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.

Chicago style provides two systems for citing 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. 14.29-14.34, *Chicago Manual*)
    - For consecutive notes citing the same source, you may omit the title and only include author’s last name and page(s). E.g.:
      2. Little, 249.

- **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 in *italics*, 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 single-spaced. See the *Manual* (Figure 14.8, p. 778) for an example of a bibliography.
**How to Format Author Names** (see sec. 14.23, 14.72-14.84, *Chicago Manual*)

<table>
<thead>
<tr>
<th>Author type</th>
<th>Beginning of first note</th>
<th>Beginning of subsequent notes</th>
<th>Beginning of bibliography entry</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 author</td>
<td>1. Robert Davies,</td>
<td>7. Davies,</td>
<td>Davies, Robert.</td>
</tr>
</tbody>
</table>

**Note and Bibliography Examples**

**Source** | **First note** | **Subsequent notes** | **Bibliography**
---|---|---|---
Print | (Sec. 14.23, *Chicago Manual*) | | |
Editor(s) in place of author(s) | (Sec. 14.23 and 14.76, *Chicago Manual*) | | |
<table>
<thead>
<tr>
<th>Source</th>
<th>First note</th>
<th>Subsequent notes</th>
<th>Bibliography</th>
</tr>
</thead>
<tbody>
<tr>
<td>Source</td>
<td>First note</td>
<td>Subsequent notes</td>
<td>Bibliography</td>
</tr>
<tr>
<td>------------------------</td>
<td>----------------------------------------------------------------------------</td>
<td>---------------------------------------------------------------------------------</td>
<td>----------------------------------------------------------------------------</td>
</tr>
</tbody>
</table>

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

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<table>
<thead>
<tr>
<th>Source</th>
<th>First note</th>
<th>Subsequent notes</th>
<th>Bibliography</th>
</tr>
</thead>
</table>
| **Canadian Statute**  
Print  
| **Government document**  
Online  
| **Webpage**  
With author  
| **Webpage**  
On an organization’s website  
| **Webpage**  
No author, no date  
NOTE: Provide the title of the page, then the title of the website as a whole, then the organization responsible for the site. If the title and organization are the same, they do not need to be listed twice (sec. 14.207, Chicago Manual). |
| **Webpage**  
No author, no date  
NOTE: Provide the title of the page, then the title of the website as a whole, then the organization responsible for the site. If the title and organization are the same, they do not need to be listed twice (sec. 14.207, Chicago Manual). | 23. “Number of Deaths Due to HIV/AIDS.” | "Calls for Change." Idle No More. Accessed March 12, 2015. http://www.idlenomore.ca/calls_for_change. |

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<table>
<thead>
<tr>
<th>Source</th>
<th>First note</th>
<th>Subsequent notes</th>
<th>Bibliography</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Unpublished interview</strong>&lt;br&gt;(Sec. 14.211, Chicago Manual)&lt;br&gt;<strong>Note:</strong> an interview that has been published or broadcast is treated like an article or chapter (sec. 14.213, Chicago Manual).</td>
<td>27. Jennifer Gustafson (president, Wetaskiwin &amp; District Chamber of Commerce), interview by author. Camrose, AB, February 18, 2011.</td>
<td>27. Gustafson, interview.</td>
<td>NOTE: Unpublished interviews are typically only cited in notes (sec. 14.211, Chicago Manual).</td>
</tr>
</tbody>
</table>
### 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></td>
<td><strong>Paul Fenniak, <em>Cemetery Vandals (Autumn Rite)</em>, 2001. Oil on canvas, 72 x 97 in. Forum Gallery, New York. Photo by author.</strong></td>
<td><strong>You do not need to include a bibliography entry for a photo that you took yourself.</strong></td>
</tr>
</tbody>
</table>
Sample Bibliography
Note: The bibliography should be single spaced, with a hanging indent.

Bibliography


Notley, Rachel (@RachelNotley). “This is very serious. Women across Alberta will read the stories about Jason Nixon today.” Twitter, December 12, 2017, 8:53 a.m. https://twitter.com/RachelNotley/status/940655949290782720


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.