

CHICAGO STYLE GUIDE (17TH ED.)

NOTES & BIBLIOGRAPHY STYLE

This guide describes the humanities style (notes & bibliography) that is preferred by many in the arts, literature, and history. The “author-date” style is reserved for the physical, natural and social sciences and is not covered by this guide.

For more information please refer to *The Chicago Manual of Style* (CMOS), located behind the library reference desk (Ref Z253.U69 2017). For further information on electronic source documentation, visit the Chicago Manual of Style website: www.chicagomanualofstyle.org/tools_citationguide/citation-guide-1.

TABLE OF CONTENTS

FORMATTING GUIDELINES

<u>FONT, SPACING, MARGINS, ALIGNMENT, INDENTATION, PAGE NUMBERS</u>	3
<u>COVER PAGE</u>	3
<u>QUOTATIONS [SHORT AND LONG]</u>	4
<u>BIBLIOGRAPHY PAGE</u>	5
<u>HANGING INDENT GUIDE</u>	6

CREDITING SOURCES

<u>WHAT REQUIRES A FOOTNOTE</u>	7
<u>HOW DOES A CITATION APPEAR IN THE TEXT</u>	7
<u>SHORTENING FOOTNOTES WHEN CITING A SOURCE MORE THAN ONCE</u>	8
<u>HOW TO INSERT A FOOTNOTE IN WORD OR GOOGLE DOCS</u>	8

SOURCE TYPES

<u>TWO AUTHORS</u>	9
<u>THREE OR MORE AUTHORS</u>	9
<u>ORGANIZATION OR GOVERNMENT AS AUTHOR</u>	10
<u>AUTHOR UNKNOWN</u>	10
<u>CLASSICAL PRIMARY SOURCES</u>	11
<u>SCRIPTURAL REFERENCES</u>	11
<u>U.S. CONSTITUTION</u>	11
<u>SOURCE QUOTED IN ANOTHER SOURCE</u>	11
<u>PERSONAL COMMUNICATION</u>	12
<u>AUTHOR AND EDITOR OR TRANSLATOR</u>	12

TABLE OF CONTENTS CONTINUED

PERIODICALS – ONLINE & PRINT	
<u>JOURNAL ARTICLE FORMATTING NOTES</u>	13
<u>JOURNAL ARTICLE – WITH A DOI</u>	13
<u>JOURNAL ARTICLE – WITHOUT A DOI</u>	14
<u>MAGAZINES OR NEWSPAPER – ONLINE & PRINT</u>	14
BOOKS – ELECTRONIC & PRINT	
<u>BOOK FORMATTING NOTES</u>	15
<u>ORDER OF ELEMENTS WHEN CITING A BOOK</u>	15
<u>PRINT BOOK</u>	15
<u>ELECTRONIC BOOK</u>	16
<u>ARTICLE OR CHAPTER IN AN EDITED COLLECTION</u>	16
<u>ENTRY IN A REFERENCE BOOK – ONLINE & PRINT</u>	17
AUDIOVISUAL MEDIA	
<u>ORDER OF ELEMENTS FOR MULTIMEDIA CITATIONS</u>	18
<u>STREAMING VIDEO</u>	18
<u>FILM/DVD</u>	18
<u>PODCAST</u>	19
WEBSITES & SOCIAL MEDIA	
<u>WEBSITE FORMATTING NOTES</u>	19
<u>WEBPAGE WITH AN AUTHOR</u>	19
<u>WEBPAGE – ORGANIZATION AS AUTHOR OR NO AUTHOR</u>	20
<u>BLOG POST</u>	21
<u>LIBRARY OF CONGRESS DIGITAL COLLECTION</u>	21
<u>GENERATIVE AI (CHATGPT, BARD, ETC.)</u>	22
<u>LINK TO A SAMPLE PAPER IN CHICAGO STYLE</u>	

Scan to be linked to a sample paper in Chicago Style



GENERAL FORMATTING GUIDELINES

Your professors will expect to receive papers that are properly formatted. Unless otherwise requested by your professor, use the following guidelines when setting up a paper in Chicago Style.

