

Chicago Manual of Style Guide (History, Politics)

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 you a grade of zero for your assignment!

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



Methods of Using Outside Sources

When using outside sources, it must be done 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 how other people's ideas helped shape your own.

When using information from outside sources, there are 3 methods of presenting the information in your work: Direct Quoting, Paraphrasing, and Summarizing

	What is it?	When to use it?	How to cite it?
Direct Quotations	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.	Use when the original language has a strong impact; with set-up, context, and proper citation; followed by analysis or explanation of why you included it. This method should be used sparingly; do not overuse this method.	Create a footnote citation along with a corresponding entry in the Bibliography section
Paraphrasing	Expressing the meaning of the original source using different words.	Use to put the information into the context of your piece of writing; to restate all the supporting points to develop the main idea of the original text; to share important information from the source while maintaining your own voice.	Create a footnote citation along with a corresponding entry in the Bibliography section
Summarizing	Condensing the main idea of a source into a much shorter overview. A summary outlines a source's most important points and general position.	Use to put the information into the context of your piece of writing by summarizing the source material to its main ideas to support your own claims.	Create a footnote citation along with a corresponding entry in the Bibliography section

Formatting Citations - Chicago Manual of Style

★ Vocabulary Reminder

A **Source** is the place you found your information. This could be a website, a video, a novel, etc.

A **Citation** is a way to tell your readers that certain material in your work came from another **source**. It also gives your readers the information necessary to find that source again.

To “**cite your source**” is to create a citation that gives credit to the rightful authors, websites, or businesses for the information you used in your writing that was taken from them. It is an acknowledgement that you used that **source** to obtain information used in a sentence or paragraph or an acknowledgement that you based your sentence or paragraph off of that source's information.

When do I need to use a Citation?

- Anytime that you are using information that is gathered from another source and is NOT common knowledge (the sky is blue, the grass is green, etc.) you need to cite it.

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

In all Grade 11 and 12 courses, **both** footnote citations AND the Bibliography must be present in any assignment that requires outside research.

How To Create 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.

How to Create a 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.)

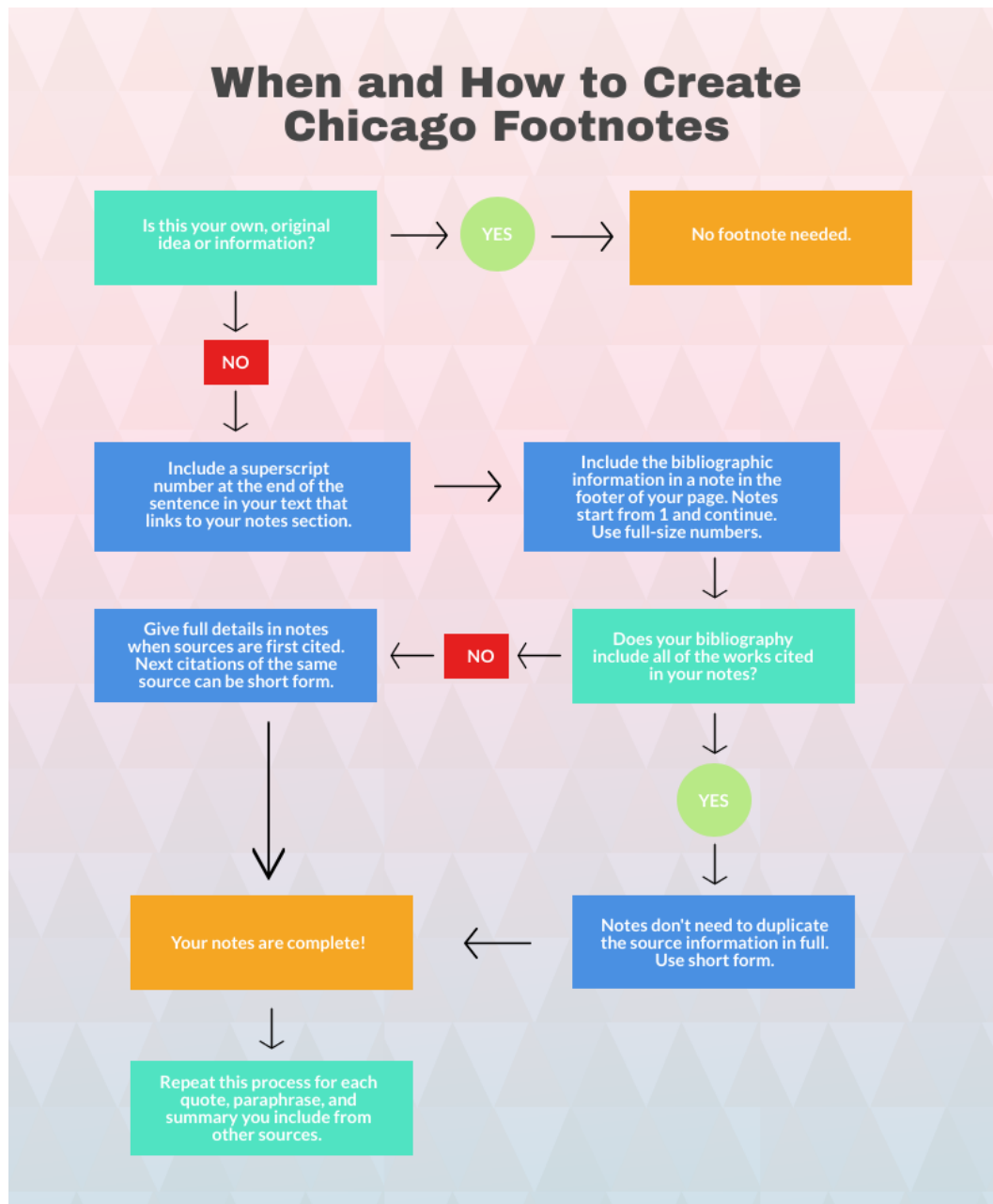
Here is an example of formatted Bibliography:



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:



More Information

Now that you understand the importance of citing sources and how to create footnotes and a bibliography section, you should have the basics to responsibly use research in your assignments. However, you may find that there are exceptions or variations in citations depending on the type of source. Use the following link to see examples of the most up to date citation format for all types of resources:

[Chicago Manual of Style Purdue Writing Lab](#)

Final Note

Citations are a crucial part of academic integrity. We use citations from credible sources to support, *not replace*, our own thinking and ideas. An essay or research paper with little or no citations lacks credibility. However, we must also be careful not to use too many citations. The purpose of your assignments is to demonstrate your learning by expressing your own thoughts and ideas and, when needed, back them up with citations. When your teacher is grading your writing, they will consider these questions:

- Does the unique voice of the student come through?
- Does the student share their own ideas and opinions (or do they just repeat the words and ideas from other people)?
- Does the student use enough credible citations to back up their thinking?

It is one thing to follow good citation practices and formatting, but if the entirety of your work is a collection of other people's ideas—even if those ideas are properly cited!—that is still an offence against academic integrity. Ultimately, it is your voice and your ideas that should be heard.