

CHICAGO MANUAL OF STYLE

"Chicago Style" uses a **footnote** or **endnote** style of referencing. Superscript numbers in your text direct the reader to a bibliographic entry, either at the bottom of the page or in a **Notes** section at the end of your paper. Often a **Bibliography** section follows. This style is preferred by many instructors in the Department of History at Queen's. *Check with your instructor if you are uncertain of the referencing requirements in your course.*

To use this style in Microsoft Word 2007, go to the References tab → Footnotes, which will allow you to insert notes in your text. References → Citations & Bibliography will help you in setting up and formatting your bibliography.

The models below show formats for citing a source for the first time. In additional references to the same book, article, etc., use only the author's last name and a page number, e.g., ³Babington, 36. If you are citing two works by Babington, include the title as well, e.g., ⁷Babington, *Meeting and Greeting*, 316. If you are citing two writers both named Babington, include the initial to avoid confusion, e.g., ¹⁶R. Babington, *Hunting and Gathering*, 188.

SOME MODELS FOR FOOTNOTES OR ENDNOTES

The first references to secondary sources include full details. The rules vary depending on what kind of source you are referring to. The form also changes slightly between the note and the way the entry appears in your bibliography. Note that numbers in the main text of a paper should be in superscript (e.g., ¹), but, in the notes themselves, the note numbers should be full-size and followed by a period.

Book by a single author, first edition

1. Rudolf B. Babington, *Hunting and Gathering* (London: Allen & Unwin, 1999), 54.

Bibliography entry:

Babington, Rudolf B. *Hunting and Gathering*. London: Allen & Unwin, 1999.

Later edition of a book

2. Tom Carpenter. *Carpentry*, 2d ed. (London: Faber & Faber, 1995), 207.

Bibliography entry:

Carpenter, Tom. *Carpentry*. 2d ed. London: Faber & Faber, 1995.

Book by two authors

3. Susan Korba and Donna Katinas, *The Lost Artifact of the Overhead Projector* (Toronto: Knopf, 2008), 12.

Bibliography entry:

Korba, Susan, and Donna Katinas. *The Lost Artifact of the Overhead Projector*. Toronto: Knopf, 2008.

Book by three authors

4. Peter Campbell, Andrea Phillipson, and Val Hamilton.

Bibliography entry:

Campbell, Peter, Andrea Phillipson, and Val Hamilton.

Book by more than three authors

5. Peter Christie et al., eds., *Auks and Awks: Avian Writing Samples* (Cambridge: MIT Press, 2008), 711.

Bibliography entry:

Christie, Peter, et al., eds. *Auks and Awks: Avian Writing Samples*. Cambridge: MIT Press, 2008.

Book by an unknown author (anonymous)

6. *Herstmonceux Bound* (Kingston: McGill-Queen's University Press, in press), 1.

Bibliography entry:

Herstmonceux Bound. Kingston: McGill-Queen's University Press, in press.

Book with both an author and an editor or translator

7. Joy Obadia, *Lost in Translation*, trans. and ed. Jane Russell Corbett (New York: Harper & Row, 2002), 112.

Bibliography entry:

Obadia, Joy. *Lost in Translation*. Trans. and ed. Jane Russell Corbett. New York: Harper & Row, 2002.

Anthology

8. *Poetical Works of RMC*, ed. Irwin Streight, 2d ed., vol. 2 (Oxford: Oxford University Press, 1998), 1009.

Bibliography entry: *Poetical Works of RMC*. Ed. Irwin Streight. 2d ed., vol. 2. Oxford: Oxford University Press, 2009.

Chapter in an edited collection

9. Ellie Barton, "The Culture of Kingston West," in *Ontario: Studies in Futility*, ed. Tom Vandermeulen and Gerry Majoros (Napanee: Citadel Press, 2004), 1214.

Bibliography entry:

Barton, Ellie. "The Culture of Kingston West." In *Ontario: Studies in Futility*, ed. Tom Vandermeulen and Gerry Majoros. Napanee: Citadel Press, 2004.

Reprinted book

10. Lori Vos, *Civility and Other Challenges of Democracy* (Cambridge: Harvard University Press, 1990; reprint, Kingston, Ont.: Artful Codger, 2006), 9.

Bibliography entry:

Vos, Lori. *Civility and Other Challenges of Democracy*. Cambridge: Harvard University Press, 1990; reprint, Kingston, Ont.: Artful Codger, 2006.

Article in a journal

11. Susan Olding and Vee Blackburn, "Pathologies of Parallelism," *Queen's English* 54, no. 2 (2003): 380.

Bibliography entry:

Olding, Susan, and Vee Blackburn. "Pathologies of Parallelism." *Queen's English* 54, no. 2 (2003): 380.

Book review

12. Douglas Babington, review of *The Limits of Patience*, by Martina Hardwick, *Canadian Journal of Sociolinguistics* 91, no. 5 (2001): 727.

Bibliography entry:

Babington, Douglas. Review of *The Limits of Patience*, by Martina Hardwick, *Canadian Journal of Sociolinguistics* 91, no. 5 (2001).

Newspaper article

13. Rosalind Malcolm and Maureen Garvie, "On the Trail of the Dangling Modifier," *Kingston Whig-Standard*, 2 February 2004, sec. 1A, p. 3.

Bibliography entry:

Malcolm, Rosalind, and Maureen Garvie. "On the Trail of the Dangling Modifier." *Kingston Whig-Standard*, 2 February 2004, sec. 1A, p. 3. [The "p." is used to make clear the difference between the page and section numbers.]

Encyclopedia entry

14. *Encyclopedia Britannica*, 11th ed., s.v. "Otters," R. May and I. Luyt.

Bibliography entry:

Encyclopedia Britannica. 11th ed. s.v. "Otters," R. May and I. Luyt. [The "s.v.," for Latin sub verbo, means "under the word."]

Unpublished material (dissertation or thesis)

15. Pamela Robinson, "On the Foundations of Phonological Theory" (Ph.D. diss., University of Toronto, 1997), 719.

Bibliographic entry:

Robinson, Pamela. "On the Foundations of Phonological Theory." Ph.D. diss., University of Toronto, 1997.

On-line journal article

16. Lynne Clarke, "Sniffing out Internet Plagiarism," *Tutor-Markers' Forum* 26, no. 5 (1999): par. 18,
<http://www.library.queensu.ca/databases/databaseinfo/index.cfm?ID=63>
(accessed 24 November 2008).

Bibliography entry:

Clarke, Lynne. "Sniffing out Internet Plagiarism." *Tutor-Markers' Forum* 26, no. 5 (1999): 5 pp.
<http://www.library.queensu.ca/databases/databaseinfo/index.cfm?ID=63>
(accessed 24 November 2008).

Web site

17. McGill-Queen's University Press. <http://mqup.mcgill.ca/> (accessed 21 January 2009).

Email

18. Christina Archibald Chant, e-mail message to author, 12 June 2009. (Usually is not included in bibliography).