# CHICAGO PACKET

## IN-TEXT CITATIONS

### Examples of a quote and paraphrase:

| Quote | Borneman writes, “Polk fought for and won tariff reductions, reestablished an independent Treasury, and, most notably, brought Texas into the Union.”¹ |
| Paraphrase | According to Borneman, President Polk reduced tariffs and reformed the Treasury, but perhaps one of his biggest achievements was bringing Texas into the Union.¹ |

### Footnotes and endnotes


### Special situations:

#### No author
- Same format as above, minus the author.

#### No date
- Put the abbreviation “n.d.” where the date would be.

#### No page number
- Put the abbreviation “n.p.” where the page number would be.

#### Two authors
- Use “and” between the two authors.

#### Four or more authors
- Use first author’s name + “et al.”

#### Corporation, government agency, or organization as author
- Use the name of the company, government agency, or organization as the author.

#### Work in an anthology
- Same as general format, plus the name of the editor.
BIBLIOGRAPHY LIST

In general, all Bibliography list entries follow the same pattern.

Author. “Title of article.” Name of book/publication/website. City of Publication: Publisher, Date. Website URL.

If you don’t have an author, then simply start with the title:

|-------------------------|-----------------------------------------------------------------|
INTEGRATING SOURCES CHICAGO STYLE

WHAT YOU NEED TO DO FOR IN-TEXT CITATIONS

Introduce the material with a signal phrase that includes the last name of the author followed by the quote or paraphrase, and place the footnote or endnote notation at the end of the sentence.

Make sure all signal phrases include the author’s last name(s). The rest of the information will go in the notes section.

THREE WAYS TO INTRODUCE SOURCES

I. Quote – Record another person’s exact words to preserve their accuracy or to relay especially vivid, well-phrased, or dramatic statements.

SIGNAL PHRASE

As Tchrovisky and Tribble explain, “No occurrences were more horrid in the history of the United States than the Civil War . . . 620,000 soldiers were lost, making it the deadliest war in U.S. history by over 200,000 casualties.”¹

Footnote/endnote notation

II. Paraphrase – Restate another person’s ideas in your own words. A paraphrase is usually a sentence or two, is used for portions of a work, and does not necessarily condense the original version the way a summary does.

According to Tchrovisky and Tribble, the American Civil War was the bloodiest conflict in U.S. history. The casualties of this war topped 620,000 soldiers from both sides combined.¹

III. Summarize – Concisely restate the main facts or ideas of a longer work: entire books, whole articles or essays, or portions of a work. When writing a summary, be brief, be accurate, and use your own words and style to express the idea.

Tchrovisky and Tribble argue that the United States Civil War was the deadliest war the country has ever faced.¹

Note: When summarizing an entire book, a whole article, or essay, page numbers are unnecessary in the notes section. (Example: ¹ Henry Tchrovisky and Jeremiah Tribble, Rising Tension: The Pre-Civil War Years (London: Halban Publishers, 1999).
In the book, *Rising Tension: The Pre-Civil War Years*, Henry Tchrovisky and Jeremiah Tribble state the following:

No occurrences were more horrid in the history of the United States than the Civil War. Brave and determined Union and Confederate men fought valiantly for the ideals they deemed right. 620,000 soldiers were lost, making it the deadliest war in U.S. history by over 200,000 casualties.¹

**BIBLIOGRAPHY**

Make sure the in-text citation (the signal phrase and the footnote/endnote) matches a corresponding entry on the *Bibliography page* where you give the full publication information for each source. The Bibliography will be organized alphabetically by the author’s last name.

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Bibliography


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**Plagiarism** – is intentionally or unintentionally giving the impression that words or ideas from another person are your own. The best way to avoid plagiarism is to make sure you have something to say about your topic first. Then follow the conventions of summarizing, paraphrasing, and quoting to give credit to the people whose information you’re sharing with readers.
SAMPLE TITLE PAGE IN CHICAGO FORMAT

James K. Polk:
A Presidential Term of Perfection

Riley Matheson

History 207
Professor Williams
October 30, 2016
James Knox Polk, the eleventh President of the United States, served in office from 1845 – 1849. During his term, he was able to set and achieve all of his agenda, the only president to ever do so. His success makes him one of the greatest U.S. Presidents of all time.

Polk was the first of ten children, born November 2, 1795 in Pineville, North Carolina. From an early age, he had always been determined and goal-driven despite being an incredibly ill child.¹ Polk was homeschooled in his family’s farmhouse just outside of Charlotte.

Notes


Bibliography


