



## CHICAGO REFERENCING STYLE GUIDE<sup>1</sup>

### Introduction

Chicago is a citation style that uses footnotes at the bottom of the page rather than in the in-text citation styles used by Harvard and A.P.A. In the Chicago style a superscript number is inserted at the point in your essay where you cite an author's work. Here, are illustrations of how to apply it in foot or endnote and the bibliography, followed by shortened citations for the same sources.<sup>2</sup>

### Book

#### *Notes*

1. Brown Thomas and Cruz Anderson, *Justice: The Hard Road* (New Orleans: Thompson Griffith, 2019), 121.

2. Anthony Shawman, *Georgia Leadership Modules in Perspective* (Houston: Longman Press, 2018), 214-221.

#### *Shortened notes*

3. Shawman, *Georgia Leadership Modules*, 214.

4. Thomas and Anderson, *Justice*, 121.

#### *Bibliography entries (in alphabetical order)*

Shawman, Anthony. *Georgia Leadership Modules in Perspective* (Houston: Longman Press, 2018)

Thomas, Brown and Anderson, Cruz Anderson. *Justice: The Hard Road* (New Orleans: Thompson Griffith, 2019).

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<sup>1</sup> *The Chicago Manual of Style* 17th edition text © 2017 by The University of Chicago. *The Chicago Manual of Style* 16th edition text 2010 by The University of Chicago. *The Chicago Manual of Style Online* © 2006, 2007, 2010, 2017 by The University of Chicago. The Chicago Manual of Style is a registered trademark of The University of Chicago. Adopted with case by case modification by Atlanta Graduate School.

<sup>2</sup> For more details and many more examples, see chapter 14 of *The Chicago Manual of Style*.

### **Chapter or other part of an edited book**

Cite specific pages in the footnote. However, in the bibliography, include the page range for the chapter or part. For example:

#### *Note*

1. Charles Ben Darwin, “Mindset Tuning,” in *Essays in Honor of Great Heroes*, ed. Philip Brown (Dallas: Grand Press, 2015), 174–79.

#### *Shortened note*

2. Darwin, “Mindset Tuning,” 174.

#### *Bibliography entry*

Darwin, Charles Ben, “Mindset Tuning,” in *Essays in Honor of Great Heroes*, edited by Philip Brown, 174-79. Dallas: Grand Press, 2015.

In some cases, you may want to cite the collection as a whole instead.

#### *Note*

1. Phillip Brown, ed., *Essays in Honor of Great Heroes*, (Dallas: Grand Press, 2015), 174–79.

#### *Shortened note*

2. Brown, *Great Heroes*, 78.

#### *Bibliography entry*

Brown, Phillip, ed. *Essays in Honor of Great Heroes*. Dallas: Grand Press, 2015.

### **Translated book**

#### *Note*

1. Amari Omaka, *That is to Say*, trans. William Onyeama (Owerri: Ahiajioku Press, 2017), 12.

#### *Shortened note*

2. Omaka, *That is to Say*, 12.

### ***Bibliography entry***

Omaka, Amari. *That is to Say*. Translated by William Onyema. Owerri: Ahiajioku Press, 2017.

### **E-book**

In case of books that are consulted online, please include a URL or the name of the database. However, for other e-books types, name the format. Where they are no fixed page numbers, cite a section title or a chapter or other number in the notes, if any. If not, please omit.

### ***Notes***

1. Henry Meadow, *Monday Blues in Hawaii* (New York: David Crow Press, 1991), 127, <http://med.hstar.monday-edu/-blues-html>.

2. Phonier B. King and Rudolph Linn, eds., *Thailand Constitution* (Illinois: Kinston Press, 1979), chap. 1, doc. 12, <http://press-kinston.edu/law/>.

