

Citations & How to Cite in Chicago Manual Style

Why We Use Citations in Essays

Citations are a fundamental component of academic writing, serving multiple purposes that contribute to the integrity and quality of scholarly work. Here are several reasons why we use citations in essays:

1. To Credit Sources

Citations give credit to the original authors or creators of ideas, data, or work that we reference in our essays. This acknowledgment respects intellectual property and academic contributions.

2. To Avoid Plagiarism

By clearly indicating where ideas or information originate, citations help prevent plagiarism, which is the unethical act of presenting someone else's work as your own.

3. To Demonstrate Our Research

Including citations shows that the essay is grounded in research and engages with existing scholarship. It reflects the effort put into gathering and synthesizing relevant information.

4. To Support Arguments

Citations provide evidence to support claims and arguments. By referencing credible sources, writers strengthen their positions and enhance the essay's persuasiveness.

5. To Enable Verification

Citations allow readers to trace the sources of information, verify claims, and explore further reading. This transparency is a cornerstone of scholarly communication.

6. To Enhance Credibility

Well-documented essays demonstrate academic rigor and lend credibility to the writer. Accurate citations indicate attention to detail and a commitment to scholarly standards.

Why the Living Faith Bible Institute Uses the Chicago Manual of Style

Chicago Manual Style is commonly used in theological writing because it provides a robust system for citing religious texts, particularly the Bible, with detailed footnote or endnote citations, which is crucial for theological scholarship where frequent reference to primary sources is necessary; this allows readers to easily access the source information within the text itself.

The Chicago Manual of Style (CMS) offers two main systems for citations: the **Notes and Bibliography System** and the **Author-Date System**. Below is a guide to using these systems effectively.

Notes and Bibliography System

This system is often used in humanities disciplines like history, literature, and the arts. It relies on footnotes or endnotes along with a bibliography.

Key Features

- **Footnotes/Endnotes:** Provide detailed source information at the bottom of the page (footnotes) or at the end of the paper (endnotes).
 - “Though useful, a bibliography is not required in works that provide full bibliographic information in the notes.”¹
- **Bibliography:** Lists all sources consulted and cited, organized alphabetically by the author’s last name.

Formatting Footnotes/Endnotes

1. Books:

- First Note:

Author’s Full Name, *Title of Book* (Place of Publication: Publisher, Year), page number.

- **Example:**

John Smith, *Understanding History* (New York: Academic Press, 2020), 45.

- Subsequent Note:

Smith, *Understanding History*, 45.

¹ Purdue Owl. "Chicago Manual of Style 17th Edition." Purdue OWL® - Purdue OWL® - Purdue University. Last modified 2024. https://owl.purdue.edu/owl/research_and_citation/chicago_manual_17th_edition/cmos_formatting_and_style_guide/chicago_manual_of_style_17th_edition.html.

2. Journal Articles:

- First Note:

Author's Full Name, "Title of Article," *Title of Journal* Volume Number, Issue Number (Year): page range, DOI or URL.

- **Example:**

Jane Doe, "The Evolution of Modern Art," *Art Studies Quarterly* 34, no. 2 (2021): 123-140, <https://doi.org/10.1234/asq.2021.002>.

- Subsequent Note:

Doe, "The Evolution of Modern Art," 125

3. Websites:

- First Note:

Author's Full Name, "Title of Webpage," Name of Website, publication or revision date, URL.

- **Example:**

Michael Lee, "Climate Change and Its Impact," Environmental News, January 15, 2023, <https://www.environmentalnews.org/climate-change>.

- Subsequent Note:

Lee, "Climate Change and Its Impact."

Formatting the Bibliography

- Author's Last Name, First Name. *Title of Book*. Place of Publication: Publisher, Year.

- **Example:**

Smith, John. *Understanding History*. New York: Academic Press, 2020.

Author-Date System

This system is commonly used in sciences and social sciences. It features in-text parenthetical citations and a reference list.

Key Features

- **In-text Citations:** Include the author's last name, year of publication, and page number (if applicable) in parentheses.

- **Reference List:** Provides full source details, organized alphabetically by author's last name.

Formatting In-text Citations

1. **Books:**

- *Example:*

(Smith 2020, 45)

2. **Journal Articles:**

- *Example:*

(Doe 2021, 125)

3. **Websites:**

- *Example:*

(Lee 2023)

Formatting the Reference List

- Author's Last Name, First Name. Year. *Title of Book*. Place of Publication: Publisher.
- Example:

Smith, John. 2020. *Understanding History*. New York: Academic Press.

When writing your essay in Chicago Style, remember to use a consistent format throughout your essay and double-check your capitalization, italicization, and punctuation.

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