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.

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**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**


**JOURNAL ARTICLE (print)**


JOURNAL ARTICLE (from an online database)


CHAPTER OR OTHER PART OF A BOOK


NEWSPAPER ARTICLE


WEBSITE


Ideology, cultural frameworks, and the process of revolution

The study of culture has recently staged a resurgence in sociology and history. Structural studies of revolution, such as Skocpol's, have been criticized for their neglect of ideological and cultural factors. 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. 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

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


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


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.