

**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 17th ed.](#)  
**Z 253 C456 2017**

Or check out the Douglas College Library's online Chicago 17<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 absolutely 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*, 17th ed., p. 820).

### 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 exactly the same way.

When citing a source, insert a superscript (raised) number within the text. Use normal full sized 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*, 17th ed., p. 751).

### 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*, 17th ed., pp. 781-782).

### Shortened Citations

**"When to use shortened citations.** To reduce the bulk of documentation in works that use footnotes or endnotes, subsequent 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, as distinct from an abbreviation, 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*, 17th ed., pp. 757-758).

**"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*, 17th ed., p. 758)

For more examples and in-depth explanations of Chicago citations, please refer to the *Douglas College Library Chicago Citation Style Guide (17<sup>th</sup> edition)*. Note: the online guide is the most correct/current version.

1. Mary Znaniecki, *In the Fullness of Time: Recovery from Borderline Personality Disorder* (New York: Oxford University Press, 2019), 87.

2. Vijaya Nagarajan, *Feeding a Thousand Souls: Women, Ritual, and Ecology in India: An Exploration of the Kolam* (New York: Oxford University Press, 2019), 233.

### Subsequent Footnotes or Endnotes (Shortened)

3. Znaniecki, *In the Fullness*, 89.

4. Nagarajan, *Feeding a Thousand*, 245.

### Shortened Citations versus "ibid."

**"Shortened citations versus "ibid."** The abbreviation *ibid.* (from *ibidem*, "in the same place") usually refers to a single work cited in the note immediately preceding. In a departure from previous editions, **Chicago discourages the use of *ibid.* in favor of shortened citations**...to avoid repetition, the title of a work just cited may be omitted. Shortened citations generally take up less than a line, meaning that *ibid.* saves no space, and in electronic formats that link to one note at a time, *ibid.* risks confusing the reader" (*Chicago Manual of Style*, 17th ed., p. 759). See below for an example of a list of shortened citations.

1. Morrison, *Beloved*, 3.
2. Morrison, 18.
3. 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

Publishers have started to assign a Digital Object Identifier (DOI) to journal articles, electronic books and other types of documents. A DOI is a unique alpha-numeric code given to individual online works. The DOI usually appears at the top of the article or in the database record for the article.

At the moment, not all publishers provide DOIs. Some library databases such as PsycINFO provide a DOI for each article. 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 (14.175)

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	"All names are usually given in the bibliography for works by four to ten persons. In the footnote, give the name of the first author followed by et al. with no intervening comma" ( <i>Chicago Manual of Style</i> , 17th ed., p. 786). 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 ( <i>Chicago Manual of Style</i> , 17th ed. p. 833).

### Journal Article from a Library Database without a DOI Available (14.175)

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.
Comments	For articles without a DOI from a library database, give the database name rather than the URL ( <i>Chicago Manual of Style</i> , 17th ed. p. 833).

**Article from JSTOR (14.175)**

Bibliographic form	Whitney, Frank P. "The Six Year High School in Cleveland." <i>School Review</i> 37, no. 4 (1929): 269-273. <a href="http://www.jstor.org/stable/1078814">http://www.jstor.org/stable/1078814</a> .
Footnote form	26. Frank P. Whitney, "The Six Year High School in Cleveland," <i>School Review</i> 37, no. 4 (April 1929): 268, <a href="http://www.jstor.org/stable/1078814">http://www.jstor.org/stable/1078814</a> .
Shortened note	27. Whitney, "Six Year High School," 269.
Comments	Cite the article with a DOI if one is available. If the article does not have a DOI and has a stable URL (JSTOR provides stable URLs), add the URL for the article.

**Journal Article – Print (14.167-14.174)**

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

**Magazine Article from a Library Database (14.189)**

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	"For magazine articles consulted online, include a URL at the end of a citation or, if no suitable URL is available, the name of the database" ( <i>Chicago Manual of Style</i> , 17th ed., p. 838).

**Magazines - Print (14.188)**

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.

For more examples and in-depth explanations of Chicago citations, please refer to the *Douglas College Library Chicago Citation Style Guide (17<sup>th</sup> edition)*. Note: the online guide is the most correct/current version.

