Why Don’t My Chicago NB Citations Look Right?

Zotero Hacks

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Research Librarian
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Garbage in – Garbage Out

• Citation management tools aren’t perfect, but they can do a lot.
  • Learn how to use them and what their idiosyncrasies are.

• The metadata in a source being ingested isn’t always complete or doesn’t always match the reality of the source.

• Clean-up is YOUR responsibility.
  • Compare your actual source to the citation as you put it in to make sure it is correct and complete.

• Know what the elements of various citation types are, so you can tell what should and shouldn’t be there.

• Use the manual or this guide https://libguides.nps.edu/citation/chicago-nb.
Hierarchy of Source Types for Title Information

- Book
- Report
- Guide
- Magazine
- Newspaper
- Blog
- Article
- Web Source
- Chapter
- Thesis/Dissertation
- Working Paper
- Press Release

*Italics*

*“Quotation Marks”*

Do not use both italics and quotation marks at the same time!
Item Types to use in Zotero

**BOOK (italics)**
- Instructions/Directives
- Joint Doctrine
- Government/Think Tank Reports
- Pamphlets
- Brochures
- Newsletters
- Field Manual
- Handbooks/Guides
- White Paper

**REPORT (quote marks)**
- Fact Sheet
- Press Release
- Working Paper
- Official Memo
- Official Letter
- Presentation
Capitalization in Zotero

Hover over the title and then right click to pull this up.
Capitalization in Zotero

- Right click over Title
- Select “Transform Text”
- Select “Title Case”
- Adjust capitalization for acronyms & prepositions
8: Names, Terms, and Titles of Works

8.159: Principles of headline-style capitalization

The conventions of headline style are governed mainly by emphasis and grammar. The following rules, though occasionally arbitrary, are intended primarily to facilitate the consistent styling of titles mentioned or cited in text and notes:

1. Capitalize the first and last words in titles and subtitles (but see rule 7), and capitalize all other major words (nouns, pronouns, verbs, adjectives, adverbs, and some conjunctions—but see rule 4).
2. Lowercase the articles the, a, and an.
3. Lowercase prepositions, regardless of length, except when they are used adverbially or adjectivally (up in Look Up, down in Turn Down, on in The On Button, to in Come To, etc.) or when they compose part of a Latin expression used adjectivally or adverbially (De Facto, In Vitro, etc.).
4. Lowercase the common coordinating conjunctions and, but, for, or, and nor.
5. Lowercase to not only as a preposition (rule 3) but also as part of an infinitive (to Run, to Hide, etc.), and lowercase as in any grammatical function.
6. Lowercase the part of a proper name that would be lowercased in text, such as de or von.
7. Lowercase the second part of a species name, such as fulvescens in Acipenser fulvescens, even if it is the last word in a title or subtitle.
Main Rules for Title Capitalization

• Capitalize the first and last words in titles and subtitles, and capitalize all other major words (nouns, pronouns, verbs, adjectives, adverbs, and some conjunctions).

• Lowercase the articles the, a, and an.

• Lowercase prepositions, regardless of length, except when they are used adverbially or adjectivally.

• Lowercase the common coordinating conjunctions and, but, for, or, and nor.
Rules for Capitalization: Hyphenated Compounds

8: Names, Terms, and Titles of Works
8.161: Hyphenated compounds in headline-style titles

The following rules apply to hyphenated terms appearing in a title capitalized in headline style. For rules of hyphenation, see 7.81–89.

1. Always capitalize the first element.
2. Capitalize any subsequent elements unless they are articles, prepositions, coordinating conjunctions (and, but, for, or, nor), or such modifiers as flat or sharp following musical key symbols.
3. If the first element is merely a prefix or combining form that could not stand by itself as a word (anti, pro, etc.), do not capitalize the second element unless it is a proper noun or proper adjective.
4. Capitalize the second element in a hyphenated spelled-out number (twenty-one or twenty-first, etc.) or hyphenated simple fraction (two-thirds in two-thirds majority).

The examples that follow demonstrate the numbered rules (all the examples demonstrate the first rule; the numbers in parentheses refer to rules 2–4).

