



# ARCHANGEL INK

## CITATION HANDBOOK

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## **Introduction**

**C**ongratulations on your decision to pursue publishing a book! While the publishing process is incredibly rewarding, producing a quality book can be a lot of hard work. Unfortunately, sometimes this hard work includes much frustration and bewilderment for authors who are unprepared for the vital task of citing their sources.

In this short handbook, we here at Archangel Ink will walk you through the steps of properly and professionally citing the materials you rely on to help illustrate your arguments, support your hypotheses, and point your readers to additional information. Keep this handbook close while you write and prepare your book for publication, and save the frustration and bewilderment for another day!

# The Importance of Proper Citation

In this era of social media and open-access information sources, some authors don't see the importance of properly citing their sources. Many others have simply not been educated on the whys and hows of proper citation. Following are some reasons why citing sources is so essential to a professional, high-quality book.

## Citations Give Credit where Credit Is Due\*

This is perhaps the most important reason to learn how to properly cite the sources you use in your book. Plagiarism (even unintentional plagiarism) is not only unethical but it can also destroy your credibility with readers and publishers. Citing your sources is a perfect opportunity to practice the golden rule—credit others' work as you'd want your work to be credited.

If you are unsure as to when you should cite a source, always err on the side of caution. Generally, citations are needed whether you quote or paraphrase another person's work. Proper and thorough citation is your first defense to prevent lawsuits against you and your writing.

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\* While this citation handbook was written by a professional editor, please note that editors are not trained in the issues of copyright or intellectual property law. Always consult a reputable attorney for definitive legal answers.

Finally, while your book’s editor will be on the lookout for any possible plagiarism or copyright-infringement issues, please note that editors are not trained in law. Your editor may suggest you consult an attorney if they see a potential plagiarism or copyright issue, but they cannot advise you or guide you through the permissions process. Always consult a knowledgeable attorney for definitive answers on legal questions.

## **Proper Citation Saves Time and Money**

You’re excited to get your book to market, and we don’t blame you. But your editor’s work can be seriously slowed when they have to query you every time a citation is needed in the text. The editing process can also be bogged down when your editor faces restyling and reformatting hundreds of endnotes, footnotes, or bibliography entries because they do not conform to *The Chicago Manual of Style* (CMS), 17th edition.

While it may seem daunting or aggravating to take the time to ensure proper citation during your writing process, it will ultimately save your editor and you time—the fewer things your editor has to fix, the sooner they can get the manuscript back to you for revision; and the fewer things you have to revise, the sooner your manuscript can be published.

Properly citing your sources can also save you money. While we at Archangel Ink are happy to tackle citations, the additional time and effort required will factor into the overall cost of your project. Please be aware, though, that the Archangel Ink team is ethically bound to ensure that potential citation problems are called to your attention (or, if possible, fixed by your editor), regardless of the level of service you’ve paid for. In other words, there is no level of editorial service Archangel Ink offers in which our editors will not address citation.

## **Proper Citation Honors and Encourages the Pursuit of Knowledge**

While we've mentioned the importance of crediting others and avoiding plagiarism, it should be noted that proper citation is the best way to point your readers to further knowledge. Without full citation, readers will not know who and what influenced your writing, and they won't know where to go to learn more (or, at least, they will have a more difficult time pursuing that knowledge). Helping your readers by honoring their desire for more knowledge is not just a nicety—it's an obligation every writer should fulfill.

## How to Cite Your Sources

Now that we've established why proper citation is so important, let's dive into how to give your sources credit according to the book-industry standard, *The Chicago Manual of Style* (17th ed.).

While *The Chicago Manual of Style* has two recommended citation systems (which you can read about in chapter 14 and chapter 15 of CMS), Archangel Ink generally suggests using the notes and bibliography system.

The notes and bibliography system employs numbered endnotes or footnotes and a bibliography. Each note is numbered consecutively in each chapter of a book (CMS 14.25) and the bibliography is arranged alphabetically by the authors' last names (CMS 14.19). Be sure that the note numbers in each chapter begin at 1 (CMS 14.25), and that the endnotes themselves are listed by chapter at the end of the manuscript. Endnotes can easily be inserted into your manuscript using Microsoft Word's "Insert Endnote" feature (found in the References tab in recent versions of Word). Be sure that the note number immediately follows that quoted or paraphrased material to which it pertains (CMS 14.26); this ensures that readers will be able to discern your ideas from your source's.

When you insert a note number in the text of your manuscript, Word will automatically insert a corresponding number at the end of your manuscript. This is the endnote, and it's here that you will cite your source. According to CMS 14.20, "A footnote or an endnote generally lists the author, title, and

facts of publication, in that order. Elements are separated by commas; the facts of publication are enclosed in parentheses.” This may sound a bit confusing, but notes are actually very simple to do once you learn the correct format. Please note that while footnotes can be an easier way to cite sources as you’re writing, Archangel Ink recommends using endnotes.

