Chicago Style, 15th edition - "Quick Tips"
Ezra Lehman Library, Shippensburg University

General Tips

- Paper 8 ½ by 11 in.
- Typeface 12 pt. Times New Roman or 12 pt. Courier
- Double-space
- Leave uniform margins of at least 1 inch on all sides

Example of citations within the text

Bibliography

- Human beings have been described as "symbol-using animals" (Burke 1998, 3).
- (Last name Year, Page number)

Notes

- Some professors will require that you use footnotes/endnotes.
- Harry Potter is a popular character with middle-school students.[1]"
- 1. Jack David Zipes, *Sticks and Stones: The Troublesome Success of Children's Literature from Slovenly Peter to Harry Potter* (New York: Routledge, 2001).

Examples of citations in a Bibliography(B=) or Endnotes/Footnotes (N=)

☑ BOOKS

1. Book [one author]

B= Zipes, Jack David. *Sticks and Stones: The Troublesome Success of Children's Literature from Slovenly Peter to Harry Potter*. New York: Routledge, 2001.

N= 1. Jack David Zipes, *Sticks and Stones: The Troublesome Success of Children's Literature from Slovenly Peter to Harry Potter* (New York: Routledge, 2001).

- Capitalize all major words in title.
- Italicize the title.

2. Chapter in an edited book

B= Massaro, Dominic W. "Broadening the Domain of the Fuzzy Logical Model of Perception." In *Cognition: Conceptual and Methodological Issues*, edited by Herbert L. Pick, P. van den Broek, Paulus Willem, and David C. Knill, 51-84. Washington, DC: American Psychological Association, 1992.

N= 1. Dominic W. Massaro, "Broadening the Domain of the Fuzzy Logical Model of Perception," in *Cognition: Conceptual and Methodological Issues*, ed. Herbert L. Pick, P. van den Broek, Paulus Willem, and David C. Knill (Washington, DC: American Psychological Association, 1992), 51-84.

3. Chapter/Article from an encyclopedia in a library database [no entry author or page numbers indicated. Chicago Style does not require the database name]

B= "Jane Addams." In *Nobel Prize Winners*, edited by Tyler Wasson and Gert H. Brieger. New York: H. W. Wilson, 1987.

N= 1. "Jane Addams," in *Nobel Prize Winners*, ed. Tyler Wasson and Gert H. Brieger (New York: H. W. Wilson, 1987).

4. Book [corporate editor]

B= University of Chicago Press*. The Chicago Manual of Style,* 15th ed. Chicago: University of Chicago Press, 2003.

N= 1. University of Chicago Press, *The Chicago Manual of Style,* 15th ed. (Chicago: University of Chicago Press, 2003).

☑ ARTICLES

5. Journal article [one author]

B= Schmar-Dobler, Elizabeth. "Reading on the Internet: The Link between Literacy and Technology." *Journal of Adolescent & Adult Literacy* 47, no. 1 (2003): 80-5.

N= 1. Elizabeth Schmar-Dobler, "Reading on the Internet: The Link between Literacy and Technology," *Journal of Adolescent & Adult Literacy* 47, no. 1 (2003): 80-5.

- Italicize journal title BUT not volume number or issue number.
- Notice pagination – 5 rather than 85

6. Journal article [two or more authors]

B= Applegate, Anthony J. and Mary Dekonty Applegate. "The Peter Effect: Reading Habits and Attitudes of Preservice Teachers." *Reading Teacher* 57, no. 6 (2004): 554-63.

N= 1. Anthony J. Applegate and Mary Dekonty Applegate, "The Peter Effect: Reading Habits and Attitudes of Preservice Teachers," *Reading Teacher* 57, no. 6 (2004): 554-63.

7. Articles based on a print source retrieved from a Library database. [Chicago Style does not require the database name or a retrieval date.]

B= Silva, Leiser. "Epistemological and Theoretical Challenges for Studying Power and Politics in Information Systems." *Information Systems Journal* 17, no. 2 (2007): 165-83.

N= 1. Leiser Silva, "Epistemological and Theoretical Challenges for Studying Power and Politics in Information Systems," *Information Systems Journal* 17, no. 2 (2007): 165-83.

☑ WEB SITE

8. Documents on the Internet. [One page on a large web site. Access date may not be required by your professor]

B= University of Chicago Press. "Chicago-Style Citation Quick Guide." University of Chicago Press. http://www.chicagomanualofstyle.org/tools_citationguide.html (accessed February 1, 2009).

N= 1. University of Chicago Press, "Chicago-Style Citation Quick Guide," University of Chicago Press, http://www.chicagomanualofstyle.org/tools_citationguide.html.

- When an Internet document comprises multiple pages (i.e., different sections have different URLs), provide a URL that links to the home page for the document.

Note: Shippensburg University also subscribes to RefWorks – a citation management database which can keep track of your citations and print them out in various formats. See the Library's web site – library.ship.edu.

revised February 2009 – dlcook@ship.edu