Border</i> , 217.
Bibliography
Monaghan, Jay. <i>Civil War on the Western Border, 1854-1865</i> . Lincoln: University of Nebraska Press, 1984.

Book with Two or More Authors or Editors
General Format
Full Note
Author First Name Second Name or Initial (if applicable) Surname and Author First Name Second Name or Initial (if applicable) Surname, <i>Book Title</i> (Place of Publication: Publisher, Year), page number.
Concise Note
(Author Surname and Author Surname, <i>Book Title</i> , page number)
Bibliography
Author Surname, First Initial, Second Initial, and Author First Name Second Name or Initial (if applicable) Surname. <i>Book Title</i> . Place of Publication: Publisher, Year.
Example

Full Note
Todd R. Clear and George F. Cole, <i>American Corrections</i> , 2nd ed. (Pacific Grove, CA: Brooks/Cole Publishing Company, 1990), 158.
Concise Note
Clear and Cole, <i>American Corrections</i> , 209.
Bibliography
Clear, Todd R., and George F. Cole. <i>American Corrections</i> , 2nd ed. Pacific Grove, CA: Brooks/Cole Publishing Company, 1990.

Chapter in an Edited Volume/Anthology

General Format

Full Note
Author First Name Second Name or Initial (if applicable) Surname, "Chapter Title in Quotation Marks," <i>Book Title: Subtitle</i> , ed. Editor First Name Second Name or Initial (if applicable) Surname (Place of Publication: Publisher, Year), page number.
Concise Note
Author Surname and Author Surname, <i>Book Title</i> , page number.
Bibliography
Surname, Author First Name Second Name or Initial (if applicable). "Chapter Title in Quotation Marks." <i>Book Title: Subtitle</i> , edited by Editor First Name Second Name or Initial (if applicable) Surname. Place of Publication: Publisher, Year.
Example
Full Note
Samuel Langhorne Clemons, "Keelboat Life," <i>American is West: An Anthology of Middlewestern Life and Literature</i> , ed. J. T. Flanagan (Minneapolis: University of Minnesota Press, 1945), 351.
Concise Note
Clemons, "Keelboat Life," 351.
Bibliography

Clemons, Samuel Langhorne. "Keelboat Life." *American is West: An Anthology of Middlewestern Life and Literature*. Edited by J. T. Flanagan. Minneapolis: University of Minnesota Press, 1945.

eBook

General Format

Full Note

Author First Name Second Name or Initial (if applicable) Surname, *Book Title: Subtitle* (Place of Publication: Publisher, Year), Format, page number.

Concise Note

Author Surname, *Book Title*, page number

Bibliography

Author Surname, First Name Second Name or Initial (if applicable). *Book Title: Subtitle*. Place of Publication: Publisher, Year. Format. DOI or URL, if applicable.

Example

Full Note

Simon Ball, *Secret History: Writing the Rise of Britain's Intelligence Service* (Montreal: McGill-Queen's University Press, 2020), PDF, 42–43.

Concise Note

Ball, *Secret History*, 74.

Bibliography

Ball, Simon, *Secret History: Writing the Rise of Britain's Intelligence Service* (Montreal: McGill-Queen's University Press, 2020). PDF. <https://search.ebscohost.com/login.aspx?direct=true&db=e900xww&AN=2399463&site=ehost-live>.

Entry in a Reference Work (e.g., Encyclopedia, Dictionary, etc.)

General Format

Full Note

Author First Name Second Name or Initial (if applicable) Surname, “Title of Entry,” <i>Title of Reference Work</i> , ed. Editor First Name Second Name or Initial (if applicable) Surname (Place of Publication: Publisher, Year), page number.
Concise Note
Author Surname, “Title of Entry,” page number.
Bibliography
Author Surname, First Name Second Name or Initial (if applicable). “Title of Entry.” <i>Title of Reference Work</i> , edited by Editor First Name Second Name or Initial (if applicable) Surname. Place of Publication: Publisher, Year.
Example
Full Note
Hämäläinen, Pekka, “Santa Fe Trail,” <i>The Encyclopedia of the Great Plains</i> , ed. D. J. Wishart (Lincoln: University of Nebraska Press, 2004), 811.
Concise Note
Hämäläinen, “Santa Fe Trail,” 811.
Bibliography
Pekka Hämäläinen. “Santa Fe Trail.” <i>The Encyclopedia of the Great Plains</i> , edited by D. J. Wishart. Lincoln: University of Nebraska Press, 2004.

