



Chicago Humanities Style

Last updated: September 2016

What is the Chicago Style?

The Chicago Manual of Style (16th ed) provides two distinct citation styles: Humanities style (notes and bibliography) and Scientific/Social Sciences styles (parenthetical author/date references and reference list). This handout covers only the **Humanities style of Chicago**. The full manual is available in the library at: Z 253.U69 2010 and [online](#).

General Rules

- **When to Cite?:** You need to cite all sources that you have consulted, even if you present the ideas from these sources in your own words. “Ethics, copyright laws, and courtesy to readers require authors to identify the sources of direct quotations and of any facts or opinions not generally known or easily checked... The primary criterion of any source citation is sufficient information to lead readers directly to the sources consulted... whether these are published or unpublished, in printed or electronic form.” (14.1)
- **Spacing:** Double-space the body of the paper. Single space footnotes/endnotes and bibliographies, leaving a blank line between entries.
- **Page Numbers:** Every page of your paper must be assigned a page number, including blank pages, appendices, and bibliography. Use Arabic numerals centered or on the far right at the top of the page.
- **Page Number Ranges:** For all numbers less than 100, use all digits (Ex. 3-10; 71-71; 96-117). For 100 or multiples of 100, use all digits (Ex. 100-104; 1100-1113). For numbers 101-109/ 201-209, use the changed part of the number only (Ex. 101-8; 808-33). For numbers 110-199, 210-299, use two digits unless more are needed to include all changed parts (Ex. 321-28; 498-532; 11564-615). (9.60)
- **Typeface/Font:** Typeface should be easily readable such as Times New Roman in 12pt size.
- **Italics:** Titles of books and journals in the body of the paper should be written in *italics*. (14.94; 14.177)
- **Capitalization:** Capitalize all significant words of a title and subtitle.
- **Publisher Location:** When more than one place of publication is listed, document the first one that appears on the title page. (14.135).
- **Block Quotes:** Chicago does not provide a specific word count guideline. Long quotes or entire paragraphs should be quoted in single-spaced, indented blocks of text. (13.20-13.22)
- **Title page:** Include the title, author and date. Do not include page numbers or running head. Consult your professor regarding their preference for other details.

Need Citation Help?

Ask your question at the Library Service Desk or call 250-807-9107, fill out the [Ask Your Librarian](#) form or chat online using [AskAway](#).

In-text Citations: Footnotes & Endnotes (14.38-14.43 / p. 671-676)

Footnotes are numbered citations listed at the bottom of each page within your paper. Endnotes are numbered citations listed on a separate page at the end of the research paper (before the bibliography and/or any appendices). Single space *within* footnotes and endnotes, double space *between* entries. Indent the first line of the note (tab once to indent; a tab is 1 inch).

In-text Example:

Jones states “‘genocide’ is one of the most powerful words in the English language.”¹

Instructions: In MS Word, under the “References” tab, insert a footnote or endnote. MS Word will automatically make in-text citations into superscript and properly number footnotes/endnotes.

In-text Citations: Shortened Citations (14.24-14.31 / p. 667-670)

If the bibliography includes all of the works cited in the notes, then the notes can be formatted in the short form, even for the first citation. (14.14, 14.18)

If you do not have a bibliography or if you have only a selected bibliography, then you must provide full details of the citation in the notes. (14.14)

- The first time you cite a resource, it must be cited in full with the following information: author/s, title, place of publication, name of publisher, and page number/s of the cited reference.

1. Adam Jones, *Crimes Against Humanity: A Beginner’s Guide* (Oxford: Oneworld Publications, 2008), 156.

Short form notes/ Subsequent notes may be shortened to include: author’s last name, abbreviated title, and the appropriate page number/s (14.24-14.29).

2. Jones, *Crimes*, 97.

Ibid – If you cite the exact same resource multiple times, one immediately after the other, you can replace the normal note format with ‘Ibid’ (*Ibid means: in the same place*) and the page number/s. (14.29)

3. Ibid., 121.

Bibliography (14.56-14.67 / p. 684-692)

****See Sample Bibliography at end of this guide****

The bibliography appears at the end of your paper – it is a list of all sources cited within your paper. If you have a bibliography, use the short form of the notes throughout your paper. List entries in alphabetical order according to the authors’ last names. If no author is provided, then use the title instead; note that the words *the*, *a*, or *an* are ignored.

