



COMMUNITY COLLEGE  
OF RHODE ISLAND

# The Chicago Documentation System

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COMMUNITY COLLEGE OF RHODE ISLAND

# Documentation

Documentation explains where borrowed words, statistics, ideas, pictures, charts, music, and other items came from.



heard in a song



found on a Web site

**statistics**



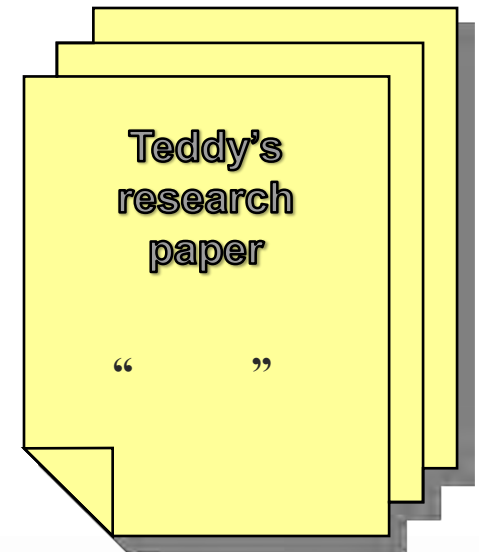
said in a speech



written in a book

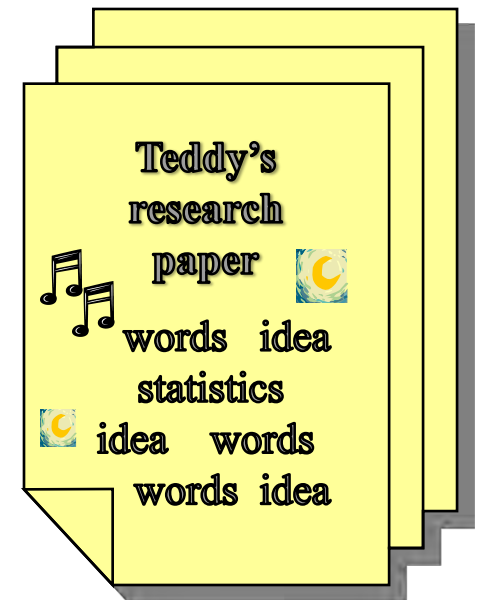


painted in a picture



# Without documentation, readers and listeners will not know:

- Which words in the paper are Teddy's?
- Which ideas are Teddy's?
- Which words came from a book?
- Did the picture of the flower come from a Web site, a painting, or Teddy's camera?
- Where can someone find more information from the same source?
- Are the statistics from a recent source?
- Who sang the song? Who composed the song?
- Was the song heard on a CD, at a concert, or on a Web site?



# Quotations, Paraphrases, and Summaries

Source documentation is used while communicating borrowed words or ideas in quotations, paraphrases, and summaries.

## Quotations

**Include Source Information**

Borrowed words

Use quotation marks

## Paraphrases

**Include Source Information**

Borrowed ideas

Do not use quotation marks


## Summaries

**Include Source Information**

Borrowed, condensed ideas

Do not use quotation marks

# Documentation Systems

- A documentation system is used in research papers and other kinds of communication to describe the source(s) of borrowed information and words.
- Documentation systems include: 
- The Chicago (CMS), Turabian, or notes-bibliography system is often used in history and other fields.

# Components of the Chicago System

For each borrowed word or idea, a **superscript number** is placed in the body of a paper.

The **superscript number** connects to a **footnote** at the bottom of the page or to an **endnote** at the end of the paper.

Writing is an important academic and career skill. An article discusses how “the quality of your writing can determine success or failure.”<sup>1</sup>

**OR**

1. Paula Jacobs, "Strong Writing Skills Essential for Success, Even in IT," *InfoWorld* 20, no. 27 (July 6, 1998): 86, in *Academic Search Complete*, <http://web.ebscohost.com> (accessed May 18, 2010).

Endnote

1. Paula Jacobs, "Strong Writing Skills Essential for Success, Even in IT," *InfoWorld* 20, no. 27 (July 6, 1998): 86, in *Academic Search Complete*, <http://web.ebscohost.com> (accessed May 18, 2010).

# Bibliography Pages

- A bibliography page is sometimes done in addition to (or instead of) footnotes or endnote pages.
- Bibliography pages use hanging indents and alphabetical order.
- In reference to punctuation, bibliography entries have more periods and fewer commas than footnote and endnote entries.

## Bibliography

Jacobs, Paula. "Strong Writing Skills Essential for Success, Even in IT." *InfoWorld* 20, no. 27 (July 6, 1998): 86. *Academic Search Complete*. <http://web.ebscohost.com>.

# Clear Source Identification and Documentation

- To indicate a change from the writer of the research paper to one of the sources of information or words, a **lead-in phrase** is often used.
- Unless the author's words indicate otherwise, the **superscript number** shows readers the end of the source's ideas/words, as well as the number of a footnote or endnote that contains information about the source.
- The words following a citation can show a continuation of the same viewpoint or **a change to a different viewpoint**.

According to the National Commission on Writing, writing is important. A survey shows that writing is a “threshold skill” needed to get hired and promoted at work.<sup>1</sup> Also, this survey shows . . . .

In addition to being important at work, writing is also important in . . . .



# No Source Reference

Whenever a source reference is not present, a reader will assume that the idea and words are the research paper writer's.

Incorrect source documentation often results in plagiarism:

Writing is a threshold skill for both employment and promotion purposes.

