

# Chicago Manual Style Quick Reference Guide

*Disclaimer:* This guide is only intended to be used as a Quick Reference (most commonly used citations). For further guidance, consult the *Chicago Manual of Style*, available at the **Reserves Desk**. For additional help or questions on writing, refer to the Writing Room located in HS&S 112 or ext. 3262.

## Works Cited Sample Guide

Spacing for the margins of the paper should be one inch at the top and bottom and on either side. Paragraphs should be indented by clicking on the tab key once. The citations page should be single-spaced. The separation between major divisions (author, title, and publication info) is marked by a period and one space. Alphabetize all entries by author's last name and indent the second line of each bibliographic citation. **Entries in Works Cited should use the formatting of a hanging-indent (4 spaces) and should wrap to the first tab. Double space between entries.**

### **Books/Films/Encyclopedia**

#### **Book by a Single Author:**

Honel, Rosalie W. *Journey with Grandpa: Our Family's Struggle with Alzheimer's Disease*. Baltimore: Johns Hopkins University Press, 1988.

#### **Book by Two or More Authors:**

Segall, William, and Anna Wilson. *Introduction to Education: Teaching in a Diverse Society*. New Jersey: Prentice-Hall, Inc. 1998.

#### **More than Three Authors:**

Coser, Lewis A., Steven L. Nock, Patricia A. Steffan, and Buford Rhea. *Introduction to Sociology*. Orlando: Harcourt Brace Jovanovich, Inc. 1987.

#### **Chapter in a Single-Author Book:**

Atlas, James. "The Big Boys." Chap. 3 in *The Book Wars*. New York: New York Times Company, 1990.

#### **Film, Videocassette, or DVD:**

*American Experience: Journey to America*. Produced by PBS Video, 1989.

#### **Encyclopedia Article:**

(Well-known reference books, such as major dictionaries and encyclopedias, are normally cited in notes rather than in bibliographies. Certain reference works, however, may appropriately be listed with their publication details.)  
*Encyclopedia of the Enlightenment*. 4 vols. New York: Oxford University Press, 2003.

### **Journals/Magazines/Newspapers**

#### **Journal Article with Continuous Pagination:**

Martin, Deborah G. "Reconstructing Urban Politics: Neighborhood Activism in Land-Use

Change.” *Urban Affairs Review* 39, no. 5 (May 2004): 589-612.

**Journal Article (scholarly journal that pages each issue separately):**

Day, Christopher. “Change Agendas: The Roles of Teacher Educators.” *Teaching Education* 15, no. 2 (June 2004): 145-158.

**Magazine Article (if the article is unsigned, begin the entry with the title):**

(Weekly or monthly magazines, even if numbered by volume and issue, are usually cited by date only.)

Stone, Brad. “Little Engine That Can.” *Newsweek*, March 29, 2004.

**Newspaper Article:**

Parker, Laura. “U.S. Soldier Portrayed as Disobedient.” *USA Today*, August 5, 2004, sec. A.

**Electronic Sources**

**Include the following information if available:**

1. Author’s name (if given)
2. Title of work or material in quotation marks
3. Name of the periodical (italicized)
4. Volume number and/or issue number
5. Date of publication
6. Page range (if individual page numbers are not available, add a descriptive locator)
7. Network address
8. Date of access

“Aaron Ford, ex-slave.” Library of Congress American Memory: Slave Narratives of the Federal Writer’s Project, 1936-1938. <http://memory.loc.gov/ammem/snhtml/snhome.html> (accessed on 08/11/04).

Brown, Jennifer K. “Nineteenth Amendment and Women’s Equality.” *Yale Law Journal* 102, no. 8. (June 1993): 2175-2204. Expanded Academic ASAP, via DISCUS, <http://web7.infotrac.galegroup.com/itw/infomark/92/340/4989/>.

Freedman, David. “African-American Schooling in the South Prior to 1861.” *The Journal of Negro History* 84, no. 1. (Winter 1999): 1-47. <http://links.jstor.org/> (accessed on 08/11/04).

Prince, Mary. *The History of Mary Prince: A West Indian Slave*. London, 1831. Digital Schomburg, 1997. <http://digilib.nypl.org/dynaweb/digs/www97262/@Generic> (accessed on 08/11/04).

**Website:**

(For original content from **online sources** other than periodicals, **include as much of the following** as can be determined: author of the content, title of the page, title or owner of the site, URL, access date)

National Park Service, “History in the Parks,” National Park Service, <http://www.cr.nps.gov/catsig.htm> (accessed on 08/11/04).

**Chicago Style Guide is also available on the Library website at:**

<http://library.usca.edu/Instruction/StyleGuides>

## Footnotes/Endnotes Sample Guide

Asian workers were seen as a problem, specifically an “oriental problem.” In 1920 the Governor of California described the problem in terms of the Japanese farm workers and their inability to assimilate to American “white” work standards.<sup>1</sup> Chinese workers were “racialized” by labor organizations, and despised by other workers because of the idea that they were “cheap workers.”<sup>2</sup> The historian Ronald Takaki said Chinese farm laborers resisted their poor treatment and work environment. He wrote: “Though they were paid low wages, Chinese farm laborers did not always accept what their employers offered them.”<sup>3</sup> This resistance was best presented in the documentary *Journey to America* that depicted a Chinese railroad worker refusing to labor in the “dangerous basket.”<sup>4</sup> Although the Chinese and Japanese came to America for different reasons, and during different time periods, their experiences of discrimination were similar.<sup>5</sup>

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<sup>1</sup> “The Governor of California Tells of the ‘Oriental Problem’, 1920” in Elizabeth Hoffman and Jon Gjerde, *Major Problems in American History: Volume II Since 1865* (Boston: Houghton Mifflin, 2002), 182.

<sup>2</sup> “Samuel Gompers Racializes Chinese American Labor, 1908” in Jon Gjerde, *Major Problems in American Immigration and Ethnic History* (Boston: Houghton Mifflin Company, 1998), 275.

<sup>3</sup> Ronald Takaki, *A Different Mirror: A History of Multicultural America* (Boston: Little, Brown, and Company, 1993), 201.

<sup>4</sup> “Journey to America,” *American Experience*, produced by PBS Video, 1989, videocassette.

<sup>5</sup> Library of Congress, “Introduction: Japanese,” and “Introduction: Chinese,” <http://lcweb2.loc.gov/learn/features/immig/introduction.html> (accessed on March 5, 2004).

