

**Department of Political Science
Washington College**

A Guide to Citations in Chicago Style

In all of your political science classes, you'll be asked to document the sources you use based on the guidelines in *The Chicago Manual of Style*. The Political Science Department requires students to adopt the Footnote reference system, which marks a citation with a superscript number that guides the reader to the bottom of the page, where the full citation of the work you are using is located. We also expect you to submit a "Bibliography" page at the very end that lists all your sources, with a full citation, alphabetically.

On the last page of this hand-out is an example taken from an article published in the journal *Theory and Society*, followed by a Bibliography. Below are some suggestions for proper formatting and suggestions to avoid common mistakes.

Word and other computer programs make footnoting easy!

- Microsoft Word makes footnoting easy. You do not have to enter each number and note manually. Here are the steps to follow in Word 2003 at the place you wish to insert a footnote: select the "Insert" menu from the top menu bar, then "Reference" from the drop-down menu, then "Footnote". At this point, a pop-up box will appear where you can choose specific settings. (In most cases, the default settings are correct, so all you need to do is click OK.) Clicking OK will insert a superscript number in your text, and open a window at the bottom of your document to allow you to insert your footnote text.
 - If you later "cut and paste" text in the editing process, Word will automatically re-number your footnotes and move the notes at the bottom of the page as appropriate.

Common mistakes to avoid:

- **AUTHOR NAMES:** Footnotes begin with the author's first name (e.g. Joan Smith); Bibliography references should be alphabetized by last name (e.g. Smith, Joan). Footnotes may include *et al.* in lieu of listing all of the authors of a work (e.g. Joan Smith, *et al.*); a bibliography must include all of the authors' names. After the first author, additional authors' names should be listed first name then last name, unlike the first name listed in the citation bibliography. (e.g. Smith, Joan, John Cunningham and Joseph Carroll).
- **PAGE NUMBERS:** Footnotes should include a page number for all quotations, and also to indicate general pages within a text where cited ideas can be found; bibliographies should include page numbers only to indicate the pages of a journal where the *complete* article is located.
 - Page numbers should *not* be preceded by "page", "p.", or other notation.

- NUMBERING FOOTNOTES: Never re-use a footnote number: each number should only appear once in the document. (The only exception would be for a senior thesis where students may choose to begin each chapter with new footnote numbers.)
 - Footnotes should be *single*-spaced.
 - Do not repeat a full reference after the first entry, as explained above and noted in the examples below. Typically only the author name and page number is required after the first footnote of a source which includes the full reference.
- BIBLIOGRAPHY: The list of sources at the end of the document should be titled “bibliography” – following Chicago style. (MLA calls this list “Works Cited”)
 - All works should be listed alphabetically by last name.
 - Works without authors should be listed *either* by title or by publisher.
 - Each entry should be *single*-spaced, with a blank line between entries.
 - Do not bullet point or number each entry.
- ITALICIZATION: *Italicize* book titles and journal titles but not journal article titles or titles of chapters from an edited volume. Journal article titles and chapter titles of chapters in an edited volume should be in quotes and not italicized.

Formatting Citations in Chicago Style

The following illustrate some common citations based on the *Chicago Manual of Style*. The first line denotes, with the letter N, how the citation will appear either at the bottom of the page. The second line denotes, with the letter B, how the work should appear in the Bibliography, with the last name appearing first.

BOOK

- N: 3. Ken Kollman, *Public Opinion and Interest Group Strategies* (Princeton, New Jersey: Princeton University Press, 1998), [page number, if applicable].
- B: Kollman, Ken. *Public Opinion and Interest Group Strategies*. Princeton, New Jersey: Princeton University Press, 1998. [no page numbers necessary]

JOURNAL ARTICLE (print)

- N. 27. Morris P. Fiorina, “An Outline for a Model of Party Choice,” *American Journal of Political Science* 21 (1977): 601-625. [either full article page range, or a specific page number for a quotation]
- B. Fiorina, Morris. “An Outline for a Model of Party Choice.” *American Journal of Political Science* 21 (1977): 601-625. [page numbers indicate full article range]

JOURNAL ARTICLE (from an online database)

[The full URL is *not* required, nor is a “date accessed” since it is a published work.]

- N. 5. Scott D. McClurg, “The Electoral Relevance of Political Talk: Examining Disagreement and Expertise Effects in Social Networks on Political Participation,” *American Journal of Political Science* 50, no.3 (July 2006): 740-754. <http://www.jstor.org>.
- B. McClurg, Scott D. “The Electoral Relevance of Political Talk: Examining Disagreement and Expertise Effects in Social Networks on Political Participation.” *American Journal of Political Science* 50, no.3 (July 2006): 737-754. <http://www.jstor.org>.

CHAPTER OR OTHER PART OF A BOOK

- N: 5. Andrew Wiese, “‘The House I Live In’: Race, Class, and African American Suburban Dreams in the Postwar United States,” in *The New Suburban History*, ed. Kevin M. Kruse and Thomas J. Sugrue (Chicago: University of Chicago Press, 2006), 101–2.
- B: Wiese, Andrew. “‘The House I Live In’: Race, Class, and African American Suburban Dreams in the Postwar United States.” In *The New Suburban History*, edited by Kevin M. Kruse and Thomas J. Sugrue, 99–119. Chicago: University of Chicago Press, 2006.

