Using Chicago Style

This brief handout was compiled using the Chicago Manual of Style, sixteenth edition. Examples were adapted from various sources, including the Purdue OWL, and revised February, 2013. For further information, please refer to the Chicago Manual of Style.

Notes and Bibliography (NB) in Chicago Style

The Chicago NB system contains both footnotes or endnotes and a bibliography. A footnote should be used every time a source is referenced, whether through a direct quote or through a paraphrase or summary. Footnotes will be added at the end of the page on which the source is referenced, and endnotes will be compiled at the end of each chapter or at the end of the entire document.

In either case, a superscript number corresponding to a note with the bibliographic information for that source should be placed in the text following the end of the sentence or clause in which the source is referenced. In the actual footnote, the number should not be superscripted.

The first note for each source should include all relevant information about the source: author’s full name, source title, and facts of publication. If you cite the same source again, the note need only include the surname of the author, a shortened form of the title (if more than four words), and page number(s). If you cite the same source and page number(s) from a single source two or more times consecutively, the corresponding note should use the word “Ibid.” (an abbreviated form of the Latin “ibidem”), which means “in the same place.” If you use the same source but a different page number, the corresponding note should use “Ibid.” followed by a comma and the new page number(s).

Books

Footnote (N):
1. Firstname Lastname, Title of Book (Place of publication: Publisher, Year of publication), page number.

Corresponding Bibliographical Entry (B):
Lastname, Firstname. Title of Book. Place of publication: Publisher, Year of publication.

Book by Multiple Authors

N:

**Translated Work with One Author**

N:


**Book with Author and Editor**

N:


**Article, Chapter, Essay, Short Story, etc., in an Edited Collection**

N:


**Introduction in a Book**

N:


**Journals**

Notes and bibliographic entries for a journal include the following: author’s name, article title, journal title and issue information. Issue information refers to volume, issue number, month, year, and page numbers. For online works, retrieval information and the date of access are also included.

The volume number follows the journal title with no punctuation and is not italicized. The issue number (if it is given) is separated from the volume number with a comma and is preceded by “no.” The year appears in parentheses after the volume number (or issue number if given). The year may be preceded by a specific date, month, or season if given. Page information follows the year. For notes, page number(s) refer only to the cited material; the bibliography includes the first and last pages of the article.

Notes include the author’s name as listed in the article. Bibliographic entries, however, invert the author’s name.

Both notes and bibliographies use quotation marks to set off the titles of articles within the journal.

Journal titles may omit an initial “The” but should otherwise be given in full, capitalized (headline-style), and italicized.
N:

B:

**Electronic Journals**

Citing electronic journals generally follows the same format for print journals, as explained above. Additionally, entries include the DOI or URL (DOIs are preferred). The date accessed may also be included, especially if the material is time sensitive, but it is not required by Chicago in citations of formally published electronic sources. The access date may be included immediately prior to the DOI or URL and, if included, should be separated by commas in notes or periods in bibliographical entries.

N:


**Newspapers**

*Names of Newspapers:*
If the name of a newspaper begins with “The,” this word is omitted. For American newspapers that are not well-known, a city name should be added along with the newspaper title (see below). Additionally, a state abbreviation may be added in parenthesis after the city name.

*Newspaper Services:*
News services, such as the Associated Press or the United Press International, are capitalized but not italicized.

*Headlines:*
Headlines may be capitalized using “headline style,” in which all major words are capitalized, or “sentence style,” in which only the first word and other proper nouns are capitalized. Although many major newspapers prefer sentence style, Chicago recommends headline style for consistency among various types of cited sources.

*Regular Columns:*
If a regular column is cited, the column name may be included with the article title or, to save space, the column name may replace the article title.

*Citing in Text:*
Newspapers are more often cited in text or in notes than in bibliographies. If newspaper sources are carefully documented in the text, they need not be cited in the bibliography.
N:  

B:  

Web Sources

Web sites may be cited in running text (“On its Web site, the Evanston Public Library Board of Trustees states . . .”) instead of in a parenthetical citation, and they are commonly omitted from a bibliography or reference list as well.

N:  
1. Firstname Lastname, “Title of Web Page,” *Publishing Organization or Name of Website in Italics*, publication date and/or access date if available, URL.

B:  
Lastname, Firstname. “Title of Web Page.” *Publishing Organization or Name of Website in Italics*. Publication date and/or access date if available. URL.

Film, Television, and Other Recorded Mediums

N:  
1. Firstname Lastname, *Title of Work*, Format, directed/performed by Firstname Lastname (Original release year; City: Studio/Distributor, Video release year.), Medium.

B:  