

Using Chicago Style to Cite and Document Internet Sources

This chapter's guidelines for citing **Internet** sources are based on the principles presented in the fourteenth edition of *The Chicago Manual of Style*.¹ The *Chicago Manual* offers two documentation styles, one using notes and bibliographies, the other using author-date citations and lists of references. The *Chicago Manual* also gives guidelines for spelling and punctuation and discusses the treatment of numbers, quotations, illustrations, tables, foreign languages, mathematical symbols, abbreviations, and so on.

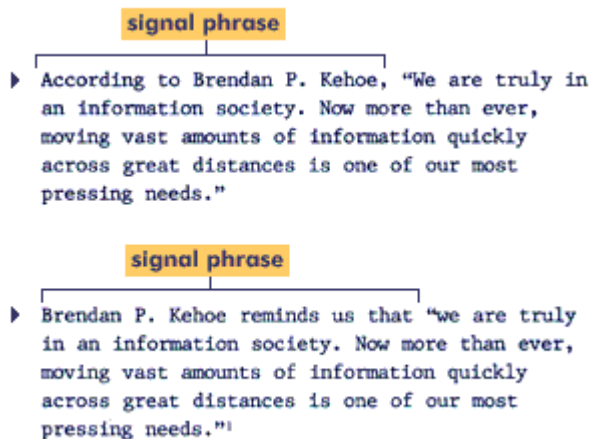
To mark citations in the text, the *Chicago Manual's* note-bibliography style places a superscript number after each quotation, paraphrase, or summary. Citations are numbered sequentially throughout the text, and each citation corresponds to a numbered note containing publication information about the source cited. Such notes are called *footnotes* when printed at the foot of a page and *endnotes* when printed at the end of an essay, chapter, or book. These notes generally serve two purposes: to cite sources and to make cross-references to previous notes. This chapter follows the conventions of the *Chicago Manual's* note-bibliography style.

7a Adapting Chicago style to cite Internet sources ▲ TOP

Although the *Chicago Manual* provides some advice for documenting information from computerized data services, computer programs, and electronic documents, it contains no advice on documenting Internet sources. The following recommendations adapt the *Chicago Manual's* guidelines and models to Internet sources.

1. Introduce the source of a sort quotation, paraphrase, or summary by using either a signal phrase set off by a comma or a signal verb with a *that* clause.

The following two examples show how signal phrases can be used to introduce cited material. (See 4e for a discussion of signal phrases and verbs.)



Here is the note for this source:

- ▶ 1. Brendan P. Kehoe, *Zen and the Art of the Internet*, January 1992, <http://www.cs.indiana.edu/docproject/zen/zen-1.0_toc.html> (4 June 1999), Network Basics.

Box 7.1 Using *italics* and underlining in *Chicago* style

Chicago style recommends italicizing certain elements (e.g., book and journal titles) in printed text. Use underlining if your instructor requires it or if your typewriter or word-processing program can't produce italics. However, the use of underlining to represent italics becomes a problem when you compose texts for online publication. On the World Wide Web, underlining in a document indicates that the underlined word or phrase is an active hypertext link. (All HTML editing programs automatically underline any text linked to another hypertext or Web site.)

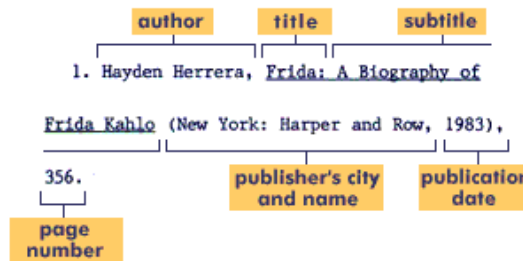
When composing Web documents, avoid underlining. Instead, use italics for titles, for emphasis, and for words, letters, and numbers referred to as such. When you write with programs such as email that don't allow italics, type an underscore mark like this before and after text you would otherwise italicize or underline.

2. Link an in-text citation of an Internet source to a corresponding note.

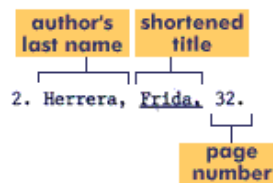
According to *Chicago* style, the first note for a given source should include all the information necessary to identify and locate the source: the author's full name, the full title of the book, the name of the editor, the place of publication, the name of the publisher, the publication date, and page numbers indicating the location of the quoted information. In subsequent references to the source, give only the author's last name followed by a comma, a shortened version of the title followed by a comma, and the page reference.

