Examples of Works Commonly Cited at Lake Forest College
and Not Found in the **Hacker Pocket Style Manual**
Using Chicago Style – 16th Edition
*with MS Word Formatting Tips*

A *Pocket Style Manual* (the “Hacker guide”) mentions but does not show examples of the access date for online sources. If your instructor requires access dates, or if the online cited source has no date, use this format:

footnote


bibliography entry


A footnote from the same source as the previous footnote only requires the Latin word *Ibid.* and, if a different page is cited, a page number. See the Hacker guide or *Chicago Manual of Style* ([chicagomanualofstyle.org/16/contents.html](http://chicagomanualofstyle.org/16/contents.html)) for examples of this and other sources not shown below.

Examples below:

- Articles only available in a database (see also the conference paper example)
- Chapter in an edited volume with a unique title from a multi-volume set * (see also translated chapter)
- Conference or proceedings paper
- Congressional hearing testimony (online)
- Ebook with volume and edition numbers *
- Indirect (secondary) source (source cited in another source—also 4 or more authors)
- Microfilm (newspaper article)
- Reprint (article reprinted in a book)
- Television episode
- Translations 1) volume of a set* 2) a chapter
- Twitter

*Volume examples (see also the Hacker guide)

**Article only available from LexisNexis, Google News Archive, or another database**

- Include only permanent URLs. For example, in LexisNexis, click the link icon to get the URL.
- Unlike APA, Chicago style requires a period after the URL.

footnote


shortened subsequent but not consecutive notes

3. Illesh, “‘Izvestivya’ Reports.”

bibliography entry

footnote


shortened subsequent but not consecutive notes


bibliography entry


In the bibliography, unlike MLA style, the page numbers come before the publication information. In the footnote, the page numbers are placed at the end. “Vol.” is only included in the footnote here for clarity. The translation example shows a book volume that does not have a unique title.

Conference, symposium, meeting, or proceedings papers

footnote


shortened subsequent but not consecutive notes


bibliography entry


A URL (EBSCO Permalink) is only included because this paper is hard to find outside of the database.

Congressional hearing testimony (available online), 60th Congress or later

footnote

shortened subsequent but not consecutive notes for Congressional hearing testimony (online)


bibliography entry


➢ For hearings prior to the 60th Congress (1907), follow the Congress number and Cong. with a comma and either 1 Sess. or 2 Sess.

Ebook from Google Books, Kindle (no URL), ebrary, etc. (volume of a second edition)

footnote


shortened subsequent but not consecutive notes for an ebook


bibliography entry


➢ In the bibliography, the volume number comes after the edition number and is preceded by Vol.
In the footnote, the volume number comes before the page numbers and is followed by a colon.
“Vol.” is omitted in the footnote or any time that the volume number is followed by page numbers.

Indirect or secondary source (source cited in another source and the original is not available)

Text (quoting Scott)

Even in the 1988 unpublished papers of the dean of Hunter College Elementary School, Hugh J. Scott, expressed concern about the necessity of creating a diverse student body for gifted student programs when he stated, "Equity and excellence are not only compatible, but constitute non-negotiable imperatives…."

footnote


shortened subsequent but not consecutive notes


➢ Unlike MLA and APA, Chicago style begins the citation with the complete reference to the secondary source.
➢ For more than 4 authors, see chicagomanualofstyle.org/16/ch14/ch14_sec076.html
bibliography entry for an indirect or secondary source (source cited in another source and the original is not available)


- Unlike MLA and APA, Chicago style begins the citation with the complete reference to the secondary source.
- For more than 4 authors, see chicagomanualofstyle.org/16/ch14/ch14_sec076.html

Microfilm (a news article indexed in the EBSCO Academic Search Premier database, but with full text only available at the College on microfilm)

footnote


shortened subsequent but not consecutive notes


bibliography entry


- Chicago Style does not include page numbers for newspapers.
- Unlike MLA, do not indicate that the source was accessed on microfilm when it is identical to a printed version. When included, the word microform (or microfilm, text-fiche, etc.) comes at the end, before page or microfiche numbers.

