



Chicago Documentation for Research Papers

i. Plagiarism: What is it?

The term plagiarism is derived from the Latin word *plagiarius* which, when translated, means “kidnapper.” Similarly, the term *plagiarize* means to “commit literary theft” (Merriam-Webster’s Collegiate Dictionary). Some instances of plagiarism involve passing of someone else’s ideas as your own, failing to cite the source of your idea, paraphrasing inadequately, and failing to put quotation marks around direct quotations. Plagiarism is considered a very serious offence in academia, so learning correct citation methods will help you avoid the penalties of plagiarism. St. Mary’s plagiarism policy is available in the academic calendar under the section titled “Academic Dishonesty.”

ii. The Goal of Documentation

Documenting sources is a way of demonstrating the work that has gone into your research paper, much in the same way that you show your work when solving a math equation. It shows the reader that your argument can be supported by an already existing academic body of work. Ultimately, the goal of documentation is to give enough information regarding a source that your reader can find that same source. This handout is meant to give you some basic information regarding citation. Please refer to *Chicago Manual of Style 16th ed.* for a complete list of citation methods.

iii. Chicago Format

Font: Times New Roman (or similar) 12 point.

Margins: 1 inch (2.5 cm) on all sides of the page.

Spacing: Double space the entire paper with no extra spacing between paragraphs. First line of each paragraph should be indented a ½ inch.

Page Numbering: Title page is not counted in the page numbering. First page of the essay is counted as page one but bears no page number. Page number should appear in the upper right hand corner of each subsequent page, including the bibliography.

Title page: Space down a ¼ of the page, and centre the margin. On separate lines (in the same font as the rest of your paper) type the essay’s title, due date, your name and student number, course name and number, and name of your professor.

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iv. Two Parts of Documentation:

1. Reference notes (or in-text citations) – Depending on your professor’s preference, use either endnotes (at the end of your paper before the bibliography) or footnotes (entries at the bottom of each page). These notes are numbered consecutively, and demonstrate to your reader where you pulled your research from.
2. Bibliography – Is a list at the end of your paper where all sources cited in the paper are listed, along with publication information.

Citing Sources in Your Essay – Omissions and Additions

Direct Quotations – If you are using quotation marks when referencing a source, you MUST reproduce the original quote exactly with no changes to interior punctuation, spelling, or capitalization.

If you are adding a word – If you are adding a word to a quotation for grammar or coherence purposes, it must be surrounded by [square brackets]. If you are changing the first letter in a quote for capitalization purposes, you do not need to put square brackets around it (unless it is a legal commentary).

If you are omitting a word – Ellipses points (...) must be used to indicate where words are omitted in the middle of a quotation. Do not use ellipses points to begin or end quotations. If you are omitting words in the middle of a quotation, use three ellipses. If you are omitting words at the end of a sentence and beginning a new one, you use four ellipses (the first one being the period at the end of the omitted word sentence).

Example: “He had come forth from the hands of God a perfect creature....Many times I considered Satan as the fitter emblem...when I viewed the bliss of my protectors, the bitter gall of envy rose within me.”¹

Short Quotations – Are five lines or less, and are incorporated into the body of your essay enclosed in quotation marks.

Long Quotations – Are six or more lines and are typed in block format:

- Entire quotation is single spaced, and may be one point smaller than the standard font size
- Indent ½ inch from the left margin
- No quotation marks – block format indicates it is a quotation

Summaries/ Paraphrases

¹ Mary Shelley, *Frankenstein*, 2nd ed. (Peterborough, ON: Broadview, 1999), 154.

If you are summarizing or paraphrasing a work, you must include a citation to avoid plagiarism. A paraphrase must differ significantly from the original in both word choice and sentence structure. Unlike direct quotations, a page number is not necessary if you are summarizing/ paraphrasing.

- Citation in the form of footnote/endnote must accompany each paraphrase, summary, or quotation
- If quoting more than once from the same source paragraph, a single citation may be used after the final quotation

Subsequent References

- Once a work is fully referenced, subsequent references to that work can be abbreviated as follows: author's last name, shortened title, page number.

Example: Shelley, Frankenstein, 154.

Bibliography

A bibliography is a separate page at the end of your paper which includes all relevant citation and publication information included in your essay. The format for a bibliography is as follows:

- Type the word Bibliography at the top of a new page, and centre the margin.
- All sources included in your essay should be included in the bibliography (except for scriptural references).
- The list is single spaced with double spacing between entries.
- The first line of your entry is flush with the left margin, and any subsequent lines for the entry are indented a ½ inch (also known as a hanging indent).
- Entire list is alphabetical with the last name of the author first in each entry. If author is unknown, the title is first. Titles that begin with an article (the, a, an) is alphabetized according to the second word in the title.
- For two or more entries by the same author, put in order of date of publication from least recent to most recent.
- If there is no specified date of publication, use abbreviation n.d (no date).
- If city of publication is not widely known, use the standard abbreviation for states or provinces.