Indent the first line of each note five spaces (or one paragraph indent). Begin with a number followed by a period. Leave one space before the first word of the note. If you are double-spacing your manuscript, double-space the notes as well.

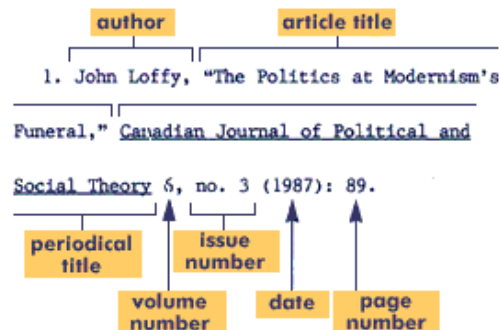
Book (first note)



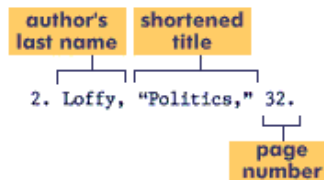
Book (subsequent note)



Periodical article (first note)



Periodical article (subsequent note)



Here is how you would document the first reference to a source:

- ▶ According to Professor Tom Wilson, "the idea of the electronic library has emerged as a model for future systems, already implemented in some forms and to some degree in various places."¹

Here is the corresponding note:

- ▶ 1. Tom Wilson, "'In the Beginning Was the Word': Social and Economic Factors in Scholarly Electronic Communication," ELVIRA Conference Keynote Paper, 1009, 10 April 1995, <<http://www.shef.ac.uk/~is/wilson/publications/elvira.html>> (23 May 1999), Introduction.

Here is a second reference to the source:

- ▶ Professor Wilson contends that "a new system of scholarly communication, based on electronic systems and networks, not only necessitates new models for the concepts of journals, library, and publishing, but also new interpersonal and institutional mores, customs, and practices."²

Here is the note:

- ▶ 2. Wilson, "In the Beginning," Introduction.

3. Substitute Internet text divisions for page numbers.

The *Chicago Manual* requires that a note include a page reference or similar information for locating material in a source. Because Internet sources are rarely marked with page numbers, you will not always be able to show exactly where cited material comes from. If a source has internal divisions, use these instead of page numbers in your citation. Be sure to use divisions inherent in the document and not those provided by your browsing software.

In the following example, the Introduction serves as a text division for an Internet source.

- ▶ As TyAnna Herrington observes, "Nicholas Negroponte's *Being Digital* provides another welcome not only into an age of technological ubiquity, but into a way of 'being' with technology."¹

Here is the note:

- ▶ 1. TyAnna K. Herrington, "Being Is Believing," review of *Being Digital*, by Nicholas Negroponte, *Kairos: A Journal for Teaching Writing in Webbed Environments* 1, no.1 (1996), <<http://english.ttu.edu/kairos/1.1>> (24 May 1999), Introduction.

Box 7.2 Using hypertext to document sources on the Web

The hypertext environment of the World Wide Web doesn't just alter the way you do research, it also lets you document sources in a new way—by using hypertext links. Electronic journals published on the Web are already replacing traditional notes, bibliographies, appendixes, and other supporting text with links to the documents being cited. To read more about hypertext documentation, see Chapter 10 in this book. For an example of how it works, see the sample paper for this chapter (described in 7d), look at the format of the *Harvard Educational Review* at <http://gseweb.harvard.edu/~hepg/her.html>.

7b Notes

▲ TOP

See 7a-2 for the basic *Chicago*-style models for documenting printed books and periodicals. For additional information about documenting print sources, see Chapters 15 and 16 of the *Chicago Manual*.

Extending the citation practice of the *Chicago Manual* to include Internet sources produces the following model:

- ▶ 1. Author's name (in normal order), document title, date of Internet publication, <URL> or other retrieval information (date of access), text division (if applicable).

This model combines the stylistic elements of *Chicago*-style author-date citation² with the elements necessary for identifying an Internet source. The publication date appears close to the title of the document, while the date of access follows the **URL** or other access information. The text division occupies the final position in the note, as page numbers would for a printed source.