**Magazine Article from the Internet (14.189)**

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	"For magazine articles consulted online, include a URL at the end of a citation or, if no suitable URL is available, the name of the database. Specific page numbers usually will not be available but may be cited if they are" ( <i>Chicago Manual of Style</i> , 17th ed. p. 838).

**Newspaper Article from a Library Database (14.191)**

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	"To cite an article consulted online, include the URL or, if no suitable URL is available, the name of the database" ( <i>Chicago Manual of Style</i> , 17th ed. p. 839). The article in the example above came from one of the library's databases.  Page numbers can be omitted. Provide the edition statement (e.g. "final edition") if available.

**Newspapers – Print (14.203-14.213)**

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	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. Newspapers are more commonly cited in notes or parenthetical references than in bibliographies. If, for some reason, a bibliographic entry was included, it would appear as indicated above.

## Print Books & Electronic Books

### Single Author (14.75, 14.100)

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

### Book, Editions Other Than the First (14.113)

Bibliographic form	Kirszner, Laurie G., and Stephen R. Mandell. <i>The Pocket Holt Handbook</i> . 5th ed. Fort Worth, TX: 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. (Fort Worth, TX: Harcourt Brace College Publishers, 2000), 87.
Shortened note	10. Kirszner and Mandell, <i>Pocket Holt</i> , 77.
Comments	Add the state or province abbreviation (or sometimes the country) if the city of publication is not widely known or could be confused with another city with the same name. ( <i>Chicago Manual of Style</i> , 17th ed., pp. 813-814)

### Book, Two or Three Authors (14.76)

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

### Book, Editor as Author (14.103)

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

**Book, Two or Three Editors as Author (14.76)**

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

**Book, Works by or Edited by Four to Ten Persons (14.76)**

Bibliographic form	Miller, Charles D., Vern E. Heeren, John Hornsby, Christopher Heeren, Margaret L. Morrow, and Jill Van Newenhizen. <i>Mathematical Ideas</i> . Boston: Pearson, 2016.
Footnote form	6. Charles D. Miller et al., <i>Mathematical Ideas</i> (Boston: Pearson, 2016), 111.
Shortened note	7. Miller et al., <i>Mathematical Ideas</i> , 110.
Comments	All names are usually given in the bibliography for works by or edited by four to ten persons. The word order and the punctuation are the same as for two or three authors. In the footnote, give only the name of the first author followed by et al., without a comma in between ( <i>Chicago Manual of Style</i> , 17th ed., p. 786).

**Book, Author and Editor (14.104)**

Bibliographic form	Tsuda, Umeko. <i>The Attic Letters: Ume Tsuda's Correspondence to her American Mother</i> . Edited by Yoshiko Furuki. New York: Weatherhill, 1991.
Footnote form	12. Umeko Tsuda, <i>The Attic Letters: Ume Tsuda's Correspondence to her American Mother</i> , ed. Yoshiko Furuki (New York: 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> . New York: Pocket Books, 1998.
Footnote form	7. American Medical Association, <i>Essential Guide to Asthma</i> (New York: 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> . Boston: Houghton, 2002.
Footnote form	8. <i>American Heritage Dictionary for Learners of English</i> (Boston: Houghton, 2002), 101.
Shortened note	9. <i>American Heritage</i> , 171.

**Translated Book (14.104)**

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

**Chapter or Other Part of a Multiauthor Book (14.107)**

Bibliographic form	Sweatman, Margaret. "Arnason's Irony and Vision." In <i>Contemporary Manitoba Writers</i> , edited by Kenneth James Hughes, 31-53. Winnipeg: Turnstone Press, 1990.
Footnote form	9. Margaret Sweatman, "Arnason's Irony and Vision," in <i>Contemporary Manitoba Writers</i> , ed. Kenneth James Hughes (Winnipeg: Turnstone Press, 1990), 37.
Shortened note	10. Sweatman, "Arnason's Irony," 44.

