

Chicago Style: Notes & Bibliography

The following information is an abridged version of the style and formatting guidelines found in the lengthy and detailed *Chicago Manual of Style*, 15th ed. (2003). Professors often prefer a format which differs from the basic rules included here. Always consult your professor's instructions first. This sheet covers the Notes & Bibliography System; if you are using the Author-Date System, please refer to Chicago Style: Author-Date System.

General Formatting for Endnotes & Footnotes

◆ **Superscript**

To acknowledge a source in your paper, put a superscript number after the punctuation at the end of the sentence containing the quote or paraphrase. Do not put any punctuation after the number.

◆ **Placement**

Endnotes are included on a separate page following the end of the text, with the title "Notes" centered at the top. The page numbering will continue on this page. Footnotes are placed at the bottom of the page separated by a typed line, 1.5 inches long.

◆ **Formatting**

The numbers in the endnotes or footnotes correspond to the number used in the body of the paper. These numbers are in normal text (not raised), are followed by a period and one space. The first line of the note is indented five spaces and the subsequent lines are flush left. The note itself is single spaced, while the space between the notes is double-spaced.

◆ **Abbreviations**

Do not use word "page" or abbreviated, "p." or "pp.". Simply reference the page number.

◆ **Abbreviated Citations for Subsequent Notes**

The first time a source is cited, complete information for the source must be included. Subsequent citations may be abbreviated. For notes which are preceded **immediately** by the same source information, the cite may be abbreviated one of two ways. By citing only the author's last name and page number— 2. Smith, 64; or by the Latin abbreviation "Ibid." followed by page numbers -- 2. Ibid., 64. If the subsequent citation does not immediately follow the same source, "Ibid." cannot be used. Rather, the subsequent note must be referenced by the abbreviated form of author's last name and page number.

◆ **Notes as Supplement to Research**

Notes can be used to supplement a Chicago Style paper with additional information. Substantive notes may merely amplify the text and include no sources or the note itself may contain quotes or paraphrasing requiring citation. When a note contains the source and substantive material, the source appears first, followed by a period. Example:

Shakespeare, *Julius Caesar*, act 3, sc. 1. Caesar's claim of constancy should be taken with a grain of salt.

When the substantive note contains a quote or paraphrase requiring citation, the source follows the ending punctuation of the quote. Example:

12. One estimate of the size of the reading public at this time was that of Sydney Smith: "Readers are fourfold in number compared with what they were before the beginning of the French war." Letters, ed. Nowell C. Smith (New York: Oxford University Press, 1953), 1:341, 343.

Citation Formats for Endnotes & Footnotes

A book with one author:

Author, *Title* (City, State Abbreviation: Publisher, Year), page.

15. Judith A. Stanford, *Connections, A Multicultural Reader for Writers* (Mountain View CA: Mayfield Publishing Co., 1993), 34.

A book with two authors (or editors):

Authors, *Title* (City, State Abbreviation: Publisher, Year), page.

16. John D. Ramage and John C. Bean, *The Allyn and Bacon Guide to Writing* (Needham Heights, MA: Allyn & Bacon, 1997).

A book with four or more authors:

First Author name "and others", *Title* (City: Publisher, Date), page.

17. Gerald F. Cole and others, *Criminal Justice in America* (Belmont, CA: Wadsworth, 1996), 34.

A book with no author:

Title, edition (City: Publisher, Date).

18. *Merriam-Webster's Collegiate Dictionary*, 10th ed. (Springfield, MA: Merriam-Webster, 1993).

Book with editor or translator:

Editor, *Book Title* (City: Publisher, Date).

19. Edwin Morgan, trans., *Beowulf* (Berkeley, CA: University of California Press, Ltd, 1952).

An article or chapter in an edited book or anthology:

Author, "Title of Work," in *Book Title*, Editor (City: Publisher, Date), page.

20. Brian Rogoff, "Memory Development in Cultural Context," in *Cognitive Learning and Memory in Children*, ed. Michael Pressley (New York: Springer-Verlag, 1985), 117-142.

Article in a journal (paged continuously through issues of a volume)

Author, "Title of Work," *Journal Title* Volume No. (year): page.

21. Robert Krolik, "Inventing Instant TV Traditions: George Stevens, Jr., Honoring Just About Everybody in Sight," *Television Quarterly* 27 (1994): 69-75.

Note: give only the volume number and year, not the issue number.