Books – Print and E-Book (14.75-14.167 p. 695-727)

Book – One Author E-Book

Short Note (Use if including all sources in bibliography)

1. Jones, *Genocide*, 112.

Format

2. Last name, *Abbreviated Title*, page number(s).

Bibliography

Jones, Adam. *Genocide: A Comprehensive Introduction*. London: Routledge, 2006. <http://www.mylibrary.com?id=54893>.

Format

Last name, First name. *Title of book*. City: Publisher, Year. URL if ebook.

Note (Use only if including a selected bibliography)

1. Adam Jones, *Genocide: A Comprehensive Introduction* (London: Routledge, 2006), 112, <http://www.mylibrary.com?id=54893>.

Comments

For an E-book, the citation includes a DOI or URL at the end of the citation. A print book citation is exactly the same, except that the DOI or URL is omitted.

Book – Two or Three Authors or Editors / E- Book

Short Note (Use if including all sources in bibliography)

2. Bauschke and Combettes, *Convex Analysis and Monotone*, 42.

Bibliography

Bauschke, Heinz H. and Patrick L. Combettes. *Convex Analysis and Monotone Operator Theory in Hilbert Spaces*. New York: Springer, 2011. doi:10.1007/978-1-4419-9467-7.

Note (Use only if including a selected bibliography)

2. Heinz H. Bauschke and Patrick L. Combettes, *Convex Analysis and Monotone Operator Theory in Hilbert Spaces* (New York: Springer, 2011), 42, doi:10.1007/978-1-4419-9467-7.

Comments

For three authors, the conjunction ‘and’ following a comma is used before the last author’s name (Example: Smith, Heather, James Hudson, and Marjorie Talbot).

Book – Four to Ten Authors or Editors

Short Note (Use if including all sources in bibliography)

1. Ahmed et al., *Uprootings/Regroundings*, 9.

Bibliography

Ahmed, Sara, Claudia Castañeda, Anne-Marie Fortier, and Mimi Sheller, editors. *Uprootings/ Regroundings: Questions of Home and Migration*. New York: Berg, 2003.

Note (Use only if including a selected bibliography)

1. Sara Ahmed et al., eds., *Uprootings/Regroundings: Questions of Home and Migration* (New York: Berg, 2003), 9.

Comments

In the Notes: the first author's name is listed and subsequent names are replaced by 'et al.'. In the Bibliography: all author's names are fully cited, unless there are more than ten. If more than ten authors are listed, include only the first seven in a bibliography and replace the rest of the names with 'et al.'

**Book – Editor,
Translator, Compiler in
Addition to Author**

Short Note (Use if including all sources in bibliography)

1. García Márquez, *One Hundred Years*, 234-44.

Bibliography

García Márquez, Gabriel. *One Hundred Years of Solitude*. Translated by Gregory Rabassa. New York: Harper & Row, 1970.

Note (Use only if including a selected bibliography)

1. Gabriel García Márquez, *One Hundred Years of Solitude*, trans. Gregory Rabassa (New York: Harper & Row, 1970), 234-44.

Comments

The author's name appears first and the name(s) of the editor(s), compiler(s), or translator(s) appear after the title.

The abbreviation (ex. 'ed.', 'trans.>') appears in the notes, but is spelled-out in the bibliography.

In the Notes: use the abbreviation 'ed.' not 'eds' and 'comp.' not 'comps.' even if there is more than one editor or compiler.

**Book Chapter –
Anthology or
Compilation**

Short Note (Use if including all sources in bibliography)

1. Almeida, "Value Conflicts," 257.

Bibliography

Almeida, Onesimo Teotonio. "Value Conflicts and Cultural Adjustment in North America." In *The Portuguese in Canada: Diasporic Challenges and Adjustment*, 2nd ed., edited by Carlos Teixeira and Victor M.P. Da Rosa, 255-68. Toronto: University of Toronto Press, 2009.

Note (Use only if including a selected bibliography)

1. Onesimo Teotonio Almeida, "Value Conflicts and Cultural Adjustment in North America," in *The Portuguese in Canada: Diasporic Challenges and Adjustment*, ed. Carlos Teixeira and Victor M.P. Da Ros (Toronto: University of Toronto Press, 2009), 257.

