

Citation Guide

1. What is Citation?

- It is a system for telling the reader when words, ideas, or information in your paper come from outside sources (for example, books, articles, websites, or interviews.)
- It tells the reader all of the information about that source—Author, Title, Date, Publication Information—so they can find your source themselves.

2. Why do we cite?

If you use a source in your paper, you **must** cite it.

Citation:

- Provides your source **credit** for their words and ideas.
- Informs the reader the **location** of the words or ideas you are citing, in case they want to find it.
- Makes your paper more **trustworthy** by referencing outside sources—it shows you're not just making it up.

3. When do we cite?

If text is

**All your words and
All your ideas**

Then

No citation needed
Because
No ideas borrowed

No “quote marks”
Because
No words borrowed

If text is

**All your words but
The SOURCE'S ideas**
It's a **Paraphrase**

Then

Citation Needed!
Because
Ideas borrowed

No “quote marks”
Because
No words borrowed

**Be careful! See our tip
sheet on Paraphrasing.**

If text is

**All Source's words and
All Source's ideas**
It's a **Quote**

Then

Citation Needed!
Because
Ideas borrowed

**“Quote Marks”
Needed**
Because words Borrowed

**See our Tip sheet on
Quoting.**

4. How do we cite?

The B.A.C. uses Chicago Style Note Bibliography Citation, which must have both **footnotes in the text and a bibliography at the end**. Here is a sample paper showing both, and several different kinds of sources you might encounter. Notice that footnote style and bibliography style are NOT the same.

Please note that citation formats change over time. This format is correct as of 2024.

Sample Essay:

Elisabeth Price
Learning Resource Center

Reviving the Wrong History: An Analysis of the Interior of the Old North Church

Every time you use a quote, idea, or research from a source, insert a footnote. This number draws our attention to the bottom of the page, where we learn more information about the source. To create footnotes in MS Word, use the **References** tab and select **Insert Footnote**. To create footnotes in Google Docs, select **Insert** from the menus then click **Footnote**.

According to the Old North Church's website, over five-hundred thousand tourists visit the church each year, hoping to connect with a place that has become a symbol of America's revolutionary spirit and freedom.¹ However, the main reason for the church's fame, the steeple where two lanterns hung during Paul Revere's ride, is inaccessible to the general public. This means that the focus of the average visitor is directed away from the steeple and toward the interior of the church building. This poses a unique problem for both visitors and tour guides at the site, because the Old North's interior doesn't have much to do with the events of April 18th, 1775. In fact, because of the changes made to the church's interior in 1912 in the name of historical revival, the interior gives an inaccurate portrayal of the church's worship style and the worldviews of its congregation members during the Revolutionary War, creating a misleading portrait of the church's role in American history.

The most striking feature of the church's inside is its stark simplicity: plain, white walls; hard, narrow benches in the high-walled box pews; and clear-paned windows. This white-washed, plain style means that visitors often mistake the Old North for an example of an 18th-century Puritan church, or meeting house. Puritans are known primarily for their scorn of decorative church styles and their desire for a simpler form of worship. As Cotton Mather, one of the most

¹ "Support the Old North Foundation," The Old North Church, accessed December 17, 2012, <http://www.oldnorth.org/support/index.htm>.

This footnote is for a **website**. The author's name would be first listed Firstname Lastname, but since we don't know the author, we skip to the "title," then the Website name, date accessed, and web address.