**Chapter in a Single-Author Book (14.106)**

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

**Library E- Book (14.161)**

Bibliographic form	Kutscher, Martin L. <i>Digital Kids: How to Balance Screen Time, and Why it Matters</i> . London: 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> (London: Jessica Kingsley Publishers, 2017), 109, ProQuest Ebook Central.
Shortened note	22. Kutscher, <i>Digital Kids</i> , 111.
Comments	"For in-copyright books, consulted through a commercial library database, a suitable URL may not be available...list the name of the commercial database rather than the URL." ( <i>Chicago Manual of Style</i> , 17th ed., p. 827).

**E- Book, with no Fixed Page Numbers (14.160, 14,161)**

Bibliographic form	Bonds, Mark Evan. <i>Absolute Music: The History of an Idea</i> . New York: 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> (New York: 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 <i>Chicago Manual of Style</i> , 17 ed., p. 825).

**E-Book with a DOI (14.161)**

Bibliographic form	Antokoletz, Elliot. <i>Musical Symbolism in the Operas of Debussy and Bartok</i> . New York: 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> (New York: 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(14.161)**

Bibliographic form	Seton, Ernest Thompson. <i>The Trail of the Sandhill Stag</i> . New York: 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> (New York: 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.

For more examples and in-depth explanations of Chicago citations, please refer to the *Douglas College Library Chicago Citation Style Guide (17<sup>th</sup> edition)*. Note: the online guide is the most correct/current version.

## Encyclopedias & Dictionaries (14.161)

### Online Encyclopedias and Dictionaries (14.233)

Footnote form	14. <i>Merriam-Webster</i> , s.v. "serendipity," accessed April 11, 2018, <a href="https://www.merriam-webster.com/dictionary/serendipity">https://www.merriam-webster.com/dictionary/serendipity</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)." ( <i>Chicago Manual of Style</i> , 17th ed., p. 858)

### Encyclopedia - Online, with Author (14.234)

Footnote form	12. <i>Dictionary of Canadian Biography</i> , s.v. "Czerniawski, Joseph," by Orest T. Martynowych, accessed July 31, 2018, <a href="http://www.biographi.ca/en/bio/czerniawski_joseph_14E.html">http://www.biographi.ca/en/bio/czerniawski_joseph_14E.html</a> .
Comments	Online reference works are normally cited in the notes, not in the bibliography. "The title of a website that is analogous to a traditionally printed work but does not have (and never had) a printed counterpart can be treated like the titles of other websites...with roman rather than italics for the title." ( <i>Chicago Manual of Style</i> , 17th ed., p. 845)  In this example, the <i>Dictionary of Canadian Biography</i> has a print counterpart so the title is italicized. Wikipedia does not have a print counterpart so the title is not italicized.

### Encyclopedia or Dictionary – Print (14.232)

Footnote form	11. <i>Encyclopaedia Britannica</i> , 15th ed. (1980), s.v. "musk-ox."
Comments	"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. References to an alphabetically arranged work cite the item (not the volume or page number) preceded by s.v. ( <i>sub verbo</i> , "under the word"; pl. s.v.v)" ( <i>Chicago Manual of Style</i> , 17th ed., p. 858)

### Wikipedia (14.233)

Footnote form	15. Wikipedia, s.v. "Taoism," last modified April 27, 2018, 18:57, <a href="https://en.wikipedia.org/wiki/Taoism">https://en.wikipedia.org/wiki/Taoism</a> .
Comments	"Time stamps may be included for frequently updated resources". ( <i>Chicago Manual of Style</i> , 17th ed., p. 858)

## Websites & Social Media (14.205-14.209)

"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*, 17th ed. p. 846). 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. ([https://www.chicagomanualofstyle.org/tools\\_citationguide/citation-guide-1.html](https://www.chicagomanualofstyle.org/tools_citationguide/citation-guide-1.html))

**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.**

"To cite original website content...include 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; the owner of sponsor of the site; and a URL. The word website (or web page) may be added (in parentheses) after the title or description of the site if the nature of the source may otherwise be unclear. Also include a publication date or date of revision or modification; if no such date can be determined, include an access date" (*Chicago Manual of Style*, 17th ed. pp. 845-846).

**"URLs and line breaks.** In a printed work, if a URL has to be broken at the end of a line, the break should be *after* a colon or a double slash (//); *before* a single slash (/), a tilde (~), a period, a comma, a hyphen, an underline (\_), a question mark, a number sign, or a percent symbol; or *before* or *after* an equals sign or ampersand" (*Chicago Manual of Style*, 17th ed. p. 750).

