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/pccbusinessstyle19

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.
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:

Books with an editor(s) rather than author
Example

Books with chapters by different authors – chapter in a book
Example:
Bibliography entry

Note

Short note
Miller, “Transcending Boundaries and Transforming Knowledge.”

Translated books
Example:
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:


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:


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:


Note:

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


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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