Chicago Manual Notes and Bibliographies

The bibliography, placed at the end of your paper, is an alphabetized list of books, articles, and other sources used and consulted in the course of writing the paper.

While bibliographies and notes contain basically the same information, the table below illustrates how bibliographic entries differ from note entries:

<table>
<thead>
<tr>
<th><strong>Footnote or Endnote</strong></th>
<th><strong>Bibliographic reference</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Numbered</td>
<td>Alphabetized</td>
</tr>
<tr>
<td>Author = first name and then last name</td>
<td>Author = last name, comma, then first name</td>
</tr>
<tr>
<td>Place inside parentheses the location of publication, publisher, and year</td>
<td>No parentheses for location, publisher, and year. List as Location: Publisher, year.</td>
</tr>
<tr>
<td>Uses commas to separate items</td>
<td>Uses periods to separate items</td>
</tr>
<tr>
<td>Lists specific pages from which you took information</td>
<td>Lists entire books, complete chapters, or journal articles to which you referred (page ranges used only for articles or separately authored chapters in an anthology or other compilation)</td>
</tr>
<tr>
<td>Indents: First line indented 3 spaces; subsequent lines are not (if using MS Word “insert footnote” automatic space settings are fine)</td>
<td>Indents: Use “hanging indent”, i.e. first line not indented, subsequent lines are indented 5 spaces (use automatic formatting for hanging indent)</td>
</tr>
<tr>
<td>Spacing: Double spaced</td>
<td>Spacing: Double spaced</td>
</tr>
</tbody>
</table>

Example of a footnote

Example of bibliographic entry of the same work

Within the text of your writing, note sources for summarized, paraphrased and quoted material by placing a superscript number immediately after the end punctuation of a sentence containing the quotation, paraphrase, or summary.

- **Example:** This is how one acknowledges a source in *Chicago Manual* style documentation.
Place Footnotes

- at the bottom of each page
- separated from the text with a typed line, 1.5 inches long.

Most word-processing software has an automatic set-up for inserting footnotes. Use that.

Some instructors will allow you to place notes as endnotes on a separate page (titled Notes) at the end of your paper.

How to format notes

Use automatic footnoting in MS Word 2007 or later (or similar program) use the “References” tab and select “Insert Footnote”.

In earlier version, you may find the option by selecting “insert” then “references” and finally “footnote”. If you want “endnotes” you can select that option in the screen that pops up after you select “footnotes”.

If manually entering a footnote at the bottom of a page (not recommended) be sure to

- use the same number as in the body of your paper
- do not raise or superscript it
- indent 3 spaces before typing the number
- put a period and two spaces after the number.

How to note several references to same author in a paragraph

If a single paragraph of your paper contains several references to the same author, you may use one number after the last quotation, paraphrase, or summary to indicate the source for all of the material used in that paragraph.

Repeated Entries (Footnotes): If a source has been fully cited in one footnote, subsequent footnotes of that source can be abbreviated to the author’s last name, title, and page. The word Ibid may be used instead of a brief entry, if the entry directly above is the same.

Abbreviations

Generally, do not use the abbreviations "p." and "pp." before page numbers.

Cover Pages (see sample at the end of this packet)

- Title appears 2 inches from top, centered, typed in ALL CAPS, double-spaced if more than 1 line
- At the bottom of the page and on separate double-spaced lines, place
  - Your name
  - Title of Course
  - Date
  - Word count

See the sample notes and bibliographic entries shown on the next 6 pages for more complete information and further examples.
Citing Sources in *Chicago Manual 16th Edition Style*

Notes and Bibliography: Sample Citations

The following examples illustrate citations using the notes and bibliography system. Examples of notes are followed by shortened versions of citations to the same source (numbered as 2 in these examples). For more details and many more examples, see chapter 14 of *The Chicago Manual of Style 16th ed.* When a source is used twice in a row on the same page, the second note may state Ibid.

**Book**

**One author**


**Two or more authors**


For four or more authors, list all of the authors in the bibliography; in the note, list only the first author, followed by *et al.* ("and others"):  
1. Dana Barnes et al., *Plastics: Essays on American Corporate Ascendance in the 1960s* . . .

2. Barnes et al., *Plastics* . . .

**Editor, translator, or compiler instead of author**


**Editor, translator, or compiler in addition to author**


**Chapter or other part of a book**


All information from *Chicago Manual Online*


Chapter of an edited volume originally published elsewhere (as in primary sources)


Preface, foreword, introduction, or similar part of a book


2. Rieger, introduction, xxxiii.


Book published electronically

If a book is available in more than one format, cite the version you consulted. For books consulted online, list a URL; include an access date only if one is required by your publisher or discipline. If no fixed page numbers are available, you can include a section title or a chapter or other number.


3. Austen, Pride and Prejudice.


Journal article

Article in a print journal
In a note, list the specific page numbers consulted, if any. In the bibliography, list the page range for the whole article.


Article in an online journal
Include a DOI (Digital Object Identifier) if the journal lists one. A DOI is a permanent ID that, when appended to http://dx.doi.org/ in the address bar of an Internet browser, will lead to the source. If no DOI is available, list a URL. Include an access date only if one is required by your publisher or discipline.


Item in a commercial database
For items retrieved from a commercial database, add the name of the database and an accession number following the facts of publication. In this example, the dissertation cited above is shown as it would be cited if it were retrieved from ProQuest’s database for dissertations and theses.


Article in a Newspaper or Popular Magazine
Newspaper and magazine articles may be cited in running text (“As Sheryl Stolberg and Robert Pear noted in a *New York Times* article on February 27, 2010, . . .”) instead of in a note, and they are commonly omitted from a bibliography. The following examples show the more formal versions of the citations. If you consulted the article online, include a URL; include an access date only if your publisher or discipline requires one. If no author is identified, begin the citation with the article title.

Citing Sources in *Chicago Manual* 16th Edition Style


**Book review**


**Thesis or dissertation**

2. Choi, “Contesting Imaginaires.”


**Paper presented at a meeting or conference**


Citing Sources in *Chicago Manual 16th Edition Style*

**Website**
A citation to website content can often be limited to a mention in the text or in a note (“As of July 19, 2008, the McDonald’s Corporation listed on its website . . .”). If a more formal citation is desired, it may be styled as in the examples below. Because such content is subject to change, include an access date or, if available, a date that the site was last modified.

3. “Google Privacy Policy.”


**Blog entry or comment**
Blog entries or comments may be cited in running text (“In a comment posted to *The Becker-Posner Blog* on February 23, 2010, . . .”) instead of in a note, and they are commonly omitted from a bibliography. The following examples show the more formal versions of the citations. There is no need to add *pseud.* after an apparently fictitious or informal name. (If an access date is required, add it before the URL; see examples elsewhere in this guide.)


**E-mail or text message**
E-mail and text messages may be cited in running text (“In a text message to the author on March 1, 2010, John Doe revealed . . .”) instead of in a note, and they are rarely listed in a bibliography. The following example shows the more formal version of a note.