

Bibliography

- Adams, Beaufort. *Alternate Sources of Health Care*. New York: McGraw Hill, 1996.
- Brown, M. and Jane Ashton. *Being and Growing Older*. London: Methuen, 2003.
- Downey, Pearl, Lon Harris, Esther Williams, W.B. Yeats, O. Murray, James M. Cherry, et al. *Working in Teams: The First Week*, 2nd ed. Toronto: Canadian Press, 1986.
- Extra Short Title Entry Systems and Their Uses*. San Francisco: Bloomfield Publishers, 2000.
- Gardiner, Ian. "Animal Therapy." *The Journal of Gerontology* 23, no. 3 (2000): 32-53.
- Hildy, R., and Mary Krakauer. "Visiting Patterns of Friends and Relatives at the Yorkshire Home for the Aged." *Advanced Studies in Elderly-Care* 98 (1998): 1154-1182.
- Immerman, Harold. "Who's Looking after Grandma?" *Association for the Protection of the Elderly*. 44 (1998): 87-102. Accessed October 12, 2010. Doi:10.1086/65787.

ADDITIONAL RESOURCES

For further help formatting citations and for examples of manuscript styles, check these additional resources.

<http://www.chicagomanualofstyle.org/home.html>

This website contains several guides, including video tutorials, concerning Chicago Style.

Refworks

This service is available to students free of charge through York College's subscription. You first create an account while on campus at www.refworks.com. Thereafter, you can access the resource from home. You can import reference directly into your own database from a variety of online databases, or you can manually enter reference information into your RefWorks database. RefWorks will create a bibliography in Chicago style for you from your database. Using the companion utility Write-N-Cite, you can also use your RefWorks database to easily insert references into the body of your paper (footnotes and endnotes).

To begin using RefWorks, log on to www.refworks.com while on campus, go to "Login," and follow the links to create an account. Then, follow the three "Getting Started" steps on the web page, or view the "Quick Start Guide," or view the online tutorial.

A SHORT GUIDE TO CHICAGO STYLE

Based on the 17th Edition of
The Chicago Manual of Style, 2017



The method of citation most commonly used by historians, Chicago style makes use of footnotes and endnotes to cite within the text, and offers a standardized format for bibliographic entries.

HOW DO YOU KNOW WHEN YOU NEED TO PROVIDE A CITATION?

You need a citation when:

You borrow someone else's writing.

You borrow someone else's ideas.

You present information that isn't common knowledge.

FORMATTING CITATIONS

In Chicago style, citations are formatted as endnotes or footnotes. Ask your professor whether he/she prefers endnotes, footnotes, or a combination. Footnotes and endnotes include the author's name, the title, publication information, and usually the page number where the information can be found. Depending on the type of sources (book, article, website, video, etc.), the citation may be formatted differently. Below are examples of footnotes/endnotes:

During the colonial period, these wealthy patrons not only authorized and often underwrote the productions, but also constituted the bulk of the audience both in terms of box-office receipts and actual attendance.¹ The size, quality, and privacy of the boxes were, of course, a constant subject of concern for the writers at the time.²

¹ Richard Butsch, *The Making of American Audience: 1750-1990* (New York: Cambridge University Press, 2000), 23.

² Brooks, McNamara, *The American Playhouse in the Eighteenth Century* (Cambridge, MA: Harvard University Press, 1969), 48.

If you are referencing the same source more than once, you may use a shortened form of the citation in additional footnotes/endnotes:

³ Butsch, 45.

Note: the use of "Ibid" in consecutive notes is discouraged in the 17th edition. Instead use the following format:

⁴ Heather Nathans, *Early American Theatre from the Revolution to Thomas Jefferson: Into the Hands of the People* (New York: Cambridge University Press, 2003), 113.

⁵ Nathans, 45.

PREPARING THE BIBLIOGRAPHY

Though endnotes and footnotes contain complete publication information for your sources, it is also necessary to include a bibliography with your paper. Although in endnotes and footnotes you list the author's name beginning with his/her first name, in the bibliography list the author's name beginning with his/her last name, and the bibliography is ordered alphabetically beginning with the author's last name. In the instance that there is no author, the title services as the beginning of the, and is alphabetized along with the authored sources.

WORKING WITH DIFFERENT TYPES OF SOURCES

The Chicago Manual of Style contains dozens of examples of different reference types. Below are a few examples of commonly used formats. The first example under each category is an endnote; the second is a bibliographic citation.

Books with one author

¹ Dick Francis, *Come to Grief* (New York: Putnam's Sons, 1994), 101.

Bib: Francis, Dick. *Come to Grief*. New York: Putnam's Sons, 1994.

Books with two authors

² Liam P. Unwin and Joseph Galloway, *Peace in Ireland* (Boston: Stronghope Press, 1990), 101.

Bib: Unwin, Liam P. and Joseph Galloway, *Peace in Ireland*. Boston: Stronghope Press, 1990.

Journal Article

³Rush Limbaugh, "The Best of the Reagan Years," *National Review* 29 (1990): 24.

Bib: Limbaugh, Rush. "The Best of the Reagan Years." *National Review* 29 (1990): 22-25.

Journal Article Online

For journal articles you consulted online, you must include a DOI (Digital Object Identifier) if available. A DOI is a permanent ID that, when appended to <http://dx.doi.org/> in the address bar of an Internet browser, will lead to the source. If no DOI is available, list a URL. Include an access date only if required by the publisher.

⁴Michael C. Ryan, "Teaching Reading," *Exceptional Education* 88, (2000): 201, accessed October 10, 2010, doi: 10.1086/599247.

Bib: Ryan, Michael C. "Teaching Reading." *Exceptional Education* 88, (2000): 191-215. Accessed October 10, 2010. doi: [10.1086/599247](https://doi.org/10.1086/599247).

Newspaper Article

⁵Williams Robbins, "Big Wheels: The Rotary Club at 75," *New York Times*, February 17, 1980.

Bib: Robbins, Williams. "Big Wheels: The Rotary Club at 75." *New York Times*, February 17, 1980.

Websites

Because content in websites is subject to change, include an access date or, if available, a date that the site was last modified.

⁶"Google Privacy Policy," last modified March 11, 2009, <http://www.google.com/intl/en/privacypolicy.html>.

Bib: Google. "Google Privacy Policy." Last modified March 11, 2009. <http://www.google.com/intl/en/privacypolicy.html>.

⁷"McDonald's Happy Meal Toy Safety Facts," McDonald's Corporation, accessed July 19, 2008, <http://www.mcdonalds.com/corp/about/factsheets.html>.

Bib: McDonald's Corporation. "McDonald's Happy Meal Toy Safety Facts." Accessed July 19, 2008. <http://www.mcdonalds.com/corp/about/factsheets.html>.