

Chicago Manual of Style: A Basic Guide

Many disciplines in the humanities (other than literature, which uses MLA--Modern Language Association--style) follow the citation styles described in the *The Chicago Manual of Style*. The *Chicago Manual* is primarily concerned with the preparation and editing of papers and books for **publication**, so it has no guidelines on some elements of student papers, such as whether to include a title page, how to indicate the names of the student, professor, course name or number, and date. Follow the professor's preferences on these matters and whether to include notes on separate pages following the text of the paper or at the bottom of each page.

The following is a very brief guide to *Chicago Manual* style, for books, journal articles, and web sites. For more detailed information, see: *The Chicago Manual of Style*. 15th ed. Chicago: Chicago University Press, 2003. **REF Z253 .U69 2003** Chapter 17: Documentation.

NOTE FORM

Books

Format:

Note number. Author's first name Author's Lastname, *Title of Book* (Place of Publication: Publisher, date).

Example:

1. Elizabeth Allo Isichei. *A History of African Societies to 1870* (Cambridge: Cambridge University Press, 1997).

Journal Articles

Format:

Note number. Author's first name Author's Lastname, "Title of Article," *Name of Journal* volume number (date): page numbers.

Example:

2. Robert I. Rotberg, "Searching for a Common Idiom Among African Texts," *Journal of Interdisciplinary History* 34(2004): 595-599.

Web Sites ("Informally Published Electronic Material")

Format:

Note number. Author or owner of site, "Title of Document," *Name of Site*. URL. (date accessed).

Example:

3. Richard Hooker, "Mali," *Civilizations in Africa*.
<http://www.wsu.edu:8080/~dee/CIVAFRCA/CIVAFRCA.HTM> (Accessed April 7, 2006)

BIBLIOGRAPHY FORM.

Books:

Format:

Author's Lastname, Author's firstname. *Title of Book*. Place of Publication: Publisher, date.

Example:

Isichei, Elizabeth Allo. *A History of African Societies to 1870*. Cambridge: Cambridge University Press, 1997.

Journal Articles:

Format:

Author's Lastname, Author's firstname. "Title of Article." *Name of Journal* volumenumber(Date): page numbers.

Example:

Rotberg, Robert I. "Searching for a Common Idiom Among African Texts." *Journal of Interdisciplinary History* 34(2004): 595-599.

Web Sites ("Informally Published Electronic Material")

Format:

Author or owner of site Last name first. "Title of Document." *Name of Site*. URL (date accessed).

Example:

Hooker, Richard. "Mali." *Civilizations in Africa*. <http://www.wsu.edu:8080/~dee/CIVAFRCA/CIVAFRCA.HTM> (Accessed April 7, 2006).

Note: If your project is a lengthy one, with many sources, you may wish to use RefWorks. You will need to create an account and take the online tutorial. When you get to the point of choosing an "output style," select **Chicago 15th Edition (Notes & Bibliography)**. You will still need to construct your own notes and check the format and alphabetization of the entries!