Article in a journal (each issue paged separately):

Author, "Title of Work," *Journal Title* Volume, issue no. (year): page.

22. Robert Krolik, "Inventing Instant TV Traditions: George Stevens, Jr., Honoring Just About Everybody in Sight," *Television Quarterly* 27, no. 2 (1994): 69-75.

Note: include the issue number.

Article in a magazine:

Author, "Article Title," *Magazine Title*, Date, page.

23. Chris Ezzell, "The Business of the Human Genome," *Scientific American*, July 2000, 48.

Note: For weekly magazines cite month, date, year; cite only month for monthly magazine. In notes, cite only the first page of article, not range of pages. Cite range of pages for bibliography.

Article in newspaper:

Author, "Article Title," *Newspaper Title*, edition, section, complete date.

24. Frank Norris, "Are 20 Years of Market Joy About to End?," *New York Times*, late edition, sec. F, November 27, 1994.

Note: Do not include word "The" in the name of a newspaper. Page number is not necessary.

Web page or document from Web site:

Author of content (if known), "Title of Document," owner or sponsor of site, the URL (date accessed).

25. The University of Chicago, "The Chicago Manual of Style Online,"
<http://www.chicagomanualofstyle.org> (accessed January 19, 2007).

Note: if no author, owner of site may be used instead.

Article obtained through an online database:

Author, "Article Title," *Journal Title* Volume (year), the URL (date accessed if time sensitive).

26. Ingrid Holmberg, "The Sign of Metis," *Arethusa* 30 (1997), <http://www.muse.jhu.edu> (June 18, 2007).

Bibliography Format Used for the Notes & Bibliography System

- Place at end of paper preceding the index.
- Works cited in single alphabetical list by last name of author.
- Titles are in italics using headline style (i.e. the first letter of each word is capitalized)

A book with one author:

Author. *Title*. City, State Abbreviation: Publisher, Year.

Stanford, Judith A. *Connections, A Multicultural Reader for Writers*. Mountain View, CA: Mayfield Publishing Co., 1993.

A book with two authors (or editors):

Only the first author's name is referenced by last name first. Always use "and" between names, not "&".

Authors. *Title*. City, State Abbreviation: Publisher, Year.

Ramage, John D., and John C. Bean. *The Allyn and Bacon Guide to Writing*. Needham Heights, MA: Allyn & Bacon, 1997.

A book with editor or translator.

Editor or translator. *Title*. City: Publisher, date.

Morgan, Edwin, trans. *Beowulf*. Berkley, CA: University of California Press, Ltd, 1952.

Article in a journal

Author. "Title of Work." *Journal Title* Volume (date): page.

Krolik, Robert. "Inventing Instant TV Traditions: George Stevens, Jr., Honoring Just About Everybody in Sight." *Television Quarterly* 27 (1994): 69-75.

Article in a Magazine

Author. "Title of Work." *Magazine Title*, date.

Ezzell, Chris. "The Business of the Genome." *Scientific American*, July 2000.

Note: *Chicago Manual of Style* states that newspaper articles and certain web-based resources may be cited in running text (e.g. "As Frank Norris noted in a *New York Times* article on November 27, 1994....") rather than an in-text citation and that they are often omitted from a bibliography or reference list. However, a professor may require full citation. The following represents the more formal means of citation.

Article in a Newspaper

Author, "Title of Work." *Newspaper Title*, date, section.

Norris, Frank. "Are 20 Years of Market Joy About to End?" *New York Times*, November 27, 1994, section F, late edition.

Web Page or Document from Web Site

Author of content (if known). "Title of Work." Owner or sponsor of site. URL (date accessed).

University of Chicago. "The Chicago Manual of Style Online." <http://www.chicagomanualofstyle.org> (January 19, 2007).

Note: *Chicago Style* indicates that if there is no author, the owner of the site may be substituted for the author.

Article obtained through an online database

Author. "Title of Work." *Journal Title* Volume (date) URL (date accessed if time sensitive).

Holmberg, Ingrid. "The Sign of Metis." *Arethusa* 30 (1997) <http://www.muse.jhu.edu> (June 18, 2007).

Note: If all of the sources used within the paper are included in the bibliography, then a short form of the citation may be used in the footnote. For example:

Bibliographic entry:

Stanford, Judith A. *Connections, A Multicultural Reader for Writers*. Mountain View, CA: Mayfield Publishing Co., 1993.

Short form of footnote:

Stanford, *Connections*, 25.