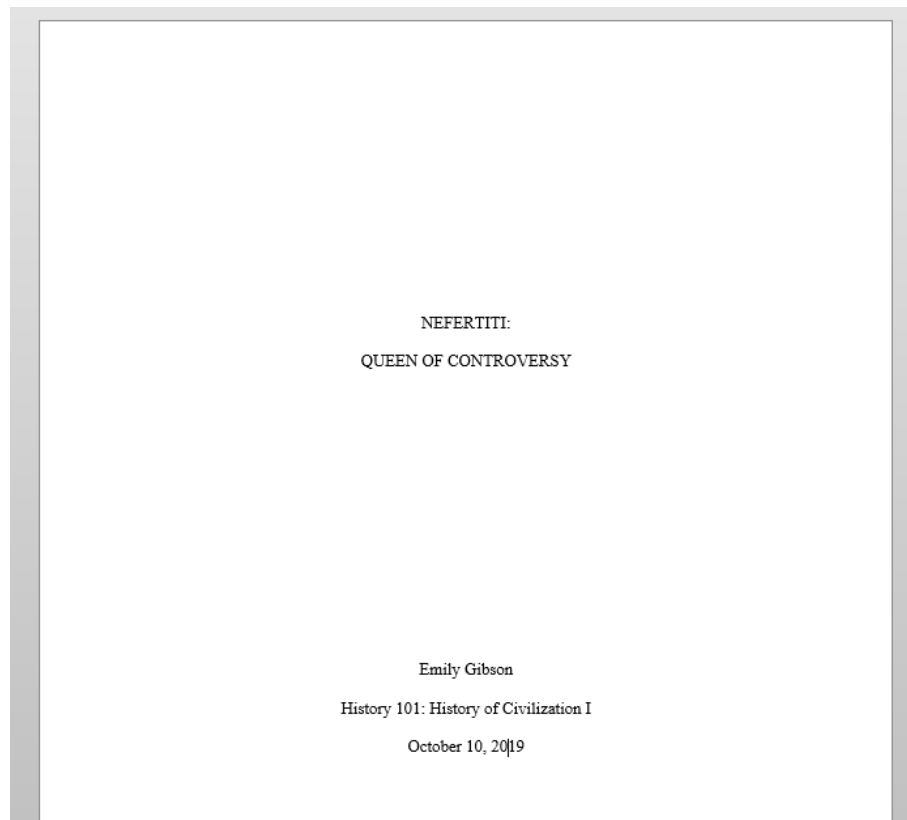
- One inch margins on sides, top, and bottom
- Times New Roman, 12 pt. font
- Double-space the text (except for block quotes, footnotes, and bibliography entries).
- Use a ½ inch indent for paragraph beginnings, block quotes, and hanging indents.
- Left-align text so that it has a ragged right edge. Do not use newspaper justified text.
- Number the pages in the top right corner of the header beginning with the first page of text (not the title page). Some professors also like your last name included with the page number.
- Remove extra spacing between paragraphs.

COVER PAGE

Should your paper require a title page, use the following guidelines.

1. **The title should be centered one-third of the way down the page in ALL CAPS.**
2. **If there is a sub-title, end your title with a colon and enter the sub-title on a separate line.**
3. **Your name, class information, and the date should follow several lines later.**
4. **Double-space each line of the cover page.**
5. **Do not put a page number on the cover page.**

NOTE: While most formal research papers require a title page, not all writing assignments make use of them. When in doubt, ask your instructor.



The top portion of a sample Chicago style title page

QUOTATIONS

The CMOS requires quotation of all word-for-word material. **All quoted material must be accompanied by a footnote.**

Footnotes are notes that appear in the footer section of the page. In Chicago notes and bibliography style, footnotes are used to tell the reader the source of ideas or language in the text. To cite an outside source, a superscript number is placed after a quote, summary, or paraphrase. The superscript number corresponds to a numbered footnote containing source information.

