



# CITING SOURCES

Chicago Style (17th edition): Notes & Bibliography

# 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

[CITATION NEEDED]

# CITATION STYLES

## Examples:

- APA
- MLA
- Chicago
- Vancouver
- Harvard
- etc.

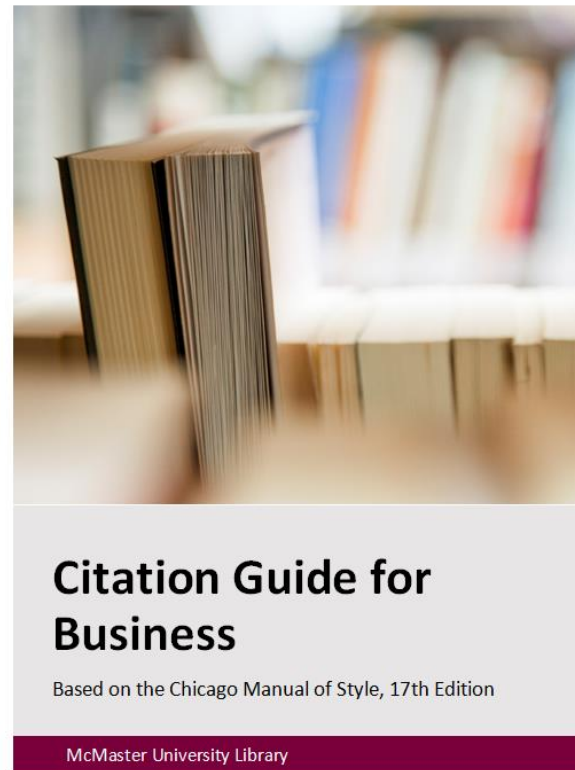
## Purpose:

- 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



**[Official CMOS 17 \(2017\)](#)**



**[Citation Guide for Business](#)**

Citation Guide for Business includes formatting rules for

- Title Page
- Contents
- Text
- Appendix(es)
- Notes
- Bibliography

+ citation examples for frequently used sources

Available via University Library website: [library.mcmaster.ca](http://library.mcmaster.ca)

# NOTES: IN-TEXT + ENDNOTES

## Text

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Integer malesuada auctor dignissim. Mauris tempus laoreet nisl. Morbi efficitur nibh ipsum. Fusce in volutpat eros. ullamcorper tellus vel maximus finibus. Pellentesque ligula lectus, laoreet eget risus vel, consequat vestibulum eros.<sup>1</sup> In fringilla lobortis nulla. Phasellus efficitur diam a ultricies ullamcorper. Etiam vel congue ex. Pellentesque interdum mollis sem, eget lobortis mi. In a quam imperdiet, auctor tortor non, venenatis nisi. Praesent scelerisque purus ut cursus vari

Sed fringilla felis ut ultrices blandit. Suspendisse eu mauris pellentesque, pellentesque erat ac, ornare mauris. Praesent a interdum risus. Quisque ut luctus est.<sup>2</sup>

Praesent laoreet consectetur odio vitae posuere. Mauris in luctus massa, ut tincidunt erat. Sed pulvinar non risus dictum luctus. Fusce molestie scelerisque nisi sed venenatis. Morbi ullamcorper elementum ultrices. Nullam ornare neque sit amet nibh ullamcorper placerat. Etiam ut tellus diam. Donec finibus eget massa quis imperdiet. Class aptent taciti sociosqu ad litora torquent per conubia nostra, per inceptos himenaeos. Quisque ultrices cursus dui, nec maximus nisi eleifend non.<sup>3</sup>

## Notes

1. Marcus Selart and Svein Tvedt Johansen, "Ethical Decision Making in Organizations: The Role of Leadership Stress," *Journal of Business Ethics* 99, no. 2 (March 2011): 136, accessed August 16, 2019, <https://doi.org/10.1007/s10551-010-0649-0>.
2. Selart and Johansen, "Ethical Decision Making in Organizations," 132.
3. Daniel S. Hamermesh, *Beauty Pays: Why Attractive People Are More Successful* (Princeton: Princeton University Press, 2011): 23, accessed June 10, 2019, ProQuest Ebook Central.

1. Complete endnote form (1<sup>st</sup> citing)

2. Shortened endnote form (subsequent citing).

- 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)

# BIBLIOGRAPHY

- 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 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

## Bibliography

Godin, Seth. *Tribes: We Need You to Lead Us*. New York: Portfolio, 2008.

Hamermesh, Daniel S. *Beauty Pays: Why Attractive People Are More Successful*. Princeton: Princeton University Press, 2011. Accessed June 10, 2019. ProQuest Ebook Central.

McGrath, Shawn. "IBISWorld Industry Report 44211CA: Furniture Stores in Canada." June 2020. Accessed July 12, 2020. IBISWorld.

Selart, Marcus, and Svein Tvedt Johansen. "Ethical Decision Making in Organizations: The Role of Leadership Stress." *Journal of Business Ethics* 99, no. 2 (March 2011): 129-143. Accessed August 16, 2019. <https://doi.org/10.1007/s10551-010-0649-0>.

Sharma, Piyush, T.Y. Leung, Russel P.J. Kingshott, Nebojsa S. Davcik, and Silvio Cardinali. "Managing Uncertainty During a Global Pandemic: An International Business Perspective." *Journal of Business Research* 116 (August 2020): 188-192. Accessed August 16, 2020. <https://doi.org/10.1016/j.jbusres.2020.05.026>.

# ENDNOTE & BIBLIOGRAPHY DIFFERENCES

## ENDNOTE

→ 1. **Ken Auletta**, *Googled: The End of the World As We Know It* (New York: Penguin Press, 2009), 10.

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

## BIBLIOGRAPHY

**Auletta, Ken**. *Googled: The End of the World As We Know It*. New York: Penguin Press, 2009.

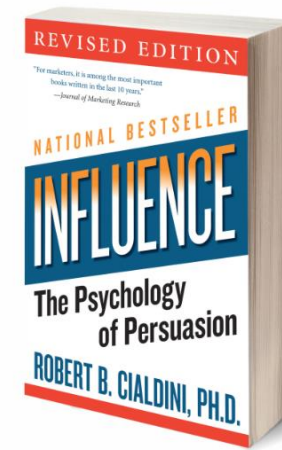
- first line of each entry flush to left margin, with subsequent lines indented (i.e., hanging indent)
- author (inverted): surname, given name
- periods separate citation elements
- specific location in source not included



# CITATION ELEMENTS & 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
- Publication Date
- 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 Number(s)
- Publication Date
- URL/DOI & Access Date (if online)



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