Citing Sources: Chicago Style

The Chicago style of citation was developed by the University of Chicago Press and is commonly used in the publishing industry and in history courses at SUNY Oswego.

General Guidelines:
- Chicago style uses footnotes or endnotes for citations within the text (whether a direct quote, paraphrase, or summary).
- For an in-text citation, the number designating the footnote should be at the end of the material being cited. The number should be superscript or raised. Microsoft Word allows you to insert properly formatted footnotes and endnotes from the References tab. For example:

  “Federals running for their lives had little time to concern themselves with a flag.”

- The first footnote for any publication should give the full bibliographic information with an indication of the page or pages used.
- In following footnotes, the author’s last name, shortened title and page number are sufficient.
- Titles of books and names of periodicals should be italicized.
- Footnotes should be indented one half inch in the first line.
- The bibliography, or list of sources cited, is at the end of the paper, in alphabetical order by author. If a work does not have an author, it is placed in the list by title rather than author.
- The bibliography entries should have hanging indentation; the first line is not indented and any following lines are indented one half inch.
- If you are using electronic versions of print sources you should give the full information for the print publication and then add a URL or DOI. If the material is in a library database and neither a DOI nor stable URL (permalink) is available, you can give the name of the database and the accession or record number for the source. You need to give the date of access only if no other publication or posting date is available. Examples are included below.

Citation Examples
(Numbers in parentheses refer to the related sections in The Chicago Manual of Style, 16th ed.)

**Book—One Author (14.75; 14.18)**


**Book—Two or Three Authors (14.76; 14.18)**

Bibliography


**Book—Four or more Authors (14.76; 14.18)**

1st Footnote


Shortened Note


Bibliography


**Book—Electronic Full Text (14.166)**

1st Footnote


Shortened Note


Bibliography


*For electronic editions viewed with special readers, add the format at the end of the citation, after the date.*


**Book—Editor as Author (14.87)**

1st Footnote


Shortened Note


Bibliography


**Chapter in a book (14.111; 14.18)**

1st Footnote


Shortened Note

25. Hanson, “Interventions for Batterers,” 436.

Bibliography


**Encyclopedia—Signed Article (14.248)**

1st Footnote


Journal Article (14.183; 14.18)


Electronic Full Text Article (14.184; 14.185; 14.271; 14.18)


These entries show the use of a URL for the article. If available, the DOI is preferable to a URL.

If you use this article from a library database, you can give the name of the database and the record number, following the page numbers. In this case: OmniFile Full Text Select (200200103837004).

Magazine Article (14.199)


Newspaper Article (14.203)


Government Document (14.303)

**Primary Source in an Anthology, or other Secondary Source** (14.273)


**Primary Source in a Digital Collection** (14.240)


Shortened Note 33. McMichael, Intelligence Report.

**Email Communication** (14.222)


Shortened Note 34. Doe, email.
Bibliography Email messages, letters, etc. are rarely listed in a bibliography or reference list. Note that the actual email addresses should not be included.

**Professional Website** (14.245)


Shortened Note 35. Johnson, “Robin Hood.”

*This example uses date accessed. Whenever possible, use instead the date the site was last modified.*