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44
45
46
47
48
49
50
51
52
53
54
55
56
57
58
59
60
61
62
63
64
65
66
67
68
69
70
71
72
73
74
75
76
77
78
79
80
81
82
83
84
85
86
87
88
89
90
91
92
93
94
95
96
97
98
99
100
101
102
103
104
105
106
107
108
109
110
111
112
113
114
115
116
117
118
119
120
121
122
123
124
125
126
127
128
129
130
131
132
133
134
135
136
137
138
139
140
141
142
143
144
145
146
147
148
149
150
151
152
153
154
155
156
157
158
159
160
161
162
163
164
165
166
167
168
169
170
171
172
173
174
175
176
177
178
179
180
181
182
183
184
185
186
187
188
189
190
191
192
193
194
195
196
197
198
199
200
201
202
203
204
205
206
207
208
209
210
211
212
213
214
215
216
217
218
219
220
221
222
223
224
225
226
227
228
229
230
231
232
233
234
235
236
237
238
239
240
241
242
243
244
245
246
247
248
249
250
251
252
253
254
255
256
257
258
259
260
261
262
263
264
265
266
267
268
269
270
271
272
273
274
275
276
277
278
279
280
281
282
283
284
285
286
287
288
289
290
291
292
293
294
295
296
297
298
299
300
301
302
303
304
305
306
307
308
309
310
311
312
313
314
315
316
317
318
319
320
321
322
323
324
325
326
327
328
329
330
331
332
333
334
335
336
337
338
339
340
341
342
343
344
345
346
347
348
349
350
351
352
353
354
355
356
357
358
359
360
361
362
363
364
365
366
367
368
369
370
371
372
373
374
375
376
377
378
379
380
381
382
383
384
385
386
387
388
389
390
391
392
393
394
395
396
397
398
399
400
401
402
403
404
405
406
407
408
409
410
411
412
413
414
415
416
417
418
419
420
421
422
423
424
425
426
427
428
429
430
431
432
433
434
435
436
437
438
439
440
441
442
443
444
445
446
447
448
449
450
451
452
453
454
455
456
457
458
459
460
461
462
463
464
465
466
467
468
469
470
471
472
473
474
475
476
477
478
479
480
481
482
483
484
485
486
487
488
489
490
491
492
493
494
495
496
497
498
499
500
501
502
503
504
505
506
507
508
509
510
511
512
513
514
515
516
517
518
519
520
521
522
523
524
525
526
527
528
529
530
531
532
533
534
535
536
537
538
539
540
541
542
543
544
545
546
547
548
549
550
551
552
553
554
555
556
557
558
559
560
561
562
563
564
565
566
567
568
569
570
571
572
573
574
575
576
577
578
579
580
581
582
583
584
585
586
587
588
589
590
591
592
593
594
595
596
597
598
599
600
601
602
603
604
605
606
607
608
609
610
611
612
613
614
615
616
617
618
619
620
621
622
623
624
625
626
627
628
629
630
631
632
633
634
635
636
637
638
639
640
641
642
643
644
645
646
647
648
649
650
651
652
653
654
655
656
657
658
659
660
661
662
663
664
665
666
667
668
669
670
671
672
673
674
675
676
677
678
679
680
681
682
683
684
685
686
687
688
689
690
691
692
693
694
695
696
697
698
699
700
701
702
703
704
705
706
707
708
709
710
711
712
713
714
715
716
717
718
719
720
721
722
723
724
725
726
727
728
729
730
731
732
733
734
735
736
737
738
739
740
741
742
743
744
745
746
747
748
749
750
751
752
753
754
755
756
757
758
759
760
761
762
763
764
765
766
767
768
769
770
771
772
773
774
775
776
777
778
779
780
781
782
783
784
785
786
787
788
789
790
791
792
793
794
795
796
797
798
799
800
801
802
803
804
805
806
807
808
809
810
811
812
813
814
815
816
817
818
819
820
821
822
823
824
825
826
827
828
829
830
831
832
833
834
835
836
837
838
839
840
841
842
843
844
845
846
847
848
849
850
851
852
853
854
855
856
857
858
859
860
861
862
863
864
865
866
867
868
869
870
871
872
873
874
875
876
877
878
879
880
881
882
883
884
885
886
887
888
889
890
891
892
893
894
895
896
897
898
899
900
901
902
903
904
905
906
907
908
909
910
911
912
913
914
915
916
917
918
919
920
921
922
923
924
925
926
927
928
929
930
931
932
933
934
935
936
937
938
939
940
941
942
943
944
945
946
947
948
949
950
951
952
953
954
955
956
957
958
959
960
961
962
963
964
965
966
967
968
969
970
971
972
973
974
975
976
977
978
979
980
981
982
983
984
985
986
987
988
989
990
991
992
993
994
995
996
997
998
999
1000

Donec ornare dapibus nibh vel suscipit. Sed sit amet mauris quis nisl euismod tempus et eget tortor. Vivamus nulla urna, placerat quis tincidunt nec, efficitur ac orci. Quisque lobortis et turpis non eleifend.

1. This is an example of where footnotes are placed.
2. Footnotes provide additional information about a sentence and direct readers to outside sources, either to cite an idea or to suggest additional reading about a topic.

