Citing Sources: *Chicago Style*

NOTES & BIBLIOGRAPHY

The Chicago style of citation was developed by the University of Chicago Press and is preferred by many writers in literature, history, and the arts (14.2).

Examples of footnotes/endnotes and bibliography are based on the Chicago Manual of Style, 17th ed. For additional examples and details consult the full Chicago Manual kept at the Research Help Desk (Ref Z 253.U69 2017). Some disciplines may require other styles, so check with your instructor for a style recommendation. For updated citation information consult http://www.chicagomanualofstyle.org/tools_citationguide/citation-guide-1.html

**General Guidelines**

(Numbers in parentheses refer to the related sections in the Chicago Manual of Style, 17th ed.)

- Chicago Notes & Bibliography format uses *footnotes* or endnotes for citations within the text (whether a direct quote, paraphrase, or summary) (see 14.1, 14.2).
- The first footnote for any publication should give the full bibliographic information with an indication of the page or pages used (see 14.20).
- In following footnotes, the author’s last name, shortened title and page number are sufficient (see 14.30).
- In a departure from previous editions, Chicago discourages the use of *ibid.* in favor of shortened citations; to avoid repetition, the title of a work just cited may be omitted (see 14.34).
- Footnotes should be indented one half inch in the first line.
- For an *in-text citation*, the number designating the footnote should be at the end of the material being cited. The number should be superscript or raised and numbered consecutively, beginning with 1 (see 14.26). On the References tab, Microsoft Word inserts a reference mark in the text and adds the footnote or endnote at the bottom of the page. For example:
  
  “Federals running for their lives had little time to concern themselves with a flag.”

- The bibliography, or list of sources cited, is at the end of the paper, in alphabetical order by author. If a work does not have an author, it is placed in the list by title rather than author.
- Bibliography entries should have hanging indentation; the first line is not indented and any following lines are indented one half inch (see 2.11).
- In a bibliography entry the elements are separated by periods rather than by commas; the facts of publication are not enclosed in parentheses; and the first-listed author’s name, according to which the entry is alphabetized in the bibliography, is usually inverted (last name first) (see 14.21).
- Sources consulted online should generally include a uniform resource locator, or URL, as the final element in a citation (see 14.6). If the source offers a Digital Object Identifier (DOI), use that; otherwise, determine whether a persistent URL, permalink, stable URL, or the like is available (see 14.9, 14.10). For a source consulted via a library or other commercial bibliographic database and available only through a subscription or library account, it may be best to name the database in lieu of a URL (see 14.11).
Citation Examples

Book with Single Author or Editor (14.19; 14.23; 14.75; 14.100, 14.101)


Book with Two Authors (14.23; 14.76)


Book with Four or More Authors (14.23; 14.76)


Shortened Note: 8. Adams et al., *Learning to Teach*, 35.


For works with more than ten authors, Chicago recommends the policy followed by the American Naturalist: only the first seven should be listed in the bibliography, followed by et al.

Books — Editor in Place of Author (14.103)

When no author appears on the title page, a work is listed by the name(s) of the editor(s), compiler(s), or translator(s). In full note citations and in bibliographies, the abbreviation ed. or eds., comp. or comps., or trans. follows the name, preceded by a comma. In shortened note citations and text citations, the abbreviation is omitted.

Contribution to a multiauthor book (14.107)


Shortened Note: 12. Miller, “Posthuman,” 325.


Books consulted online (14.161)


*A URL based on a DOI (appended to https://doi.org/), if it is available, is preferable to the URL that appears in your browser’s address bar when viewing the article (or the abstract).*

**Magazines (14.188 – 14.190)**


**Newspapers (14.191 – 14.200)**


**Websites (14.205–14.207)**

Footnote:  23. “‘No Way To Prevent This,’ Says Only Nation Where This Regularly Happens,” *Onion*, last modified February, 14, 2018, 5:32 p.m., https://www.theonion.com/no-way-to-prevent-this-says-only-nation-where-this-r-1823016659.

Shortened Note:  24. Onion, “‘No Way To Prevent This.’”

Bibliography:  Onion. “‘No Way To Prevent This,’ Says Only Nation Where This Regularly Happens.” Last modified February, 14, 2018, 5:32 p.m. https://www.theonion.com/no-way-to-prevent-this-says-only-nation-where-this-r-1823016659.

*This example uses the “last modified” revision date (14.13). If that date cannot be determined, use the access date (14.12). If the author or editor is unknown, the note or bibliography entry should normally begin with the title (14.79).*
Social Media Content (14.205; 14.206; 14.209)

Footnote: 25. Carla Hayden (@LibnOfCongress), “Hello @Twitter! I am Carla Hayden, the 14th #LibrarianOfCongress. Let's explore @LibraryCongress together,” Twitter, September 14, 2016, 10:29 a.m., https://twitter.com/LibnOfCongress/status/776110670114848768.

Shortened Note: 26. Hayden, “Hello @Twitter!”

Bibliography: Hayden, Carla (@LibnOfCongress). “Hello @Twitter! I am Carla Hayden, the 14th #LibrarianOfCongress. Let's explore @LibraryCongress together.” Twitter, September 14, 2016, 10:29 a.m. https://twitter.com/LibnOfCongress/status/776110670114848768.

In place of a title, quote up to the first 160 characters of the post. Comments are cited in reference to the original post.

Personal Communications – Email (14.214)


Shortened Note: 28. Doe, email.

Bibliography: Email messages, letters, etc. “are rarely listed in a bibliography.” Note that the actual email address “should be omitted. Should it be needed in a specific context, it must be cited only with the permission of its owner.”

Online Multimedia and Apps (14.267; 14.268)

Footnote: 33. Mike Danforth and Ian Chillag, “F-Bombs, Chicken, and Exclamation Points,” April 21, 2015, in How to Do Everything, produced by Gillian Donovan, podcast, MP3 audio, 18:46, https://tmblr.co/ZyXenx1i-dLU-.

Shortened Note: 34. Danforth and Chillag, “F-Bombs.”

Bibliography: Danforth, Mike, and Ian Chillag. “F-Bombs, Chicken, and Exclamation Points.” Produced by Gillian Donovan. How to Do Everything, April 21, 2015. MP3 audio, 18:46. https://tmblr.co/ZyXenx1i-dLU-.


Citations in predominantly legal works generally follow one of two guides … The Bluebook: A Uniform System of Citation, published by the Harvard Law Review Association, is the most widely used citation guide; its conventions predominate in law reviews [available at the Research Help Desk, Ref KF245.B53 2015].