A bibliography can be manually typed into Word, or the program can automatically make one for you using the “Bibliography” function under the References tab. However, we recommend you manually create your bibliography, as this gives you (and your editor and book designer) more control over the bibliography when it comes to time to edit, revise, and format your book.

CMS 14.21 briefly summarizes the structure of a bibliography entry: “In a bibliography entry the elements are separated by periods rather than by commas; the facts of publication are not enclosed in parentheses; and the first-listed author’s name, according to which the entry is alphabetized in the bibliography, is usually inverted (last name first).” Each source that is cited by a note must also be listed in the bibliography; also, sources that are simply mentioned in the text or that are not mentioned but would direct readers to more information on your topic can be listed in the bibliography, per CMS 14.61. Archangel Ink prefers what CMS 14.64 calls a full bibliography: “A full bibliography includes all works cited, whether in text or in notes, other than personal communications. . . . Some particularly relevant works the author has consulted may also be listed, even if not mentioned in the text.”

Now that we've covered the basics of the notes and bibliography system, let's dive into a few examples of particular types of sources so that your notes and bibliography can be complete and ready for the editing process.

## Books

Books are perhaps the simplest type of source, especially if you are citing a single-author book. Here is a single-author example of both an endnote and bibliography entry (be aware that this note example includes a page number to help readers locate an exact quote; if, however, you are referencing the book as a whole, no page number is needed in the note):

1. Courtenay Hartford, *The Cleaning Ninja* (Salem, MA: Page Street Publishing, 2017), 15.

Hartford, Courtenay. *The Cleaning Ninja*. Salem, MA: Page Street Publishing, 2017.

If you are referencing a book that bears the name of an editor instead of an author, you will need to follow the advice of CMS 14.103, which recommends following the editor's name by the abbreviation "ed." Here is an example, using a note and a bibliography entry:

2. Holly Hughes, ed., *Best Food Writing 2014* (Boston: De Capo, 2014), 287.

Hughes, Holly, ed. *Best Food Writing 2014*. Boston: De Capo, 2014.

These days, many authors use e-books rather than traditional books when doing their research. If you need to cite an e-book, note that your notes and bibliography entries will vary slightly from the two previous examples; namely, authors need to alert readers to what type of e-book they consulted (Kindle, Microsoft Reader, NOOK, and so on) at the end of the citation, per CMS 14.159 and 14.160. Here is an example of each type of citation using the Kindle version of a book:

3. Gary Thomas, *Sacred Marriage* (Grand Rapids, MI: Zondervan, 2015), chap. 1 Kindle.

Thomas, Gary. *Sacred Marriage*. Grand Rapids, MI: Zondervan, 2015. Kindle.

Note that, per CMS 14.160, the endnote carries a chapter number rather than a page number since many e-books have unstable pagination due to factors like text size.

Of course, there are many different types of books, and each type requires slight variations in the information provided in an endnote (for example, an endnote citation for an entry in a dictionary will vary from an endnote citation for a memoir or poetry anthology). However, if you supply the information used in the preceding examples, your editor will be able to quickly and easily fill in any gaps (or, if your editor queries you to provide missing information, it will most likely be information that's quick and easy for you to find and insert).

## Magazines, Newspapers, and Journals

Periodicals—such as magazines, newspapers, and journals—can be great sources of information. Whether you consult these sources online or as hard copies, they will need to be cited in a similar fashion to books. There are a few differences, however, including exact publication dates, volume and issue numbers, digital object identifiers (DOIs), and access dates.

Magazines are usually cited by publication date rather than volume and issue numbers, per CMS 14.188. Unlike books, periodicals do not list the location and name of the publisher. Be aware that the publication date is not enclosed in parentheses when citing magazine articles in bibliographies. Also, according to CMS 14.188, no page range is needed in notes, since articles are often broken up by advertising and other extraneous items. The page number pertaining to the quotation or information being cited is sufficient. Here is an example of a hard copy magazine citation as a note and as a bibliography entry:

4. Kimber Wallace, “Candy Craze,” *Southeast Kansas Living*, Winter 2016, 20.

Wallace, Kimber. “Candy Craze.” *Southeast Kansas Living*, Winter 2016, 20.

Many magazines offer their articles online, and a lot of authors choose to cite online magazine articles. If this is the case with your citation, please be aware that you will need to include a URL or DOI in addition to the other information. Note that, according to CMS 14.8, a DOI is preferable to a URL, because DOIs are permanent whereas URLs are subject to change. However, many consumer magazines do not offer DOIs; use them when

they are readily available, but do not omit a URL if a DOI is not supplied by a particular source.

Here are examples of an endnote citation and a bibliography entry using a URL:

5. Anna Starostinetskaya, "Farmer Sends Cows to Sanctuary; Grows Vegetables Instead," *VegNews*, June 14, 2017, <http://vegnews.com/articles/page.do?pagelId=9642&catId=1>.

Starostinetskaya, Anna. "Farmer Sends Cows to Sanctuary; Grows Vegetables Instead." *VegNews*, June 14, 2017. <http://vegnews.com/articles/page.do?pagelId=9642&catId=1>.

