



Tutorials on how to cite your sources correctly

CMOS 17 Coaching Sheet¹

The Chicago Manual of Style (CMOS) notes and bibliography system is typically, but not strictly, used for History and Humanities courses.

- [Official Chicago-Style Citation Quick Guide \(18th edition\)](#)
- [Sample CMOS paper from Owl Purdue \(18th edition\)](#)

1. This referencing style was recently updated to CMOS 18th edition, but these coaching sheets provide details which conform with the previous (17th) edition.

Step 1. Confirm the documentation style guide

Check with your teacher/instructor to see if there are any special requirements.

Step 2. Collect source information

Here are some examples of the information you need to collect.



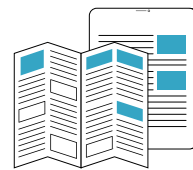
Book / e-book

- Author's last name, first name
- Title/subtitle
- City of publication
- Publisher
- Publication date
- Format
- URL or DOI
- Date of access



Film

- Director's name
- Release date*
- Movie title
- Medium [film, DVD, VHS, etc.]
- URL, if applicable
- Film studio
- Date of publication
- Date of access



Journal / e-journal

- Author's last name, first name
- Year*
- Title: subtitle
- Volume number
- Issue number
- Page-range
- URL or DOI
- Date of access
- Volume number



Newspaper / online newspaper

- Author's last name, First name
- Publication date
- Title: subtitle
- Newspaper title
- Section
- URL or DOI
- Date of access



Website

- Author's last name, First name
- Document or page title
- Website title
- Organization or sponsor of site
- URL or DOI
- Date of access

*Exceptions

- Use "nd" if there is no publication date.
- Use paragraph number (e.g., para. 1) or other description if there is no page number.

Step 3. Always show where your ideas come from

Paraphrasing

Paraphrase by putting someone else’s idea into your own words.

- Read the original text.
- Highlight the main points.
- List the main points in your own words.
- Write a new paragraph

Direct quoting

For a quote using the original words of another text.

- Four lines or fewer:
 - Keep the quotation in the body of paragraph.
 - Use quotation marks.
 - Include an accompanying footnote or endnote, and an entry in the end of text bibliography.
- More than four lines:
 - Use a block quotation by indenting the margin of a paragraph by ½ inch.
 - Use single-spacing and a superscripted number after the end punctuation
 - Omit the quotation marks.
 - Include an accompanying footnote or endnote, and an entry in the end of text bibliography.

Tips to fit a quote into a sentence:

- Comments or changes added to a quotation are marked with square brackets. Changes for this example could include, “Increasing numbers of graduates are overqualified and economic participasion is limited”:
 - **Letter capitalization:** e.g., Increasing → [i]ncreasing
 - **Omission:** ...graduates are overqualified...
 - **Clarification:** [many] graduates are overqualified
 - **Spelling mistakes:** economic participasion [sic]
 - **Emphasis:** Increasing numbers are *overqualified* [emphasis added]

Step 4. Cite your sources

In-text citation

Reference your source immediately following the paraphrased idea or directly quoted text, using a superscript number, and a numbered note at the bottom of the page or in the endnotes before the bibliography.

Superscript format	
Template	Sentence or paragraph end punctuation. ^{Citation #}
Example	...state of the art. ¹

Bibliographic reference

Create a bibliography which includes a complete list of sources for the citations mentioned or referred to in a manuscript, or consulted during its preparation. The list is arranged alphabetically by the first author's last name, or by the title, if there is no author. See the examples at the end of this document. hanging indent. See the examples at the end of this document.

Step 5. Format your document

Title page

Center the paper's title one third down page 1 in bold title case. Center your (the author's) name two thirds of the way down, under which appears the course title and the professor's name with the date below. Exclude the page number.

Subsequent pages

0.5" from the top right corner of the page, add your (the author's) name before the page number. Numbering begins on page 2.

Text format

Margins are 1". First line indentations of paragraphs are 0.5" except for the first paragraph of a block quote. The text is double spaced except for block quotes and reference list. If needed, center or left-align first level subheadings in bold title. Second-level subheadings use a different text style, such as italics.

Sample citations

Book/e-book

Use Format/Name of database/URL/DOI for e-book only.

Footnote or endnote (Indent the first line by 0.5")	
Template	Citation #. Author's first and last name, <i>Title</i> (Place of publication: Publisher, Year), Page #./, Format/Name of database/URL/DOI.
Example	1. Whitney Chadwick, <i>Significant Others: The impact of close relationships</i> (London: Thames and Hudson, 1993), 38, Kindle.

Bibliographic listing (Include a hanging indent of 0.5")	
Template	Author last name, first name. <i>Title: Subtitle</i> . Place of publication: Publisher, Year. Format/Name of database/URL/DOI.
Example	Chadwick, Whitney. <i>Significant Others: The impact of close relationships</i> . London: Thames and Hudson, 1993. http://doi/12345 .

Film/online film

Use URL for online film only.

