

Parenthetical/In-Text Citations

You need to provide an in-text citation when you use an outside source to support a claim in your essay. They guide readers to sources that go into more detail on a topic. It's a quote or paraphrase followed by the source information in parentheses.

Quotes

A direct quote is when you take the author's exact words from a source. You use direct quotes when:

- The author is a high authority and could lend you credibility to your main points
- The author's words are articulate enough to support your ideas
- You are unable to put an idea into your own words

Paraphrases

A paraphrase is when you reword something that someone else said. You use paraphrases when:

- You need to simplify the author's words
- You want to explain the main point of a passage
- You want to explain an idea when exact wording isn't important

Citing Information Using the Notes and Bibliography Format

The Chicago Manual of Style allows for two different citation methods. The first is the Author-Date method, which cites sources in parentheses. This guide is on the second, the Notes and Bibliography method. This method cites information using footnotes at the bottom of the page or notes at the back of the paper with a bibliography for references.

Chicago Citation Guide

Examples of Footnote Citations

Once a source has been cited fully once in your paper, Chicago allows a shortened form of the citation to be used throughout the rest of your footnotes.

1. Anthony Doerr, *All the Light We Cannot See* (Scribner 2017), 151.

2. Doerr, *All the Light*, 152.

3. Neil A. Wynn, "The 'Good War': The Second World War and Postwar American Society," *Journal of Contemporary History* 31, no. 3 (1996): 463–482.

4. Wynn, "The 'Good War,'" 463.

Note that using *ibid.* is no longer recommended by the Chicago Manual of Style. Footnotes should be single-spaced and the font size should be smaller than the main text.

Formatting Notes and Bibliography Sources

Books

The following is the standard format for books:

Footnote 1. First Name, Last Name, *Title of Book* (Publisher, publication year), page number.

Bibliography Last Name, First Name. *Title of Book*. Publisher, year.

Periodicals

The following is the standard format for journal articles:

Footnote 2. First Name, Last Name, "Title of Article," *Title of Journal* volume, issue number (year): page(s)

Bibliography Last Name, First Name. "Title of Article." *Title of Journal* volume, issue number (year): page range.

Electronic Sources

The following is the standard format for web pages:

Footnote 3. First Name, Last Name, "Title of Web page," Name of Website, Publishing Organization, publication or revision date if available or access date if no other date is available, URL.

Bibliography Last Name, First Name. "Title of Web page." Name of Website. Publishing Organization, publication or revision date if available or access date if no other date is available, URL.

Chicago Citation Guide

Title Page Format

1-inch
margins



1/2-inch
margin

1/2-inch
margin

Running head
page #

Information
should be
centered
on the
paper

Double space
all text

Title of Paper:
Sub-Title of Paper

John Doe
HIST 520: Class Title
Dr. Professor's Name
December 5, 2023

Chicago Citation Guide

Abstract Page

1-inch
margins

1/2-inch
margin

Running head
page #

Abstract title
centered
and bolded

Double space
all text

Keywords
placed
under
the text

Abstract

The purpose of this article is to highlight the complexity of the interactions between Christian and the pagan visual culture that was left behind after Constantine's ascension. This article will provide a more detailed account of Constantinople in the 4th century while encompassing a broader range of topics including art, architecture, and statues, thus serving as a more well-rounded snapshot of the interplay between pagan and Christian influences in the visual culture of the Byzantine Empire.

Keywords: Fourth Century, Byzantine Empire, Visual Culture, Religion

Chicago Citation Guide

Bibliography Page Format

1-inch
margins

2nd citation
should be
indented by
1/2 inch



1/2-inch
margin

running head
page #