3. Bronzy Botha, *Tourism in Chicago* (Chicago: University of Chicago Press, 2019), 13, ProQuest Ebrary.

4. Janeth Author, *Leadership and Management* (London: Penguin Books, 2010), chap. 7, Kindle.

### ***Shortened notes***

5. Meadow, *Monday Blues*, 127-8.n

6. King and Rudolph, *Thailand Constitution*, chap. 1, doc. 12.

7. Bronzy, *Tourism*, 10.

8. Author, *Leadership and Management*, chap. 7.

### ***Bibliography entries (in alphabetical order)***

Author, Janeth. *Leadership and Management*. London: Penguin Books, 2010. Kindle.

Botha, Bronzy. *Tourism in Chicago*. Chicago: University of Chicago Press, 2019. ProQuest Ebrary.

King, Phonier B., and Linn, Rudolph, eds. *Thailand Constitution*. Illinois: Kinston Press, 1979. <http://press-kinston.edu/law/>.

Meadow, Henry. *Monday Blues in Hawaii*. New York: David Crow Press, 1991, 127, <http://med.hstar.monday-edu/-blues-html>.

### **Journal article**

For journal articles, in a note, cite specific page numbers. If in the bibliography, you are required to include the page range for the entire article. In case of articles consulted online, a URL or the name of the database is required. Note that many journal articles list a DOI (Digital Object Identifier). Basically, DOI forms a permanent URL that begins <https://doi.org/>. This URL is preferable to the URL that appears in your browser's address bar.

### **Notes**

1. Stephen Sawyer, "Time Management in Corporate Organizations," *Colorado Book of Readings*, no. 1 (Fall 2018): 14.

2. Shantel Kenny, Chukwu Amari Omaka, and Perry Hans, "Exploiting Crude in Nigeria, 1980–2020: A Study," *Journal of Contemporary Issues* 11, no.2 (Fall 2015): 19–24, <https://unn.oil.edu/10.1257/690231>.

3. Phillip Lawrence, "Radical Trajectory: New Frontiers in Third Generation Rights," *New England Law Review* 14, no. 1 (2019): 71, Project MUSE.

### **Shortened notes**

4. Sawyer, "Time Management," 167-81.

5. Kenny, Omaka and Hans, "Exploiting Crude," 21.

6. Lawrence, "Radical Trajectory," 203.

### **Bibliography entries (in alphabetical order)**

Kenny, Shantel, Omaka, Chukwu Amari, and Hans, Perry. "Exploiting Crude in Nigeria, 1980–2020: A Study," *Journal of Contemporary Issues* 11, no.2 (Fall 2015): 19–24, <https://unn.oil.edu/10.1257/690231>.

Lawrence, Phillip. "Radical Trajectory: New Frontiers in Third Generation Rights," *New England Law Review* 14, no. 1 (2019): 71, Project MUSE.

Sawyer, Stephen. "Time Management in Corporate Organizations," *Colorado Book of Readings*, no. 1 (Fall 2018): 14.

Often times, one journal articles may have many contributors, especially in the natural sciences and in empirical studies. When there are four or more authors, you are required to list up to ten in the bibliography; but in the foot or endnote, list only the first, followed by *et al*, which means “and others”. However, if they are more than ten contributors, list the first seven in the bibliography, write “*et al*” for others.

### **Note**

7. Humphrey A. Swift, *et al.*, “Predicting Climate Change in the New Millennium,” *American Jurisprudence* 181, no. 2 (July 2019): 465, <https://Juris-America.org/101.106/641221>.

### **Shortened note**

8. Swift *et al.*, “Predicting Climate Change,” 461.

### **Bibliography entry**

Swift A. Humphrey, Barrow Ritz, Rowland Mallet, Andrew Mann, Curtis Chain, Lasky Bruce, Randy Doug, Okonkwo Nnamdi, Yong Chin and Thatcher Martha. “Predicting Climate Change in the New Millennium,” *American Jurisprudence* 181, no. 2 (July 2019): 465, <https://Juris-America.org/101.106/641221>.

