### WHEN TO CITE

You must provide a citation whenever you:

- **a)** quote *exact words* from a text
- **b)** *paraphrase ideas* associated with a particular text, or
- **c)** *use any idea, data, or method* attributable to any source you consulted.²

#### BOOKS

|---|---|
| Book with Multiple Authors  

#### PERIODICALS

|---|---|


Further Guidelines *(See also the Chicago Sample Paper in the Library site’s Writing Resources)*

- **When formatting footnotes**, indent the first line, as in a typical paragraph. Each entry should be single-spaced, followed by an extra space between entries. Footnotes should appear in a 10 pt. version of the same font used in the main text.

- **For bibliographic entries**, alphabetize and use hanging indentation. Single-space your entries, but leave an extra space between entries.³ Center the title: Bibliography.

- **For long quotations** over 5 lines, single space the quote, indent the entire quotation half an inch, and leave a blank line before and after the quotation. Do not add quotation marks at the beginning or end of the quote.

- "If the **city of publication** may be unknown to readers or may be confused with another city of the same name, the abbreviation of the state, province, or (sometimes) country is usually added. **Washington** is traditionally followed by **DC**, but other major cities such as Los Angeles and Baltimore, need no state abbreviation. (For countries not easily abbreviated, spell out the name) Chicago's preference is for the two-letter abbreviation of **biblical citation** required for individual courses."⁴

- **Citing electronic journals or online articles** generally follows the format for printed periodicals except that entries include a DOI or a URL if there is no DOI. “
  - Because of the potential for differences...authors must indicate that they have consulted a format other than print.”⁵

- **For websites or online material without publication dates**, include an access date. Otherwise, access dates are generally not required for online resources, as publication and modification dates are increasingly available for multiple types of content. Bibliographic example:

- The **Chicago Manual of Style** addresses all issues of formatting and publication for journals and books, whereas Turabian's Manual for Writers adapts these larger rules specifically for student papers. In practice, the Seattle School follows Turabian’s distillation of the Chicago rules and the simplified advice from Lunsford’s Easy Writer. In some cases, the formatting preferences of an assignment may be specific to a faculty member or general Seattle School practices. When in doubt, ask your AI or Instructor.

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³ Ibid., 373. Note that this spacing practice for student papers diverges from Chicago Style for larger publications.


⁵ Ibid., 726.