V. Sample Reference Notes and Bibliographic Entries

**** Note:** The following examples include the footnote reference first (**N**) followed by the corresponding bibliographic entry (**B**).

1. One Author

N. Wendy Doniger, *Splitting the Difference: Gender and Myth in Ancient Greece and India* (Chicago: University of Chicago Press, 1999), 23.

B. Doniger, Wendy. *Splitting the Difference: Gender and Myth in Ancient Greece and India*.
Chicago: University of Chicago Press, 1999.

2. Two or Three Authors – Three authors of the same work are listed in the order as they appear on the title page. In a bibliography or reference list, only the first author's name is inverted, and a comma must appear before and after the first author's given name and initials.

N. Kurt Johnson and Steve Coates, *Nabokov's Blues: The Scientific Odyssey of a Literary Genius* (Cambridge, MA: Zoland Books, 1999), 25.

B. Johnson, Kurt, and Steve Coates. *Nabokov's Blues: The Scientific Odyssey of a Literary Genius*.
Cambridge, MA: Zoland Books, 1999.

3. More than Three Authors – For works by, or edited by, four to ten persons, all names are usually given in the bibliography. Word order and punctuation is the same for three authors. In the footnote/endnote entry, only the first author is included followed by "and others" or "et al," with no intervening comma.

N. Lynn Hunt and others, *The Making of the West: Peoples and Cultures*, 3rd ed. (Boston: Bedford/St. Martin's, 2009), 541.

B. Hunt, Lynn, Thomas R. Martin, Barbara H. Rosenwein, R. Po-chia Hsia, and Bonnie G. Smith. *The Making of the West: Peoples and Cultures*. 3rd ed. Boston: Bedford/St. Martin's, 2009.

The Bible and Other Sacred Writings – Citations should include book, chapter, and verse in the reference note, but not a page number. Well known Jewish and Christian scriptures usually appear in the footnote/endnote section, but not in bibliographies.

N. 6.2 Kings 11:8 (New Revised Standard Version).

B. Scriptural references not included in the bibliography

5. A Chapter in a Book

N. James B. Ashbrook and Carol Rausch Albright, "The Frontal Lobes, Intending and a Purposeful God." in *The Humanizing Brain*. (Cleveland, OH: Pilgrim Press, 1997), 110-35.

B. Ashbrook, James B., and Carol Rausch Albright. "The Frontal Lobes, Intending and a Purposeful God." Chap. 7 in *The Humanizing Brain*. Cleveland, OH: Pilgrim Press, 1997

6. An Article in an Edited Anthology

N. Ernest Kaiser, "The Literature of Harlem," in *Harlem: A Community in Transition*, ed. J. H. Clarke (New York: Citadel Press, 1964), 36.

B. Kaiser, Ernest. "The Literature of Harlem." In *Harlem: A Community in Transition*. Edited by J. H. Clarke, 25-57. New York: Citadel Press, 1964.

7. An Edited Book

N. John Stuart Mill, *Autobiography and Literary Essays*, eds. John M. Robson and Jack Stillinger (Toronto: University of Toronto Press, 1980), 15.

B. Mill, John Stuart. *Autobiography and Literary Essays*. Edited by. John M. Robson and Jack Stillinger. Toronto: University of Toronto Press, 1980.

8. A Translated Book

N. Julio Cortazar, *Cronopios and Famas*, trans. Paul Blackburn (New York: Random House, 1969), 143.

B. Cortazar, Julio. *Cronopios and Famas*. Translated by Paul Blackburn. New York: Random House, 1969.

9. Edition (citing a particular volume without a different title)

N. Edward Banicek, *A History of India*, 2nd ed. (Philadelphia: Ross and Kittredge, 1988), 2:132.

B. Banicek, Edward. *A History of India*. 2nd ed. Vol. 2. Philadelphia: Ross and Kittredge, 1988.

10. Entry in an Encyclopaedia or Dictionary

Well-known reference books are not usually listed in bibliographies.

"S. V" stands for "sub verbo" or "under the word."

For entries in a lesser known dictionary or encyclopaedia, please use the format for "Article in an Edited Anthology."

N. Webster's New International Dictionary, 3rd ed., s.v. "apostrophe."

N. Encyclopaedia Britannica, 11th ed., s.v. "original package."

11. Article in a Scholarly Journal

The first number after the title of the journal is the volume number. The second number (after “no.”) is the issue number.