Image source: Daria Nepriakhina/Stocksnap.io 1

SHORT QUOTATIONS

If a quote is **less than five lines**, incorporate it into a sentence. Enclose the quoted material in double quotation marks - “ ”. Place the superscript number at the end of the sentence or quotation.

Quotation example:

Kim and Koh’s investigation into the relationship between smartphone obsession and self-esteem suggested that “individuals with low self-esteem may feel more anxious, and being anxious can increase one's obsession with smartphone use.”²

LONG QUOTATIONS

Quotes of five or more lines, or 100 or more words are called **block quotes** and are formatted differently than their shorter counterparts. When using block quotations follow the guidelines below:

- Change the line spacing to **single-spaced**, and include add an extra line before and after the block quote.
- Block quotations appear on a new line and are **indented half an inch**.
- When block quotations include multiple paragraphs, new paragraphs are further indented.
- Block quotations **do NOT make use of quotation marks**.
- Colons are frequently used when introducing a block quotation. They are not required.
- Use block quotations sparingly.

Example of a block quotation

The distinction between spirituality and religiosity is further clarified by Miller and Thoresen:

Spirituality is more concerned with how an individual has a personal relationship to larger transcendent realities, such as the universe or God, whereas religiosity is more concerned with how an individual experiences a transcendent being and how this is expressed in a community or social organization.¹

Chicago Style requires a list of sources in the form of a bibliography. The information on this list allows writers to credit sources and readers to find, evaluate, and make further use of those sources.

What to include

- Every source you paraphrased, summarized, or quoted in the text.
- Do not include sources that you consulted but did not cite.
- Do not include personal communications (such as emails or unpublished interviews), standard religious texts such as the Quran or Bible, classical primary sources (such as *The Iliad*) or well-known reference books (such as *Encyclopedia Britannica* or the *Oxford English Dictionary*).

How to order the entries

- Entries are alphabetized by the first letter in the entry, generally an author's last name.
- Entries that have no author or editor are alphabetized by title.
- When alphabetizing by title, ignore articles that begin the title (*A*, *An*, and *The*).
- When an entry starts with a number, alphabetize the entry based on how the number would appear if written.
- When an entry starts with a year, alphabetize the entry based on how the year would be spoken.

How to format the page

- The bibliography begins on a new page after the conclusion.
- Include a consecutive page number in the top-right-corner of the header.
- The page has the word Bibliography centered at the top without any special formatting (no bold, larger font size, or underline).
- Leave two blank lines between the word Bibliography and your first entry.
- Use "and" not "&" for multi-author entries.
- For one to ten authors in a single entry, write out all names in the bibliography (entries in the footnotes can be shortened).
- For online sources, provide DOIs instead of URLs whenever possible.
- In the 17th edition of CMOS, use of 3-em dash (---) for multiple works by the same author is discouraged (CMOS 14.67).
- **Bibliography entries are single-spaced** with one extra space between entries.
- Bibliography entries make use of a **hanging indent** (instructions for a hanging indent are on the next page).

Sample Bibliography from [Purdue OWL](#):

Bibliography

Agamben, Giorgio. *Homo Sacer: Sovereign Power and Bare Life*. Translated by Daniel Heller-Roazen. Stanford: Stanford University Press, 1998.

Dean, Jodi. *Democracy and Other Neoliberal Fantasies: Communicative Capitalism and Left Politics*. Durham: Duke University Press, 2009.

DeLanda, Manuel. *A New Philosophy of Society: Assemblage Theory and Social Complexity*. London: Continuum, 2006.

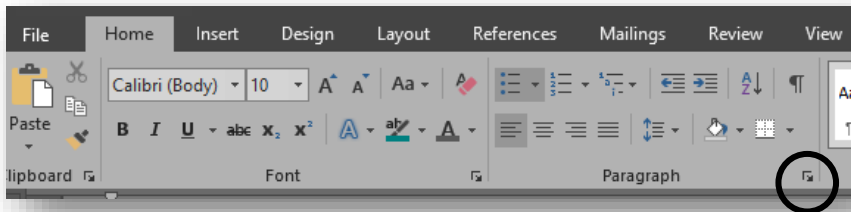
Ede, Lisa and Andrea A. Lunsford. "Collaboration and Concepts of Authorship." *PMLA* 116, no. 2 (March 2001): 354-69. <http://www.jstor.org/stable/463522>.