Footnote or endnote (Indent the first line by 0.5")	
Template	Citation #. <i>Title</i> , directed by director's first and last name, (Production studio/Distributor/Streaming service, Year), Length or timestamp(s), medium/URL.
Example	16. <i>Significant Others</i> , directed by Benson Booth (Arrow Studios, 1993), DVD.

Bibliographic listing (Include a hanging indent of 0.5")	
Template	<i>Title</i> . Directed by director's first and last name. Place of publication: Production studio/Distributor/Streaming service, Year. Medium/URL.
Example	<i>Significant Others</i> . Directed by Benson Booth. Vancouver: Arrow Studios, 1993. http://www.arrowstudios.com/12345 .

Journal/e-journal

Use URL/DOI for e-journal only.

Footnote or endnote (Indent the first line by 0.5")	
Template	Citation #. Author's first and last name, "Article title: Subtitle," <i>Journal title</i> Volume, issue number (Month/Season Year of publication): Page range./, URL/DOI.
Example	20. Whitney Chadwick, "Significant Others," <i>Journal of Thames</i> 24, no. 3 (1993): 38, https://doi.org/01098.76/54.32 .

Bibliographic listing (Include a hanging indent of 0.5")	
Template	Author last name, first name. "Article title: Subtitle." <i>Journal title</i> Volume, issue number (Month/Season Year of publication): Page range. URL/DOI.
Example	Chadwick, Whitney. "Significant Others." <i>Journal of Thames</i> 24 no. 3 (1993): 38. https://doi.org/01098.76/54.32 .

Newspaper/online newspaper

Use URL for online newspaper only.

Footnote or endnote (Indent the first line by 0.5")	
Template	Citation #. Author's first and last name, "Article title," <i>Newspaper title</i> , Date of publication./, URL.
Example	3. Whitney Chadwick, "Significant Others," <i>Thames News</i> , April 20, 1993.

Bibliographic listing (Include a hanging indent of 0.5")	
Template	Author last name, first name. "Article title." <i>Newspaper title</i> Date of publication. URL.
Example	Chadwick Whitney. "Significant Others." <i>Thames News</i> , April 20, 1993. http://www.thamesnews.com/signoth/april201993 .

Website

Footnote or endnote (Indent the first line by 0.5")	
Template	Citation #. Author's first and last name, "Page title," Website title, last modified/accessed date , URL.
Example	38. Whitney Chadwick, "Others who are Significant," Blogteam Network, last modified November 16, 2012, http://blogteam.com/6789/ .

Bibliographic listing (Include a hanging indent of 0.5")	
Template	Author last name, first name. "Article title." Website title. Last modified/ Accessed date . URL.
Example	Chadwick, Whitney. "Others Who Are Significant." Blogteam Network. Accessed April 20, 2023. http://www.thamesnews.com/signoth/april202023 .

Article in an edited collection/online edited collection

Use Format/URL/DOI for online edited collection only.

Footnote or endnote (Indent the first line by 0.5")	
Template	Citation #. Author's first and last name, "Article title," <i>Edited collection title</i> , edited by editor's first and last name (Place of publication: Publisher, Year): Page range./, Format/URL/DOI.
Example	20. Whitney Chadwick, "Significant Others," <i>Creativity and Intimate Partnership</i> , edited by Betty Booth and Stephan Olivier (London: Hudson and Thames Press, 2013): 33, Kindle.

Bibliographic listing (Include a hanging indent of 0.5")	
Template	Author last name, first name. "Article title." <i>Edited collection title</i> . Edited by editor's first and last name. Place of publication: Publisher, Year. Format/URL/DOI.
Example	Chadwick, Whitney. "Significant Others." <i>Creativity and Intimate Partnership</i> . Edited by editor's Betty Booth and Stephan Olivier. London: Hudson and Thames Press, 2013. https://doi.org/01098.76/54.32 .

Photograph or work of art/online photograph or work of art

Use URL for online photograph or work of art only.

Footnote or endnote (Indent the first line by 0.5")	
Template	Citation #. Artist's first and last name, <i>Artwork title</i> , Year, Medium, Place/Location/Institution./, URL.
Example	7. Whitney Chadwick, <i>Significant Others</i> , 1993, print photography, Thames and Hudson Photo Gallery, http://www.thpg.com/chadwick/significant_others.jpg .

Bibliographic listing (Include a hanging indent of 0.5")	
Template	Artist's last name, first name. <i>Artwork title</i> . Year. Medium. Place/Location/Institution. URL.
Example	Chadwick, Whitney. <i>Significant Others</i> . 1993. Oil paint on canvas. Thames and Hudson Photo Gallery. http://www.thpg.com/chadwick/significant_others.jpg .

Wiki entry

Footnote or endnote (Indent the first line by 0.5")	
Template	Citation #. "Article title: Subtitle," Website title, last modified/ accessed date, URL.
Example	11. "Significant Others: Making Connections," Whitney Wiki, last modified November 16, 2022, http://whitneywiki/chadwick/ .

Bibliographic listing (Include a hanging indent of 0.5")	
Template	Website title. "Article title: Subtitle." Last modified/Accessed date. URL.
Example	Whitney Wiki. "Significant Others: Making Connections." Last modified November 16, 2022. http://whitneywiki/chadwick/ .