

CHICAGO CITATION STYLE

Notes and Bibliography System for History

OKANAGAN COLLEGE LIBRARY

The Okanagan College History Department requires the use of the notes and bibliography system from the 17th edition of *The Chicago Manual of Style* for the documentation of references in student papers.

For more detailed information please refer to:

- Mary Lynn Rampolla's *Pocket Guide to Writing in History* (the current edition is available at all campus libraries).
- University of Chicago's *The Chicago Manual of Style*, 17th ed. 2017 (Reference collection, all campuses: Z 253 .U69 2017 and [online](#) from the Library website)
- Chicago Manual of Style Quick Guide* [online](#) from the Library website

Using this Guide

General Rules

Why provide footnotes or endnotes?

- To indicate the exact source of every quotation used.
- To acknowledge indebtedness to others for opinions, ideas or work product (e.g., statistics).
- To provide authority for facts that are not common knowledge or that the reader might be inclined to doubt.
- To provide information that would disrupt the flow of the argument if it was included in the essay.

Footnotes and Endnotes

- Notes may be placed at the bottom of each page (footnotes) or at the end of the paper (endnotes). In footnotes, the number of the note is superscripted (has a smaller font and is set slightly higher on the line than normal text). In endnotes, the number is not superscripted ([14.24](#)).
- The names of the author(s) appear in the conventional order (i.e. first-name first). The source will tell you whether the author's full first name or initials should be used ([14.73-14.75](#)).
- The first line of each note is indented using the the indentation feature of the word processor or a tab ([2.11](#)).
- Notes are double spaced, unlike in the previous edition ([2.8](#)).
- Sources cited in the notes must appear in the bibliography, with the exception of reference works ([14.232-14.234](#)), personal communications ([14.214](#)), newspaper articles ([14.198](#)), and individual blog entries ([14.208](#)).

Bibliographies

- Begin the bibliography on a separate page at the end of the paper (after the endnotes).
- Arrange entries alphabetically by the author's last name or by the title if the author is anonymous ([14.65](#)).
- List the first author of each work with the last name first. List additional authors first-name first.
- When an author appears more than once in a bibliography a 3-em dash can replace his or her name. In Microsoft Word, use the combination of the Ctrl+Alt+Minus keys three times : — ([14.68](#)).
- Begin the first line of each entry at the left margin. Additional lines in the entry are indented (this is called a hanging indent).

	If you used <u>more than one volume</u> : Carr, Edward Hallett. <i>The Bolshevik Revolution, 1917-1923</i> . 3 vols. Harmondsworth: Penguin, 1966.
Comments	If a single volume in a multivolume work has a separate title, include it after the volume number. Volume numbers are always in Arabic numerals, even if the original source uses other methods. If page numbers follow the volume number, the abbreviation vol. is omitted and a colon separates the volume number from the page numbers.

Book in a series 14.123	
Notes	²⁴ Mariana Valverde, <i>The Age of Light, Soap, and Water: Moral Reform in English Canada, 1885-1925</i> , The Canadian Social History Series, ed. Gregory S. Kealey (Toronto: McClelland & Stewart, 1991), 53.

Bibliography Valverde, Mariana. *The Age of Light, Soap, and Water: Moral Reform in English Canada, 1885-1925*. The Canadian Social History Series, edited by Greg by GregBibcClellan Hi-10(S)4warle 23.04 rei

Comments	<p>A DOI is always preferable to a URL in a citation. If no DOI is available, use a stable URL. When citing a URL from a library database, do not use the URL from the browser's address bar. Use a shortened, stable URL provided by the database (look for an icon or link called permalink, stable URL or persistent link).</p> <p>If no stable URL or DOI is available, then include the database name (as in the "Adele Perry" example above).</p>
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Journal article freely available on the internet [14.175](#)

Notes	<p>³³Trudi Johnson, "Women and Inheritance in Nineteenth-Century Newfoundland," <i>Journal of the Canadian Historical Association</i> 13, no. 1 (2002): 5, http://id.erudit.org/iderudit/031151ar.</p> <p>³⁴Elsbeth Ready and Eleanor A. Power, "Why Wage Earners Hunt: Food Sharing, Social Structure, and Influence in an Arctic Mixed Economy," <i>Current Anthropology</i> 59, no. 1 (February 2018): 79, https://doi.org/10.1086/696018</p>
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Bibliography

Online document from a website

Notes

⁴⁸Truth and Reconciliation Commission of Canada, *Honouring the Truth, Reconciling for the*

	Rihanna. "Umbrella." Featuring Jay-Z. In <i>Good Girl Gone Bad</i> , Island Def Jam, 2007, Spotify.
Comments	Include the label of the album as well as the medium of the recording (i.e. Spotify, compact disc, MP3 audio).

Sound recording Speech 14.264	
Notes	⁵⁴ Franklin Delano Roosevelt, "First Inaugural Address," March 4, 1933, Miller Center of Public Affairs, University of Virginia, transcript and Adobe Flash audio, 18:59, http://millercenter.org/president/speeches/detail/3280 .
Bibliography	Roosevelt, Franklin Delano. "First Inaugural Address." March 4, 1933. Transcript and Adobe Flash audio, 18:59. Miller Center of Public Affairs, University of Virginia. http://millercenter.org/president/speeches/detail/3280 .
Comments	Include the medium of the recording (i.e. Spotify or mp3) or the URL of the recording. Other facts of publication follow the style for print media.

Film 14.265	
Notes	⁵⁵ "Looking for Louise," <i>Thelma & Louise</i> , directed by Ridley Scott (1991; Santa Monica, CA: MGM Home Entertainment, 2004), DVD. ⁵⁶ <i>American Crime Story: The People v. O. J. Simpson</i> , episode 6, "Marcia, Marcia, Marcia," directed by Ryan Murphy, written by D. V. DeVincentis, featuring Sterling K. Brown, Kenneth Choi, and Sarah Paulson, aired March 8, 2016, on FX, https://www.amazon.com/dp/B01ARVPCOA/ .
Bibliography	Scott, Ridley, dir. <i>Thelma & Louise</i> . 1991; Santa Monica, CA: MGM Home Entertainment, 2004. DVD. Murphy, Ryan, dir. <i>American Crime Story: The People v. O. J. Simpson</i> . Episode 6, "Marcia, Marcia, Marcia." Aired March 8, 2016, on FX. https://www.amazon.com/dp/B01ARVPCOA/ .
Comments	The note above for <i>Thelma & Louise</i> refers to a specific scene or DVD chapter. Include this information if relevant. Include the year for both the original film and the DVD version. For app content see 14.268 .

Sample Title Page

The Sayer Trial:
Power and Justice in Rupert's Land

John Doe
History 112: Canada to 1867
Dr. Jane Smith
November 19, 2012

Sample Footnoted Page

Doe 3

Christopher Lasch writes that “Americans took it as axiomatic, a cherished article of political

Sample Bibliography

Bibliography

Backhouse, Constance B. "Married Women's Property Law in Nineteenth-Century Canada." *Law and History Review* 6, no. 2 (Fall 1988): 211-57.