### **News or magazine article**

News and magazine articles, newspapers, blogs, news sites, etc. are cited similarly. While citing the source, page numbers, where included, should be cited in the note, but not written in the bibliography. However, if the article was consulted online, you should include a URL or the name of the database, as illustrated below.

### **Notes**

1. Rena Melon, “Racist Politics in America,” *New York Times*, June 6, 2020, 24.
2. Frederick Mann, “The Art of Leadership,” *The Voice*, April 9, 2012, <https://www.thevoice.com/2012/04/12/technology/the-art-of-leadership.html>.
3. Rodger Penguin, “The Law is an Ass,” *Washington Post*, May 11, 2018, Google.Academia.
4. Thatcher Pauline, “The Mind of a Felon,” *Couture*, July 7, 2019, <http://www.couture.com/culture/2019/7/19/61524091.media>.

### ***Shortened notes***

5. Melon, “Racist Politics,” 24.
6. Mann, “Leadership,”
7. Penguin, “The Law,”
8. Pauline, “A Felon.”

### ***Bibliography entries (in alphabetical order)***

Mann, Frederick. “The Art of Leadership,” *The Voice*, April 9, 2012, <https://www.thevoice.com/2012/04/12/technology/the-art-of-leadership.html>.

Melon, Rena. “Racist Politics in America.” *New York Times*, June 6, 2020, 24.

Pauline, Thatcher. “The Mind of a Felon,” *Couture*, July 7, 2019, <http://www.couture.com/culture/2019/7/19/61524091.media>.

Penguin, Rodger. “The Law is an Ass,” *Washington Post*, May 11, 2018, Google.Academia..

Note that readers’ comments or observations are cited in the main text or the footnote but omitted from the bibliography, as illustrated below.

### ***Note***

9. James Brown (Florence, Italy), April 9, 2012, comment on Mann, “Leadership.”

### **Book review**

#### ***Note***

1. James Ngugi, “Possession is Nine Tenth of Ownership,” review of *Valid Titles*, by Nkuruma Kofi, *The Guardian*, September 5, 1999.

#### ***Shortened note***

2. Ngugi, “Possession.”

#### ***Bibliography entry***

Ngugi, James. “Possession is Nine Tenth of Ownership,” review of *Valid Titles*, by Nkuruma Kofi, *The Guardian*, September 5, 1999.

## **Interview**

### *Note*

1. Catherine Douglas, “Changing Times in the Era of E-Business,” interview by Larry Holmes, *CNN-Broadcast Live*, June 10, 2020, audio-visual, 34:25, <http://www.ncnnb.org/2020/06/20/426634/changing-times-in-the-era-of-e-business>.

### *Shortened note*

2. Douglas, interview.

### *Bibliography entry*

Douglas, Catherine, “Changing Times in the Era of E-Business,” interview by Larry Holmes, *CNN-Broadcast Live*, June 10, 2020, audio-visual, 34:25, <http://www.ncnnb.org/2020/06/20/426634/changing-times-in-the-era-of-e-business>.

## **Thesis or dissertation**

### *Note*

1. Antonio Eina Caesar, “Interrogating the Marxist Theory of Karl Marx” (PhD diss., Atlanta Graduate School, Georgia, 2020), 17-24.

### *Shortened note*

2. Caesar, “*Karl Marx*,” 23.

### *Bibliography entry*

Caesar, Antonio Eina. “Interrogating the Marxist Theory of Karl Marx” PhD diss., Atlanta Graduate School, Georgia, 2020.

## **Website content**

It usually suffices to simply describe web pages and website contents in the text (E.g. “As of April 2, 2020, Harvard’s home page contained...”). However, if a more formal citation is required, it may be styled as illustrated below. In case of a source that does not list a date of publication or the date it was revised, include an access date (see note 2 below).

