

Guide to Using the 16th Edition of the Chicago Manual of Style Online

BEFORE YOU START: Clarify specific requirements for citation with your instructor.

Departments and instructors may have their own guides and preferences for citation style, and it's best to find that out before you start working on your assignment.

Two Variations of Chicago

If you are using Chicago Style to cite sources in your paper, the first thing you need to know is that there are TWO variations: **Notes and Bibliography**, commonly used in the Humanities, and **Author-Date**, often used in technical writing and information design. If you are unsure which variation to use, check with your professor.

There is a specific guide for History courses at Mount Royal University (MRU); use the MRU Dept of Humanities Chicago Style Documentation for History:

<http://www.mtroyal.ca/library/files/citation/historydocumentation.pdf>

Two Sites for Chicago Style Citation on the Web

Quick Guide

For examples of how to do the most common types of in-text citations and references, check Chicago's quick guide:

<http://library.mtroyal.ca:2048/login?url=http://www.chicagomanualofstyle.org/contents.html>

Click on the tab after the introduction for the style you need – Notes and Bibliography or Author-Date – and then scroll down to find an example that matches or is close to what you have to cite.

Section 14.18 gives another overview of the Notes and Bibliography variation.

The Complete Manual

To cite other sources, you may need to look at the full manual online.

<http://library.mtroyal.ca:2048/login?url=http://www.chicagomanualofstyle.org/contents.html>

A search box at the top right corner of the website may help you find what you need quickly.

If you need information on how to format your paper and the intricacies of spacing, title pages etc., see Chapter Two of the complete online manual.

Chapter 14 gives the instructions and examples for the **Notes and Bibliography** citation format; Chapter 15 does the same for **Author-Date**.

Notes and Bibliography

Chapter 14 is clearly organized, beginning with an overview of the variation, followed by more detailed information about the notes and the bibliography. The format for books serves as a “model for other sources,” and so each component is described in detail. The formats for specific types of sources follow. Many of the sections have examples of formats for both the notes and the bibliographic entry.

Author-Date

Chapter 15 for Author-Date is similarly organized. The formats for sources listed in the References closely follow the formats in the Bibliography and are cross-referenced.

More Information

For help with using Chicago Style, talk to your instructor, contact the Library

(<http://www.mtroyal.ca/Library/>) or visit Student Learning Services

(<http://www.mtroyal.ca/AcademicSupport/ResourcesServices/StudentLearningServices/index.htm>)