Revision should include checking for places where additional source information is needed.

This revision has a citation documenting the source of borrowed ideas and words:

In a survey of 120 large American companies, writing was found to be a “threshold skill” for both employment and promotion” purposes. <sup>2</sup>

# A Paragraph Illustrating the Chicago System

Strong communication skills are important in today's professional careers. According to Jacobs, "Whether you are pitching a business case or justifying a budget, the quality of your writing can determine success or failure."<sup>1</sup> Police officers, for example, need to record information, write reports, and sometimes showcase their written documents in a courtroom. A single ineffective communication could result in a criminal being found innocent of a crime. In a survey of 120 large American companies, writing was found to be a „threshold skill“ for both employment and promotion” purposes.<sup>2</sup> People in all of today's careers need to be able to communicate effectively to interact appropriately with their colleagues, bosses, customers, and other people, as well as to communicate their knowledge and to showcase their accomplishments.

1. Paula Jacobs, "Strong Writing Skills Essential for Success, Even in IT," *InfoWorld* 20, no. 27 (July 6, 1998): 86, in *Academic Search Complete*, <http://web.ebscohost.com> (accessed May 18, 2010).

2. The National Commission on Writing. *Writing: A Ticket to Work. . . Or a Ticket Out*. (Ellipsis in orig.) College Board, (September, 2004.): 3, [http://www.writingcommission.org/prod\\_downloads/writingcom/writing-ticket-to-work.pdf](http://www.writingcommission.org/prod_downloads/writingcom/writing-ticket-to-work.pdf) (accessed June 23, 2009).



# Good Organization while Citing Sources

- The organization of a paper or speech should be focused on the writer's or the speaker's ideas.
- The **thesis** and **topic sentences** should convey the writer's or speaker's main ideas, rather than being **quotations from sources**.
- **Source material** is most often used to **support** a writer's or a speaker's ideas.

... Strong communication skills are important at work and in college.

When at work, an employee needs to be skillful in communication in order to successfully complete many tasks. For example, a person often has to write reports, send e-mails to colleagues, and speak with his/her boss. According to Jacobs, "[T]he quality of your writing can determine success or failure."<sup>1</sup>

Good communication is also important in college. . . .

# Correct Grammar When Using Source Material

Correct grammar, including correct sentence structures, is needed when using source material and citing sources.

Strong communication skills are important in today's professional careers. According to Jacobs, "Whether you are pitching a business case or justifying a budget, the quality of your writing can determine success or failure."<sup>1</sup>

If the use of a quotation results in unclear writing or grammatical errors, then revision of the lead-in phrase is needed, or the writer/speaker can use a paraphrase or a summary instead.

Jacobs states, "whether you are pitching a business case."<sup>1</sup>

## Revision



Jacobs states that good writing can help when "pitching a business case."<sup>1</sup>

# Bibliography Pages Include:

- Name(s) of author(s)
- If there is no author's name, an organization's or a company's name
- Title(s)
- Print publication information, such as city, publisher, date, volume, and issue
- Electronic publication information, including the Web site's name, database title, and date
- URL or DOI (Digital Object Identifier)
- Date of access

Jacobs, Paula. "Strong Writing Skills Essential for Success, Even in IT." *InfoWorld* 20, no. 27 (July 6, 1998): 86. *Academic Search Complete*.  
<http://web.ebscohost.com>  
(accessed May 18, 2010).

# The Format of Titles

An italic font is used for the titles of independent items.

- Newspapers 
- Journals
- Books 
- Web sites
- Databases 
- Films
- Paintings 
- Performances

Quotation marks are used for short works published as parts of longer works.

- Essays 
- Songs
- Stories
- Poems 
- Web pages
- Articles from Web sites, newspapers, and journals

# Commonly Used Abbreviations

## “Ibid.”

- Refers to the same source as the previous note’s source

## “et al.”

- Means “and other authors”

## “ed.” or “eds.”

- These abbreviations are used in notes.
- Bibliography pages use “edited by.”

## “trans.”

- This abbreviation is used in notes.
- Bibliography pages use “translated by.”

# An Example of an End Note Page

## Endnotes

1. Paula Jacobs, "Strong Writing Skills Essential for Success, Even in IT," *InfoWorld* 20, no. 27 (July 6, 1998): 86, in *Academic Search Complete*, <http://web.ebscohost.com> (accessed May 18, 2010).

2. The National Commission on Writing. *Writing: A Ticket to Work. . . Or a Ticket Out.* (Ellipsis in orig.) College Board, (September, 2004.): 3, [http://www.writingcommission.org/prod\\_downloads/writingcom/writing-ticket-to-work.pdf](http://www.writingcommission.org/prod_downloads/writingcom/writing-ticket-to-work.pdf) (accessed June 23, 2009).





# An Example of a Bibliography Page

## Bibliography

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The National Commission on Writing. *Writing: A Ticket to Work. . . Or a Ticket Out*. (Ellipsis in orig.). College Board, (September 2004).  
[http://www.writingcommission.org/prod\\_downloads/writingcom/writing-ticket-to-work.pdf](http://www.writingcommission.org/prod_downloads/writingcom/writing-ticket-to-work.pdf) (accessed June 23, 2009).



# Chicago Manual of Style

The *Chicago Manual of Style Online*  
has more information about  
documentation systems.



# More Information

The Writing Center at the Community College of Rhode Island has more online resources.



# Contact Information

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