How to Quote –
The Chicago Manual

Footnotes
Each time you use a source, whether through direct quote or through paraphrase, you should include a footnote. This should be placed in the text, following the direct quote or at the end of the sentence/paragraph which contains the paraphrase.[1]

The first footnote for each source should include all relevant information about the source.

Book by one author:
Firstname, Lastname, *Title of book* (Place of Publication: Publisher, Year of Publication), Page Number.

Book by one author + editor:
Firstname, Lastname, *Title of book,* edited by Firstname Lastname (Place of publication: Publisher, Year of publication), page number.

Edward B. Tylor, *Researches into the Early Development of Mankind and the Development of Civilization,* edited by Paul Bohannan (Chicago: The University of Chicago Press, 1964), 194.

Websource:
Firstname Lastname, "Title of Web Page," *Publishing Organization or Name of Website*, Publication Date if Available, URL. An access date must be included in parenthesis at the end of the citation.

Other sources:
Further examples of how to quote books with more than one author, journals, newspaper articles, DVDs, podcasts etc. can be found at the *Purdue Writing Lab*.[2]

If you cite the same source again, the footnote includes only the surname of the author, the title (or a shortened form of the title) and the page number(s) cited.

If you cite the same source and page number(s) from a single source two or more times consecutively, the corresponding footnote should use the word 'Ibid.,' an abbreviated form, which means 'in the same place.' If you use the same source but a different page number, the corresponding note should use 'Ibid.' followed by a comma and the new page number(s).

Bibliography
The bibliography provides an alphabetical list of all sources cited within your work. The sources (books, articles, websites, etc.) are arranged alphabetically by author's surname. If no author or editor is listed, the title may be used instead.

Tyler, Edward B., *Researches into the Early Development of Mankind and the Development of Civilization*, edited by Paul Bohannan (Chicago: The University of Chicago Press, 1964)

Lastname, Firstname. *Title of book*, edited by Firstname Lastname (Place of publication: Publisher, Year of Publication)

Help needed?
Try www.bibme.org, a free bibliography generator, which finds information about your sources and automatically formats your citations for you. All you need to do is choose the correct source (book, newspaper, website etc.) and select the preferred citation style (The Chicago Manual).

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1   See Allen Brizee, Laurie Pinkert, Steve Gooch, "The OWL at Purdue", *The Purdue University Online Writing Lab*, http://owl.english.purdue.edu/owl/resource/717/01/ (7.1.2010)
2   Ibid.