

Respect Your Sources: Chicago Style

Esquimalt High School Library Guide to Bibliographies Using the Chicago Style

For more information consult the [Chicago Manual of Style Citation Quick Guide](#), or go to the [school library learning commons website](#), click on the **How do I?** menu and choose **Cite it Right**.

How to Format the Bibliography

1. Start on a new page at the end of the paper. Type the words "Bibliography" centered at the top of the page.
2. Arrange the entries **alphabetically** (by whatever starts each entry, usually the author's last name). Do not separate items in the list according to the format of publication: books in one section, websites in another, but if your bibliography lists both primary and secondary sources then they should be listed in separate sections.
3. Use hanging indents so that the first line of each reference begins at the left margin and subsequent lines are indented one half inch (much like the list you are reading, only you don't use numbers for each entry).
4. Double space between entries.
5. Start each entry with the author's last name, even for web pages. If there is no author, use the editor's name. If there is no editor, start with the title of the book, webpage article, etc.
6. List the author's last name, followed by a comma then the author's first and/or middle name. Spell out the author's name. Do not substitute the author's initials. E.g. use "Woolf, Virginia" not "Woolf, V"
7. If a work has more than one author, only invert the first author's name.
8. Italicize the titles of books, journals, magazines, newspapers, television series and films.
9. Put quotation marks around the titles of articles, short stories, book chapters, television program episodes, poems and songs.
10. Capitalize each "important word" in the titles of articles, books, etc. Don't capitalize "a, an, and, the" etc, unless this word is the first word of the title or subtitle.
11. Separate each element (author, date, title, etc.) by a period and one space.

Examples of Bibliography Entries

Book with two authors:

Randall, Stephen J. and John Herd Thompson. *Canada and the United States: Ambivalent Allies*. Athens, GA: University of Georgia Press, 1994..

Article in a reference Book (e.g. encyclopedia, dictionary etc):

Artibise, Alan F.J. , and Ken Favrholt. "Esquimalt." *The Canadian Encyclopedia*. Historica Canada. Article published December 03, 2007; Last Edited August 16, 2023.

Book with an editor:

Raman-Wilms, Lalitha. ed. *Canadian Pharmacists' Association Guide to Drugs in Canada*. Toronto: Dorling Kindersley, 2004.

Chapter from an edited book (two authors):

Hunt, Suzanne and Janet Sawin. "Cultivating Renewable Alternatives to Oil." In *State of the World 2006*, edited by Linda Starke, 61-77. New York: Norton, 2006.

Magazine article (print, microform, PDF), no author:

"Aboriginal fashion." *SAY: Spirit of Aboriginal Youth Magazine* 2 (2004): 28-30.

Journal article (online from a library subscription database), one author:

Lukowitz, David C. 2023. "Quebec Sovereignist Movement Begins." *Salem Press Encyclopedia*, January. <https://research.ebsco.com/linkprocessor/plink?id=4e96c0f6-c6f2-328b-bba9-3b5a1c07504e>.

Newspaper article, one author from an online database:

"Won't Repeat Dieppe Error." *The Vancouver Daily Province (1900-1952)*, Aug 19, 1943. <https://bc.idm.oclc.org/login?url=https://www.proquest.com/newspapers/august-19-1943-page-11-26/docview/2368969511/se-2>.

Web page:

Izzo, Jack. "No, Elon Musk Wasn't Kicked Out of Hospital for Wearing MAGA Hat." Snopes. December 4, 2024. <https://www.snopes.com/fact-check/elon-musk-maga-hat-hospital/>.

Footnotes and Endnotes

When you are writing your paper, whenever you express words, facts, or ideas that are not your own, you need to refer the reader to the original source of that information. List those sources in the bibliography on a separate page at the end of your paper.

In Chicago Style, put a superscript number (like this – ¹) after the information you are using. Add a footnote or endnote identified with the appropriate number explaining the source that you used.

See the [Chicago Manual of Style Citation Quick Guide](#), and [other guides linked on our school library learning commons website](#) for more examples of footnotes and endnotes.

Examples of Footnotes and Endnotes

Place the note number in superscript for a citation at the end of the sentence in which the quotation, paraphrase, or idea appears as in the example below:

Governments, social workers, health professionals, the clergy and the RCMP were all part of a system designed to separate Indigenous children from their parents.¹

Footnotes and endnotes end with the page number where the noted information is located:

Bomberry, Andrew and Teresa Edwards. *The Sixties Scoop and the Stolen Lives of Indigenous Children*. Toronto: James Lorimer & Co. Publishers, 2024, 40.

For other references to the same source use a shortened form of the footnote or endnote:

Bomberry and Edwards, *The Sixties Scoop and the Stolen Lives of Indigenous Children*, 40.