Internet sources differ in the kinds of information that are important for retrieval, and the model for each type of source reflects the information needed to retrieve that source. The following models enable you to document Internet sources in a manner consistent with the principles of *Chicago* style.

1. World Wide Web site

To document a file available for viewing and downloading via the **World Wide Web**, provide the following information:

- Author's name
- Title of document, in quotation marks
- Title of complete work (if relevant), in italics or underlined
- Date of publication or last revision
- URL, in angle brackets
- Date of access, in parentheses

Personal site

- ▶ 1. Joseph Pellegrino, "Homepage," 12 May 1999, <<http://www.english.eku.edu/pellegrino/default.htm>> (12 June 1999).

Professional site

- ▶ 1. Gail Mortimer, *The William Faulkner Society Home Page*, 16 September 1999, <http://www.utep.edu/mortimer/faulkner/main_faulkner.htm> (19 November 1997).
- ▶ 2. National Association of Investors Corporation, *NAIC Online*, 20 September 1999, <<http://www.better-investing.org>> (1 October 1999).

Book

An online book may be the electronic text of part or all of the printed book, or a book-length document available only on the Internet (e.g., a work of **hyperfiction**).

- ▶ 1. Peter J. Bryant, "The Age of Mammals," in *Biodiversity and Conservation* April 1999, <<http://darwin.bio.uci.edu/~sustain/bio65/index.html>> (11 May 1999).

Article in an electronic journal (ejournal)

- ▶ 1. Tonya Browning, "Embedded Visuals: Student Design in Web Spaces," *Kairos: A Journal for Teachers of Writing in Webbed Environments* 3, no. 1 (1997), <<http://english.ttu.edu/kairos /2.1/features/browning/index.html>> (21 October 1999).

Article in an electronic magazine (ezine)

- ▶ 1. Nathan Myhrvold, "Confessions of a Cybershaman," *Slate*, 12 June 1997, <<http://www.slate.com/CriticalMass/97-06-12/CriticalMass.asp>> (19 October 1997).

Newspaper article

- ▶ 1. Christopher Wren, "A Body on Mt. Everest, a Mystery Half-Solved," *New York Times on the Web*, 5 May 1999, <<http://search.nytimes.com/search/daily/bin/fastweb?getdoc+site+site+87604+0+wAAA+%22a%7Ebody%7Eon%7Eemt.%7EEverest%22>> (13 May 1999).

Review

- ▶ 1. Michael Parfit, review of *The Climb: Tragic Ambitions on Everest*, by Anatoli Boukreev and G. Weston DeWalt, *New York Times on the Web*, 7 December 1997, <<http://search.nytimes.com/books/97/12/07/reviews/971207.07parfitt.html>>

Government publication

- ▶ 1. George Bush, "Principles of Ethical Conduct for Government Officers and Employees," Executive Order 12674, 12 April 1989, pt. 1, <<http://www.usoge.gov/exorders/eo12674.html>> (30 October 1997).

Examples of Chicago-Style Documentation

For numerous specific examples, see chapters 16 and 17 of *The Chicago Manual of Style*, fifteenth edition.

Book with one author

1. Wendy Doniger, *Splitting the Difference* (Chicago: University of Chicago Press, 1999).

Book with two authors

2. Guy Cowlshaw and Robin Dunbar, *Primate Conservation Biology* (Chicago: University of Chicago Press, 2000).

Book with more than three authors

3. Edward O. Laumann et al., *The Social Organization of Sexuality: Sexual Practices in the United States* (Chicago: University of Chicago Press, 1994).

Editor, translator, or compiler

4. Richmond Lattimore, trans., *The Iliad of Homer* (Chicago: University of Chicago Press, 1951).

Chapter or other part of a book

5. W. Freeman Twaddell, "A Note on Old High German Umlaut," in *Readings in Linguistics I: The Development of Descriptive Linguistics in America, 1925–1956*, 4th ed., ed. Martin Joos (Chicago: University of Chicago Press, 1957).

Chapter of an edited volume originally published elsewhere (common for primary sources)

6. Quintus Tullius Cicero. "Handbook on Canvassing for the Consulship," in *Rome: Late Republic and Principate*, ed. Walter Emil Kaegi Jr. and Peter White, vol. 2 of *University of Chicago Readings in Western Civilization*, ed. John Boyer and Julius Kirshner (Chicago: University of Chicago Press, 1986).