Journal Article – Print and Online (14.170-14.198/ p. 728-738)

Journal Article – Print and Online

Short Note (Use if including all sources in bibliography)

1. Rochlin, “Latin America’s Left Turn,” 1331-33.

Format

1. Last name, “Abbreviated article title,” page number(s).

Bibliography

Rochlin, James F. “Latin America’s Left Turn and the New Strategic Landscape: The Case of Bolivia.” *Third World Quarterly* 28, no. 7 (2007): 1327-42. doi:10.1080/01436590701591838.

Format

Last name, First name. “Title of Article.” *Title of Journal* volume, issue (year): page number(s). DOI or URL if online.

Note (Use only if including a selected bibliography)

1. James F. Rochlin, “Latin America’s Left Turn and the New Strategic Landscape: The Case of Bolivia,” *Third World Quarterly* 28, no. 7 (2007): 1331-33, doi:10.1080/01436590701591838.

Comments

For an online journal, the citation includes a DOI or URL at the end of the citation. A print journal citation is exactly the same, except that the DOI or URL is omitted. In the Notes: refer to the exact page(s) being cited. In the Bibliography: provide the entire page range of the article.

Secondary Source - “Citation within a citation” (14.273 / p. 764)

Secondary Source - “Citation within a citation”

Note (Include full details in notes when citing secondary source)

In this example, de Beauvoir’s book is referenced in Butler’s journal article:
1. Simone de Beauvoir, *The Second Sex* (New York: Vintage, 1974), 38, quoted in Judith Butler, “Performative Acts and Gender Constitution: An Essay in Phenomenology and Feminist Theory,” *Theatre Journal* 40, no. 4 (December 1988): 519, doi:10.2307/j100575.

Bibliography

de Beauvoir, Simone. *The Second Sex*. New York: Vintage, 1974. Quoted in Judith Butler. “Performative Acts and Gender Constitution: An Essay in Phenomenology and Feminist Theory,” *Theatre Journal* 40, no. 4 (December 1988): 519-31. doi:10.2307/j100575.

Comments

Chicago generally discourages secondary citations as the author is “expected to have examined the works they cite.” A **short note** example is not provided, as secondary sources should be cited fully in notes.

Encyclopedia / Dictionary Entry (14.247-14.248 / p. 755-756)

Short Note (Use if including all sources in bibliography)

1. *Oxford English Dictionary*, s.v. “power.”
2. *Encyclopedia of Homelessness*, s.v. “Canada.”
3. *Encyclopedia of the Age of Imperialism*, s.v. “Dost Muhammad Khan (1793-1863).”

Bibliography

Daly, Gerald. “Canada.” In *Encyclopedia of Homelessness*, edited by David Levinson. Thousand Oaks, CA: Sage Reference, 2004. Accessed November 17, 2016. <http://go.galegroup.com/ps/i.do?id=GALE|5DVM&v=2.1&u=ubcolumbia&it=aboutBook&p=GVRL&sw=w>.

Hodge, Carl Cavanagh. “Dost Muhammad Khan (1793-1863).” In *Encyclopedia of the Age of Imperialism*, edited by Carl Cavanagh Hodge. Westport, CT: Greenwood Press, 2008.

Note (Use only if including a selected bibliography)

1. *Oxford English Dictionary*, s.v. “power”, accessed May 30, 2011, <http://dictionary.oed.com/>.
2. *Encyclopedia of Homelessness*, s.v. “Canada,” by Gerald Daly, accessed November 17, 2010, <http://go.galegroup.com/ps/i.do?id=GALE|CX3452400028&v=2.1&u=ubcolumbia&it=r&p=GVRL&sw=w>.
3. *Encyclopedia of the Age of Imperialism*, by Carl Cavanagh Hodge, (Westport, CT: Greenwood Press, 2008), s.v. “Dost Muhammad Khan (1793-1863).”

Comments

Well-known reference works are usually cited only in notes and not the bibliography. In a note, the edition is specified but not the publication details (See examples: #10 and #12). Reference works that are not well known are cited in both places (See examples: #11 and #13). A DOI is preferred for online works. If there is no DOI, include the URL. The abbreviation ‘s.v.’ (sub verbo, Latin for “under the word”) is used in works arranged by alphabetical order instead of volume or page number. Place ‘s.v.’ in front of the entry/word that you are citing. In the Notes: the abbreviation ‘s.v.’ is placed near the beginning of an online citation and near the end of a print citation (See examples: #11 and #13).

