

Chicago Citation Samples

This handout shows how to cite different kinds of sources in Chicago format with formulas for elements of citations, and with examples.

The Business Administration program at Portland Community College (PCC BA) requires use of the Chicago Manual of Style in “Notes and Bibliography” format, for proper attribution of sources used in business writing. See the *Business Style Guide* at: <http://bit.ly/pccbuisnessstyle19>

Notes and Bibliography

“Notes” can be either footnotes, or, endnotes. For PCC BA, the choice depends on the number of sources referred to: footnotes are for fewer, and endnotes are for more sources. Note list the author in first name then last name order. Notes include page numbers.

All PCC BA documents that refer to outside sources should include a bibliography.

“Short notes” are used if the same source is used again, (perhaps with a different page) rather than using the abbreviation “ibid”. Short notes list only the author’s last name.

Authors

One author

List last name first, followed by the author’s first name.

Mogharreban, Majeed.

Two to three

Keep to the order of authors as they appear for the source (not necessarily alphabetically). For the first author, list last name first, followed by the author’s first name. List the other author names in regular order, separated by commas, adding “and” before the last author listed.

Schilit, Howard Mark, Jeremy Perler, and Yoni Engelhart.

Four to ten

List the first author in last name first order, and then up to ten author names in regular order, separated by commas, adding “and” before the last author listed.

Cantrell, Jennifer, Jennifer M. Kreslake, Ollie Ganz, Jennifer L. Pearson, Donna Vallone, Andrew Anesetti-Rothermel, Haijun Xiao, and Thomas R. Kirchner.



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Ten or more

List the first seven authors, ending with *et. al.*

Books

Printed books

Format:

Last name, first name. *Title of Work: Subtitle.* City of publication: Publisher, Year.

Example:

Mogharreban, Majeed. *Expert Speaker: 5 Steps to Grow Your Business with Public Speaking.*
New York: MJ, 2020.

Books with an editor(s) rather than author

Example

Dinsmore, Paul C., and Jeannette Cabanis-Brewin, eds. *The AMA Handbook of Project Management.* 3rd ed. New York: American Management Association, 2011.

Books with chapters by different authors – chapter in a book

Example:

Bibliography entry

Watson, Lemuel W., and Joshua Moon Johnson, eds. *Authentic Leadership : An Engaged Discussion of LGBTQ Work as Culturally Relevant.* Charlotte: Information Age Publishing, 2013.

Note

Shae Miller, “Transcending Boundaries and Transforming Knowledge: Transgender Leadership as a College Student, Mentor, and Educator,” in *Authentic Leadership : An Engaged Discussion of LGBTQ Work as Culturally Relevant.*, ed. Lemuel W. Watson (Charlotte: Information Age Publishing, 2013), 15-28.

Short note

Miller, “Transcending Boundaries and Transforming Knowledge.”

Translated books

Example:

Kornfeldt, Torill. *The Re-Origin of Species: A Second Chance for Extinct Animals.* Translated by Fiona Graham. Melbourne: Scribe, 2018



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E-books

Format:

Follow the same format as for print books; end the bibliography entry with the provider of the e-book access. If the book is available from a website, include the web address.

Examples:

Abernathy, Penelope Muse, and JoAnn Sciarrino. *The Strategic Digital Media Entrepreneur*. Hoboken, NJ: Wiley Blackwell, 2019. Wiley Online Books.

Colwell, Ken. *Starting a Business QuickStart Guide: The Simplified Beginner's Guide to Launching a Successful Small Business, Turning Your Vision into Reality, and Achieving Your Entrepreneurial Dream*. Albany, NY: ClydeBank Media LLC. 2019. Kindle.

Jonathan T. Scott, Jonathan T. *The Entrepreneur's Guide to Building a Successful Business: Experience and Advice from Hundreds of Small Business Owners/operators in Fourteen Countries*. Brussels: EFMD, 2017. <https://efmdglobal.org/wp-content/uploads/The-Entrepreneurs-Guide-to-Building-a-Successful-Business-2017.pdf>.

Journals

Format:

Follow the rules above for multiple authors.

List article title with quote marks; italicize the journal title. Include volume number and issue number, using "no." for the issue number. Put the year of publication in parentheses. End with inclusive page numbers.

If the article was accessed through a database list the name of the database as the last element, or, if accessed via the web list the permanent link.

Add the Digital Object Identifier web address if available

Examples:

Kurzweil, Ray. "Promise and Peril -- The Deeply Intertwined Poles of 21st Century Technology." *Communications of the ACM* 44, no. 3 (2001): 88–91. Business Source Premier.

Miller Lo, Erin J, Daniel P. Giovenco, Olivia E. Wackowski, Melissa B. Harrell, Cheryl L. Perry, and Cristine D. Delnevo. "The Cigarette and Smokeless Tobacco Markets in Texas Relative to the United States." *Tobacco Regulatory Science*, 3, no. 2 (2017): 183–191. <https://www.ncbi.nlm.nih.gov/pmc/articles/PMC5359544/>.

Robinson, Tom, Mark Popovich, Robert Gustafson and Cliff Fraser. "Older Adults' Perceptions of Offensive Senior Stereotypes in Magazine Advertisements: Results of a Q Method Analysis." *Educational Gerontology* 29, no. 6 (2003): 503–519. <https://doi.org/10.1080/713844392>.



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Magazine and news articles

Format:

Include the full date (month, day, and year) for magazine or news articles.

Do not include the page number(s) except in a Note.

Italicize the magazine or news providers' name.

If the article was accessed through a database, add the database name as the last element.

Include the web link if the article was accessed online.

Examples

Bibliography:

Copeland, Rob, Dana Mattioli, and Melanie Evans. "Google Will See You Now --- the Search Giant Has Been Pushing Into Health Care, Gaining Access to Millions of Patient Records." *Wall Street Journal*, January 11, 2020. US Major Dailies.

Herron, Elise. "Oregon Company Tofurky Granted Temporary Win in Arkansas Meat Labeling Law Battle." *Willamette Week*, December 12, 2019.
<https://www.wweek.com/news/2019/12/12/oregon-company-tofurky-granted-temporary-win-in-arkansas-meat-labeling-law-battle/>.

Note:

Rob Copeland, "Google Will See You Now," *Wall Street Journal*, January 11, 2020. B1.

Web content

Format:

If the date on the web page is a "last modified date," include that phrase. If no date is apparent, note an "Accessed" date. List the web address.

Example

"CSR Or Sustainability Report – Definition, Meaning, Benefits & Examples From Companies," YouMatter, last modified December 21, 2018,
<https://youmatter.world/en/definition/definitions-csr-report-important-examples/>.

Ehmke, Cole and Jay Akridge. "The Elements of a Business Plan: First Steps for New Entrepreneurs," Purdue University, September 2005.
<https://www.extension.purdue.edu/extmedia/ec/ec-735.pdf>.

Marshall, Dave. "Double Entry Accounting," accessed January 17, 2020, <http://www.double-entry-accounting.com/double-entry-accounting.html>

More information on citations can be found at pcc.edu/library. For a complete list of citations for sources not listed here, please consult the Chicago Manual of Style (17th edition) available in the PCC Library, or online at <https://chicagomanualofstyle.org>



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