N. Cartwright C. Bellworthy, “Reform of Congressional Renumeration,” *Political Review* 7, no. 6 (1990): 89.

B. Bellworthy, Cartwright C. “The Reform of Congressional Renumeration.” *Political Review* 7, no. 6 (1990): 87-101.

12. Article in a Magazine

N. Emily Macel, “Beijing’s Modern Movement,” *Dance Magazine*, February 2009, 35.

B. Macel, Emily. “Beijing’s Modern Movement.” *Dance Magazine*. February 2009,

13. Article in a Newspaper

N. Randal C. Archibold, “These Neighbors Are Good Ones without a New Fence,” *New York Times*, October 22, 2008, sec. A.

B. Archibold, Randal C. “These Neighbors Are Good Ones without a New Fence.” *New York Times*, October 22, 2008, sec. A.

14. DVD

N. *The Secret of Roan Inish*, DVD, directed by John Sayles (1993; Culver City, CA: Columbia TriStar Home Video, 2000).

B. *The Secret of Roan Inish*. DVD. Directed by John Sayles. 1993; Culver City, CA: Columbia TriStar Home Video, 2000.

15. A Published/ Broadcasted Interview

N. Carrie Rodriguez, interviewed by Cuz Frost, *Acoustic Cafe*, 88.3 WGWG FM, November 20, 2008.

B. Rodriguez, Carrie. *Acoustic Cafe*. By Cuz Frost. 88.3 WGWG FM, November 20, 2008.

16. Class Lecture

N. Ernie McCullough, “Philosophy 249: Ethics” (lecture, St. Mary’s University College, Calgary, AB., January 15, 2003).

B. McCullough, Ernie. “Philosophy 249: Ethics.” Lecture, St. Mary’s University College, Calgary AB., January 15, 2003.

Electronic Sources

When citing electronic sources, be sure to include as much information as possible to allow your reader to find the source you are referencing. Chicago recommends using a URL (Uniform Resource Locator) or a DOI (Digital Object Identifier) to lead readers directly to a source cited.

URL – is designed to lead a reader directly an internet source. E.g. <http://www.chicagomanualofstyle.org>

DOI – is a unique and permanent name assigned to a piece of intellectual property like a journal or a book, in any medium in which it is published. DOI's are preferable to URL's because they are a permanent reference to the source whereas URL's are constantly changing. Look for the term "DOI" on the publication information page. It will be in a number format. E.g 10.1086/529076.

1. An Online Book

N. Heinz Kramer, *A Changing Turkey: The Challenge to Europe and the United States* (Washington, DC: Brookings Press, 2000), 85, <http://brookings.nap.edu/books/0815750234/html/R1.html>.

B. Kramer, Heinz. *A Changing Turkey: The Challenge to Europe and the United States*. Washington, DC: Brookings Press, 2000. <http://brookings.nap.edu/books/0815750234/html/R1.html>.

2. Journal Article from an Electronic Database

N. Eugene F. Provenzo Jr., "Time Exposure," *Educational Studies* 34, no. 2 (2003): 266, <http://search.epnet.com/>.

B. Provenzo, Eugene F., Jr. "Time Exposure." *Educational Studies* 34, no. 2 (2003): 266-67. <http://search.epnet.com/>.

3. Citing a Website

Include as much of the following information as is available: author, title of the site (not italicized), sponsor of the site, and the site's URL. When no author is named, treat the sponsor as the author.

N. Kevin Rayburn, The 1920s, <http://www.louisville.edu/~kprayb01/1920s.html>.

B. Rayburn, Kevin. The 1920s. <http://www.louisville.edu/~kprayb01/1920s.html>.

4. Short work from a Website

Include as many of the following elements as are available: author's name, title of the short work, title of the site, sponsor of the site, and the URL. When no author is named, treat the site's sponsor as the author.

N. Sheila Connor, "Historical Background," Garden and Forest, Library of Congress, <http://lcweb.loc.gov/preserv/prd/gardfor/historygf.html>.

B. Connor, Sheila. "Historical Background." Garden and Forest. Library of Congress. <http://lcweb.loc.gov/preserv/prd/gardfor/historygf.html>.

5. Podcast

N. Clay S. Jenkinson, "Prejudice and Parties," Show 734, Thomas Jefferson Hour, New Enlightenment Radio Network, Makoché Recording, and Prairie Public Radio, MP3 audio file, <http://www.jeffersonhour.org/>.

B. Jenkinson, Clay S. "Prejudice and Parties." Show 734. Thomas Jefferson Hour. New Enlightenment Radio Network, Makoché Recording, and Prairie Public Radio. MP3 audio file. <http://www.jeffersonhour.org/>.

Sample Footnote Page:

Footnotes

1. Broderick Mummerston, *An Introduction to Inca Sports and Rituals* (Houston: H. D Dobbs, 1990), 214.
2. Mummerston, *Inca Sports and Rituals*, 215.

Please Remember....

When in Doubt, Cite it Out!!!

Still have questions?

Please consult the Learning Centre (C114) for expanded citation instruction.

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