### Website

Bibliographic form	Yale University. "About Yale: Yale Facts." Accessed July 12, 2018. <a href="https://www.yale.edu/about-yale/yale-facts">https://www.yale.edu/about-yale/yale-facts</a> .
Footnote form	44. Yale University, "About Yale: Yale Facts," accessed July 12, 2018, <a href="https://www.yale.edu/about-yale/yale-facts">https://www.yale.edu/about-yale/yale-facts</a> .
Shortened note	45. Yale University.

### Website

Bibliographic form	Dewar, Gwen. "Exercise for Children: Why Keeping Kids Physically Fit is Good for the Brain and Helpful in the Classroom." Parenting Science. Last modified 2016. <a href="https://www.parentingscience.com/exercise-for-children.html">https://www.parentingscience.com/exercise-for-children.html</a> .
Footnote form	19. Gwen Dewar, "Exercise for Children: Why Keeping Kids Physically Fit is Good for the Brain and Helpful in the Classroom," Parenting Science, last modified 2016, <a href="https://www.parentingscience.com/exercise-for-children.html">https://www.parentingscience.com/exercise-for-children.html</a> .
Shortened note	20. Dewar, "Exercise for Children."

**Blog (14.208)**

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> .
Shortened note	28. Ferriss, "Language of Airportland."
Comments	"Blog posts are cited like online newspaper articles. Citations include the author of the post; the title of the post, in quotation marks; the title of the blog, in italics; the date of the post; and a URL. The word blog may be added (in parentheses) after the title of the blog (unless the word blog is part of the title). Blogs that are part of a larger publication should also include the name of that publication. Citations of blog posts, like those of newspaper articles, can often be relegated to the text or notes; if a bibliography entry is needed, it should be listed under the author of the post" ( <i>Chicago Manual of Style</i> , 17th ed. pp. 846-847).

**Social Media**

"Citations of content shared through social media can usually be limited to the text. A note may be added if a more formal citation is needed. In rare cases, a bibliography entry may also be appropriate. In place of a title, quote up to the first 160 characters of the post." (*The Chicago Manual of Style Online*, [http://www.chicagomanualofstyle.org/tools\\_citationguide/citation-guide-1.html](http://www.chicagomanualofstyle.org/tools_citationguide/citation-guide-1.html)).

**Twitter (14.209)**

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 (14.209)**

Footnote form	19. Junot Diaz, "Always surprises my students when I tell them that the 'real' medieval was more diverse than the fake ones most of us consume," Facebook, February 24, 2016, <a href="https://www.facebook.com/junotdiaz.writer/posts/972495572815454">https://www.facebook.com/junotdiaz.writer/posts/972495572815454</a> .
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**Instagram (14.209)**

Footnote form	20. Pete Souza (@petesouza), "Back when our President was respected around the world and not unhinged by the rule of law," Instagram photo, May 20, 2018, <a href="https://www.instagram.com/p/BjAU5pzi_8_/">https://www.instagram.com/p/BjAU5pzi_8_/</a> .
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For more examples and in-depth explanations of Chicago citations, please refer to the *Douglas College Library Chicago Citation Style Guide (17<sup>th</sup> edition)*. Note: the online guide is the most correct/current version.

## Government Publications

### Government Document with a Personal Author

Bibliographic form	Prokopenko, Elena, and Feng Hou. <i>How Temporary Were Canada's Temporary Foreign Workers?</i> Ottawa: Statistics Canada, 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> (Ottawa: 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> .

### Government Document

Bibliographic form	Environment Canada. <i>Canada's Greenhouse Gas Emissions: Understanding the Trends, 1990-2006</i> . Ottawa: Environment Canada, 2008. <a href="http://publications.gc.ca/collections/collection_2009/ec/En81-4-2006-2E.pdf">http://publications.gc.ca/collections/collection_2009/ec/En81-4-2006-2E.pdf</a> .
Footnote form	6. Environment Canada, <i>Canada's Greenhouse Gas Emissions: Understanding the Trends, 1990-2006</i> (Ottawa: Environment Canada, 2008), 21, <a href="http://publications.gc.ca/collections/collection_2009/ec/En81-4-2006-2E.pdf">http://publications.gc.ca/collections/collection_2009/ec/En81-4-2006-2E.pdf</a> .
Shortened note	7. Environment Canada, <i>Canada's Greenhouse</i> , 22.