HANGING INDENT

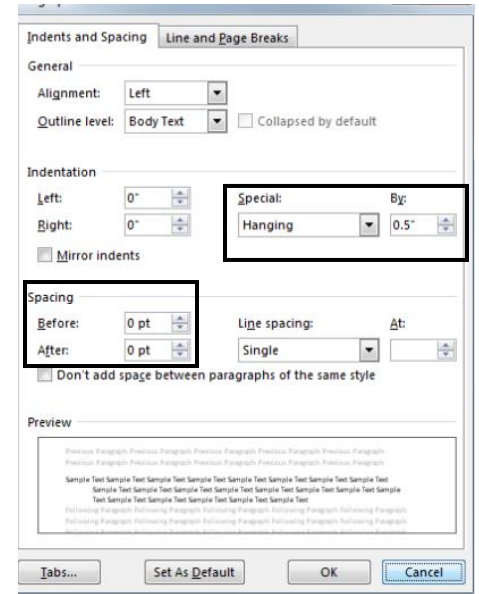
HOW TO CREATE A HANGING INDENT IN MICROSOFT WORD

1. Select the text that you would like to indent.
2. On the **Home** tab, click the arrow in the bottom right of the Paragraph group.
3. In the Paragraph dialog box, under Indentation, in the Special list, select **Hanging**.
4. The measurement should automatically set to **0.5** under **By**.
5. Click **OK**.

*Note: The Spacing before and after paragraphs should be set to 0pt.
Tip! The keyboard shortcut **Ctrl + T** also creates a hanging indent in Word.



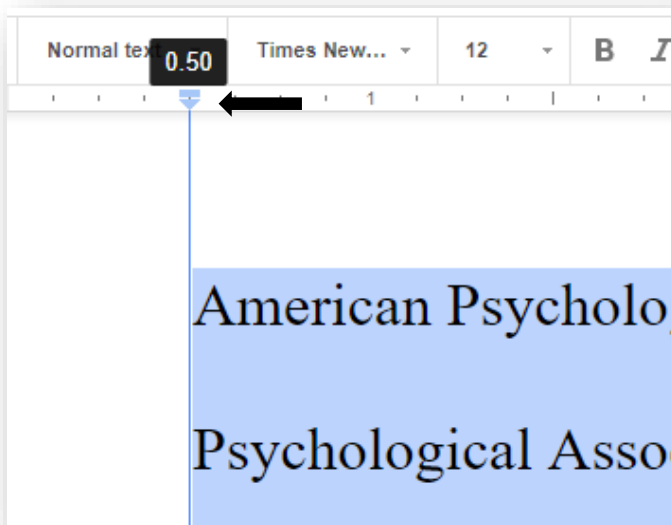
Step 2



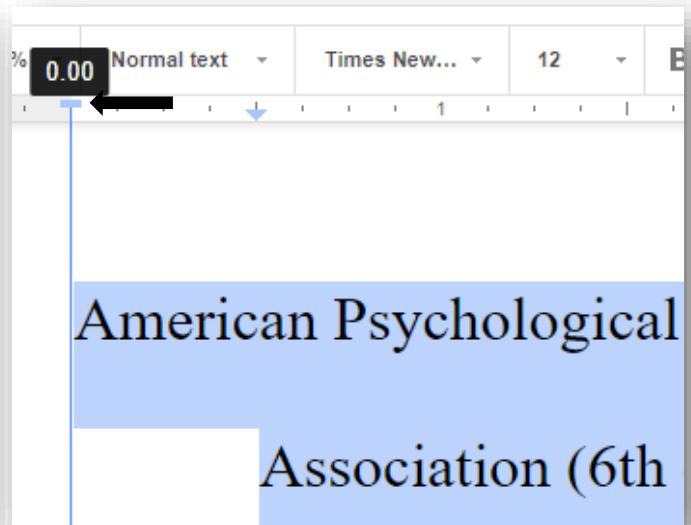
Steps 3 & 4

HOW TO CREATE A HANGING INDENT IN GOOGLE DOCS:

1. Click "View" and make sure "Show Ruler" is checked.
2. Select the text that you would like to indent.
3. On the ruler, drag the light blue inverted triangle (Left Indent marker) to the right until it is a half inch from the margin (0.50). (The light blue rectangle will move with it.)
4. Drag the light blue rectangle (First Line Indent marker) back to the left margin (0.00).