Direct **quotes** have quote marks around them. Also notice how the writer introduces the quote by telling us who is speaking and why the speaker is important to the argument.

famous Puritan ministers said, “We have a modest and handsome house for the worship of God, not set off with gaudy, pompous, theatrical fineries, but suited unto the simplicity of Christian worship.”² In fact, the Old North is so quintessentially similar to the Puritan meeting houses of the Revolutionary period that it was even referenced in Ezra Hoyt Byington’s book *The Puritan in England and New England*, as a “one of the oldest examples” of American meeting house styles.³ However, the Old North was never a Congregationalist church. It was originally constructed as an Anglican church, with a comparably colorful and ornate interior. One of the most comprehensive descriptions of this early interior is written by Suzanne Foley in her 1961 article in *Bulletin of the Society for the Preservation of New England Antiquities*. She notes, in painstaking detail, the exact dates of the colorful “embellishments” added to the interior of the early church, some of which include: “a large green ‘cheney’ curtain trimmed with scarlet and white lace was hung in the east window in September 1726”, an “altarpiece was painted with cherubs and festoons in December 1727”, and in 1736-1737 “the west gallery was extended by an organ loft, which was decorated with a frieze of cutwork panels.”⁴ Curtains, cherubs, organs, and cutwork panels were all adornments that would have offended the sensibilities of Boston Puritans, who had so stripped down their worship from Anglican practices that they shunned not only visual decorations, but instrumental music as well.⁵

Footnote numbers count up; even if the source repeats, the number doesn’t stay the same. The numbering doesn’t restart on a new page.

A **Paraphrase** is source material rephrased **entirely** into your own words. It must still have a footnote crediting its origin.

Footnotes 3 and 5: After a source has been used once, it can always be abbreviated. After you provide all the citation information in the initial footnote, subsequent footnotes only need to tell us the author’s last name, abbreviated title, and the page number.

Footnote 2 refers to a **book**. The information needed is: Author’s Firstname Lastname, *Title* (Publisher, year published), page number of the information cited.

Footnote 4 refers to an **article**. The information needed is: Author’s Firstname Lastname, “Title of Article,” *Title of Magazine/Journal* (Date): page number of the information cited.

² Ezra Hoyt Byington, *The Puritan in England and New England* (Roberts Brothers, 1897), 140.

³ Byington, *Puritan in England*, 144.

⁴ Suzanne Foley, “Christ Church, Boston,” *Old-Time New England: Bulletin of the Society for the Preservation of New England Antiquities*, January-March 1961, 75, 77.

⁵ Byington, *Puritan in England*, 142.

A bibliography is a list of all the sources you used in your essay, **arranged in alphabetical order of the author's LAST names.** The format of the bibliographic citations is NOT the same as the footnotes.

Bibliography

Byington, Ezra Hoyt. *The Puritan in England and New England*. Boston: Roberts Brothers, 1897.

Foley, Suzanne. "Christ Church, Boston." *Old-Time New England: Bulletin of the Society for the Preservation of New England Antiquities*, January-March 1961.

The Old North Church. "Support the Old North Foundation." Accessed December 17, 2012. <http://www.oldnorth.org/support/index.htm>

A book citation. Notice there are no page numbers.

An article citation.

A website citation.

Notice small but important **differences in the format between bibliographies and footnotes**: the names here are arranged Lastname, Firstname. There are no parentheses. The spacing/tabbing is different. There are periods instead of commas.

Formats for Other Types of Sources:

Book with Two or More Authors

Note Format:

²³ Guy Cowlshaw and Robin Dunbar, *Primate Conservation Biology* (University of Chicago Press, 2000), 104–7.

Bibliographic Format:

Cowlshaw, Guy, and Robin Dunbar. *Primate Conservation Biology*. University of Chicago Press, 2000.

Book with Editor or Translator

Note Format:

³ Yves Bonnefoy, *New and Selected Poems*, ed. John Naughton and Anthony Rudolf (University of Chicago Press, 1995), 22.

Bibliographic Format:

Bonnefoy, Yves. *New and Selected Poems*. Edited by John Naughton and Anthony Rudolf. University of Chicago Press, 1995.

Essay or Chapter from a Book

Note Format:

¹⁰ John D. Kelly, "Seeing Red: Mao Fetishism, Pax Americana, and the Moral Economy of War," in *Anthropology and Global Counterinsurgency*, ed. John D. Kelly et al. (University of Chicago Press, 2010), 77.