NEWSPAPER ARTICLE

[Newspaper articles are often cited in lead-in phrases like “As so and so noted in his article appearing in the New York Times, June 20, 2005....” If the information is given this way, there is no entry in the bibliography page.]

- N: 10. Jeffrey Krasner, “Poll Shows Support for Healthcare Amendment,” *The Boston Globe*, July 11, 2006, <https://www.lexisnexis.com>.
- B. Krasner, Jeffrey. “Poll Shows Support for Healthcare Amendment.” *The Boston Globe*, July 11, 2006. <https://www.lexisnexis.com>.

WEBSITE

[Chicago Manual of Style allows a writer to include information in the text as in “On its website The Center for the Study of the American Electorate shows that...” If this is the choice, a bibliographic entry is omitted.]

- N: 54. Scott Keeter, “Young Voters in the 2008 Presidential Primaries,” Pew Research Center, <http://pewresearch.org/pubs/730/young-voters>.
- B. Keeler, Scott. “Young Voters in the 2008 Presidential Primaries.” Pew Research Center. <http://pewresearch.org/pubs/730/young-voters>.

- N 23. "Amnesty International Hails U.S. Supreme Court Decision Recognizing Habeas Corpus." <http://www.amnestyusa.org/document.php?id=ENGUSA20080613001&lang=e>.
- B. "Amnesty International Hails U.S. Supreme Court Decision Recognizing Habeas Corpus." <http://www.amnestyusa.org/document.php?id=ENGUSA20080613001&lang=e>.

LEGAL CASES

See separate web document: "Citing and Researching Supreme Court Cases" available at: <http://polisci.washcoll.edu/citationguides.php>

Below is a short example taken from an article published in the journal *Theory and Society*, followed by an appropriate Bibliography.

Goldstone, Jack A. "Ideology, Cultural Frameworks, and the Process of Revolution." *Theory and Society* 20, no. 4 (Aug. 1991): 405-453.

Ideology, cultural frameworks, and the process of revolution¹

The study of culture has recently staged a resurgence in sociology and history. Structural studies of revolution, such as Skocpol's,² have been criticized for their neglect of ideological and cultural factors.³ In previous work, I too have emphasized the structural similarities among episodes of state breakdown in early modern England, France, Turkey, and China and have given only modest attention to their ideological elements.⁴ The reason for this is straightforward: I have been concerned with elucidating the reasons for state breakdown in each of these cases. And it is increasingly agreed that ideological factors may promote, but do not produce, the

¹ This essay is an elaboration of chapter 5 of Jack A. Goldstone's *Revolution and Rebellion in the Early Modern World* (Berkeley and Los Angeles: University of California Press, 1991).

² Theda Skocpol, *States and Social Revolutions* (Cambridge: Cambridge University Press, 1981).

³ Jerome Himmelstein and Michael S. Kimmel, "States and Revolutions: The Implications and Limits of Skocpol's Structural Model," *American Journal of Sociology* 86 (1981), 1145-1154; William Sewell, Jr., "Ideologies and Social Revolutions: Reflections on the French Case," *Journal of Modern History* 57 (1985), 57-85; Said Amin Arjornand, "Iran's Islamic Revolution in Comparative Perspective," *World Politics* 38 (1986), 383-414.

⁴ Jack A. Goldstone, "East and West in the Seventeenth Century: Political Crises in Stuart England, Ottoman Turkey, and Ming China," *Comparative Studies in Society and History* 30 (1988), 103-142.

breakdown of Old Regimes. It is chiefly *after* the initial breakdown of the state, during the ensuing power struggles and state reconstruction, that ideology and culture play a leading role.⁵

Bibliography

Arjornand, Said Amir. "Iran's Islamic Revolution in Comparative Perspective," *World Politics* 38 (1986): 383-414.

Goldstone, Jack A. "East and West in the Seventeenth Century: Political Crises in Stuart England, Ottoman Turkey, and Ming China," *Comparative Studies in Society and History* 30 (1988): 103-142.

Goldstone, Jack A. *Revolution and Rebellion in the Early Modern World* (Berkeley and Los Angeles: University of California Press, 1991).

Himmelstein, Jerome and Michael S. Kimmel, "States and Revolutions: The Implications and Limits of Skocpol's Structural Model," *American Journal of Sociology* 86 (1981): 1145-1154.

Sewell, Jr. William "Ideologies and Social Revolutions: Reflections on the French Case," *Journal of Modern History* 57 (1985): 57-85.

Skocpol, Theda. *States and Social Revolutions* (Cambridge: Cambridge University Press, 1981).

Here are a few things to notice about the above example:

- In addition to offering bibliographic information, as in examples 2, 3, and 4 below, footnotes can be used to offer additional commentary or to expand on a point made within the text of a paper. (Note 1 below is an example of this).
- Examples 2, 3, and 4 below demonstrate the correct way to cite books and academic journals. For information about formatting other sources, see pages 3-5 of this handout, consult a reference book or visit *The Chicago Manual of Style Online*.
- Once you've given the full bibliographic information for a source once, you can abbreviate all subsequent references to that source in your paper. In those cases, you only need to give the author's name and the page number separated by a comma.
 - In the past, authors used the latin words *ibid*, *op.cit*, *etc.* to refer to previous references. This style is still acceptable, but not recommended.

⁵ Goldstone, 104-05.