Step 3



Step 4

CREDITING SOURCES

TO CREDIT CONTRIBUTORS, CHICAGO MANUAL OF STYLE (CMOS) REQUIRES (1) A SUPERSCRIPIT NUMBER FOR ALL SOURCED INFORMATION, (2) FOR EACH SUPERSCRIPIT NUMBER, A FOOTNOTE CONTAINING FULL (FIRST USE) OR ABBREVIATED (SUBSEQUENT USE) SOURCE INFORMATION, AND (3) A FULL LIST OF SOURCES IN THE FORM OF AN END-OF-TEXT BIBLIOGRAPHY.

FOOTNOTES

OVERVIEW

WHAT REQUIRES A FOOTNOTE

Paraphrases, summaries and quotations all require the use of footnote citations.

- A **paraphrase** restates the source material in new language. A paraphrase uses approximately the same number of words as the original.
- A **summary** condenses the source material to reflect its main idea(s). A summary uses significantly less words than the original.
- A **quotation** restates the source material using the exact language of that material.

HOW DOES CITATION INFORMATION APPEAR IN THE TEXT

To credit the writers and thinkers whose ideas are paraphrased, summarized and quoted, CMOS style writing makes use of both **signal phrases** and **superscript reference numbers that correspond to a footnote**.

Signal phrases (also known as attributive tags or narrative citation) signal the reader that the idea or language being used is from an outside source. Signal phrases generally use the author(s) name(s) and a verb to do this. They appear in the same sentence as the source material, either directly before or after that material. See the [SIGNAL PHRASE GUIDELINES handout](#) for guidelines and a list of signal phrase verbs.

Footnote citations make use of superscript numbers that are placed as close to the cited material as possible (normally at the end of the sentence). The superscript number corresponds to a footnote entry at the bottom of the page. If you are citing a source more than once, you can shorten the subsequent footnotes. Examples below:

In an effort to explain the cultural variations in same-family reincarnation claims, Masayuki theorized that “culturally prescribed ideas about reincarnation would be carried into death and would influence decisions made in the postmortem state.”¹

(Footnote entry at the bottom of the page)

1. Ohkado Masayuki, "Same-Family Cases of the Reincarnation Type in Japan," *Journal of Scientific Exploration* 31, no. 4 (2017), 553.

Subsequent footnote example of the same work:

4. Masayuki, "Same-Family Cases," 554.

SHORTENING FOOTNOTES WHEN CITING A SOURCE MORE THAN ONCE (CMOS 14.30)

The first footnote of a source includes all necessary citation information (up to three authors). Subsequent footnotes of the same source can be shortened.

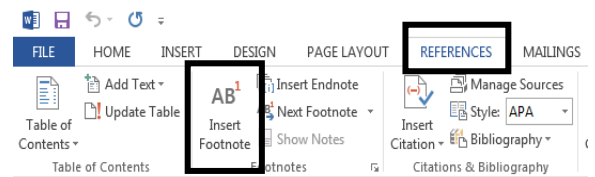
Shortened footnotes include:

- **The author's or authors' last name(s)**
- **A shortened version of the title**
 - Titles with more than four words are shortened to around three keywords of the main title.
- **The page number(s)**

The 17th ed. discourages the use of *Ibid.* for repeated citations of the same source.

HOW TO INSERT A FOOTNOTE IN MICROSOFT WORD

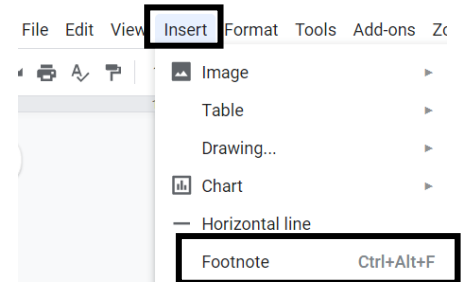
1. Place your cursor where you would like the superscript number in the text body (typically after the period of the sentence you're citing).
2. Select the "References" tab.
3. Select "Insert Footnote." A number will automatically be inserted, and your cursor will move to the footer to allow you to complete the footnote citation.



HOW TO INSERT A FOOTNOTE IN GOOGLE DOCS

1. Place your cursor where you want the superscript number in the text body.
2. Select the "Insert" tab.
3. Select "Footnote."

Note: In either Word or Google Docs, the keyboard shortcut to insert a footnote is **CTRL+ALT+F**.