### Government Document – Print

Bibliographic form	Public Health Agency of Canada. <i>Diabetes in Canada: Facts and Figures from a Public Health Perspective</i> . Ottawa: Public Health Agency of Canada, 2011.
Footnote form	9. Public Health Agency of Canada, <i>Diabetes in Canada: Facts and Figures from a Public Health Perspective</i> (Ottawa: Public Health Agency of Canada, 2011), 14.
Shortened note	10. Public Health Agency of Canada, <i>Diabetes</i> , 11.

### Government Document

Bibliographic form	British Columbia. Ministry of Health. <i>Guidance for Injectable Opioid Agonist Treatment for Opioid Use Disorder</i> . Victoria: Ministry of Health, 2017. <a href="http://www.llbc.leg.bc.ca/public/pubdocs/bcdocs2017_2/681962/bc-ioat-guidelines-10.2017.pdf">http://www.llbc.leg.bc.ca/public/pubdocs/bcdocs2017_2/681962/bc-ioat-guidelines-10.2017.pdf</a> .
Footnote form	8. British Columbia, Ministry of Health, <i>Guidance for Injectable Opioid Agonist Treatment for Opioid Use Disorder</i> (Victoria: Ministry of Health, 2017), 7, <a href="http://www.llbc.leg.bc.ca/public/pubdocs/bcdocs2017_2/681962/bc-ioat-guidelines-10.2017.pdf">http://www.llbc.leg.bc.ca/public/pubdocs/bcdocs2017_2/681962/bc-ioat-guidelines-10.2017.pdf</a> .
Shortened note	9. British Columbia, Ministry of Health, <i>Guidance for Injectable</i> , 6.

For more examples and in-depth explanations of Chicago citations, please refer to the *Douglas College Library Chicago Citation Style Guide (17<sup>th</sup> edition)*. Note: the online guide is the most correct/current version.

## Audiovisual Resources

### DVD (14.265)

Bibliographic form	<i>Konline: Our Land Beautiful</i> . Directed by Nettie Wild. Vancouver: Canada Wild Productions, 2015. DVD.
Footnote form	4. <i>Konline: Our Land Beautiful</i> , directed by Nettie Wild (Vancouver: Canada Wild Productions, 2015), DVD.
Shortened note	5. <i>Konline</i> .
Comments	For further information on citing AV materials, please refer to the online Douglas College Library Chicago Citation Style Guide (QR code on front of this handout).

### YouTube Video (14.267)

Bibliographic form	Steindl-Rast, David. "A Grateful Day." Network for Grateful Living. 2017. YouTube Video, 5:22. <a href="https://www.youtube.com/watch?v=zSt7k_q_qRU">https://www.youtube.com/watch?v=zSt7k_q_qRU</a> .
Footnote form	5. David Steindl-Rast, "A Grateful Day," Network for Grateful Living, 2017, YouTube Video, 5:22, <a href="https://www.youtube.com/watch?v=zSt7k_q_qRU">https://www.youtube.com/watch?v=zSt7k_q_qRU</a> .
Shortened note	6. Steindl-Rast, "Grateful Day."

### TedTalk (14.267)

Bibliographic form	Bouman, Katie. "How to Take a Picture of a Black Hole." Filmed November 2016 at TEDxBeaconStreet, Brookline, MA. Video, 12:51. <a href="https://www.ted.com/talks/katie_bouman_what_does_a_black_hole_look_like">https://www.ted.com/talks/katie_bouman_what_does_a_black_hole_look_like</a> .
Footnote form	6. Katie Bouman, "How to Take a Picture of a Black Hole," filmed November 2016 at TEDxBeaconStreet, Brookline, MA, video, 12:51, <a href="https://www.ted.com/talks/katie_bouman_what_does_a_black_hole_look_like">https://www.ted.com/talks/katie_bouman_what_does_a_black_hole_look_like</a> .
Shortened note	7. Bouman, "How to Take."

