Chicago Style: Notes-Bibliography System
For the humanities, including literature, history and the arts

This guide shows how to cite sources using footnotes and bibliography according to the Chicago Manual of Style, 16th ed. (Call number: Z 253 U69 2010 SMUREF). This style is often used in the humanities, such as history. Citations are given in the notes, which are numbered consecutively and correspond to a number placed in the text where the information is used. A separate bibliography, listing all sources in alphabetical order, is often provided as well at the end of the document.

These examples are intended as a guide. For further clarification, please consult the manual. Numbers in brackets refer to the corresponding sections of the manual.

Chicago Style has a second citation method: the Author-Date System is used in the sciences and social sciences. For examples of citing using that style, please see the library’s handout, “Chicago Style: Author-Date System.” Within a paper, a single style is always followed consistently.

---

### General Rules

**Format for new notes:** Notes can either appear at the foot of the same page where the information is being used (footnotes), or be listed together at the end of the paper (endnotes). Number your notes in sequence with a superscript in the text and a full-size number at the start of the note. Give the full citation in the first note for each new source:

**Text:** According to Downing, demystification is an essential part of Foucault’s theory.  

**Note:**  


**Format for subsequent citations:** When referring to a work that you have already cited, you may use a shortened citation for subsequent notes:


**Format of notes vs. bibliography:** Notes are written like a single statement, with the author’s name in normal order, elements separated by commas, publication information in parentheses, and a period at the end. Citations in bibliographies, in contrast, separate each element with periods, and invert the first author’s name. [14.14-14.16] Notes typically include reference to specific page numbers; bibliographies refer to the entire item. For example:

**Note:**  


**Citing multiple works by same author(s)/editor(s):** Repeat the name(s) in each note, but for your bibliography, insert a long (3-em) dash in place of the name(s) after the first appearance. In the case of multiple authors, names must appear in the same order as in the originals. Arrange the entries alphabetically by title. [14.65]


Book with one author: [14.18, 14.75]


Book with two or more authors: [14.18, 14.76]


Book with three or more authors: [14.18]


Book with four or more authors: In the note, list only the first author’s name, followed by “et al.” List all of the authors in the bibliography, as shown in the previous example. [14.18]


Article or chapter in an edited book: [14.112]


Journal article: [14.18, 14.175-14.198]


Magazine article: Citing magazines articles within the text is sufficient – an entry in the bibliography is not required [14.199-14.202].

Note: 3. Alex Altman, “All in a Year’s Work,” Time, January 10, 2011, 16.
**Newspaper articles and encyclopedia entries:** Newspapers are more commonly cited in notes or parenthetical references in your text rather than in bibliographies. You can also refer to reference works like encyclopedias in notes only. The example here gives “s.v.” to denote the entry, rather than a page number. [14.203, 14.206, 14.247]


**Corporate author or government publication:** If the organization issues the publication and there is no named author, cite the organization as both the author and the publisher. [14.92]


**Electronic Sources**

**Electronic journal articles:** When citing an online journal article, include the DOI. If the article does not have a DOI, include a URL. When including the URL, you can use the address that appears in your browser’s address bar, although it is preferable to use a stable or persistent URL that is listed with the article. [14.184-14.185] If the article is from a library or commercial database and has neither a DOI nor a stable URL, include the name of the database and, in parentheses, any identification number listed with the article. [14.271]


Electronic Books: When citing an online version of a book, include the URL or the DOI. When citing a downloaded e-book from a library or a bookseller, include the format or edition at the end of the citation (e.g., PDF e-book, Kindle edition, etc.). [14.166-14.167]


Electronic newspaper articles, dictionary and encyclopedia articles: The full citation should be provided in your notes, including an access date if there is no date of publication or revision: [14.206, 14.248]


Websites: Websites are generally cited in notes. Include as much of the following as possible: the title or a description of the page, the author, the owner or sponsor of the site, the publication date or the date last modified, and a URL. If neither date exists, include an access date. [14.243-14.246]


Citing Quoted Material


Quotations of fewer than 100 words should be incorporated into the main body of the text using double quotation marks. Cite as usual:
Text: As Booker and Thomas state, “Most readers of science fiction spend little time or energy worrying about a definition of the genre or attempting to determine whether any given text is science fiction or not. They tend to know what sorts of stories and books they regard as science fiction and have little trouble locating works in the category to read.”


**Long Quotations [13.9-13.10, 15.25]**

Quotations of more than 100 words, or 8 lines of text, should be set off from the main text in an indented paragraph without quotation marks:

Text: According to anthropologist Lionel Obadia,

> the tension between religion and globalization, which is a tension between particularism and universalism (Robertson 1992), is not embodied solely in the prosaic forms of negotiated frontiers between globalization and religions. It also floods in more spectacular forms (much more publicized, then) of conflict and violence, that have crystallized, after the 9/11 World Trade Center’s destruction, Muslim fundamentalism all around the globe, and hence questioned the two faces of contemporaneous violence, and the exact role religions play in it, whether as an aggravating factor, or, quite the reverse, as an actor of prevention or resolution of political and ethnic conflicts.²