Preface, foreword, introduction, and similar parts of a book

7. James Rieger, introduction to *Frankenstein or, The Modern Prometheus*, by Mary Wollstonecraft Shelley (Chicago: University of Chicago Press, 1974).

Book published in both printed and electronic forms (N.B.: be sure that it is clear which form was consulted; however, there is no need to indicate "paper" in a citation to a traditional bound book)

8. Philip B. Kurland and Ralph Lerner, eds., *The Founders' Constitution* (Chicago: University of Chicago Press, 1987), 115.

Journal article

9. John Maynard Smith, "The Origin of Altruism," *Nature* 393 (1998): 639–40.

Article in an electronic journal (N.B.: an access date, not generally required by Chicago, may be required by your publisher or discipline; if so, include it parenthetically at the end of the citation, as in the fourth example below)

10. Mark A. Hlatky et al., "Quality-of-Life and Depressive Symptoms in Postmenopausal Women after Receiving Hormone Therapy: Results from the Heart and Estrogen/Progestin Replacement Study (HERS) Trial," *Journal of the American Medical Association* 287, no. 5 (2002), <http://jama.ama-assn.org/issues/v287n5/rfull/joc10108.html#aainfo>.

Popular magazine article

11. Steve Martin, "Sports-Interview Shocker," *New Yorker*, May 6, 2002, 84.

Newspaper article

12. William S. Niederkorn, "A Scholar Recants on His 'Shakespeare' Discovery," *New York Times*, June 20, 2002, Arts section, Midwest edition.

Chicago style is for newspaper citations to be made in running text, not in parenthetical notes:

As William Niederkorn noted in a *New York Times* article on June 20, 2002, . . .

If the article is cited in the reference list, it would look like this:

Niederkorn, William S. 2002. A scholar recants on his "Shakespeare" discovery. *New York Times*, June 20, Midwest edition.

Book review

13. James Gorman, "Endangered Species," review of *The Last American Man*, by Elizabeth Gilbert, *New York Times Book Review*, June 2, 2002, 16.

Theses and dissertations

14. M. Amundin, "Click Repetition Rate Patterns in Communicative Sounds from the Harbour Porpoise, *Phocoena phocoena*" (Ph.D. diss., Stockholm University, 1991), 22–29, 35.

Paper presented at a meeting or conference

15. Brian Doyle, "Howling Like Dogs: Metaphorical Language in Psalm 59" (paper presented at the annual international meeting for the Society of Biblical Literature, Berlin, Germany, June 19–22, 2002), 15–16.

Personal communications

In an e-mail message to the author on October 31, 2002, John Doe revealed that . . .

Or the reference may be given in a note:

16. John Doe, e-mail message to author, October 31, 2002.

E-mail messages, letters, and the like are rarely listed in a bibliography or reference list. Note that individuals' e-mail addresses should be omitted. © 2005 by The University of Chicago. All rights reserved.

The Chicago Manual of Style Bibliographic Format for References

Based on the *The Chicago Manual of Style*, 15th ed., 2003.

Documentary-Note Style

Book - single author

Endnote form (first endnote) 1. Chris Holmlund, *Impossible Bodies: Femininity and Masculinity at the Movies* (New York: Routledge, 2002), 159.

Bibliographic form Holmlund, Chris. *Impossible Bodies: Femininity and Masculinity at the Movies*. New York: Routledge, 2002.

Book - more than one author

Endnote form (first endnote) 1. Michael Craton and Gail Saunders, *Islanders in the Stream: A History of the Bahamian People* (Athens: University of Georgia Press, 1992), 24.

Bibliographic form Craton, M. and G. Saunders. *Islanders in the Stream: A History of the Bahamian People*. Athens: University of Georgia Press, 1992.

Chapter from a book

Endnote form (first endnote) Konrad Repgen, "What is a 'Religious War'?" in *Politics and Society in Reformation Europe*, ed. E. I. Kouri and Tom Scott, 324 (London: Macmillan, 1987).

Bibliographic form Repgen, Konrad. "What is a 'Religious War'?" In *Politics and Society in Reformation Europe*, edited by E. I. Kouri and Tom Scott, 311-328. London: Macmillan, 1987.

