

Chicago Style: The Notes and Bibliography System

There are TWO basic documentation systems in Chicago:

- A. **Notes and Bibliography** (also called the “*humanities system*” because it is favored by writers in literature, history, and the arts)
- B. **Author-Date** (favored by writers in the physical, natural, and social sciences)



The Humanities System: Notes and Bibliography

- Uses footnotes or endnotes instead of in-text citations. A superscript note number is placed within the text following the end of the sentence in which the source is referenced. This superscript corresponds to a numbered citation at the bottom of the page (in the case of footnotes). With endnotes, all citations appear together at the end of the entire document.
- The paper is usually followed by a bibliography. *If there is no bibliography*, a full citation note is needed every time a source is cited. *If there is a bibliography*, then a full citation is only needed the first time a new source is cited. If the source is cited again, a shortened citation is used.

Footnote:

1. William Faulkner, *Absalom, Absalom!* (New York: Vintage Books, 1990), 271.

Shortened Citation Note:

2. Faulkner, *Absalom, Absalom!*, 271.

Entry in bibliography:

3. Faulkner, William. *Absalom, Absalom!*. New York: Vintage Books, 1990.

How to use this system:

As with any documentation system, close consultation with a good reference guide is essential to using the system correctly. We recommend the following which go into detail about the precise format of notes and bibliographic entries for all types of sources:

- Chicago Manual of Style, 17th ed.
- Chicago Manual Online Quick Guide:
http://www.chicagomanualofstyle.org/tools_citationguide.html
- OWL at Purdue: <https://owl.english.purdue.edu/owl/resource/717/01/>

Inserting note numbers:

Footnotes/endnotes are numbered consecutively from the beginning of the paper. If any notes are added or deleted in your revisions, the remaining notes must be renumbered. If you use the footnote/endnote tool in MS Word, this numbering and renumbering will be done automatically for you.¹ With rare exceptions, note numbers belong **at the end of a sentence, after any punctuation:**

Men and their unions, as they entered industrial work, negotiated that young women would be laid off once they married, the commonly acknowledged “marriage bar.”⁴

“This,” wrote George Templeton Strong, “is what our tailors can do.” (In an earlier book he had said quite the opposite.)⁵

¹ To insert a footnote or endnote in MS Word, place your cursor where you want the note number to appear. Go to Insert in the top menu. Highlight “Reference” and click on “Footnote.” A box will appear that allows you to choose between footnotes and endnotes. Clicking “OK” will insert a superscript number in your text and split your screen. You will see your document on top and the footnote/endnote box on bottom. Type in your footnote/endnote citation, hit “Close” (if you wish), and proceed with your writing.

Formatting the notes:

The **first time** you are citing a particular source, your note (footnote or endnote) must give complete publication information as well as the page number of the material you are citing. ***If there is no bibliography***, use this format for every citation.

1. Samuel A. Morley, *Poverty and Inequality in Latin America: The Impact of Adjustment and Recovery* (Baltimore: Johns Hopkins University Press. 1995). 24-5.

If including a bibliography, after you have already cited a source and given its complete publication information, you may use a **shortened form of the citation**. This includes only the author's last name, the main title of the work cited (shortened if more than four words), and the page number(s) on which the cited material appears.

4. Morley, *Poverty and Inequality*, 43.

If the work you are citing is the work that you last cited (in the note immediately preceding this citation), use the Latin abbreviation "*ibid.*" followed by a comma and the page number(s) (if they are different from the previous citation). *Ibid.* is short for *ibidem*, meaning "in the same place."

5. Farminkle, *Humor of the Midwest*, 241.

6. *Ibid.*, 258-9.

7. *Ibid.*

Creating an Entry in the Bibliography:

Here are some common types of entries intended to give you a sense of what bibliography entries in this system look like. Remember, you must consult a reference guide for more.

Basic format for a book: author (Last name, First name), title, city of publication, publisher, date of publication:

Rushdie, Salman. *The Ground Beneath Her Feet*. New York: Henry Holt, 1999.

Article in a journal: author, title of article, title of journal, volume, issue number (if given), page numbers.

McMillen, Sally G. "Antebellum Southern Fathers and the Health Care of Children." *Journal of Southern History* 60, no. 3 (1994): 513-32.

Article in a journal accessed electronically: cite as you would any article in a journal, but after the page numbers at the end, add the DOI (preferred) or full URL of the article. The access date should be located immediately prior to DOI or URL and followed by a period. Do not put the URL in brackets; end with a period.

Website: author, title of webpage, publishing organization or name of website, publication date, URL.

Google. "Privacy Policy." Privacy & Terms. Last modified April 17, 2017.
<https://www.google.com/policies/privacy/>.