## *Notes*

1. “Privacy Policy,” Privacy & Terms, Wikipedia, last modified October 4, 2019, <https://www.wiki.com/policies/privacy/>.
2. “About: Harvard Facts,” Harvard University, accessed October 16, 2009, <https://www.harvard.edu/home-harvard/harvard-facts>.
3. Chimamanda Ngozi Adichie, “The Danger of a Single Story,” filmed November 2016 at TEDxBeaconStreet, Brookline, MA, video, 18:49, [www.ted.com › talks › chimamanda\\_ngozi\\_adichie\\_the\\_d](http://www.ted.com › talks › chimamanda_ngozi_adichie_the_d).

## *Shortened notes*

4. Wikipedia, “Privacy Policy.”
5. “Harvard Facts.”
6. Adichie, “Single Story.”

## *Bibliography entries (in alphabetical order)*

Adichie, Chimamanda Ngozi. “The Danger of a Single Story,” filmed November 2016 at TEDxBeaconStreet, Brookline, MA, video, 18:49, [www.ted.com › talks › chimamanda\\_ngozi\\_adichie\\_the\\_d](http://www.ted.com › talks › chimamanda_ngozi_adichie_the_d).

Harvard University. “About: Harvard Facts,” Harvard University, accessed October 16, 2009, <https://www.harvard.edu/home-harvard/harvard-facts>.

Wikipedia. “Privacy Policy,” Privacy & Terms, Wikipedia, last modified October 4, 2019, <https://www.wiki.com/policies/privacy/>.

## **Social media content**

Citations of information shared through social media can be limited to the text, as shown in example 1 below. If necessary, a note may be added if a more formal citation. However, in very cases, a bibliography entry may be made. It is recommended that in place of a title, authors should



quote up to the first 160 characters of the post; but comments are cited in reference to the original post.

### ***Text***

Robert Mugabe’s tweet was characteristically Pan African: “In honor of the black beauties, black indeed is beautiful” (@RobertMugabe, December, 23, 2014).

### ***Notes***

1. Williams Borough (@williamsborough), “Barrack Obama bids farewell to President Xi of China during the Nuclear Security Summit,” Instagram photo, May 2, 2016, <https://www.instagram.com/p/wsfXTtNCt/>.

2. Chicago Manual of Style, “Is the world ready for singular they? We thought so back in 1993,” Facebook, April 17, 2015, <https://www.facebook.com/ChicagoManual/posts/10152906193679151>.

### ***Shortened notes***

3. Borough, “Barrack Obama.”

4. Michele Truty, April 17, 2015, 1:09 p.m., comment on Chicago Manual of Style, “singular they.”

### ***Bibliography entry***

Chicago Manual of Style. “Is the world ready for singular they? We thought so back in 1993.” Facebook, April 17, 2015. <https://www.facebook.com/ChicagoManual/posts/10152906193679151>.

### **Personal communication**

In case of personal communications, including email, text messages and direct messages sent through social media, they are usually cited in the text or in a note only. It is rare to include them in a bibliography.

### ***Note***

1. Raymond Onyegu, WhatsApp message to author, December 3, 2019.

**Special Note:**

Where full names are not easily accessible to authors, Atlanta Graduate Schools Journals can accept surnames can be followed by the initials. This is illustrated below:

This is how a book,<sup>1</sup> book chapter,<sup>2</sup> journal articles<sup>3</sup> and conference paper<sup>4</sup> look in the citation style of the journal *Nature*, a recurrent numbering style.

1. Charles, V.U. *The Evolution, Rise and Fall of Human Empire* 360 (Oxford University Press: Baltimore, 2010).
2. Ashok, D. E., Effiong, I. S. & Jose, T. A. Precolonial diplomatic and consular relations in India. *The Book of Medieval and Oriental Studies* 15-38 (2013).
3. Mao, L. C. & Smith, N. R. Interpersonal relationships and organizational growth. *Journal of Humanities and Social Sciences* 42, 154-187 (2017).
4. Bernard, S. H. The main aquatic communities of the limnic Permian and Carboniferous basins of the Czech Republic. *5th Paleontological Conference* 33-34, 99-101 (2016).