Newspapers require much of the same information as magazines, whether they are being cited as hard copies or online articles. However, sometimes the author's name is not available—if that is the case, simply start the citation with the article title. In addition, if the location of the newspaper is not included in its title (e.g., *New York Times*), the location should be included in roman after the italicized newspaper title, according to CMS 14.193. But note, also according to 14.193, that when you are referring to "well-known national papers as the *Wall Street Journal* or the *Christian Science Monitor*, no city name is added." Here is a hard copy example of a small-town, local newspaper:

6. "Wilson Medical Center Adds Speech and Language Therapy to Service Offerings," *Neodesha Derrick* (Neodesha, KS), June 15, 2017.

"Wilson Medical Center Adds Speech and Language Therapy to Service Offerings." *Neodesha Derrick* (Neodesha, KS), June 15, 2017.

Online newspaper articles will need to include the URL. Here is an example of a hard copy citation and a bibliography entry of a well-known newspaper:

7. Jane Mayer, "The Link Between Domestic Violence and Mass Shootings," *New Yorker*, June 16, 2017, <http://www.newyorker.com/news/news-desk/the-link-between-domestic-violence-and-mass-shootings-james-hodgkinson-steve-scalise>.

Mayer, Jane. "The Link Between Domestic Violence and Mass Shootings." *New Yorker*, June 16, 2017. <http://www.newyorker.com/news/news-desk/the-link-between-domestic-violence-and-mass-shootings-james-hodgkinson-steve-scalise>.

Journals are often cited in nonfiction books (particularly scientific journals, though trade journals are sometimes used as sources). Journals often carry DOIs, which are preferred over URLs by CMS 14.175. It's also important to include the article's page numbers in journal article citations (per CMS 14.174), whether the articles are consulted online or in print. Lastly, note that the volume number follows the journal's title and precedes the issue number. Here are some examples:

8. Charlotte van Oyen Witvliet, Thomas E. Ludwig, and Kelly L. Vander Laan, "Granting Forgiveness or Harboring Grudges: Implications for Emotion, Physiology, and Health," *Psychological Science* 12, no. 2 (2001): 117–123, <https://doi.org/10.1111/1467-9280.00320>.

van Oyen Witvliet, Charlotte, Thomas E. Ludwig, and Kelly L. Vander Laan. "Granting Forgiveness or Harboring Grudges: Implications for Emotion, Physiology, and Health." *Psychological Science* 12, no. 2 (2001): 117–123. <https://doi.org/10.1111/1467-9280.00320>.

As with books, there may be some sources in your book that don't exactly adhere to the preceding guidelines. Again, if you are ever in doubt on what elements to include, it's better to include too much information than not enough—your editor will know how to trim down the information, and their cutting out unneeded information is more efficient for you during the revision stage than their querying you to supply more details.

## Websites and Blogs

Web-based content is possibly the most flexible type of source authors rely on. Things on the Internet are constantly changing; however, CMS does provide authors with some recommendations for making web-based citations as complete and consistent as possible.

According to CMS 14.207, web-based citations must always carry either a publication date, modification date, or, if neither a publication date nor modification date are provided by the source, an access date, which is the date you accessed the material. The author of the material should be listed; if the material does not mention the author's name, start a note citation with the title of the article or web page and the corresponding bibliography citation with "the owner or sponsor of the site," per CMS 14.207. At times, it can be helpful to mention the name of the website between the title of the page and the date.

Let's look at an example that does not mention the author's name or publication or modification date:

9. "About Us," FXP Fitness Hula Hoop, accessed June 19, 2017, <https://www.fxpfitness.com/about>.

FXP Fitness Hula Hoop. "About Us." Accessed June 19, 2017. <https://www.fxpfitness.com/about>.

Blog citations are very similar to website citations, with two notable exceptions, per CMS 14.208: (1) the title of the blog should be italicized, similar to a periodical title; and (2) the word "blog" should be immediately follow the blog's title in parentheses, unless "blog" is part of the official name of the blog. In addition, CMS 14.208 recommends that blog citations be kept to notes only; however, a bibliography entry can be included if needed or desired. Let's look at an example of each:

11. Susan Steele, "Introverts and Negative Self-Talk," *Quietly Fabulous* (blog), October 19, 2015, <http://www.quietlyfabulous.com/introverts-and-negative-self-talk/>.

Steele, Susan. "Introverts and Negative Self-Talk." *Quietly Fabulous* (blog), October 19, 2015. <http://www.quietlyfabulous.com/introverts-and-negative-self-talk/>.

## **Go Write and Cite!**

**W**hile this handbook is not exhaustive of all the types of sources and citations that CMS discusses, we here at Archangel Ink hope that it gets you well on your way to becoming a more confident, skillful author. If you are faced with a citation you're not sure how to handle, don't hesitate to reach out to Archangel Ink—we're passionate about citations, the authors who use them to give credit where credit is due, and the readers who rely on them in their quest for knowledge. Now, go write and cite!