Article from journal

Endnote form (first endnote) 1. Gina Herring, "The Beguiled: Misogynist Myth or Feminist Fable?" *Literature Film Quarterly* 26, no. 3 (1998): 216.

Bibliographic form Herring, Gina. "The Beguiled: Misogynist Myth or Feminist Fable?" *Literature Film Quarterly* 26, no. 3 (1998): 214-219.

Article from electronic journal - accessed through a database

Endnote form (first endnote) 1. Sandra Yin, "Color Bind," *American Demographics*, 25, no. 7 (2003). Academic Search Premier, via Galileo, <http://www.galileo.usg.edu>

Bibliographic form Yin, Sandra. "Color Bind." *American Demographics* 25, no. 7 (2003): 22-26. Academic Search Premier, via Galileo, <http://www.galileo.usg.edu>

Newspaper article - no author

Endnote form (first endnote) 1. *Chicago Tribune*, "Gun Injuries Take Financial Toll on Hospitals," sec. 1, February 24, 1994.

Bibliographic form *Chicago Tribune*, "Gun Injuries Take Financial Toll on Hospitals," February 24, 1994.

Newspaper article - from an electronic database (such as ProQuest)

Endnote form (first endnote) 1. Salley Satel, "Oxy-Contin Half-truths Can Cause Suffering," *USA Today*, October 27, 2003, final edition, Lexis-Nexis, via Galileo, <http://www.galileo.usg.edu>

Bibliographic form Satel, Sally. "OxyContin Half-Truths Can Cause Suffering." *USA Today*, October 27, 2003, final edition. Lexis-Nexis, via Galileo, <http://www.galileo.usg.edu>

Encyclopedia article

Endnote form (first endnote) 1. *The New Encyclopedia Britannica*, 15th ed., s.v. "dress and adornment."

Bibliographic form **no entry** ["Well-known reference books, such as major dictionaries and encyclopedias, are normally cited in notes rather than bibliographies" p. 715]

Website (or part of a website)*

Endnote form (first endnote) 1. University of Georgia, "Points of Pride," University of Georgia, <http://www.uga.edu/profile/pride.html> (accessed October 30, 2003).

Bibliographic form University of Georgia, "Points of Pride," University of Georgia, <http://www.uga.edu/profile/pride.html>

*"For original content from online sources other than periodicals, include as much of the following as can be determined: author of the content, title of the page, title or owner of the site, URL."

Chicago Manuscript Format

The following guidelines for formatting a *Chicago* paper and preparing its endnotes and bibliography are based on *The Chicago Manual of Style*, 15th ed. (Chicago: U of Chicago P, 2003).

Formatting the paper

Chicago manuscript guidelines are fairly generic, since they were not created with a specific type of writing in mind.

TITLE PAGE Include the full title of your paper, your name, the course title, the instructor's name, and the date. Do not number the title page but count it in the manuscript numbering; that is, the first page of the text will usually be numbered 2.

PAGINATION Using arabic (1,2,3, etc.) numerals, number all pages except the title page in the upper right corner. You may place your last name to the left of the page number if you wish.

MARGINS AND LINE SPACING Leave margins of at least one inch at the top, bottom, and sides of the page. Double-space the text of the manuscript, including long quotations that have been set off from the text.

LONG QUOTATIONS When a quotation is fairly long (more than four or five lines of text), set it off from the text by indenting. Indent the full quotation one-half inch (or five spaces) from the left margin and use the normal right margin. Double-space the indented quotation. Quotation marks are not needed when a quotation has been set off from the text.

VISUALS *The Chicago Manual* classifies visuals as tables and illustrations (illustrations, or figures, include drawings, photographs, maps, and charts). Keep visuals as simple as possible. Label each table with an arabic numeral (Table 1, Table 2, and so on) and provide a clear title that identifies the subject. The label and title should appear on separate lines above the table, flush left. Below the table, give its source in a note like this one:

Source: Edna Bonacich and Richard P. Appelbaum, *Behind the Label* (Berkeley: University of California Press, 2000), 145.

For each figure, place a label and a caption below the figure, flush left. The label and caption need not appear on separate lines. The word "Figure" may be abbreviated to "Fig."

In the text of your paper, discuss the most significant features of each visual. Place visuals as close as possible to the sentences that relate to them unless your instructor prefers them in an appendix.