Magazine Article (14.199-14.202 / p. 738-739)

Short Note (Use if including all sources in bibliography)

1. Taylor, “Showdown on Scott,” 30.

Bibliography

Taylor, Timothy. "Showdown on Scott Road." *The Walrus*, September 2009, 30-37.

Note (Use only if including a selected bibliography)

1. Timothy Taylor, "Showdown on Scott Road," *The Walrus*, September 2009, 30.

Comments

If a print magazine article is cited, the citation is the same as for an online article except that there will be no URL or DOI. Weekly or monthly magazines are cited by date, not by volume/issue number. A DOI is preferred for online works. If there is no DOI, include the URL.

Newspaper Article (14.203-14.213 / p. 739-742)

Short Note (Use if including all sources in bibliography)

1. *Globe and Mail*, "End of the Beginning."

Bibliography

Globe and Mail. "The End of the Beginning." August 24, 2009, <http://proquest.umi.com/pqdweb?did=1843066511&sid=1&Fmt=3&clientId=6993&RQT=309&VName=PQD>

Note (Use only if including a selected bibliography)

1. *Globe and Mail*, "The End of the Beginning," August 24, 2009, <http://proquest.umi.com/pqdweb?did=1843066511&sid=1&Fmt=3&clientId=6993&RQT=309&VName=PQD>

Comments

Citations for print and online newspapers are identical except that the URL is omitted for print. Page numbers are not required. If no author is listed, the newspaper title should be used in its place (See example #16).

Thesis / Dissertation (14.224 / p. 746-747)

Short Note (Use if including all sources in bibliography)

1. Yakong, "Rural Ghanaian," 27-29.

Bibliography

Yakong, Vida. "Rural Ghanaian Women's Experience of Seeking Reproductive Health Care." Master's thesis, University of British Columbia, 2008. <http://hdl.handle.net/2429/3805>.

Note (Use only if including a selected bibliography)

1. Vida Yakong, "Rural Ghanaian Women's Experience of Seeking Reproductive Health Care" (master's thesis, University of British Columbia, 2008, 27, <http://hdl.handle.net/2429/3805>).

Film / Online Video (14.279 / p. 768-769)

Note (Include full details in notes when citing multimedia)

1. "Fallacies of Hope," *Civilization*, directed by Michael Gill, narrated by Kenneth Clark (London: BBC, 1996), streaming video, <http://whiv.alexanderstreet.com/view/883243>.
2. *Genocide in Me*, directed by Araz Artinian (Montreal: InformAction/Twenty Voices, 2005), DVD.

Bibliography

"Fallacies of Hope." *Civilization*. Directed by Michael Gill, narrated by Kenneth Clark. London: BBC, 1996. Streaming video. <http://whiv.alexanderstreet.com/view/883243>.

Genocide in Me. DVD. Directed by Araz Artinian. Montreal: InformAction/Twenty Voices, 2005.

Comments

If the date cannot be determined from the source, include the date the material was last accessed.

A **short note** example is not provided, as multimedia should be cited fully in notes.

Website (14.243-14.246 / p. 752-754)

Note (Include full details in notes when citing websites)

1. "Guide to Copyrights," Canadian Intellectual Property Office, last modified September 20, 2009, accessed May 25, 2016, http://www.ic.gc.ca/eic/site/cipointernetinternetopic.nsf/eng/h_wr02281.html.
2. Barack Obama's Facebook page, accessed November 22, 2015, <http://www.facebook.com/barackobama>.

Bibliography

"Guide to Copyrights." Canadian Intellectual Property Office. Last modified September 20, 2009. Accessed May 25, 2016. http://www.ic.gc.ca/eic/site/cipointernetinternetopic.nsf/eng/h_wr02281.html.

Barack Obama's Facebook page. Accessed November 22, 2015. <http://www.facebook.com/barackobama>.

Comments

All attempts should be made to include the following: title of webpage, author of content, owner or sponsor of website, and the URL. If available, include the publication date. If no date is available or if content is likely to change, include the access date. A **short note** example is not provided, as websites should be cited fully in notes and in the bibliography only if required by discipline/professor.

Images (14.165 / p. 726 & 14.280 / p. 768-769)

Images / Illustrations / Figures / Tables / Artwork

Short Note (Use if including all sources in bibliography)

1. Jones, "Grave of Oskar Schindler," photograph.
2. Dali, "The Persistence of Memory," painting.

Bibliography

Jones, Adam. "Detail of Grave of Oskar Schindler - Old City - Jerusalem - Israel." Photograph. 2011. http://www.flickr.com/photos/adam_jones/5676115255/.

