

An Introduction to Citations

In all your courses you will be required to use outside sources in research projects and assignments. In such situations, you would include the words or ideas of other people into your own work. When you do so, you must give credit for the original source of information or the idea. In other words, you must "cite" the source. When you do not properly cite or credit the original source in your work, it comes across as cheating or as a plagiarized work. Your teacher would then give a zero for your assignments!



This citation guide will explain everything you need to know to safely and correctly cite your sources.

First, you will learn the 3 methods of using outside sources: Direct Quoting, Paraphrasing, & Summarizing. Then, you will focus on formatting citations using "Chicago style". Finally, you will put all parts of citing together to understand how and when to use citations.

Methods of Using Outside Sources

You must use and integrate outside sources in a fair and attentive manner. By doing so, you help to demonstrate that you have carefully read and considered the material on your topic. Your teacher and classmates see not only your ideas alone, but also your points contextualized by the ideas of others.

There are 3 methods of using outside sources: Direct Quoting, Paraphrasing, & Summarizing

	What is it?	When to use it?	How to Cite it?
Direct Quotations	are words and phrases that are taken directly from another source and then used word-for-word in your paper. You must put that quotation or phrase in quotation marks.	sparingly and when the original language has a strong impact; with set-up, context, and proper citation; followed by commentary, analysis, or explanation.	as in-text citation with a corresponding entry in the Bibliography Section.
Paraphrasing	expressing the meaning of the original source using different words.	to contextualize the information (who said it, when, and where) ; to restate all the supporting points to develop the main idea of the original text; to share important information from the source while maintaining their own voice.	as in-text citation with a corresponding entry in the Bibliography Section.
Summarizing	involves condensing the main idea of a source into a much shorter overview. A summary outlines a source’s most important points and general position.	to contextualize the information (who said it, when, and where); by condensing the source to its main ideas and without using quotations or citing specific supporting points of the passage; to support their claims.	as in-text citation with a corresponding entry in the Bibliography Section.

Formatting Citations - Chicago Manual of Style

We use a standard format to cite. Major formats come from organizations like the **University of Chicago Press (Chicago Manual of Style, or CMOS)**, Modern Language Association (MLA) or the American Psychological Association (APA). You will be using Chicago style in this history course.

Regardless of the style, when you cite, you do two things

- Create **Footnotes** - It is indicated in the text of your paper as a superscript number, after the quotation, or paraphrase, or summary. The superscript number corresponds with bibliographic information in the footer of your page. This tells your reader precisely what is borrowed from your source and where to locate that information in the Bibliography.
- Create a **Bibliography Section** - It is the list of references you used in your paper, located at the end of your paper which tells your reader what resources you used to write your paper

Footnotes - Chicago Style

- The footnotes usually appear as a superscript number in your text and in the footnotes section at the bottom of your page.
- Notes correspond directly to an entry in your list of references in the Bibliography.
- The **author's last name, shortened title, and the page number** are usually enough to indicate the location in the source if all sources are also in your bibliography.
- If all of your sources are not listed in your bibliography, **full bibliographic information** is necessary in your footnote.
- If full bibliographic information was necessary, then any footnote of the same source after the first full footnote can be short format.

Here is the standard correct full footnote style according to Chicago guidelines:

“Crushed thirty feet upwards, the waters flashed for an instant like heaps of fountains, then brokenly sank in a shower of flakes, leaving the circling surface creamed like new milk round the marble trunk of the whale.”¹

1. Herman Melville, *Moby-Dick; or, The Whale* (New York: Harper & Brothers, 1851), 627.

Take a moment to carefully consider the placement of the parts and punctuation of this footnote. Note that the small number in the text (the superscript) corresponds to the full bibliographic information that is located below the text.

Here is the standard correct full footnote compared with a short-form footnote style according to Chicago guidelines:

1. Stuart Shea, *Wrigley Field: The Long Life and Contentious Times of the Friendly Confines* (Chicago: University of Chicago Press, 2014), 51–52.

2. Shea, *Wrigley Field*, 138.

Usually the short-form footnote is enough for footnotes, but there are common exceptions. [Take a look at common exceptions and examples here.](#)

Bibliography - Chicago Style

1. **Page numbers:** Just as the rest of your paper, the top of the page should retain the right-justified header with the page number.
2. **Title:** On the first line, the title of the page—Bibliography—should appear centered and not italicized, bolded, or placed in quotation marks.
3. **Alphabetical order:** Starting two lines after the page title, your references should be listed in alphabetical order by author.
4. **Spacing:** This page should be single-spaced and have 1-inch margins. Skip an extra line between citations.
5. **Hanging indents:** Each reference should be formatted with what is called a hanging indent. This means the first line of each reference should be flush with the left margin (i.e., not indented), but the rest of that reference should be indented 0.5 inches further. Any word-processing program will let you format this automatically. (In Microsoft Word, for example, you simply highlight your citations, right-click and choose “Paragraph”, and choose “hanging indent” under the “Special” section.)

Here is an example of formatted Bibliography:



There is a specific Bibliography format for each type of source. [Take a look at the format and examples here.](#)

Let's Put it All Together

Use the following flow-chart to determine when and how to include Chicago style citations:

