

## UNIVERSITY OF CHICAGO STYLE SHEET

This is only a brief guide to the Chicago Manual of Style.

For further assistance in writing research papers and citing sources in Chicago style, consult:

University of Chicago Press. [The Chicago Manual of Style 18th ed.](#)  
**Z 253 C456 2024**

Or check out the Douglas College Library's online Chicago 18<sup>th</sup> edition guide:



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## Tips for Using this Citation Style

Chicago Style has two referencing style systems – the notes and bibliography style (also known as Humanities style) and the author-date style (also known as Scientific/Social Sciences style). This guide covers the **notes and bibliography style**, which uses notes (either footnotes or endnotes) and a bibliography at the end of the paper. It is used most commonly in the humanities.

It is recommended (but not required) that you cite your sources in both notes and a bibliography. If you are considering not providing a bibliography, we suggest that you consult your instructor first since it is still standard practice to include both notes and a bibliography.

Double space the main body of the essay. Entries in the bibliography and footnotes/endnotes are single spaced within entries but double-spaced between entries (unless your instructor prefers double-spacing throughout).

Footnote/endnote form and bibliographic form differ slightly:

- In bibliographic entries, the second and all subsequent lines should be indented in a **"hanging indent"** fashion.
- In notes, the first line is **indented**.

When no date is provided, the abbreviation **n.d.** takes the place of the year in the publication details (Chicago Manual of Style, 18th ed., 14.44).

## Notes

Notes can be either **footnotes** (placed at the bottom of the same page as the referenced text) or **endnotes** (listed on a separate sheet at the end of the essay). Footnotes and endnotes are structured in the same way.

When citing a source, insert a superscript (raised) number within the text. Use normal full size font numbers for note reference numbers in the notes themselves. The notes are numbered consecutively throughout the paper. Most word processing programs handle footnotes automatically (Chicago Manual of Style, 18th ed., 13.27).

## Bibliography

The bibliography is given on a separate page at the end of the paper. The entries are organized alphabetically by the author's last name or by the title if the item's author is anonymous (Chicago Manual of Style, 18th ed., 13.66).

## Shortened Citations

**"When to use shortened citations.** To reduce the bulk of documentation in works that use footnotes or endnotes, citations of sources **already given in full** - either in a previous note or in a bibliography that provides complete bibliographic data - should be shortened whenever possible.... The short form... should include enough information to remind readers of the full title or to lead them to the appropriate entry in the bibliography" (Chicago Manual of Style, 18th ed., 13.32).

**"Basic structure of the short form.** The most common short form consists of the last name of the author and the main title of the work cited, usually shortened if more than four words" (Chicago Manual of Style, 18th ed., 13.33)

1. Heather Hendershot, *When the News Broke: Chicago 1968 and the Polarizing of America* (University of Chicago Press, 2022), 149.

2. Marco Cavarzere, "History, Politics, and Fiction in the Seventeenth-Century Italy: The Case of Baroque Novels," *History of Humanities* 7, no. 1 (2022): 39-40.

### Subsequent Footnotes or Endnotes (Shortened)

3. Hendershot, *When the News Broke*, 165-66.

4. Cavarzere, "Seventeenth-Century Italy," 42.

## Shortened Citations or "ibid." with subsequent in-text citations

**"Shortened citations or "ibid." with subsequent in-text citations.** If a second passage from the same source is quote close to the first and there is no intervening quotation from a different source, the author's name or *ibid.*.... may be used in the second parenthetical reference...Chicago recommends repetition of the author's name as being the less ambiguous option...avoid overusing either form" (Chicago Manual of Style, 18<sup>th</sup> ed., 12.77).

1. Morrison, *Beloved*, 3.
2. Morrison, 18.
4. Morrison, 24-26.
5. Morrison, *Song of Solomon*, 401-2.
6. Morrison, 433.
7. Diaz, *Oscar Wao*, 37-38.
8. Morrison, *Song of Solomon*, 403.
9. Diaz, *Oscar Wao*, 152.
10. Diaz, 201-2.
11. Morrison, *Song of Solomon*, 240; *Beloved*, 32.
12. Morrison, *Beloved* 33.

## Articles – Online Journals/Magazines/Newspapers

### DOIs

A Digital Object Identifier (DOI) is a unique alpha-numeric code given by publishers to individual online works (including journal articles, electronic books, and other types of documents). The DOI usually appears at the top of the article or in the database record for the article. Not all publishers provide DOIs, and many older works do not have DOIs assigned. In Chicago Style, when a DOI is provided, you should provide it at the end of your reference. Items with a DOI do not include the database name in the citation.

#### Journal Article Consulted Online with a DOI Available (14.72)

Bibliographic form	Lambert, Peter, Kirsten Galloway, Amy Altman, Michael Nachtigal, and Donald Turner. "Ovarian Cancer in Manitoba: Trends in Incidence and Survival, 1992-2011." <i>Current Oncology</i> 24, no. 2 (April 2017): 78-84. <a href="https://doi.org/10.3747/co.24.3312">https://doi.org/10.3747/co.24.3312</a> .
Footnote form	26. Peter Lambert et al., "Ovarian Cancer in Manitoba: Trends in Incidence and Survival, 1992-2011," <i>Current Oncology</i> 24, no. 2 (April 2017): 79, <a href="https://doi.org/10.3747/co.24.3312">https://doi.org/10.3747/co.24.3312</a> .
Shortened note	27. Lambert et al., "Ovarian Cancer," 83.
Comments	<p>All names are usually given in the bibliography for works by three to six persons. In the footnote, give the name of the first author followed by et al. with no intervening comma. For works with more than six authors, list the first three in the bibliography, followed by et al.; in notes, only the first author is listed (Chicago Manual of Style, 18th ed., 13.78).</p> <p>If it is available, a URL based on a DOI (appended to <a href="https://doi.org/">https://doi.org/</a>) is preferable to the URL that appears in your browser's address bar when viewing the article. In the absence of a DOI, choose the form of the URL offered along with the article...If an article is from a library database, it may be preferable to list the name of the database rather than the URL (Chicago Manual of Style, 18th ed., 14.72).</p> <p>"A month or season need not be included in addition to the year for journals that include both a volume and an issue number" (Chicago Manual of Style, 18th ed., 14.70).</p>

#### Journal Article from a Library Database without a DOI (14.72)

Bibliographic form	Wiebe, Joseph R. "On the Mennonite-Metis Borderland: Environment, Colonialism, and Settlement in Manitoba." <i>Journal of Mennonite Studies</i> 35, no. 2 (2017): 111-126. Academic Search Complete.
Footnote form	25. Joseph R. Wiebe, "On the Mennonite-Metis Borderland: Environment, Colonialism, and Settlement in Manitoba," <i>Journal of Mennonite Studies</i> 35, no. 2 (2017): 118, Academic Search Complete.
Shortened note	26. Wiebe, "On the Mennonite-Metis," 120.

For more examples and in-depth explanations of Chicago citations, please refer to the *Douglas College Library Chicago Citation Style Guide (18<sup>th</sup> edition)*. Note: the online guide is the most correct/current version.

Comments	"Sometimes a URL for a source consulted in a subscription database (as through a library) will be very long or otherwise unsuitable. In such cases, it may be preferable to list the name of the database rather than a URL" (Chicago Manual of Style, 18 <sup>th</sup> ed., 14.72)
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**Journal Article – Print (14.63 – 14.66)**

Bibliographic form	Boudreau, Michael. "Hippies, Yuppies, the Counter-Culture, and the Gastown Riot in Vancouver, 1968-71." <i>BC Studies</i> 197 (Spring 2018): 39-65.
Footnote form	17. Michael Boudreau, "Hippies, Yuppies, the Counter-Culture, and the Gastown Riot in Vancouver, 1968-71," <i>BC Studies</i> 197 (Spring 2018): 47.
Shortened note	18. Boudreau, "Hippies, Yuppies," 49.
Comments	In this example, there is a volume number and date but not an issue number (season is included in this case). This article does not have a DOI.

**Magazine Article from a Library Database (14.87-14.88)**

Bibliographic form	Glavin, Terry. "The Battle to Clean Up Vancouver." <i>Maclean's</i> , February 9, 2018, 13-14. CBCA Complete.
Footnote form	27. Terry Glavin, "The Battle to Clean Up Vancouver." <i>Maclean's</i> , February 9, 2018, 13, CBCA Complete.
Shortened note	28. Glavin, "Battle to Clean," 14.
Comments	"To cite an article consulted online, authors should include a URL or, if no suitable URL is available, the name of the database... Specific page number may not be available but may be cited if they are" (Chicago Manual of Style, 18 <sup>th</sup> ed., 14.87)

**Magazines - Print (14.87)**

Bibliographic form	Danticat, Edwidge. "Without Inspection." <i>New Yorker</i> , May 14, 2018, 77-83.
Footnote form	18. Edwidge Danticat, "Without Inspection," <i>New Yorker</i> , May 14, 2018, 79.
Shortened note	19. Danticat, "Without Inspection," 82.

**Magazine Article from the Internet (14.87 – 14.88)**

Bibliographic form	Rojas, Nicole. "Mysterious Illness Prompts State Department to Evacuate American Consultant Worker and Family from China." <i>Newsweek</i> , June 6, 2018. <a href="http://www.newsweek.com/mysterious-illness-prompts-state-department-evacuate-american-consulate-worker-963245">http://www.newsweek.com/mysterious-illness-prompts-state-department-evacuate-american-consulate-worker-963245</a> .
Footnote form	29. Nicole Rojas, "Mysterious Illness Prompts State Department to Evacuate American Consultant Worker and Family from China," <i>Newsweek</i> , June 6, 2018, <a href="http://www.newsweek.com/mysterious-illness-prompts-state-department-evacuate-american-consulate-worker-963245">http://www.newsweek.com/mysterious-illness-prompts-state-department-evacuate-american-consulate-worker-963245</a> .
Shortened note	30. Rojas, "Mysterious Illness."
Comments	"To cite an article consulted online, authors should include a URL or, if no suitable URL is available, the name of the database... Specific page number may not be available but may be cited if they are" (Chicago Manual of Style, 18 <sup>th</sup> ed., 14.87)

**Newspaper Article from a Library Database (14.89 – 14.102)**

Bibliographic form	Manastyrsky, Peter. "Ukrainian Easter Rich with History." <i>Winnipeg Free Press</i> , April 7, 2018, F12. Canadian Newsstream.
Footnote form	21. Peter Manastyrsky, "Ukrainian Easter Rich with History," <i>Winnipeg Free Press</i> , April 7, 2018, F12, Canadian Newsstream.
Shortened note	22. Manastyrsky, "Ukrainian Easter," F12.
Comments	<p>"To cite an article consulted online, include the URL or, if no suitable URL is available, the name of the database" (Chicago Manual of Style, 18<sup>th</sup> ed., 14.89). In the above example, the article came from one of the library's databases.</p> <p>Page numbers can be omitted.</p> <p>"Because news sites may update certain stories as they unfold, it may be appropriate to include a time stamp for any article that includes one" (Chicago Manual of Style, 18<sup>th</sup> ed., 14.89). Time stamps can be placed after the year with an intervening comma.</p>

**Newspapers – Print (14.89)**

Bibliographic form	Rollason, Kevin. "Trucking Magnate Gave Millions to Improve Health Care." <i>Winnipeg Free Press</i> , July 9, 2019.
Footnote form	7. Kevin Rollason, "Trucking Magnate Gave Millions to Improve Health Care," <i>Winnipeg Free Press</i> , July 9, 2019.
Comments	<p>Page numbers may usually be omitted because a newspaper's issue on any particular day may include several editions. If known, it is useful to add the edition.</p> <p>Newspapers are more commonly cited in notes for parenthetical references than in bibliographies. If a bibliography entry were included, it would appear as above.</p>

## Print Books & Electronic Books

Unlike all previous editions, Chicago style **no longer requires** a place of publication for books (Chicago Manual of Style, 18<sup>th</sup> ed., 14.29).

### Single Author (14.1)

Bibliographic form	Doidge, Norman. <i>The Brain's Way of Healing: Remarkable Discoveries and Recoveries from the Frontiers of Neuroplasticity</i> . Viking, 2015.
Footnote form	2. Norman Doidge, <i>The Brain's Way of Healing: Remarkable Discoveries and Recoveries from the Frontiers of Neuroplasticity</i> (Viking, 2015), 191.
Shortened note	3. Doidge, <i>Brain's Way</i> , 199.

### Book, Editions Other Than the First (14.15)

Bibliographic form	Kirszner, Laurie G., and Stephen R. Mandell. <i>The Pocket Holt Handbook</i> . 5th ed. Harcourt Brace College Publishers, 2000.
Footnote form	9. Laurie G. Kirszner and Stephen R. Mandell, <i>The Pocket Holt Handbook</i> , 5 <sup>th</sup> ed. (Harcourt Brace College Publishers, 2000), 87.
Shortened note	10. Kirszner and Mandell, <i>Pocket Holt</i> , 77.

### Book, Two Authors (14.1)

Bibliographic form	Mash, Eric J., and David A. Wolfe. <i>Abnormal Child Psychology</i> . Cengage Learning, 2019.
Footnote form	4. Eric J. Mash and David A. Wolfe, <i>Abnormal Child Psychology</i> (Cengage Learning, 2019). 47.
Shortened note	5. Mash and Wolfe, <i>Abnormal Child</i> , 57.

### Book, Editor as Author (14.5)

Bibliographic form	Cahn, Steven M., ed. <i>The World of Philosophy: An Introductory Reader</i> . Oxford University Press, 2019.
Footnote form	9. Steven M. Cahn, ed., <i>The World of Philosophy: An Introductory Reader</i> (Oxford University Press, 2019), 77.
Shortened note	10. Cahn, <i>World of Philosophy</i> , 87.

**Book, Two or Three Editors as Author (14.5)**

Bibliographic form	Barbaree, Howard E., and William L. Marshall, eds. <i>The Juvenile Sex Offender</i> . Guildford Press, 2006.
Footnote form	9. Howard E. Barbaree and William L. Marshall, eds., <i>The Juvenile Sex Offender</i> (Guildford Press, 2006), 77.
Shortened note	10. Barbaree and Marshall, <i>Juvenile Sex</i> , 87.

**Book, Works by or Edited by More than Two Persons (14.1, 14.5)**

Bibliographic form	Miller, Charles D., Vern E. Heeren, John Hornsby, Christopher Heeren, Margaret L. Morrow, and Jill Van Newenhizen. <i>Mathematical Ideas</i> . Pearson, 2016.
Footnote form	6. Charles D. Miller et al., <i>Mathematical Ideas</i> (Pearson, 2016), 111.
Shortened note	7. Miller et al., <i>Mathematical Ideas</i> , 110.
Comments	In a <b>note</b> that cites a book with more than two authors or editors, list only the first author or editor, followed by “et al.”...In <b>the bibliography</b> , list up to six authors; if there are more than six, list only the first three, followed by “et al.” (Chicago Manual of Style, 18 <sup>th</sup> ed., 13.23).

**Book, Author and Editor (14.6)**

Bibliographic form	Tsuda, Umeko. <i>The Attic Letters: Ume Tsuda's Correspondence to her American Mother</i> . Edited by Yoshiko Furuki. Weatherhill, 1991.
Footnote form	12. Umeko Tsuda, <i>The Attic Letters: Ume Tsuda's Correspondence to her American Mother</i> , ed. Yoshiko Furuki (Weatherhill, 1991), 212.
Shortened note	13. Tsuda, <i>Attic Letters</i> , 215.

**Corporate Author**

Bibliographic form	American Medical Association. <i>Essential Guide to Asthma</i> . Pocket Books, 1998.
Footnote form	7. American Medical Association, <i>Essential Guide to Asthma</i> (Pocket Books, 1998), 44.
Shortened note	8. American Medical Association, <i>Essential Guide</i> , 48.



**No Author (14.79)**

Bibliographic form	<i>American Heritage Dictionary for Learners of English</i> . Houghton, 2002.
Footnote form	8. <i>American Heritage Dictionary for Learners of English</i> (Houghton, 2002), 101.
Shortened note	9. <i>American Heritage</i> , 171.

**Translated Book (14.6)**

Bibliographic form	Cassin, Barbara. <i>Google Me: One Click Democracy</i> . Translated by Michael Syrontinski. Fordham University Press, 2018.
Footnote form	5. Barbara Cassin, <i>Google Me: One Click Democracy</i> , trans. Michael Syrontinski (Fordham University Press, 2018), 79.
Shortened note	6. Cassin, <i>Google Me</i> , 99.

**Chapter or Other Part of a Multiauthor Book (14.9)**

Bibliographic form	Sweatman, Margaret. "Arnason's Irony and Vision." In <i>Contemporary Manitoba Writers</i> , edited by Kenneth James Hughes. Turnstone Press, 1990.
Footnote form	9. Margaret Sweatman, "Arnason's Irony and Vision," in <i>Contemporary Manitoba Writers</i> , ed. Kenneth James Hughes (Turnstone Press, 1990), 37.
Shortened note	10. Sweatman, "Arnason's Irony," 44.
Comments	"In a bibliography entry, the inclusive page numbers are no longer required" (Chicago Manual of Style, 18 <sup>th</sup> ed., 14.9).

**Chapter in a Single-Author Book (14.8)**

Bibliographic form	Brower, Kate Andersen. "Backstairs Gossip and Mischief." In <i>The Residence: Inside the Private World of the White House</i> , 207-22. Harper, 2015.
Footnote form	19. Kate Anderson Brower, "Backstairs Gossip and Mischief," in <i>The Residence: Inside the Private World of the White House</i> (Harper, 2015), 219.
Shortened note	20. Brower, "Backstairs Gossip," 226.

**Library E- Book (14.60)**

Bibliographic form	Kutscher, Martin L. <i>Digital Kids: How to Balance Screen Time, and Why it Matters</i> . Jessica Kingsley Publishers, 2017. ProQuest Ebook Central.
Footnote form	21. Martin L. Kutscher, <i>Digital Kids: How to Balance Screen Time, and Why it Matters</i> (Jessica Kingsley Publishers, 2017), 109, ProQuest Ebook Central.
Shortened note	22. Kutscher, <i>Digital Kids</i> , 111.
Comments	"A suitable URL may not be available for books consulted via a commercial library database. Even suggested links with the source may work only for subscribers or those with access to a particular library. In such cases, an acceptable alternative is to list the name of the commercial database rather than the URL. Note, however, this information is <b>optional</b> " (Chicago Manual of Style, 18 <sup>th</sup> ed., 14.60).

**E- Book, with no Fixed Page Numbers (14.59)**

Bibliographic form	Bonds, Mark Evan. <i>Absolute Music: The History of an Idea</i> . Oxford University Press, 2014. <a href="https://doi.org/10.1093/acprof99343638.001.0001">https://doi.org/10.1093/acprof99343638.001.0001</a> .
Footnote form	14. Mark Evan Bonds, <i>Absolute Music: The History of an Idea</i> (Oxford University Press, 2014), chap. 3, <a href="https://doi.org/10.1093/acprof99343638.001.0001">https://doi.org/10.1093/acprof99343638.001.0001</a>
Shortened note	15. Bonds, <i>Absolute Music</i> , chap. 4.
Comments	This item did not have fixed page numbers, so the reference includes the chapter. For more information on page or location numbers in electronic formats, please refer to the Chicago Manual of Style, 18 <sup>th</sup> ed., 14.59).

**E-Book with a DOI (14.60)**

Bibliographic form	Antokoletz, Elliot. <i>Musical Symbolism in the Operas of Debussy and Bartok</i> . Oxford University Press, 2008. <a href="https://doi:10.1093/acprof:oso/9780195365825.001.0001">https://doi:10.1093/acprof:oso/9780195365825.001.0001</a> .
Footnote form	21. Elliot Antokoletz, <i>Musical Symbolism in the Operas of Debussy and Bartok</i> (Oxford University Press, 2008), 78, <a href="https://doi:10.1093/acprof:oso/9780195365825.001.0001">https://doi:10.1093/acprof:oso/9780195365825.001.0001</a> .
Shortened note	22. Antokoletz, <i>Musical Symbolism</i> , 80.

**E-Book with URL (14.60)**

Bibliographic form	Seton, Ernest Thompson. <i>The Trail of the Sandhill Stag</i> . Charles Scribner's Sons, 1914. <a href="http://www.gutenberg.org/files/">http://www.gutenberg.org/files/</a> .
Footnote form	13. Ernest Thompson Seton, <i>The Trail of the Sandhill Stag</i> (Charles Scribner's Sons, 1914), 4, <a href="http://www.gutenberg.org/files/32319/32319-h/32319-h.htm">http://www.gutenberg.org/files/32319/32319-h/32319-h.htm</a> .
Shortened note	14. Seton, <i>Trail of the Sandhill</i> , 6.

**Encyclopedias & Dictionaries****Encyclopedia - Online, with Author (14.132)**

Footnote form	12. <i>The Canadian Encyclopedia</i> , "Battle of Vimy Ridge," by Richard Foot, last updated November 30, 2023, <a href="https://www.thecanadianencyclopedia.ca/en/article/vimy-ridge">https://www.thecanadianencyclopedia.ca/en/article/vimy-ridge</a>
Comments	"Online dictionaries and encyclopedias are normally cited in the notes rather than bibliographies...For continually updated resources, an edition number will usually be unnecessary; instead include a publication date or the date of the most recent update or revision" (Chicago Manual of Style, 18th ed., 14.131-2).  In this example, the Dictionary of Canadian Biography has a print counterpart, so the title is italicized. Wikipedia does not have a print counterpart, so the title is not italicized (see Chicago Manual of Style, 18th ed., 14.103-4 for more information).

**Online Encyclopedias and Dictionaries (14.131)**

Footnote form	14. <i>Merriam-Webster</i> , "felicitate," accessed May 12, 2025, <a href="https://www.merriam-webster.com/dictionary/felicitate">https://www.merriam-webster.com/dictionary/felicitate</a> .
Comments	"An edition number is not required for continually updated resources. Provide a publication posted date or revision date (or an access date if those are not available)" (Chicago Manual of Style, 18th ed., 14.131).

**Wikipedia (14.131)**

Footnote form	15. Wikipedia, "Celine Dion," last modified May 6, 2025, 18:43, <a href="https://en.wikipedia.org/wiki/Celine_Dion">https://en.wikipedia.org/wiki/Celine_Dion</a> .
Comments	"Time stamps may be included for frequently updated resources" (Chicago Manual of Style, 18th ed., 14.131).

For more examples and in-depth explanations of Chicago citations, please refer to the *Douglas College Library Chicago Citation Style Guide (18<sup>th</sup> edition)*. Note: the online guide is the most correct/current version.

**Encyclopedia or Dictionary – Print (14.130)**

Footnote form	11. <i>Encyclopaedia Britannica</i> , 15th ed. (1980), under "musk-ox."
Comments	<p>"Well-known reference books, such as major dictionaries and encyclopedias, are normally cited in notes rather than in bibliographies....If a physical edition is cited, not only the edition number (if not the first) but also the date the volume or set was issued must be specified.</p> <p>References to an alphabetically arranged work cite the item (not the volume or page number) in quotation marks. Though the word "under" may be added for clarity, this manual <b>no longer recommends using the Latin abbreviation s.v.</b> (Chicago Manual of Style, 18th ed., 14.130).</p>

**Government Publications****Government Document with a Personal Author (14.194 - 14.197)**

Bibliographic form	Prokopenko, Elena, and Feng Hou. <i>How Temporary Were Canada's Temporary Foreign Workers?</i> Catalogue no. 11F0019M. Statistics Canada, January 2018. <a href="https://www150.statcan.gc.ca/n1/en/pub/11f0019m/11f0019m2018402-eng.pdf?st=73EsECZ2">https://www150.statcan.gc.ca/n1/en/pub/11f0019m/11f0019m2018402-eng.pdf?st=73EsECZ2</a> .
Footnote form	7. Elena Prokopenko and Feng Hou, <i>How Temporary Were Canada's Temporary Foreign Workers?</i> , catalogue no. 11F0019M (Statistics Canada, 2018), 23, <a href="https://www150.statcan.gc.ca/n1/en/pub/11f0019m/11f0019m2018402-eng.pdf?st=73EsECZ2">https://www150.statcan.gc.ca/n1/en/pub/11f0019m/11f0019m2018402-eng.pdf?st=73EsECZ2</a> .
Shortened note	8. Prokopenko, <i>How Temporary</i> , 26.

**Government Document or Report from a Website (14.194 - 14.197)**

Bibliographic form	Environment and Climate Change Canada. <i>Greenhouse Gas Emissions: Canadian Environmental Sustainability Indicators</i> . Catalogue no. En4-144/18-2023E-PDF. Environment Canada, April 2023. <a href="https://www.canada.ca/content/dam/eccc/documents/pdf/cesindicators/ghg-emissions/2023/greenhouse-gas-emissions-en.pdf">https://www.canada.ca/content/dam/eccc/documents/pdf/cesindicators/ghg-emissions/2023/greenhouse-gas-emissions-en.pdf</a> .
Footnote form	6. Environment and Climate Change Canada, <i>Greenhouse Gas Emissions: Canadian Environmental Sustainability Indicators</i> , catalogue no. En4-144/18-2023E-PDF (Environment and Climate Change Canada, 2023), 21, <a href="https://www.canada.ca/content/dam/eccc/documents/pdf/cesindicators/ghg-emissions/2023/greenhouse-gas-emissions-en.pdf">https://www.canada.ca/content/dam/eccc/documents/pdf/cesindicators/ghg-emissions/2023/greenhouse-gas-emissions-en.pdf</a> .
Shortened note	7. Environment and Climate Change Canada, <i>Greenhouse Gas Emissions</i> , 22.

## Websites & Social Media

Citations of website content can often be limited to the notes; in works with no notes, they may be included in the bibliography (Chicago Manual of Style, 18th ed., 14.103). It is often enough to describe webpage content in the text. If a more formal citation is required, you can cite it in Chicago Style format (see below).

**We will provide a website example in both the footnote and the bibliographic form, though you may decide to simply include your citation as a footnote.**

When citing websites, "[i]nclude as much of the following as can be determined: the title or description of the specific page (if cited); the title or description of the site as a whole (see 14.103); the owner or sponsor of the site; and a URL" (Chicago Manual of Style, 18th ed., 14.104). See the online Chicago Style guide for more detailed information and examples.

### Website (14.103)

Bibliographic form	Public Health Agency of Canada. "Physical Activity and Your Health." Modified January 13, 2023. <a href="https://www.canada.ca/en/public-health/services/being-active/physical-activity-your-health.html">https://www.canada.ca/en/public-health/services/being-active/physical-activity-your-health.html</a> .
Footnote form	44. Public Health Agency of Canada, "Physical Activity and Your Health," last modified January 13, 2023, <a href="https://www.canada.ca/en/public-health/services/being-active/physical-activity-your-health.html">https://www.canada.ca/en/public-health/services/being-active/physical-activity-your-health.html</a> .
Shortened note	45. Public Health Agency of Canada.

### Website (14.103)

Bibliographic form	Santos-Longhurst, Adrienne. "What are the Symptoms and Causes of High Cortisol Levels?" Healthline. Updated March 20, 2025. <a href="https://www.healthline.com/health/high-cortisol-symptoms">https://www.healthline.com/health/high-cortisol-symptoms</a> .
Footnote form	19. Adrienne Santos-Longhurst, "What are the Symptoms and Causes of High Cortisol Levels?" Healthline, last updated March 20, 2025, <a href="https://www.healthline.com/health/high-cortisol-symptoms">https://www.healthline.com/health/high-cortisol-symptoms</a> .
Shortened note	20. Santos-Longurst, "What are the Symptoms."

