Chicago Citation Style Guide

The *Chicago Manual of Style* (CMOS) is a specific style manual that – just like other formatting styles like MLA or APA – outlines a variety of rules for grammar, punctuation, and citation. The CMOS is so detailed that it actually covers two different guides for citation! This guide will focus on the Notes-Bibliography system, which is used by scholars studying the humanities (literature, history, and the arts).

The Notes-Bibliography System

To better understand the Notes-Bibliography System, just break down the parts of its name. It's a system composed of a series of superscripts linked to endnotes and footnotes with a comprehensive bibliography at the end of the paper.

Superscripts

Every time a source is quoted or referenced, place a superscript at the end of said sentence. For example: *Chicago is a common citation style in the fields of history and the arts.*[1]

Endnotes and Footnotes

Endnotes and footnotes correspond to the superscript of an in-text citation. **Footnotes** are found at the bottom of the page that contains the citation. **Endnotes** are a list of the sources used in the order that they were used at the end of the paper or chapter, before a bibliography. Use single-spacing within each note and double-spacing between notes.

Bibliography

While a bibliography is usually preferred, your professor may not require one if you've compiled your sources as endnotes. If you don't attach a separate bibliography, make sure the first citation of each source in the endnotes contains *all* of the relevant source information (see formatting examples below). The next time you cite the same source, the endnote only needs to contain the author's last name, the title (or a shortened version of the title if it's longer than four words), and the page number.

Formatting Citations

Endnote and Footnote Citations: Books

Formatting for book citations should look like this:

> Subscript #. First Name Last Name, *Title of Book* (Place of Publication: Publisher, Year of Publication), Page #.

Endnote and Footnote Citations: Websites

Formatting for website citations should look like this:

> Subscript #. First Name Last Name, "Title of Article," Sponsor of Website, Date published (or date last updated, or date accessed), URL.

Example:

1. Ann Raimes and Susan K. Miller-Cochran, *Pocket Keys for Writers* (Boston: Cengage Learning, 2016), 142.

Shortened Endnote and Footnote Citation

When a separate bibliography is included, the CMOS recommends that you use a shortened format of end- and footnote citations. Even without a bibliography, you can use this format in your endnotes for all citations of a single source after the first citation, which should be comprehensive like the example above. This shortened version should look like this:

> **Books:** Subscript #. Author Last Name(s), *Title of Book*, Page #
> **Websites:** Subscript #. Author Last Name(s), "Title of Article," Page #

Example:

1. Raimes and Miller-Cochran, *Pocket Keys for Writers*, 142.

Bibliography Citations:

Bibliography citations look slightly different than the complete (not shortened) versions of endnote and footnote citations and should be organized alphabetically according to the authors' last names. Bibliography citations should be formatted like this:

> **Books:** Author last name, Author first name. *Title of Book.* City of Publication: Publisher, Year of Publication.
> **Websites:** Author last name, Author first name. "Title of Web Page." Sponsor of Website. Date published (or date last updated, or date accessed). URL

Example:

Raimes, Ann and Susan K. Miller-Cochran. *Pocket Keys for Writers.* Boston: Cenage Learning, 2016.

Conclusion

While it may look complicated at first, Chicago style is a highly efficient way to organize citations, both for the writer and the reader—it's nicknamed "the editor's bible" for a reason! Make sure to ask your professor to see if they prefer footnotes or endnotes and clarify whether you need a separate bibliography. With those details down, you'll get the hang of the system in no time!

References Consulted

1. "Notes and Bibliography-Sample Citations." Chicago Manual of Style. Accessed 25 February 2022. https://www.chicagomanualofstyle.org/tools_citationguide/citation-guide-1.html#cg-website
2. "Chicago Manual of Style 17th Edition." Purdue Online Writing Lab – Purdue University. accessed 25 February 2022. https://owl.purdue.edu/owl/research_and_citation/chicago_manual_17th_edition/cmos_formatting_and_style_guide/chicago_manual_of_style_17th_edition.html