Under-the-Counter Transactions and Out-of-Fashion Initiatives (2)
Bed-and-Breakfast Options in Upstate New York (2)
Record-Breaking Borrowings from Medium-Sized Libraries (2)
Cross-Stitching for Beginners (2)
A History of the Chicago Lying-In Hospital (2; “In” functions as an adverb, not a preposition)
The E-flat Concerto (2)
Self-Sustaining Reactions (2)
Anti-intellectual Pursuits (3)
Why Solar Is the Future of E-books (3)
A Two-Thirds Majority of Non-English-Speaking Representatives (3, 4)
Ninety-Fifth Avenue Blues (4)
Atari’s Twenty-First-Century Adherents (4)
### Edition Information

**Book:** Intelligence: The Secret World of Spies, An Anthology

**Editors:**
- Loch K. Johnson
- James J. Wirtz

**Edition:** 5th ed.

**Place:** New York
**Publisher:** Oxford University Press
**Date:** 2018
**Pages:** 544
**Language:** English
**ISBN:** 978-0-19-085482-9

*You don’t need to note 1st editions—only subsequent editions.*
A Chapter in a Book = Book Section

Note the difference between authors and editors
- Authors are for the individual chapter title
- Editors are for the title of the book


Important Note:
Put your information all in the “Series” line—don’t split it up.

Most Government Docs = Book in Zotero

- Agency is the author—enter under last name; don’t break it up,
- Place is often Washington, DC [no periods in DC].
- For electronically produced sources, the publisher is often the same as the author.
Citing Web Pages – Organization as Author

<table>
<thead>
<tr>
<th>No author given</th>
<th>Organization as author</th>
</tr>
</thead>
<tbody>
<tr>
<td>S: Organization, “Title, Section, or Page Name in Title Case.”</td>
<td>S: Federal Bureau of Investigation, “Forging Papers to Sell Fake Art.”</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>No date given</th>
<th>No author given</th>
<th>Organization as author</th>
</tr>
</thead>
<tbody>
<tr>
<td>S: Organization, “Title, Section, or Page Name in Title Case.”</td>
<td>S: Department of Defense, “About the Department of Defense (DoD).”</td>
<td>S: Department of Defense, “About the Department of Defense (DoD).”</td>
</tr>
</tbody>
</table>

**Note:** In this case, the author information needs to be **suppressed** in the footnote but not the bibliography.
- See the next slide for how to do that.
Suppressing the Agency as Author

Footnote entry


Bibliography entry

Congressional Hearings

To get this to output correctly:
- Use the Item Type ‘Journal’
- Put U.S. Congress. [House or Senate] in as the author’s Last Name only
- Put the title info in under ‘Publication’
- Put the Body, Congress & Session in as ‘Series’
- Add date and URL in their normal spots


15 years ago, Congress kept Mickey Mouse out of the public domain. Will they do it again?

By Timothy B. Lee
October 26, 2013

For most of history, a great character or story or song has passed from its original creator into the public domain. Shakespeare and Charles Dickens and Beethoven are long dead, but Macbeth and Oliver Twist and the Fifth Symphony are part of our shared cultural heritage, free to be used or re-invented by anyone on the planet who is so inclined. But 15 years ago this Sunday, President Clinton signed the Sonny Bono Copyright Term Extension Act, which retroactively extended copyright protection. As a result, the great creative output of the 20th century, from Superman to “Gone With the Wind” to Gershwin’s “Rhapsody in Blue,” were locked down for an extra 20 years.
### How It Was Pulled into Zotero

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<th>Web Page</th>
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<td>Title</td>
<td>15 years ago, Congress kept Mickey Mouse out of the public domain. Will they do it again? - The Washington Post</td>
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<td>(last), (first)</td>
</tr>
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<td>URL</td>
<td><a href="https://www.washingtonpost.com/news/th">https://www.washingtonpost.com/news/th</a>...</td>
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</tr>
<tr>
<td>Modified</td>
<td>1/4/2019, 8:20:21 PM</td>
</tr>
</tbody>
</table>
15 years ago, Congress kept Mickey Mouse out of the public domain. Will they do it again?