### Blog (14.105)

Bibliographic form	Ferriss, Lucy. "The Language of Airportland." <i>Lingua Franca</i> (blog). <i>Chronicle of Higher Education</i> , June 10, 2018. <a href="https://www.chronicle.com/blogs/linguafranca/2018/06/10/the-language-of-airportland/">https://www.chronicle.com/blogs/linguafranca/2018/06/10/the-language-of-airportland/</a> .
Footnote form	27. Lucy Ferriss, "The Language of Airportland," <i>Lingua Franca</i> (blog), <i>Chronicle of Higher Education</i> , June 10, 2018, <a href="https://www.chronicle.com/blogs/linguafranca/2018/06/10/the-language-of-airportland/">https://www.chronicle.com/blogs/linguafranca/2018/06/10/the-language-of-airportland/</a> .

For more examples and in-depth explanations of Chicago citations, please refer to the *Douglas College Library Chicago Citation Style Guide (18<sup>th</sup> edition)*. Note: the online guide is the most correct/current version.

Shortened note	28. Ferriss, "Language of Airportland."
Comments	"Blog posts are cited like - and are frequently indistinguishable from - news articles (see 14.89-98). Citations include the author of the post; the title of the post, in quotation marks; the title of the blog, in italics (see 14.103); the date of the post; and a URL. Blogs that are part of a larger publication should also include the name of that publication; if it is not clear from the titles, the word <i>blog</i> may be added in parentheses after the title of the blog. Blog posts can often be cited in the text or notes rather than in a bibliography (see also 14.96). If a bibliography entry is needed, it should be listed under the author of the post (Chicago Manual of Style, 18th ed., 14.105).

## Social Media

"Posts and comments shared on social media are usually mentioned or cited in the text or in a note...Because such content is typically brief and often informal, it is not usually listed in a bibliography." (Chicago Manual of Style, 18th ed., 14.106).

"Citations in the notes should include enough text from the original post to identify it (up to 280 characters, including spaces, and retaining and emojis)" (Chicago Manual of Style, 18th ed., 14.106).

### X (formerly known as Twitter) (14.106)

Footnote form	18. Roxane Gay (@rgay), "The bags under my eyes are quite roomy," Twitter, June 17, 2018, 3:59 p.m., <a href="https://twitter.com/rgay/status/1008484262763483136">https://twitter.com/rgay/status/1008484262763483136</a> .
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### Facebook (14.106)

Footnote form	19. Chicago Manual of Style (@ChicagoManual), "Is the world ready for singular they? We thought so back in 1993," Facebook, April 17, 2015, <a href="https://www.facebook.com/ChicagoManual/posts/10152906193679151">https://www.facebook.com/ChicagoManual/posts/10152906193679151</a> .
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### Instagram (14.106)

Footnote form	20. Pete Souza (@petesouza), "9/11 anniversaries from the past," series of seven Instagram photos, September 11, 2022, <a href="https://www.instagram.com/p/CiXj\$5junw6">https://www.instagram.com/p/CiXj\$5junw6</a>
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## Generative AI Content

Many instructors will not allow the use of generative artificial intelligence (AI) tools (i.e., ChatGPT, et cetera) in assignments. If you do use tools like this, it is important that you check with your instructors first and then that you include citations in your assignment.

"Authors who have relied on content generated by a chatbot or similar AI tool must make it clear how the tool has been used (either in the text or in a preface or the like"). Any specific content, whether quoted or paraphrased, should be cited where it occurs, either in the text or in a note...**chatbot conversations are not usually included in a bibliography or reference list**...If for any reason an AI conversation is

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included in a bibliography or reference list, cite it under the name of the publisher or developer rather than the name of the tool and include a publicly available URL" (Chicago Manual of Style, 18th ed., 14.112).

### Generative AI content cited only in footnote (not included in bibliography) (14.112)

Footnote form	2. Response to "Explain how to make pizza dough from common household ingredients," chatGPT3.5, OpenAI, December 9, 2023, edited for style and accuracy.
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### Generative AI content cited only in text (no note or bibliography entry) (14.112)

Citing directly in text	The following recipe for pizza dough was generated on December 9, 2023, by ChatGPT-3.5.
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### Generative AI content cited in note and bibliography (14.112)

Bibliographic form	Google. Response to "How many copyeditors does it take to fix a book-length manuscript?" Gemini 1.0, February 10, 2024. <a href="https://g.co/gemini/share/ccc26abdc19">https://g.co/gemini/share/ccc26abdc19</a> .
Footnote form	2. Response to "How many copyeditors does it take to fix a book-length manuscript?" Gemini 1.0, Google, February 10, 2024.

## Audiovisual Resources

### DVD (14.165)

Bibliographic form	Durlacher, Chris, dir. <i>Queen Elizabeth's Secret Agents</i> . BBC, 2018. DVD.
Footnote form	4. Chris Durlacher, <i>Queen Elizabeth's Secret Agents</i> , BBC, 2018, DVD.
Shortened note	5. Durlacher, <i>Queen Elizabeth's</i> .
Comments	"Like sound recordings, video and film recordings are cited according to the nature of the material (television show, movie, etc.). Any facts relevant to identifying the item should be included" (Chicago Manual of Style, 18th ed., 14.165).