Preparing the endnotes

Begin the endnotes on a new page at the end of the paper. Center the title Notes about one inch from the top of the page, and number the pages consecutively with the rest of the manuscript. See the sample [endnotes](#) on next page.

INDENTING AND NUMBERING Indent the first line of each entry one-half inch (or five spaces) from the left margin; do not indent additional lines in an entry. Begin the note with the arabic numeral that corresponds to the numbered note in the text. Put a period after the number.

LINE SPACING Single-space each note and double-space between notes (unless your instructor prefers double-spacing throughout).

Preparing the bibliography

Typically, the notes in *Chicago* papers are followed by a bibliography, an alphabetically arranged list of all the works cited or consulted. Center the title Bibliography about one inch from the top of the page. Number bibliography pages consecutively with the rest of the paper.

ALPHABETIZING THE LIST Alphabetize the bibliography by the last names of the authors (or editors); when a work has no author or editor, alphabetize by the first word of the title other than *A*, *An*, or *The*.

If your list includes two or more works by the same author, use three hyphens instead of the author's name in all entries after the first. You may arrange the entries alphabetically by title or chronologically; be consistent throughout the bibliography.

INDENTING AND LINE SPACING Begin each entry at the left margin, and indent any additional lines one-half inch (or five spaces). Single-space each entry and double-space between entries (unless your instructor prefers double-spacing throughout).

Sample *Chicago* Endnotes (Bishop)

Bishop 8

Notes

1. John Cimprich and Robert C. Mainfort Jr., "Fort Pillow Revisited: New Evidence about an Old Controversy," *Civil War History* 28, no. 4 (1982): 293-94.
2. Quoted in Brian Steel Wills, *A Battle from the Start: The Life of Nathan Bedford Forrest* (New York: HarperCollins, 1992), 182.
3. Shelby Foote, *The Civil War, a Narrative: Red River to Appomattox* (New York: Vintage, 1986), 110.
4. Nathan Bedford Forrest, "Report of Maj. Gen. Nathan B. Forrest, C. S. Army, Commanding Cavalry, of the Capture of Fort Pillow," *Shotgun's Home of the American Civil War*, <http://www.civilwarhome.com/forrest.htm>.
5. Jack Hurst, *Nathan Bedford Forrest: A Biography* (New York: Knopf, 1993), 174.
6. Foote, *Civil War*, 111.
7. Cimprich and Mainfort, "Fort Pillow," 305.
8. *Ibid.*, 299.
9. Foote, *Civil War*, 110.
10. Wills, *Battle from the Start*, 187.
11. Albert Castel, "The Fort Pillow Massacre: A Fresh Examination of the Evidence," *Civil War History* 4, no. 1 (1958): 44-45.
12. Cimprich and Mainfort, "Fort Pillow," 300.
13. Hurst, *Nathan Bedford Forrest*, 177.
14. *Ibid.*
15. Dudley Taylor Cornish, *The Sable Arm: Black Troops in the Union Army, 1861-1865* (Lawrence, KS: University Press of Kansas, 1987), 175.

First line of each note is indented ½" (or 5 spaces).

Note number is not raised and is followed by a period.

Authors' names are not inverted.

Last name and title refer to an earlier note by the same author.

Notes are single-spaced, with double-spacing between notes. (Some instructors may prefer double-spacing throughout.)

How to insert a footnote or an endnote in Microsoft Word

1. In print layout view (click View on the top toolbar, then choose Print layout), click where you want to insert the [note reference mark](#).
2. On the **Insert** menu, click **Footnote**.
3. Click **Footnote** or **Endnote**.
4. Under **Numbering**, click the option you want.
5. Click **OK**.

Word inserts the note number and places the insertion point next to the note number.

6. Type the note text.
7. Scroll to your place in the document and continue typing.

Note In printed documents and in printed documents that you're viewing online, Word, by default, places footnotes at the end of each page and endnotes at the end of the document. Similarly, you can change the placement of endnotes so that they appear at the end of each section.

How to print endnotes on a separate page

To start endnotes on a separate page, insert a page break at the end of the section or the document, depending on where endnotes are placed.

1. Click where you want the page to break.
2. On the **Insert** menu, click **Break**.
3. Click **Page break**.