Reprint (article reprinted in a book)

footnote


shortened subsequent but not consecutive notes


bibliography entry


Television episode viewed via broadcast

footnote


shortened subsequent but not consecutive notes

bibliography entry of a television episode viewed via broadcast

(based on examples on pages 768-769 of The Chicago Manual of Style, 16th ed., and page 235 of the 2012 Hacker guide)

Translation (book that is one volume of a multi-volume set)
footnote

shortened subsequent but not consecutive notes

bibliography entry

➢ When the source is a volume of a multi-volume set, put Vol. and the volume number in the bibliography. In the note, do not put “vol,” instead, at the end of the note, just put the volume number followed by a colon and then the cited page numbers.

Translated chapter in an anthology with various translators
footnote

shortened subsequent but not consecutive notes

bibliography entry

A tweet on Twitter
footnote
18. Anonymous, Twitter post, April 19, 2013, 2:00 a.m.,
http://twitter.com/YourAnonNews/status/325141840561074176.

shortened subsequent but not consecutive notes for a tweet on Twitter

bibliography entry

➢ In this example, “Anonymous” is the actual name for the Twitter account.
➢ The permanent URL for a Twitter tweet can be captured by right clicking on the date and time link of the tweet.
➢ See also: http://www.chicagomanualofstyle.org/qanda/data/faq/topics/Documentation/faq0164.html.
A Few MS Word Formatting Tips for a Chicago Style

<table>
<thead>
<tr>
<th>PC</th>
<th>Mac</th>
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<tbody>
<tr>
<td><strong>Start Bibliography</strong></td>
<td><strong>At the end of your paper’s text:</strong></td>
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<tr>
<td>1.  <strong>Ctrl + Enter</strong> to start a new page</td>
<td>1.  Click Insert &gt; Break &gt; Page break</td>
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<td>2.  <strong>Ctrl + 1</strong> to single space</td>
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<td>4.  Type the word Bibliography</td>
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<td>5.  Enter 2 new paragraphs</td>
<td>5.  Enter 2 new paragraphs</td>
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<td>6.  <strong>Ctrl + E</strong> to align left</td>
<td>6.  <strong>Cmd + L</strong> to align left</td>
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<tr>
<td>7.  <strong>Ctrl + T</strong> to create hanging indents</td>
<td>7.  <strong>Cmd + T</strong> to create hanging indents</td>
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| **Create single spaced, hanging indents on a bibliography** | **At the end of your paper’s text:** |
| 1.  Select all of your references | 1.  Select all of your references |
| 2.  **Ctrl + 1** to single space | 2.  **Cmd + 1** to single space |
| 3.  **Ctrl + T** to create hanging indents | 3.  **Cmd + T** to create hanging indents |
| 4.  If necessary, enter a paragraph between each reference | 4.  If necessary, enter a paragraph between each reference |

| **Footnote insertion** | **Alt + Ctrl + F** |
| **Endnote insertion** | **Alt + Cmd + F** |

| **Format all footnote or endnote paragraphs with first line indent (do this last)** | **At the end of your paper’s text:** |
| 1.  Click on any note then **Ctrl + A** to select all | 1.  Click on any note then **Cmd + A** to select all |
| 2.  **Ctrl + M** | 2.  Click on Format > Paragraphs > Special |
| 3.  **Ctrl + Shift + T** | 3.  Select First line |

| **Change endnote style from lower case Roman (i) to Arabic (1)** | **At the end of your paper’s text:** |
| 1.  Click the tiny arrow in the References > Footnotes tab | 1.  Click Insert > Footnote > Number Format |
| 2.  At Number Style, click the arrow to select 1, 2, 3,... | 2.  Click the arrow to select 1, 2, 3,... |

| **Return quickly to text after inserting a foot or endnote** | **Shift + F5** |
| **Page numbers preceded by your last name** | **Shift + F5 + fn** |
| 1.  Click the Insert tab | 1.  Click the Insert tab |
| 2.  Click Page Number and select Top of Page | 2.  Click Page Number and select Top of Page |
| 3.  **Ctrl + R** to align right | 3.  **Cmd + R** to align right |
| 4.  In front of the page number, type your last name and one space | 4.  In front of the page number, type your last name and one space |