Chicago Manual of Style
Quick Reference

Notes and Bibliography System
Favored by writers in Humanities

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Call Number: Z253. U69 2010

The following guidelines and examples are from the Chicago Manual of Style 16th Edition. The Chicago Manual of Style presents to basic documentation systems: (1) Notes and bibliography and (2) author-date. Choosing between the two depends on the subject matter and the nature of sources cited, as each system is favored by different groups of scholars. For more information on The Chicago Manual of Style please visit http://www.chicagomanualofstyle.org/home.html

*Please note this reference guide will focus on the notes and bibliography system. If you are unsure of what documentation style to use please speak with your instructor.
Citing Chicago Manual of Style in Text

What is an in-text citation?

An in-text citation is a citation that provides information about the sources in the text of the paper. In-text citations include a signal phrase which gives the author’s name and a parenthetical reference, which includes the author’s name and page number.

*In-Text Template/note number*: (Author’s Last Name, Quote, Note Number)

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In Democracy and Other Neoliberal Fantasies, Jodi Dean argues that “imagining a rhizome might be nice, but rhizomes don’t describe the underlying structure of real networks,” rejecting the idea that there is such a thing as a nonhierarchical

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B. Notes and Bibliography System

In the notes and bibliography system bibliographic citations are provided in notes, preferably supplemented by a bibliography. The notes, whether footnotes are endnotes, are usually numbered and correspond to superscripted note reference numbers in the text.

Remember! Notes refers to footnotes and endnotes.

A footnote is placed at the bottom of a page of text to further explain, expand or cite a source as indicated by a superscript.

An endnote is the same as a footnote; however, it is found at the end of the paper in a single list after the heading of “Notes.”

Superscript is a character or symbol set or printed or written above and immediately to one side of another character. Example:

Placement of Note Number
A note number should generally be placed at the end of a sentence or at the end of a clause. The number normally follows a quotation.

Example: “This, wrote George Templeton Strong, “is what our tailors can do.”

Example of Notes and Bibliography

The note number appears at the end the quote.

Note the specific **punctuation, indentation, and abbreviation**.

- It is necessary to **alphabetize** a list of citations by author.
- **Do not indent the first line. If the information wraps onto more than one line, indent the next line/s 5 spaces or 1/2 inch.**

**Note Format: Books**

First Name Last Name, Title of Book (Place of publication: Publisher, Year of publication), page number.

**Bibliography Format:**

Last name, First Name. *Title of Book*. Place of publication: Publisher, Year of publication.

**Book with a single author**

*Invert the name of the author in the bibliography, but not in the notes*

**Note:** Andrew Ross Sorkin, *Too Big To Fail* (New York: Penguin, 2010), 99-100. ³

Book with multiple authors

**Book with two authors**


**Book with three authors**


For a book with 4 or more authors, list all authors in the bibliography entry.

In the note, cite only the name of the first-listed author, followed by et al.

**Example:** et al. (To be used in the note)
Scott Lash et al.,

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**Journal Article**

**Note format: Journals**

Author’s name, article title, journal title and issue information. (Issue information refers to volume, issue number, month, year, and page number)


Electronic Journal Article


Electronic Journal with DOI


Magazine Article


Newspaper Article

Note: Maggie Gordon, “Music teacher shuffling could cost schools band programs,” The Advocate, (Baton Rouge, LA.), August 1, 2011.

Website