Periodicals

Print Periodical Article with One Author

General Format

Full Note

Author First Name Second Name or Initial (if applicable) Surname, “Article Title,” *Periodical Title* volume number, issue number (Year): page number.

Concise Note

Author Surname, “Article Title,” page number.

Bibliography

Author Surname, First Name Second Name or Initial (if applicable). “Article Title.” <i>Periodical Title</i> volume number, issue number (Month Day, Year).
Example
Full Note
Tim Stuart-Buttle, “‘An Authority from Which There Can Be No Appeal’: The Place of Cicero in Hume’s Science of Man,” <i>The Journal of Scottish Philosophy</i> 18, no. 3 (2020): 291.
Concise Note
Stuart-Buttle, “‘An Authority from Which There Can Be No Appeal,’” 293.
Bibliography
Stuart-Buttle, Tim. “‘An Authority from Which There Can Be No Appeal’: The Place of Cicero in Hume’s Science of Man.” <i>The Journal of Scottish Philosophy</i> 18, no. 3 (September 2020).

Article in an Online Periodical
General Format
Full Note
Author First Name Second Name or Initial (if applicable) Surname, “Article Title,” <i>Periodical Title</i> volume number (Year): page number, DOI or URL of journal article webpage or name of database.
Concise Note
Author Surname, “Article Title,” page number.
Bibliography
Author Surname, First Name Second Name or Initial (if applicable). “Article Title.” <i>Periodical Title</i> volume number, issue number (Year): inclusive page numbers of article. DOI or URL of periodical article webpage or name of database.
Example
Full Note
Suzanne Bailey, “Robert Browning,” <i>Victorian Poetry</i> 58, no. 3 (2020): 249, DOI: 10.1353/vp.2020.0020.
Concise Note
Bailey, “Robert Browning,” 249.

Bibliography
Bailey, Suzanne. "Robert Browning." <i>Victorian Poetry</i> 58, no. 3 (Fall 2020): 249. DOI: 10.1353/vp.2020.0020.

Periodical Article with Two Authors
General Format
Full Note
Author First Name Second Name or Initial (if applicable) Surname and Author First Name Second Name or Initial (if applicable) Surname, "Article Title," <i>Periodical Title</i> volume number (Year): page number, DOI or URL, if applicable.
Concise Note
Author Surname and Author Surname, "Article Title," page number.
Bibliography
Surname, Author First Name Second Name or Initial (if applicable), and Author First Name Second Name or Initial (if applicable) Surname. "Article Title." <i>Periodical Title</i> volume number, issue number (Month Day, Year). DOI or URL, if applicable.
Example
Full Note
Ferreira Cury and Maria Zilda, "Os Sertões, de Euclides da Cunha: Espaços," <i>Luso-Brazilian Review</i> 41, no. 1 (2004): 73, DOI: 10.1353/lbr.2004.0006.
Concise Note
Cury and Zilda, "Os Sertões," 77.
Bibliography
Cury Ferreira, and Maria Zilda. "Os Sertões, de Euclides da Cunha: Espaços." <i>Luso-Brazilian Review</i> 41, no. 1 (2004): 73. DOI: 10.1353/lbr.2004.0006.

Article in a Newspaper
General Format
Full Note

Author First Name Second Name or Initial (if applicable) Surname, “Article Title,” <i>Newspaper Title</i> , Month Day, Year.
Concise Note
Author Surname, “Article Title”
Bibliography
Author Surname, First Initial, Second Initial. “Article Title,” <i>Newspaper Title</i> , Month Day, Year. DOI or URL, if applicable.
Example
Full Note
Doyle Rice, “When Were the Vikings in the Americas? Exactly 1,000 Years Ago, Study Says,” <i>USA Today</i> , October 21, 2021.
Concise Note
Rice, “When Were the Vikings in the Americas?”
Bibliography
Rice, Doyle. “When Were the Vikings in the Americas? Exactly 1,000 Years Ago, Study Says,” <i>USA Today</i> , October 21, 2021.

Websites

Website
General Format
Full Note
Author First Name Second Name or Initial (if applicable) Surname, “Title of Page,” Title or Owner of Site, date last revised or accessed, URL.
Concise Note
Author Surname, “Title of Page.”
Bibliography
Author Surname, First Name Second Name or Initial (if applicable). Title or Owner of Site. Date last revised or accessed. URL.