SOURCE TYPES

WORKS WITH MULTIPLE AUTHORS (OR EDITORS)

TWO AUTHORS

- When a work is authored by two individuals, use **and** instead of ampersand (&) to separate the names.
- In the bibliography, only the first author's name is inverted.

IN-TEXT REFERENCE:

Sarkodie and Strezov's study revealed African countries as "the most vulnerable to climate change with high sensitivity, high exposure, and low adaptive capacity."³

FOOTNOTE ENTRY

3. Samuel Asumadu Sarkodie and Vladimir Strezov, "Economic, Social and Governance Adaptation Readiness for Mitigation of Climate Change Vulnerability: Evidence from 192 Countries," *The Science of the Total Environment* 656 (March 15, 2019): 150, <https://doi.org/10.1016/j.scitotenv.2018.11.349>.

Subsequent footnotes:

4. Sarkodie and Strezov, "Climate Change Vulnerability," 160.

BIBLIOGRAPHY ENTRY

Sarkodie, Samuel Asumadu and Vladimir Strezov. "Economic, Social and Governance Adaptation Readiness for Mitigation of Climate Change Vulnerability: Evidence from 192 Countries." *The Science of the Total Environment* 656 (March 15, 2019): 150-164. <https://doi.org/10.1016/j.scitotenv.2018.11.349>.

THREE OR MORE AUTHORS (CMOS 14.76)

- For works with three authors, include all three authors in the footnote and bibliography entries.
- For works with four or more authors, only include the first author's name in the footnote followed by "et al.," an abbreviation for the Latin phrase *et alia* meaning "and others." The full list of authors (up to ten) can be listed in the bibliography.
- For works with ten or more authors, list the first seven in the bibliography, followed by et al.

IN-TEXT REFERENCE

Doctors Horon, Singal, Fowler, and Sharfstein point out that if death certificates include a thorough documentation of the substances involved in a death, accurate heroin overdose rates will be easier to obtain.⁵

FOOTNOTE ENTRY

5. Isabelle L. Horon et al., "Standard Death Certificates Versus Enhanced Surveillance to Identify Heroin Overdose-Related Deaths," *American Journal of Public Health* 108, no. 6 (June 2018): 777, doi:10.2105/AJPH.2018.304385.

Subsequent footnotes:

7. Horton et al., “Standard Death Certificates,” 779.

BIBLIOGRAPHY ENTRY

Horon, Isabelle L., Pooja Singal, David R. Fowler, and Joshua M. Sharfstein. “Standard Death Certificates Versus Enhanced Surveillance to Identify Heroin Overdose–Related Deaths.” *American Journal of Public Health* 108, no. 6 (June 2018): 777–81. doi:10.2105/AJPH.2018.304385.

ORGANIZATION OR GOVERNMENT AS AUTHOR (CMOS 14.84)

Some sources do not list an individual author. These sources may have an organization, corporation, association, or government agency as their author. In this case, the group’s name can be used in place of an author’s name in footnotes and bibliography entries.

FOOTNOTE ENTRY

3. Savannah (Ga.) Board of Education, *Education of Colored Children* (Savannah: Morning News Steam-Power Press, 1872), African American Pamphlet Collection, Library of Congress, Washington, DC, <https://www.loc.gov/item/91898971/>.

BIBLIOGRAPHY ENTRY

Savannah (Ga.) Board of Education. *Education of Colored Children*. Savannah: Morning News Steam-Power Press, 1872. African American Pamphlet Collection. Library of Congress, Washington, DC. <https://www.loc.gov/item/91898971/>.

AUTHOR UNKNOWN (CMOS 14.79)

Reference works, legal materials, and newspaper editorials frequently appear without an author. If no author is given and the source has not been authored by an agency or organization (see above), start the citation with the source’s title. Ignore initial articles (The, A, An) when alphabetizing entries in the bibliography.

FOOTNOTE ENTRY

1. “Safe Injection Facilities Save Lives,” *Scientific American*, January 29, 2018, <https://www.scientificamerican.com/article/safe-injection-facilities-save-lives/>.

BIBLIOGRAPHY ENTRY

“Safe Injection Facilities Save Lives.” *Scientific American*. January 29, 2018. <https://www.scientificamerican.com/article/safe-injection-facilities-save-lives/>.

CLASSICAL PRIMARY SOURCES (CMOS 14.243)

Classical primary sources, such as Greek and Latin texts, are ordinarily given in the text or footnotes and not included in the bibliography list. The numbers identifying parts of classical works – books, sections, lines – remain the same in all editions. Use Arabic numerals (1, 2, 3, etc.) instead of Roman numerals. Page numbers are omitted except when referencing a modern editor’s introduction or notes.