### Podcast (14.267)

Bibliographic form	Erickson, Jo, and Tom Weber. "The Legacy of Lynching: A Chance to Remember, a Chance to Heal." May 24, 2018. In <i>Counter Stories</i> . Podcast. MP3 audio, 52:04. <a href="https://www.mprnews.org/story/2018/05/24/the-legacy-of-lynching--a-chance-to-remember-a-chance-to-heal-">https://www.mprnews.org/story/2018/05/24/the-legacy-of-lynching--a-chance-to-remember-a-chance-to-heal-</a> .
Footnote form	7. Jo Erickson and Tom Weber, "The Legacy of Lynching: A Chance to Remember, a Chance to Heal," May 24, 2018, in <i>Counter Stories</i> , podcast, MP3 audio, 52:04, <a href="https://www.mprnews.org/story/2018/05/24/the-legacy-of-lynching--a-chance-to-remember-a-chance-to-heal-">https://www.mprnews.org/story/2018/05/24/the-legacy-of-lynching--a-chance-to-remember-a-chance-to-heal-</a> .
Shortened note	8. Erickson and Weber, "Legacy of Lynching."

For more examples and in-depth explanations of Chicago citations, please refer to the *Douglas College Library Chicago Citation Style Guide (17<sup>th</sup> edition)*. Note: the online guide is the most correct/current version.

**Video from a Website (14.267)**

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."

## Images and Artwork

### Painting

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	In the Chicago Manual of Style, images are referred to as illustrations, figures, artwork, art, photographs, maps and charts (Chicago Manual of Style, 17th ed. p. 126).  Unless illustrations/images are presented separately...each should appear as soon as possible after the first text reference to it (Chicago Manual of Style, 17th ed. p. 130).  Images are typically captioned immediately 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, 17th ed., p. 136).



**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>
Footnote form	6. David Saint-Jacques, <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>
Shortened Form	7. David Saint-Jacques, <i>Canadarm2</i>

## 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. Coquitlam: 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 (Coquitlam: Douglas College Bookstore, 2011), 18.
Shortened note	42. Klein, "Recommendations," 20.
Comments	<p><i>The Chicago Manual of Style</i>, 17<sup>th</sup> ed. does not provide instructions on how to cite course packs. The example 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. Use the name of the instructor as the editor. If the instructor's name is not given, use the department as the editor. Use the bookstore as the publisher and 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.</p>

**Class Handout - Blackboard**

Bibliographic form	Richards, Simon. "Emotional Trauma." Course notes for CYCC 1220, Douglas College, Coquitlam, BC, April 25, 2019. Blackboard.
Footnote form	14. Simon Richards, "Emotional Trauma" (course notes for CYCC 1220, Douglas College, Coquitlam, BC, April 25, 2019), Blackboard.
Shortened note	15. Richards, "Emotional Trauma."
Comments	This example is based on Chicago Style's instructions for lectures, papers or posters presented at meetings ( <i>Chicago Manual of Style</i> , 17th ed., p. 852).

**Class Handout - Print**

Bibliographic form	Hagler, Alejandra. "Trauma Response." Course notes for CYCC 1220, Douglas College, Coquitlam, BC, March 7, 2019.
Footnote form	18. Alejandra Hagler, "Trauma Response" (Course notes for CYCC 1220, Douglas College, Coquitlam, BC, March 7, 2019).
Shortened note	19. Hagler, "Trauma Response."
Comments	This example is based on Chicago Style's instructions for lectures, papers or posters presented at meetings ( <i>Chicago Manual of Style</i> , 17th ed., p. 852).

**Other Sources (14.214)****Personal Communications**

Footnote	1. Karen Klips, email message to author, June 21, 2018.
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. They are rarely listed in a bibliography. Most such information can be referred to simply as a conversation, message, or the like; the medium may be mentioned if relevant" ( <i>Chicago Manual of Style</i> , 17th ed. p. 850).

**Pamphlets (14.220)**

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 ( <i>Chicago Manual of Style</i> , 17th ed. p. 853).

**Secondary Source (One Source Quoted in Another) (14.260)**

Bibliographic form	Zukofsky, Louis. "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.
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." ( <i>Chicago Manual of Style</i> , 17th ed., p. 868).