### YouTube Video (14.167)

Bibliographic form	Vertasium. "The Closest We've Come to a Theory of Everything." 2024. YouTube, 32:43. <a href="https://www.youtube.com/watch?v=Q10_srZ-pbs">https://www.youtube.com/watch?v=Q10_srZ-pbs</a> .
Footnote form	5. Vertasium, "The Closest We've Come," 2024, YouTube, 32:43, <a href="https://www.youtube.com/watch?v=Q10_srZ-pbs">https://www.youtube.com/watch?v=Q10_srZ-pbs</a> .
Shortened note	Vertasium, "The Closest We've Come."

**TedTalk (14.167)**

Bibliographic form	Harris, Dan. "The Benefits of Not Being a Jerk to Yourself." TED2022, April 2022. 13 min., 39 sec. <a href="https://www.ted.com/talks/95723">https://www.ted.com/talks/95723</a> .
Footnote form	6. Dan Harris, "The Benefits of Not Being a Jerk to Yourself," TED2022, April 2022, <a href="https://www.ted.com/talks/95723">https://www.ted.com/talks/95723</a> .
Shortened note	7. Harris, "The Benefits of Not."

**Podcast (14.168)**

Bibliographic form	Koksal, Nil, and Howden, Chris. "Flamingos Create Water Tornadoes to Trap and Suck up Their Prey: Study." May 26, 2025. In <i>As It Happens</i> . Podcast. MP3 audio, 6:25. <a href="https://www.cbc.ca/radio/asithappens/study-finds-flamingo-create-water-tornadoes-to-eat-1.7542648">https://www.cbc.ca/radio/asithappens/study-finds-flamingo-create-water-tornadoes-to-eat-1.7542648</a> .
Footnote form	7. Nil Koksal and Chris Howden, "Flamingos Create Water Tornadoes to Trap and Suck up Their Prey: Study," May 26, 2025, in <i>As It Happens</i> , podcast, MP3 audio, 6:25, <a href="https://www.cbc.ca/radio/asithappens/study-finds-flamingo-create-water-tornadoes-to-eat-1.7542648">https://www.cbc.ca/radio/asithappens/study-finds-flamingo-create-water-tornadoes-to-eat-1.7542648</a> .
Shortened note	8. Koksal and Howden, "Flamingoes Create."

**Video from a Website (14.167)**

Bibliographic form	Gold, Danny, Neil Brandvold, Michelle Kim, Tom Silverstone, Den Macfarlane, and Mustafa Khalili. "The Only Way Out is Through Jesus: The El Salvador Pastors Saving MS-13 Gang Members." <i>The Guardian</i> , July 19, 2018. Video, 12:14. <a href="https://www.theguardian.com/global/video/2018/jul/19/the-only-way-out-is-through-jesus-el-salvadors-brutal-gangs-and-salvation-video">https://www.theguardian.com/global/video/2018/jul/19/the-only-way-out-is-through-jesus-el-salvadors-brutal-gangs-and-salvation-video</a> .
Footnote form	6. Danny Gold et al., "The Only Way Out is Through Jesus: The El Salvador Pastors Saving MS-13 Gang Members," <i>The Guardian</i> , July 19, 2018, video, 12:14, <a href="https://www.theguardian.com/global/video/2018/jul/19/the-only-way-out-is-through-jesus-el-salvadors-brutal-gangs-and-salvation-video">https://www.theguardian.com/global/video/2018/jul/19/the-only-way-out-is-through-jesus-el-salvadors-brutal-gangs-and-salvation-video</a> .
Shortened note	7. Gold et al., "Only Way Out."

## Indigenous Elders and Knowledge Keepers

The 18th Edition of the Chicago Manual of Style acknowledges that, "when the source of information is an Indigenous Elder or other Indigenous Knowledge Keeper, there are some additional requirements" beyond citing these resources as a personal communication (14.137). In particular, the authority in oral information shared by Indigenous Elders and Knowledge Keepers "deserves the same level of respect typically given to scholarly sources outside of Indigenous communities" (14.137). All information used in a citation, including nation or community, treaty territory, and city/place of residence, must be confirmed with the Indigenous Elder or Knowledge Keeper.

For more examples and in-depth explanations of Chicago citations, please refer to the *Douglas College Library Chicago Citation Style Guide (18<sup>th</sup> edition)*. Note: the online guide is the most correct/current version.



Bibliographic form template	Last Name, First Name (Traditional Name [if applicable]), Elder/Knowledge Keeper. Nation/community. Treaty territory [if applicable]. Where they live [if applicable]. Topic/subject of communication if appropriate. Personal communication, Month Date, Year.
Footnote form template	1. First Name Last Name (Traditional Name [if applicable]), Elder/Knowledge Keeper, Nation/community, treaty territory [if applicable], where they live [if applicable], topic/subject of communication [if not mentioned in the text], Personal communication/Interview [specify only if not clear from the text], Month Date, Year.
Shortened Note	2. Last Name, topic/subject of communication.