Dali, Salvador. "The Persistence of Memory." Painting. 1931. Museum of Modern Art. <http://library.artstor.org>.

Note (Use only if including a selected bibliography)

1. Adam Jones, "Detail of Grave of Oskar Schindler - Old City - Jerusalem - Israel," photograph, 2011, http://www.flickr.com/photos/adam_jones/5676115255/.
2. Salvador Dali, "The Persistence of Memory," painting, 1931, Museum of Modern Art, <http://library.artstor.org>.

Comments

Basic elements of "image" citation: Name of performer, artist, creator, author, "Title of Work," indication of format/medium, running time (if applicable), publication date, URL or DOI. Citations to works published previously should also include the original citation information. The following words can be used to represent various "images" – cartoon, drawing, figure, graph, map, painting, photograph, portrait, table. If using *Google Images* or a similar website, click through to the original location of the image and create your citation based on that source.

E-mail Correspondence (14.222 / p. 745-746)

Note

1. Jan Gattrell, e-mail message to author, June 21, 2016.

Bibliography

Not applicable.

Comments

References to conversations (in person, by letter, by e-mail) are generally referenced in text and in notes and are rarely included in the bibliography. For electronic mailing lists see 14.223. A **short note** example is not provided, as e-mail should be cited fully in notes.

Blog (14.246 / p. 754)

Note (Include full details in notes when citing blogs)

1. Peggy Olive, “Is There a Cancer Threat from the Oil Sands Industry?,” *Suzuki Elders* (blog), April 19, 2011, <http://www.davidsuzuki.org/blogs/suzuki-elders/>

Bibliography

Olive, Peggy. “Is There a Cancer Threat from the Oil Sands Industry?” *Suzuki Elders* (blog). April 19, 2011. <http://www.davidsuzuki.org/blogs/suzuki-elders/>

Comments

If the word blog is not part of the title of the blog, then add (blog) in brackets after the title. A **short note** example is not provided, as blogs should be cited fully in notes and in the bibliography if required by discipline/professor.

Course Sites – Connect (Based on 14.224-14.231 / p. 746-748)

Short Note (Use if including all sources in bibliography)

1. Robinson, “Power Point for September 30, 2011.”

Bibliography

Robinson, Jim. “PowerPoint Presentation for September 30, 2011.” PHIL 221 Connect Course Web site at UBC Okanagan. Accessed November 26, 2011. <http://elearning.ubc.ca/connect/phil221>.

Note (Use only if including a selected bibliography)

1. Jim Robinson, “Power Point Presentation for September 30, 2011,” PHIL 221 Connect Course Web site at UBC Okanagan, accessed November 26, 2011, <http://elearning.ubc.ca/connect/phil221>.

Comments

Course sites and other similar online resources are subject to continuous updates. It is recommended to include the access date and the URL.

Bibliography

- Bauschke, Heinz H. and Patrick L. Combettes. *Convex Analysis and Monotone Operator Theory in Hilbert Spaces*. New York: Springer, 2011. doi:10.1007/978-1-4419-9467-7.
- “Fallacies of Hope.” *Civilization*. Directed by Michael Gill, narrated by Kenneth Clark. London: BBC, 1996. Streaming video. <http://whiv.alexanderstreet.com/view/883243>.
- Jones, Adam. *Crimes Against Humanity: A Beginner’s Guide*. Oxford: Oneworld Publications, 2008.
- . *Genocide: A Comprehensive Introduction*. London: Routledge, 2006. <http://www.mylibrary.com?id=54893>.
- Olive, Peggy. “Is There a Cancer Threat from the Oil Sands Industry?” *Suzuki Elders* (blog). April 19, 2011. <http://www.daidsuzuki.org/blogs/suzuki-elders/>
- Rochlin, James F. “Latin America’s Left Turn and the New Strategic Landscape: The Case of Bolivia.” *Third World Quarterly* 28, no. 7 (2007): 1327-42. doi:10.1080/01436590701591838.
- Zukofsky, Louis. “Sincerity and Objectification.” *Poetry* 37 (February 1931): 269. Quoted in Bonnie Costello, *Marianne More: Imaginary Possessions*. Cambridge: Harvard University Press, 1981.

Sample Bibliography (Figure 14.8, p. 686)