Chicago Style (17th edition): Notes & Bibliography

Citing Sources
Why Cite?

- to distinguish your contributions from those of others
- to document sources used
- to credit authors of the works that you are using
- to support your analysis
- to put your interpretations into context
- to help readers find the sources used
- to provide additional sources for further study
- to trace your research
- to avoid plagiarism
When to Cite?

When the work or idea of another person is ...

- Quoted
- Paraphrased
- Summarized
- Influential to you
Citation Styles

Examples:
• APA
• MLA
• Chicago
• Vancouver
• Harvard
• etc.

Purpose:
- establishes a standard of writing and documentation within a particular field
- uniform style helps readers scan references quickly for key points and findings
- encourages full disclosure of essential information
Chicago Style - Notes & Bibliography

Citation Guide for Business includes formatting rules for
• Title Page
• Contents
• Text
• Appendix(es)
• Notes
• Bibliography
+ citation examples for frequently used sources

CMOS 17 (2017)  
Available via Library website: library.mcmaster.ca
Each time a source is used in the text, it must be cited with a superscripted note number.

The specific details of the sources cited in the text will be listed in numerical order on a separate Notes page near the end of the paper (i.e. endnotes)
▪ lists all the sources used to write your paper

▪ entries are arranged in alphabetical order according to the first word in each citation (i.e., author’s last name, or first word in title if there is no author)

▪ includes a single entry for each source, regardless of how many times it has been cited in the paper
ENDNOTES


- first line of each note indented, with subsequent lines flush to left margin
- author: first name, last name
- commas separate citation elements
- specific location in source included (e.g., page)

BIBLIOGRAPHY


- first line of each entry flush to left margin, with subsequent lines indented (i.e., hanging indent)
- author: last name, first name (inverted)
- periods separated citation elements
- specific location in source not included
Citation Elements and Source Types

**Citation Guide for Business**

- identifies all the citation elements (& formatting) required by Chicago style for a variety of sources (e.g., articles, books, images, podcasts, reports, videos, web pages, etc.)
- also includes endnote and bibliography examples for each source type!

**Book citations require ...**
- Name of author(s)
- Book title [in italics]
- Place of publication
- Publisher
- Date of publication
- URL/DOI & access date (if online)

**Journal article citations require ...**
- Name of author(s)
- Article title [in quotes]
- Journal title [in italics]
- Volume
- Issue
- Page numbers
- Date of publication
- URL/DOI & access date (if online)
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