Example
Full Note
History.com Editors, “Kansas,” <i>History.com</i> , August 21, 2018, https://www.history.com/topics/us-states/kansas .
Concise Note
History.com Editors, “Kansas.”
Bibliography
History.com Editors. “Kansas.” <i>History.com</i> . August 21, 2018. https://www.history.com/topics/us-states/kansas .

Online Reference Work
General Format
Full Note
Author First Name Second Name or Initial (if applicable) Surname, “Title of Entry,” <i>Title of Reference Work</i> , ed. Editor First Name Second Name or Initial (if applicable) Surname (Publisher, Year), URL.
Concise Note
Author Surname, “Title of Entry.”
Bibliography
Surname, Author First Name Second Name or Initial (if applicable). “Title of Entry.” <i>Title of Reference Work</i> , edited by Editor First Name Second Name or Initial (if applicable) Surname. Publisher, Year. URL.
Example
Full Note
Martha Royce Blaine, “Prairie Tribes,” <i>Encyclopedia of North American Indians</i> , ed. Frederick E. Hoxie (Houghton Mifflin Company, 1996), https://search.ebscohost.com/login.aspx?direct=true&db=khh&AN=12594037&site=ehost-live .
Concise Note
Royce Blaine, “Prairie Tribes.”
Bibliography

Royce Blaine, Martha. "Prairie Tribes." *Encyclopedia of North American Indians*, edited by Frederick E. Hoxie. Houghton Mifflin Company, 1996. <https://search.ebscohost.com/login.aspx?direct=true&db=khh&AN=12594037&site=ehost-live>.

Generative Artificial Intelligence

AI-Generated Texts

General Format

In-text Note

Tool publisher, name of tool, date generated.

Endnote

Content creator, response to "Text prompt used," date generated, tool publisher.

Example

In-text Note

This list of articles discussing triage techniques was generated by OpenAI's ChatGPT, October 26, 2023.

Bibliography

ChatGPT, response to "Compile a literature review of triage techniques utilized by emergency room nurses in the United States, focusing on articles written since 2013," October 26, 2023, OpenAI.

AI-Generated Images

General Format

In-text Note

"Name of image," image generated by tool publisher and tool, date generated.

Bibliography

Name of AI tool. Response to "Text prompt used." AI-generated image. Tool publisher's name, Date generated.

Example

In-text Note

“Fire-breathing dragon and a castle,” image generated by OpenAI's DALL-E 2, October 26, 2023.

Bibliography

DALL-E 2. Response to “Fire-breathing dragon and a castle.” AI-generated image. OpenAI, October 26, 2023.

Disclosure Statement for Generative Artificial Intelligence Use

Important: Verify with the instructor that generative artificial intelligence can be used for the assignment. DO NOT use unless specific permission has been given.

Unless otherwise directed by the instructor, the inclusion of an AI Use Disclosure statement in the assignment is highly recommended. One potential location for the statement is after the body of the paper and before the bibliography. Include in the statement the specific AI tool(s) used and one to three sentences on how they were applied. This kind of statement is recommended any time AI-generated content is employed in the process of completing an assignment even if AI-generated content is not cited directly.

Example: I used ChatGPT to help create ideas for this assignment. I used the prompt “Act as if you are a community college student in the United States. Think of five ideas that could be used for an essay on the historical influences on fantasy movie and television series including but not limited to *Game of Thrones*, *Wheel of Time*, *The Witcher*, and *Lord of the Rings*.” One of the outputs was “Medieval Europe and Feudalism in Fantasy Worlds – Many fantasy series, including *Game of Thrones*, *The Witcher*, and *Lord of the Rings*, draw from medieval European history. This essay could explore how elements like feudal hierarchy, knightly chivalry, and the power struggles between nobility and royalty influence these stories.” I modified the output into a thesis statement that pointed me to my final draft.

Formatting Notes

- Note reference numbers in the text appear as superscript numbers.
- Footnotes or endnotes are numbered consecutively, beginning with 1. Each chapter or section of a text should restart the consecutive numbering, unless the text has no internal divisions.
- Note numbers are generally placed at the end of the sentence, after punctuation. Note numbers are also placed after the punctuation and quotation marks when citing a direct quote.

- Subsequent citations of the same source, either immediately following the initial citation or later in the chapter, should use a shortened form of the citation.
 - The shortened citation is generally the last name of the author and the main title of the work, shortened if the title is more than four words.
 - If the work has more 2 or 3 authors, list each author's last name. If the work has 4 or more authors, use the first author's last name and "et al."
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