Citing Sources / Avoiding Plagiarism:
Chicago Format

Terms to Know

Quotation: using the exact words from a source; requires quotation marks (" "), a footnote or endnote, and should match with an entry in the Bibliography

Paraphrase: writing an idea from a source in your own words and with a new sentence structure; requires an in-text citation and should match with an entry in the Bibliography

Summary: condenses a long passage from a source using your own words and a new sentence structure; requires an in-text citation and should match with an entry in Bibliography

Signal Phrase: a transitional phrase or clause that lets the reader know he/she is about to read borrowed information (quote, paraphrase, or summary); usually includes the author's name or the title of the source if no author is available

Footnote/Endnote: after each quote, paraphrase, or summary, a superscript number in the text of the paper corresponds to a number at the bottom of the page (footnote) or the end of the paper (endnote) with the source of the borrowed information. The first time you cite a source, you should provide all of the publication information about the source. Subsequent references only require the author's last name, a shortened version of the title, and the page number. See *A Pocket Style Manual* at the LSC for variations on the footnote/endnote format

Ibid.: For consecutive notes from the same source, use Ibid. and the page number (if a different page from the preceding reference), such as: Ibid., 77.

Bibliography: provides the publication information about sources used in the paper in case a reader would like to locate the sources. In some cases, you may include sources that you consulted but did not cite in the paper

Sample Quotes and Paraphrase with Footnotes

Indirect Source (Quote) from a Book with One Author

Forrest, worried that vessels in the river were bringing in more Union troops, "shortened the time to twenty minutes."[1]

Quote from a Short Work from a Website

He [Forrest] does make much of the fact that the Union flag was not lowered by the Union forces, saying that if his own men had not taken down the flag, "few, if any, would have survived unhurt another volley."[2]

Paraphrase from a Print Article (previously cited in the paper)

Historian Albert Castel quotes several eyewitnesses on both the Union and Confederate sides as saying that Forrest ordered his men to stop firing.[3]

Sample Bibliography (reverse)

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[1] Quoted in Brian Steel Wills, *A Battle from the Start: The Life of Nathan Bedford Forrest* (New York: HarperCollins, 1992), 182.

[2] 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, accessed March 6, 2008, http://www.civilwarhome.com/forrest.htm.

[3] Castel, "Fort Pillow Massacre," 44-45.

Bibliography

Castel, Albert. "The Fort Pillow Massacre: A Fresh Examination of the Evidence." *Civil War History* 4, no. 1 (1958): 37-50.

Forrest, Nathan Bedford. "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. Accessed March 6, 2008. http://www.civilwarhome.com/forrest.htm.

Wills, Brian Steel. *A Battle from the Start: The Life of Nathan Bedford Forrest*. New York: HarperCollins, 1992.

Bibliography: General Format
- The Bibliography should begin on a new page at the end of the paper (shortcut: **Ctrl** + **Enter**)
- A heading of Bibliography is centered at the top of the page but is not bolded, underlined, or italicized
- Single-space each entry but double-space between entries (unless instructor prefers doubled-spacing throughout)
- The sources go in alphabetical order by author's last name or by title if no author is given
- The first line of an entry is aligned with the left-hand margin; extra lines should be indented by ½" (hanging indent; shortcut: **Ctrl** + **T**)
- Invert the author's first and last name (Smith, John). When multiple authors are given, only invert the first author's name.
- Italicize titles of long works (books, newspaper, journals, magazines, movies, television shows, etc.). Titles of short works (articles, poems, stories, chapters, etc.) go in quotation marks.
- Capitalize all words except articles (*a, an, the*), prepositions (*to, from, between*, etc.), and coordinating conjunctions (*for, and, nor, but, or, yet, so*). Lowercase the first word following a colon (except proper nouns)

Bibliography: Format for Individual Sources
The format for an individual source will depend on the type of source (book, anthology, newspaper article, journal article, web site, television show, etc.). For a complete list of sources and their formats, visit:

http://bcs.bedfordstmartins.com/resdoc5e/RES5e_ch05_o.html

http://owl.english.purdue.edu/owl/resource/747/01/

These web sites provide information about footnotes/endnotes, Chicago manuscript format, and sample research papers.