

Chicago Citation Style

Universal Orlando
Foundation Library

This guide is designed to get you started with the Chicago citation style. For more information, please consult the official source, *The Chicago Manual of Style*, 16th ed. (2010), available in Rosen REF Z253 .U69 2010.

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. For other methods (parenthetical notes, etc.), please refer to the *Chicago Manual*.
- Most word processing programs handle footnotes automatically, including font size and spacing. In Microsoft Word, go to the *References* tab and select *Insert Footnote* in the *Footnotes* section.
- The bibliography includes information for all works cited in the notes, so you can generally use shortened forms for the footnotes: the last name of the author(s), a shortened form of the title, and the relevant page number(s) (or section). For example:
 1. Beriss and Sutton, *Restaurants Book*, 157-160.
 2. Agrusa et al., "Impact of Consumer," 268.

For more information on shortened citations, see p. 667-670 of the *Chicago Manual*.

- Formatting the bibliography:
 - Arrange the entries alphabetically by author (if no author is given, then start with the title).
 - According to professor preference, spacing for the bibliography may be double-spaced throughout, or entries may be single-spaced with double-spacing between each entry.
 - Use a "hanging indent" (indent the second and following lines) for entries longer than one line.

Bibliography Forms – Selected Common Source Types

BOOK

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.

For more book examples, see http://library.ucf.edu/rosen/guide_chicago.php.

CHAPTER FROM A BOOK OR AN ENTRY IN A REFERENCE BOOK

Bibliography Form: 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:*

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 with a DOI or PURL:*

Bibliography Form: Last, First. M. "Article Title." *Journal Title* vol, number (Date): Pages. doi or PURL.
Helgadottir, Gudrun, Anna Karlsdottir, and Philip Long. "Celebrating the Edges of the World: Tourism and Festivals of the Coast and Sea." *Event Management* 14, no. 4 (2010): 257-260.
doi:10.3727/152599510X12901814778140.

For more article examples, see http://library.ucf.edu/rosen/guide_chicago.php.

WEBSITE

Bibliography Form: Last, First M. [or Organization]. "Title." Document type [if necessary], Organization [if different than author], Date. URL.

Convention Industry Council. "CIC Facts." 2004. <http://www.conventionindustry.org/aboutcic/about.htm/>.

International Hotel and Restaurant Association. "Advocacy." 2010. <http://www.ih-ra.com/advocacy/>.

U.S. Census Bureau. "United States Fact Sheet." American Fact Finder Fact Sheet, 2005-2009.
http://factfinder.census.gov/servlet/ACSSAFFacts?_submenuId=factsheet_1&_sse=on.

For examples of citations to blogs, see http://library.ucf.edu/rosen/guide_chicago.php.

PERSONAL COMMUNICATIONS

The *Chicago Manual* states that "Unpublished interviews are best cited in the text or the notes, though they occasionally appear in bibliographies." If you need to cite them, the following formats are recommended:

- *Interviews – phone or in-person:*

Bibliography Form: Last, First M (title/position if applicable). In discussion with the author, Date.
Valastro, Buddy (owner, Carlo's Bakery). In discussion with the author, May 2, 2011.

- *Email:*

Bibliography Form: Last, First M. Email message to the author, Date.
Brown, Alton. Email message to the author, February 11, 2010.

For further assistance with formatting or citing a source not listed above, please see the *Chicago Manual* p. 655-784, or the longer electronic version of this guide at http://library.ucf.edu/rosen/guide_chicago.php.