By Timothy B. Lee  
October 25, 2013

For most of history, a great character or story or song has passed from its original creator into the public domain. Shakespeare and Charles Dickens and Beethoven are long dead, but Macbeth and Oliver Twist and the Fifth Symphony are part of our shared cultural heritage, free to be used or re-invented by anyone on the planet who is so inclined. But 15 years ago this Sunday, President Clinton signed the Sonny Bono Copyright Term Extension Act, which retroactively extended copyright protection. As a result, the great creative output of the 20th century, from Superman to "Gone With The Wind" to Gershwin's "Rhapsody in Blue," were locked down for an extra 20 years.
What Date to Use from the Website

- Don’t use the “first published” information
- Journals don’t have days, only months/seasons and years or only years
The Effectiveness of Individual Wellness Counseling on the Wellness of Law Enforcement Officers

Tangoshi, Holly; Kontos, Anthony P.; Remley, Theodore P.

Abstract
The purpose of this exploratory study was to determine the effectiveness of wellness counseling on increasing wellness among law enforcement officers. The study also examined whether position in the Transtheoretical Model (J. O. Prochaska & C. C. DiClemente, 1982) and self efficacy influenced the effectiveness of counseling on wellness. These findings indicate that counseling may increase wellness among law enforcement officers. [PUBLICATION ABSTRACT]
Issues to be Aware with ProQuest Ingests

- Journal titles **never** include place of publication (e.g. Thousand Oaks in this one)
- DOIs shouldn’t include libproxy.nps.edu
"THINGS ARE CHANGING:"
POLICE MENTAL HEALTH AND PSYCHOTHERAPEUTIC HELP-SEEKING
WITHIN AN EVOLVING POLICE CULTURE

by

Breanne Faulkner

A thesis submitted in conformity with the requirements for the degree of Doctor of Philosophy
Department of Applied Psychology and Human Development
University of Toronto
Thesis/Dissertation Information

- Title case applied
- Type changed
- University name added

Title: "Things are Changing: Police Mental Health and Psychotherapeutic Help-Seeking Within an Evolving Police Culture"

Type: PhD diss.

University: University of Toronto
Thesis/Dissertation – What Link Is Best?

• When possible, rather than using the long URL for the actual PDF, try to take it back to the entry point.
• Look for a permanent link OR HANDLE—this is like the DOI for journals and books.

This was the original link: https://tspace.library.utoronto.ca/bitstream/1807/89692/3/Faulkner_Breanne_201806_PhD_thesis.pdf
Placing and Combining Citations

• Use only one citation per sentence at the end of the sentence.
• Combine all sources under one footnote.
• Separate each with a semicolon

Adding Multiple Sources in Zotero – Step 1

Show Editor: Multiple Sources...
Adding Multiple Sources in Zotero – Step 2

- Use the arrows to pull over each citation in the order you want them.
- Include pagination as appropriate.
- Zotero will automatically add semicolons.
- Add ‘and’ in the prefix field for the last one to have it added in the proper place in the footnote.
Combined Footnote – Individual Bib. Entries


This shows the semicolon between items and the placement of the ‘and’ before the last entry.
Select the Edit dropdown menu

Select any source in your library
Preview Citation Formatting

Select “Preferences”
Preview Citation Formatting

Select Chicago Manual of Style, 17th edition (full note)

Click on “Cite”

Click on “Style Preview”
Creating a Bibliography from Your Footnotes

• In your word document put your cursor at the END of the document
• Click on the Add/Edit Bibliography

Zotero will add ONLY the sources you have used in your footnotes
Creating a Bibliography of Everything

- Highlight sources you want
- Right click to get dialog box
- Click Create bibliography from Items
- Choose your Citation Style
- Choose your Output Method
Questions or Problems?

• Citation Management in Zotero Guide
  https://libguides.nps.edu/zotero

• Email, Call or Slack me
  • Email: gmarlatt@nps.edu
  • Cell: 831-392-7899
  • Work: 831-656-3500
  • Slack: @Greta Marlatt