Bibliographic Format:

Kelly, John D. "Seeing Red: Mao Fetishism, Pax Americana, and the Moral Economy of War." In *Anthropology and Global Counterinsurgency*, edited by John D. Kelly, Beatrice Jauregui, Sean T. Mitchell, and Jeremy Walton. University of Chicago Press, 2010.

E-Book, Kindle or Accessed Online

Note Format:

⁸ Jane Austen, *Pride and Prejudice* (Penguin Classics, 2007), Kindle edition.

⁹ Philip B. Kurland and Ralph Lerner, eds., *The Founders' Constitution* (Chicago: University of Chicago Press, 1987), accessed February 28, 2010, <http://press-pubs.uchicago.edu/founders/>.

Bibliographic Format:

Austen, Jane. *Pride and Prejudice*. Penguin Classics, 2007. Kindle edition.

Kurland, Philip B., and Ralph Lerner, eds. *The Founders' Constitution*. University of Chicago Press, 1987. Accessed February 28, 2010. <http://press-pubs.uchicago.edu/founders/>.

Journal from an Online Database (Or with a Digital Object Identifier)

Note Format:

⁶ Hilde Hein, "What is Public Art?: Time, Place, and Meaning," *The Journal of Aesthetics and Art Criticism* 54, no. 1 (1996): 1-7, accessed February 10, 2009, <http://www.jstor.org>.

⁷ Gueorgi Kossinets and Duncan J. Watts, "Origins of Homophily in an Evolving Social Network," *American Journal of Sociology* 115 (2009): 411, accessed February 28, 2010, doi:10.1086/599247.

Bibliographic Format:

Hein, Hilde. "What is Public Art?: Time, Place, and Meaning." *The Journal of Aesthetics and Art Criticism* 54, no. 1 (Winter 1996): 1-7. Accessed February 10, 2009. <http://www.jstor.org>.

Kossinets, Gueorgi, and Duncan J. Watts. "Origins of Homophily in an Evolving Social Network." *American Journal of Sociology* 115 (2009): 405–50. Accessed February 28, 2010. doi:10.1086/599247.

Newspaper Article or Magazine, Print or Online

Note Format:

¹⁰ Daniel Mendelsohn, "But Enough about Me," *New Yorker*, January 25, 2010, 68.

¹¹ Sheryl Gay Stolberg and Robert Pear, "Wary Centrists Posing Challenge in Health Care Vote," *New York Times*, February 27, 2010, accessed February 28, 2010, <http://www.nytimes.com/2010/02/28/us/politics/28health.html>.

Bibliographic Format:

Mendelsohn, Daniel. "But Enough about Me." *New Yorker*, January 25, 2010.

Stolberg, Sheryl Gay, and Robert Pear. "Wary Centrists Posing Challenge in Health Care Vote." *New York Times*, February 27, 2010. Accessed February 28, 2010. <http://www.nytimes.com/2010/02/28/us/politics/28health.html>.

YouTube Video

Note Format:

¹³ "IBM's Watson Wins Person of the Year at the 15th Annual Webby Awards," YouTube video, 2:47, posted by "TheWebbyAwards," June 13, 2011, <http://www.youtube.com/watch?v=makDyycHvmw&feature=fvhl>.

Bibliographic Format:

“IBM's Watson Wins Person of the Year at the 15th Annual Webby Awards.” YouTube video, 2:47. Posted by "TheWebbyAwards," June 13, 2011.
<http://www.youtube.com/watch?v=makDyycHvmw&feature=fvhl>.

Music, Television Show, or Film

Note Format:

³ Virginia Eskin, *Fluffy Ruffle Girls: Women in Ragtime*, Northeastern Records NR 9003-CD, 1992, compact disc.

⁴ *Friends*, episode no. 153, first broadcast 16 November 2000 by NBC, directed by David Schwimmer and written by Scott Silveri.

