

Chicago Citation Guide

Parenthetical/In-Text Citations

In-text citations are when you use an outside source to support a claim in your essay. They guide readers to sources that go into more detail on a topic. It's a quote or paraphrase followed by the source information in footnotes.

Quotes

A direct quote is when you take the author's exact words from a source. You use direct quotes when:

- The author is a high authority and could lend you credibility to your main points
- The author's words are articulate enough to support your ideas
- You are unable to put an idea into your own words

Paraphrases

A paraphrase is when you reword something that someone else said. You use paraphrases when:

- You need to simplify the author's words
- You want to explain the main point of a passage
- You want to explain an idea when exact wording isn't important

Citing Information with the Notes and Bibliography Format

The Chicago Manual of Style allows for two different citation methods. The first is the Author Date method that indicates sources in parenthesis. This guide is on the second method for Chicago formatting, the Notes Bibliography method. This method cites information using footnotes at the bottom of the page or notes at the back of the paper with a bibliography for references.

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Examples of Footnote Citations

instance, maladies like smallpox and measles that either kill or produce lasting immunity and have no carries except humans cannot exist for long among small groups of people.”¹ In this way, Crosby highlighted not only the environmental factor of disease and its effects on humans, but also the role human actions have on increasing or decreasing the effects the environment has on them. In a similar, yet somewhat different approach, Parker also discussed disease. For example, when discussing famine, he noted, “In this weakened condition, any additional stress on the body, such as disease, usually proves fatal and, amid the social disruption normally associated with famine, infectious diseases often spread rapidly.”² In this case, Parker illustrated the effects of disease increased when famine occurred (the famine itself was often a result of poor harvests due to environmental issues). Both Crosby and Parker acknowledged the role of disease as an environmental factor but did so in a manner that also looked into human decision. For Crosby this was peoples’ choice to remain in a single location in large groups, and for Parker, this was the choice to continue with agricultural practices that were not working with

Footnote inserted after the sentence

¹ Alfred Crosby, *Ecological Imperialism: The Biological Expansion of Europe, 900-1900* second edition (New York: Cambridge University Press, 2015), 48-49, Kindle.

² Geoffrey Parker, *Global Crisis: War, Climate Change and Catastrophe in the Seventeenth Century* (New Haven: Yale University Press, 2013), 104-105, Kindle.

of excessive rainfall or flooding, followed by drought (or vice versa), with severe cold during some seasons and temperate weather during other times. The lasting result was a series of poor

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² Geoffrey Parker, *Global Crisis: War, Climate Change and Catastrophe in the Seventeenth Century* (New Haven: Yale University Press, 2013), 104-105, Kindle.

When formatting the citation, ensure the font used in the paper aligns with the one used in the paper, and that the font size is 10 pt if the rest of your paper is 12pt. Even if your paper is double spaced, your citations need to be single spaced unless your professor requests otherwise.

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Examples of Footnote Citations

Once a source has been cited fully once in your paper, Chicago allows for a shortened form of the citation to be used throughout the rest of your footnotes.

²⁰ Ó Gráda, *Black '47 and Beyond*, 188-190.

²¹ Mokyr and Ó Gráda, "What do people die of during famines," 344.

²² Mokyr and Ó Gráda, "What do people die of during famines," 340.

Note that *Ibid.* is no longer utilized in the Chicago Manual of Style 17th edition

Formatting Notes and Bibliography Sources

Books

The following is the standard format for Books:

Footnote First Name Last Name, *Title of Book* (Place of Publication: Publisher, Year of Publication), Page Number.

Bibliography Last Name, First Name. *Title of Book*. Place of Publication: Publisher, Year of Publication.

Periodicals

The following is the standard format for Journal Articles:

Footnote First Name Last Name, "Title of Article," *Journal Title* Volume, Issue Number (Year of Publication): Page Number.

Bibliography Last Name, First Name. "Title of Article." *Title of Journal* Volume, Issue Number (Year of Publication): Page Range.

Electronic Sources

The following is the standard format for Webpages:

Footnote First Name Last Name, "Title of Web Page," Name of Website, Publishing Organization, publication or revision date if available, access date if no other date is available, URL.

Bibliography Last Name, First Name. "Title of Web Page." Name of Website. Publishing Organization, publication or revision date if available. Access date if no other date is available, URL.

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Title Page Format

1 Inch
Margins



1/2 Inch
Margin



Running Head
Page #

Information
Should be
Centered on
the
Paper

Title of Paper:
Sub-Title of Paper

Double Space
All Text

John Doe
HIST 520: Class Title
Dr. Professor's Name
December 5, 2023

Abstract Page Format

The diagram illustrates the format for an abstract page. It features a large rectangular frame representing the page. On the left side, there are four text annotations with red lines pointing to the corresponding parts of the page: '1 Inch Margins' points to the top and left margins; 'Abstract Title Centered and Bolded' points to the title 'Abstract'; 'Double Space All Text' points to the main body of text; and 'Keywords Placed Under the Text' points to the 'Keywords' line. On the right side, there are two text annotations: '1/2 Inch Margin' points to the right margin, and 'Running Head Page #' points to the page number '2'. The page content includes the title 'Abstract', a paragraph of text, and a line of keywords.

1 Inch Margins

Abstract

The purpose of this article is to highlight the complexity of the interactions between Christians and the pagan visual culture that was left behind after Constantine's ascension. This article will provide a more detailed account of Constantinople in the 4th century while encompassing a broader range of topics including art, architecture, and statues, thus serving as a more well-rounded snapshot of the interplay between pagan and Christian influences in the visual culture of the Byzantine Empire.

Keywords: Fourth Century, Byzantine Empire, Visual Culture, Religion

1/2 Inch Margin

Running Head
Page #

2

Abstract Title Centered and Bolded

Double Space All Text

Keywords Placed Under the Text

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Works Cited Page Format

1 Inch
Margins

2nd Citation
Should be
Indented by
1/2 inch

Bibliography

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Margin

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Page #