This guide is based on the 17th edition (2017) of *The Chicago Manual of Style*. For further explanation and for more examples, please consult the Manual, which is available both in print and online.

Every effort has been made to ensure that the information in this QuickGuide is accurate and current. However, in case of discrepancies, the Manual is the authoritative source for citation information.

The Chicago style provides two systems for giving credit to the sources you use. Choose either:

1. **the notes-bibliography system**: use this system to create footnotes or endnotes for specific citations and a bibliography at the end of your work, arranged in alphabetical order, that provides full details about your sources. **The examples in this QuickGuide follow the notes-bibliography system.**

   OR

2. **the author-date system**: use this system to create specific parenthetical citations throughout your work and a reference list at the end of your work, arranged in alphabetical order, that provides full details about your cited sources. **For this system, see the Chicago Author-Date System QuickGuide.**

General guidelines for using the **notes-bibliography system**:

- **Notes** are usually structured like this:
  - First note for a source: Full citation details including author/creator name(s), title information, publication information, and page(s) cited. Details vary depending on the source type.
  - Subsequent notes for a source: Author’s last name, title or partial title, page(s) cited. (See sec. 14.29-14.33, *Chicago Manual*)
    - The 17th edition of the Manual no longer encourages the use of “Ibid.” for citing the same work in consecutive notes.

- **Bibliography entries** usually contain, in the following order:
  - Author/creator information (for examples of works by one, two, three, or more authors, see page 2 of this QuickGuide)
  - Title information (titles may be in quotation marks or italicized, depending on the source type)
  - Publication information (e.g. place of publication, publisher name, and publication date for a book; volume and issue number for a journal article; DOI [Digital Object Identifier] or URL for an online resource)

- Notes and bibliographies are always single-spaced. See the *Manual* (Figure 14.8, p. 778) for an example of a bibliography.
<table>
<thead>
<tr>
<th>Source</th>
<th>First Note</th>
<th>Subsequent Notes</th>
<th>Bibliography</th>
</tr>
</thead>
</table>
| **Book**  
1 author  
Print  
**NOTE:** The state/province of publication is not required if the city of publication is well known or if the name of the state/province is part of the publisher name (sec. 14.130, *Chicago Manual*). | 1. Little, *Somalia*, 280.  
**NOTE:** In subsequent notes for a source, provide a shortened form of any title that is longer than four words (sec. 14.30 and 14.33, *Chicago Manual*). | Little, Peter D. *Somalia: Economy without State*.  
| **Book**  
2 authors  
Specific edition, print  
| **Book**  
3 authors  
Print  
| **Book**  
4 or more authors  
Print  
**NOTE:** For sources with more than 10 authors, provide the names of only the first 7 authors, followed by “et al.” (sec. 14.76, *Chicago Manual*). |
| **Edited book**  
Editor(s) in place of author(s)  
Kingston, ON: Queen’s University School of Policy Studies, 2009. |
| **Chapter or article**  
In an edited book  
<table>
<thead>
<tr>
<th>Source</th>
<th>First Note</th>
<th>Subsequent Notes</th>
<th>Bibliography</th>
</tr>
</thead>
<tbody>
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<td>First Note</td>
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<td>Bibliography</td>
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</tbody>
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<th>First Note</th>
<th>Subsequent Notes</th>
<th>Bibliography</th>
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<tr>
<td>Print (Sec. 14.295, <em>Chicago Manual</em>)</td>
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</tbody>
</table>

Questions? Ask us! augustana.reference@ualberta.ca

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<th>Bibliography</th>
</tr>
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</table>

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Captioning Works of Art

The following examples of captions are based sections 3.22-3.35 of the *Chicago Manual*. When you reproduce works of art in your text, place the caption underneath the image of the work. Include a shortened citation to the source of the image, and provide full citation details in your bibliography.

<table>
<thead>
<tr>
<th>Source</th>
<th>Caption</th>
<th>Bibliography</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Works of art that you personally photographed</strong>&lt;br&gt;(See sec. 3.22, 3.27, and 3.31, <em>Chicago Manual</em>)</td>
<td>Paul Fenniak, <em>Cemetery Vandals (Autumn Rite)</em>, 2001. Oil on canvas, 72 x 97 in. Forum Gallery, New York. Photo by author.</td>
<td>You do not need to include a bibliography entry for a photo that you took yourself.</td>
</tr>
</tbody>
</table>
Sample Bibliography
Note: The bibliography should be single spaced, with a hanging indent.

Bibliography


https://youtu.be/twogpmMSfY.


Anatomy of a Citation

This example describes the elements of a citation. It is based on a journal article accessed online, with a DOI.

**Author(s)**
First author’s name is inverted (last name followed by a comma then first name and middle name in full (if given))
For more than one author, insert a comma after the first author’s first name(s) then add the additional author(s) names in full (not inverted)
Separate authors’ names with a comma
Separate second last and last authors’ names with the word “and”
End with a period

**Article Title**
Enclose the title in quotation marks
Capitalize all principal words in the title (e.g. not words such as “of”, “the”, “is”)”
End the title with a period


**Journal Title**
Italicize journal title
Capitalize all principal words (e.g. not words such as “of”, “the”, “is”)”
If the title of the journal starts with the word “The”, omit it

**Volume, Issue**
Give the volume number followed by a comma, then the issue number (if given) preceded with “no.”

**Date of Publication**
Place year of publication in parentheses, followed by a colon

**Page Numbers**
Inclusive page numbers for the entire article, separated by a dash and followed by a period

**DOI (digital object identifier)**
The DOI should be formatted as a link, with the prefix https://doi.org/
If there is no DOI, provide the URL to the article. If the URL requires an institutional login, provide the name of the database instead.