⁵ “Crop Duster Attack,” *North by Northwest*, directed by Alfred Hitchcock (1959; Burbank, CA: Warner Home Video, 2000), DVD.

Bibliographic Format:

Eskin, Virginia. *Fluffy Ruffle Girls: Women in Ragtime*. Northeastern Records NR 9003-CD, 1992, compact disc.

Friends. Episode no. 153, first broadcast 16 November 2000 by NBC. Directed by David Schwimmer and written by Scott Silveri.

North by Northwest. DVD. Directed by Alfred Hitchcock. Burbank, CA: Warner Home Video, 2000.

Interview (Unpublished)

Note Format:

¹³ Merle A. Roemer, interviewed by author, Millington, MD., July 26, 1973.

Bibliographic Format:

Roemer, Merle A. Interview by author. Millington, MD., July 26, 1973.

Book Review

Note Format:

¹⁴ Alexandra Jacobs, “The Muchness of Madonna,” review of *Madonna: A Rebel Life*, by Mary Gabriel, *New York Times*, October 8, 2023.

Bibliographic Format:

Jacobs, Alexandra. “The Muchness of Madonna.” Review of *Madonna: A Rebel Life*, by Mary Gabriel. *New York Times*, October 8, 2023.

Thesis or Dissertation

Note Format:

¹⁵ Yuna Blajer de la Garza, “A House Is Not a Home: Citizenship and Belonging in Contemporary Democracies” (PhD diss., University of Chicago, 2019), 66-67, ProQuest (13865986).

Bibliographic Format:

Blajer de la Garza, Yuna. “A House Is Not a Home: Citizenship and Belonging in Contemporary Democracies.” PHD DISS., University of Chicago, 2019. ProQuest (13865986).

Social Media Content

Note Format:

¹⁷ Chicago Manual of Style, “Is the world ready for singular they? We thought so back in 1993,” Facebook,” April 17, 2015, <https://facebook.com/ChicagoManual/posts/10152906193679151>.

Bibliographic Format:

Chicago Manual of Style. “Is the world ready for singular they? We thought so back in 1993.” Facebook April 17, 2015. <https://facebook.com/ChicagoManual/posts/10152906193679151>.

AI-Generated Content

From the Chicago Manual of Style Citation Guide: “Authors who have relied on content generated by a ...AI tool must make it clear how the tool has been used...in the text Any specific content...should be cited where it occurs, either in the text or in a note. In the...examples that follow, ChatGPT is the author of the content...and OpenAI is the publisher or developer. The URL points to a publicly archived copy of the conversation...Include the date the content was generated in addition to a version number. If the AI-generated text has been edited or adapted in any way, this fact should be acknowledged in the text or in the note. A prompt, if not included in the text, may be added to the note. Multiple prompts (as in an extended conversation) may be summarized. In a bibliography..., cite it under the name of the publisher or developer rather than the name of the tool and include a publicly available URL”

Noted in the Text of the essay:

The following recipe for pizza dough was generated on December 9, 2023, by ChatGPT-3.5.

Note Format:

¹⁸ Text generated by ChatGPT-3.5, OpenAI, December 9, 2023, <https://chat.openai.com/share/90b8137d-ff1c-4c0c-b123-2868623c4ae2>.

¹⁹ Response to “Explain how to make pizza dough from common household ingredients,” ChatGPT-3.5, Open AI, December 9, 2023, edited for style and accuracy.

Bibliographic Format:

Google. Response to “How many copyeditors does it take to fix a book-length manuscript?” Gemini 1.0, February 10, 2024. <https://g.co/gemini/share/cccc26abdc19>.

For more information and other citation formats, see The Chicago Manual of Style website, http://www.chicagomanualofstyle.org/tools_citationguide.html.

For research assistance, see the Learning Resource Center tip sheets on Quoting, Paraphrasing, Citing Illustrations, and Annotated Bibliographies.