## Images and Artwork

### Painting (14.133)

Bibliographic form	Heward, Prudence. <i>In Bermuda</i> . 1939. Painting (63.6x56cm). National Gallery of Canada, Ottawa. <a href="https://www.gallery.ca/collection/artwork/in-bermuda">https://www.gallery.ca/collection/artwork/in-bermuda</a>
Footnote form	2. Prudence Heward, <i>In Bermuda</i> , 1939, painting (63.6x56cm), National Gallery of Canada, Ottawa. <a href="https://www.gallery.ca/collection/artwork/in-bermuda">https://www.gallery.ca/collection/artwork/in-bermuda</a>
Shortened Note	3. Heward, <i>In Bermuda</i> .
Comments	<p>"Information about paintings, photographs, sculpture, and other works of art is usually presented in the text. If a more formal citation is needed...list the name of the artist, a title (in italics) or a description, and a date of creation or completion, followed by information about the medium and location of the work. To help readers locate the item, a museum accession number may be included; for works consulted online, add a URL" (Chicago Manual of Style, 18th ed., 14.133).</p> <p>"Unless illustrations are presented separately...each should appear as soon as possible after the first text reference to it" (Chicago Manual of Style, 18th ed. 3.7).</p> <p>Images are typically captioned below (but sometimes above or to the side). A caption is explanatory material about the image; it can be as simple as a word or two or can be several sentences (Chicago Manual of Style, 18th ed., 3.21).</p>

### Photograph from a website

Bibliographic form	Saint-Jacques, David. <i>Canadarm2</i> . 2019, photograph, Canadian Space Agency, International Space Station, <a href="https://asc-csa.gc.ca/eng/multimedia/search/Image/Watch/12348?search=ISS">https://asc-csa.gc.ca/eng/multimedia/search/Image/Watch/12348?search=ISS</a>
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Footnote form	6. David Saint-Jacques, Canadarm2, 2019, photograph, Canadian Space Agency, International Space Station, <a href="https://asc-csa.gc.ca/eng/multimedia/search/Image/Watch/12348?search=ISS">https://asc-csa.gc.ca/eng/multimedia/search/Image/Watch/12348?search=ISS</a>
Shortened Form	7. David Saint-Jacques, Canadarm2

## Course Materials

### Course Packs

Bibliographic form	Klein, Joseph. "Recommendations for Care." In <i>NURS 2190: Nursing Philosophical Issues Course Pack</i> , edited by Sarah Kaye, 11-24. Douglas College Bookstore, 2011.
Footnote form	41. Joseph Klein, "Recommendations for Care," in <i>NURS 2190: Nursing Philosophical Issues Course Pack</i> , ed. Sarah Kaye (Douglas College Bookstore, 2011), 18.
Shortened note	42. Klein, "Recommendations," 20.
Comments	<p>The Chicago Manual of Style, 18<sup>th</sup> ed. does not provide instructions on how to cite course packs. The above is just one possible format to follow. You need to use your own judgment, and we suggest that you check with your instructor first.</p> <p>Treat the items in your course pack like articles or chapters in an edited book that are reprinted from another source.</p> <ul style="list-style-type: none"> <li>• Use the name of the instructor as the editor. If the instructor's name is not given, use the department as the editor.</li> <li>• Use the bookstore as the publisher</li> <li>• Use the date the course pack was issued as the date of publication. If there is no date of issue, use the current semester and year for the date of publication</li> </ul>

### Class Handout - Blackboard

Bibliographic form	Richards, Simon. "Emotional Trauma." Course notes for CYCC 1220, Douglas College, Coquitlam, BC, April 8, 2024. Blackboard.
Footnote form	14. Simon Richards, "Emotional Trauma" (course notes for CYCC 1220, Douglas College, Coquitlam, BC, April 28, 2024), Blackboard.
Shortened note	15. Richards, "Emotional Trauma."
Comments	This example is based on instructions for papers or posters presented at meetings (Chicago Manual of Style, 18 <sup>th</sup> ed., 14.115).

For more examples and in-depth explanations of Chicago citations, please refer to the *Douglas College Library Chicago Citation Style Guide (18<sup>th</sup> edition)*. Note: the online guide is the most correct/current version.

**Class Handout - Print**

Bibliographic form	Hagler, Alejandra. "Trauma Response." Course notes for CYCC 1220, Douglas College, Coquitlam, BC, March 7, 2022.
Footnote form	18. Alejandra Hagler, "Trauma Response" (Course notes for CYCC 1220, Douglas College, Coquitlam, BC, March 7, 2022).
Shortened note	19. Hagler, "Trauma Response."
Comments	This example is based on instructions for papers or posters presented at meetings (Chicago Manual of Style, 18 <sup>th</sup> ed., 14.115).

## Further Examples

**Personal Communications (14.111)**

Footnote	1. Karen Klips, email message to author, June 21, 2024.
Comments	"References to conversations (whether face-to-face or by telephone) or to letters, email or text messages, or direct or private messages shared through social media and received by the author are usually run in to the text or given in a note. <b>They are rarely listed in a bibliography.</b> Most such information can be referred to simply as a conversation, message, or the like; the medium may be mentioned if relevant" (Chicago Manual of Style, 18 <sup>th</sup> ed., 14.111).

**Pamphlets (14.117)**

Bibliographic form	<i>Outsmarting Crime: A Guide to Safer Living</i> . Washington State Criminal Justice Training Commission, 1990.
Footnote form	42. <i>Outsmarting Crime: A Guide to Safer Living</i> (Washington State Criminal Justice Training Commission, 1990), 3.
Shortened note	43. <i>Outsmarting</i> , 2.
Comments	Treat a pamphlet as you would a book. Give as much information as you can to identify the pamphlet/document (Chicago Manual of Style, 18 <sup>th</sup> ed. 14.117).

## Secondary Source (One Source Quoted in Another) (14.160)

Footnote form	1. Louis Zukofsky, "Sincerity and Objectification," <i>Poetry</i> 37 (February 1931): 269, quoted in Bonnie Costello, <i>Marianne Moore: Imaginary Possessions</i> (Cambridge, MA: Harvard University Press, 1981), 78.
Comments	<b>"Citations taken from secondary sources.</b> To cite a source from a secondary source ("quoted in...") is generally to be discouraged, since authors are expected to have examined the works they cite. If an original source is unavailable, however, both the original and the secondary source must be listed." (Chicago Manual of Style, 18th ed., 14.160).