

## Chicago Citation Style

Universal Orlando  
Foundation Library

This guide is designed to get you started with and/or refresh your memory about the Chicago citation style. For more information, please consult the official source—*The Chicago Manual of Style, 15th ed. (2003)*—which is available in the Universal Orlando Foundation Library at: **Rosen Reference Z253 .U69 2003**.

### In-Text Citations and Formatting the Bibliography

- Chicago style generally recommends that you use **footnotes** (notes that appear at the bottom of each page) in the text of your paper along with a **Bibliography** at the end of your paper, and that method is described here. For other methods (parenthetical notes, author-date system, etc.), refer to the Manual.
- Most word processing programs handle footnotes automatically, including font size (usually smaller than the main text) and spacing (usually single-spaced). In current versions of Microsoft Word, for example, go to the *Insert* menu and click: *Reference* | *Footnote* | (verify options and) *Insert*.
- The first time you cite a source in a footnote, you must give all the necessary information:
  - Robert T. Gordon, *The Complete Restaurant Management Guide* (Armonk, NY: Sharpe Professional, 1999), 127.

However, you may abbreviate the source in subsequent references, using only the author's last name, a shortened form of the title, and the relevant page number(s) (or section):

4. Gordon, *Complete Restaurant*, 189, 191.

- For your bibliography:
  - Arrange the entries alphabetically by author (if no author is given, then start with the title).
  - Double-space the lines of each entry and double-space between entries.
  - Use a "hanging indent" (indent the second and following lines) for entries longer than one line.
- For more assistance with in-text citations or the bibliography, refer to the longer electronic version of this guide ([http://library.ucf.edu/rosen/guide\\_chicago.asp](http://library.ucf.edu/rosen/guide_chicago.asp)) or to p. 593-754 of the Chicago Manual.

### Footnote and Bibliography Forms – Selected Common Source Types

#### BOOK

**Footnote Form:** First M. Last, *Title of Book*, ed. [if other than 1st]. (Place: Publisher, Date), Pages.

1. Otto Riewoldt, *New Hotel Design*, 2nd ed. (New York: Watson-Guption Publications, 2002), 136.

**Bibliography Form:** Last, First M. *Title of Book*, ed. [if other than 1st]. Place: Publisher, Date.

Riewoldt, Otto. *New Hotel Design*, 2nd ed. New York: Watson-Guption Publications, 2002.

#### CHAPTER FROM A BOOK OR AN ENTRY IN A REFERENCE BOOK

**Footnote:** First M. Last, "Chapter Name," in *Book Title*, ed. First M. Last, Pages (Place: Publisher, Date).

3. James C. Whorton, "Vegetarianism," in *Cambridge World History of Food*, eds. Kenneth F. Kiple and Kriemhild Conee Ornelas, 1559-1561 (Cambridge: Cambridge University Press, 2000).

**Bibliography:** Last, First M. "Chapter Name." In *Book Title*, edited by First M. Last, Pages. Place: Publisher, Date.

Whorton, James C. "Vegetarianism." In *Cambridge World History of Food*, edited by Kenneth F.

Kiple and Kriemhild Conee Ornelas, 1553-1564. Cambridge: Cambridge University Press, 2000.

## JOURNAL OR MAGAZINE ARTICLE

### • *Print version:*

**Footnote Form:** First M. Last, "Article Title," *Title of Journal* volume, number (Date): Pages.

4. Patricia A. Monteson and Judith Singer, "Marketing a Resort-Based Spa," *Journal of Vacation Marketing* 10, no. 2 (2004): 284.

**Bibliography Form:** Last, First M. "Article Title." *Title of Journal* volume, number (Date): Pages.

Monteson, Patricia A., and Judith Singer. "Marketing a Resort-Based Spa." *Journal of Vacation Marketing* 10, no. 2 (2004): 282-288.

### • *Electronic version – accessed through a library database:*

**Footnote Form:** First M. Last, "Article Title," *Journal Title* volume, number (Date): Pages, Database Name, URL.

8. Mo Khamouna. "Rethinking Tourism and Ecotravel," *Journal of Vacation Marketing* 7, no. 1 (2001): 94, Hospitality & Tourism Index, <http://www.ebsco.com>.

**Bibliography Form:** Last, First. M. "Article Title." *Journal Title* volume, number (Year): Pages. Database Name, URL.

Khamouna, Mo. "Rethinking Tourism and Ecotravel." *Journal of Vacation Marketing* 7, no. 1 (2001): 94-95. Hospitality & Tourism Index, <http://www.ebsco.com>.

## WEBSITE – SEVERAL EXAMPLES

**Footnote Form:** First M. Last [if given], "Site Title," document type [if necessary] (Org., Date), URL.

11. Jason Cape, "Towards a Dynamic Learning Perspective of Entrepreneurship," working paper (Lancaster University Management School, 2003), <http://www.lums.co.uk/publications/viewpdf/224/>.

15. "CIC Facts" (Convention Industry Council, 2004), [http://www.conventionindustry.org/aboutcic/about\\_cic.htm](http://www.conventionindustry.org/aboutcic/about_cic.htm).

28. U.S. Census Bureau, "Miami city, Florida," American FactFinder Fact Sheet for Miami, Florida (2000), <http://factfinder.census.gov>.

**Bibliography Form:** Last, First M. [if given]. "Site Title." Document type [if nec.], Org., Date. URL.

Cape, Jason. "Towards a Dynamic Learning Perspective of Entrepreneurship." Working paper, Lancaster University Management School, 2003. <http://www.lums.co.uk/publications/viewpdf/224/>.

"CIC Facts." Convention Industry Council, 2004. [http://www.conventionindustry.org/aboutcic/about\\_cic.htm](http://www.conventionindustry.org/aboutcic/about_cic.htm).

U.S. Census Bureau. "Miami city, Florida." American FactFinder Fact Sheet for Miami, Florida, 2000. <http://factfinder.census.gov>.

To cite a source type not listed above, refer to the longer electronic version of this guide ([http://library.ucf.edu/rosen/guide\\_chicago.asp](http://library.ucf.edu/rosen/guide_chicago.asp)) or to p. 593-754 of the Chicago Manual (Rosen REF Z253 .U69 2003).