

CHICAGO

I stated a fact that I must have learned somewhere.¹ Because I cannot claim to have thought that thought without a reference to some other source, I have to cite it with a footnote.² If I'm citing the exact same source again in succession, I can just write "Ibid." instead,³ or if the page number is different, but the source is the same, "Ibid., page number."⁴ Let's say I cite a different book,⁵ then come back to the first one again—the subsequent citations may be abbreviated.⁶

I can also write a really long paragraph paraphrasing what I read in some other book. There may be a string of sentences drawing from the same source. It might go on for a while, but if it is all taken from the same place, I can just cite the source at the end of the chunk of text I just wrote about it.⁷

If I quote something word for word that runs over 4 lines of text... Volness says,

I leave out the quotation marks and type the exact quote in an indented block quote format. Usually it will go on for lines and lines, because that was the point of making it a block quote in the first place. It is also single-spaced instead of double-spaced like the rest of the text in the paper.⁸

MLA

However, if you prefer using MLA Style, you would cite the second source this way (Volness 1). The punctuation goes after the citation (Volness 2). Mercury states in his 2013 book *Secret Back Roads to New Jersey (As Told By A New Jersey Native)* that "there really is no fast way to get there" (33). When you mention the source by name or author in the body of the text, you just list the page number.

CHICAGO STYLE GUIDE:

http://www.chicagomanualofstyle.org/tools_citationguide.html

MLA STYLE GUIDE:

<http://owl.english.purdue.edu/owl/resource/747/1/>

¹ First Last, *Title* (City: Publisher, year), page number(s).

² Kirsten Volness, *How To Make Footnotes* (Providence: Boosey & Hawkes, 2013), 1.

³ Ibid.

⁴ Ibid., 3.

⁵ Freddie Mercury, *Secret Back Roads to New Jersey (As Told By A New Jersey Native)* (Providence: Boosey & Hawkes, 2013), 24–26.

⁶ Volness, *How to Make Footnotes*, 5.

⁷ And if the footnotes become too numerous and take up too much space on your page, you can choose to make them endnotes instead (in the Insert->Footnotes menu). I prefer footnotes, but it's up to you!

⁸ Volness, *How To Make Footnotes*, 55.

WORKS CITED

(use a hanging indent if a source runs onto more than one line)

CHICAGO FORMAT: Lastname, Firstname. *Title of Book*. City of Publication: Publisher, Year of Publication.

Volness, Kirsten. *How to Make Footnotes*. Providence: Boosey & Hawkes, 2013.

Mercury, Freddie. *Secret Back Roads to New Jersey (As Told By A New Jersey Native)*. Providence: Boosey & Hawkes, 2013.

MLA FORMAT: Lastname, Firstname. *Title of Book*. City of Publication: Publisher, Year of Publication. Medium of Publication.

Volness, Kirsten. *How to Make Footnotes*. Providence: Boosey & Hawkes, 2013. Print.

Mercury, Freddie. *Secret Back Roads to New Jersey (As Told By A New Jersey Native)*. Providence: Boosey & Hawkes, 2013. Kindle Edition.

URLs are treated a bit differently:

CHICAGO FORMAT: Lastname, Firstname. "Title of Web Page." *Title of Website (if relevant)*. Accessed Month Day, Year. URL.

Volness, Kirsten. "MUS434/MUS571.3: Music of the Modern Era (Spring 2013)." Accessed May 3, 2013. <http://www.kirstenvolness.com/mus434.htm>.

McDonald's Corporation. "McDonald's Happy Meal Toy Safety Facts." Accessed July 19, 2008. <http://www.mcdonalds.com/corp/about/factsheets.html>.

MLA FORMAT: Lastname, Firstname. "Page Title." *Website Title, if Any*. Publisher(if known), date published (# Month Year, if known). Web. Date Accessed (# Month Year).

Volness, Kirsten. "MUS434/MUS571.3: Music of the Modern Era (Spring 2013)." Web. 3 May 2013.

McDonald's Corporation. "McDonald's Happy Meal Toy Safety Facts." Web. 3 May 2013.