FOOTNOTE ENTRY

1. Author, *Title*, book.section.lines

1. Homer, *Iliad*, 2.25-30.

SCRIPTURAL REFERENCES (CMOS 14.239)

Citations to religions scriptures, such as the Bible or Koran (Qur’an), usually appear in text or notes rather than the bibliography. Citations for the Bible should include the book (usually abbreviated), chapter, and verse, but no page number. A colon separates the chapter and verse(s).

FOOTNOTE ENTRY

1. 1 Cor. 13:4, 15:12-19.

2. Heb. 8:1-7.

U.S. CONSTITUTION

Citations of the U.S. Constitution are included in footnotes and left out of the bibliography. Amendment and article numbers appear in roman numerals and other subdivision numbers are in Arabic numerals (1, 2, 3, etc.). The section symbol (§) can be found in Microsoft Word’s Insert tab, symbol, more symbols, special characters. Alternatively, hold down the **Alt** key and type the numbers **0167 on the numeric keypad**.

FOOTNOTE ENTRY

1. U.S. Const. art. IV, § 2, cl. 2.

SOURCE QUOTED IN ANOTHER SOURCE (CMOS 14.260)

Citing a source that was quoted within another source is discouraged because authors are expected to examine works they refer to. You should find the original source whenever possible. However, if the original source cannot be located, both the original and the secondary source must be cited. Separate the sources with the phrase “quoted in.”

FOOTNOTE ENTRY

1. Winston Churchill, “Address of Winston Churchill to Parliament, June 4, 1940,” in *Winston S. Churchill: His Complete Speeches, 1897-1963*, ed. Robert Rhodes James, vol. 6 (Chelsea House Publishers, 1974), quoted in Edward H. Judge and John W. Langdon, *Connections: A World History*, 2nd ed. (Boston: Pearson, 2012), 784.

BIBLIOGRAPHY ENTRY

Churchill, Winston. "Address of Winston Churchill to Parliament, June 4, 1940." In *Winston S. Churchill: His Complete Speeches, 1897-1963*. Edited by Robert Rhodes James. Vol. 6. Chelsea House Publishers, 1974. Quoted in Edward H. Judge and John W. Langdon. *Connections: A World History*. 2nd ed. Boston: Pearson, 2012.

PERSONAL COMMUNICATION

If you're citing an email, text message, telephone conversation, letter, or non-archived discussion message board, it is unlikely that your reader will be able to access your source. For this reason, personal communications are not included in the bibliography.

UNPUBLISHED INTERVIEWS

FOOTNOTE ENTRY

1. Name of interviewee. Interviewed by [name], place and date of interview.

1. Steve Voskuil (Chief Financial Officer, Hershey Co.), interviewed by the author, May 20, 2019.

Subsequent footnotes:

2. Voskuil, interview.

AUTHOR AND EDITOR OR TRANSLATOR (CMOS 14.23)

Some works – typically books – have both an author and an editor or translator. In a work with both an author and an editor/translator, the editor or translator's name is given after the title of the work. Edited is abbreviated to **ed.** in the footnote. Translated is abbreviated to **trans.** The bibliography entry does not abbreviate edited or translated.

FOOTNOTE ENTRY

5. Isaac Bashevis Singer, *The Slave*, **trans.** Cecil Hemley (New York: Farrar, Straus and Cudahy, 1962), 102.

Subsequent footnote:

6. Singer, *The Slave*, 22.

BIBLIOGRAPHY ENTRY

Singer, Isaac Bashevis. *The Slave*. **Translated by** Cecil Hemley. New York: Farrar, Straus and Cudahy, 1962.

PERIODICALS – ONLINE & PRINT

JOURNALS, MAGAZINES, NEWSPAPERS

JOURNAL ARTICLES – ONLINE & PRINT

JOURNAL ARTICLE FORMATTING NOTES:

- The author's name is inverted in the bibliography but not in the footnote.
- Elements are often separated by commas in the footnote and by a period in the bibliography.
- **No retrieval date** is necessary for electronic resources unless requested by your instructor. If an access date is required by your instructor, it should be included immediately prior to the URL or DOI.
- The **journal title is italicized**.
- Use **title case capitalization for journal and article titles**. Do not capitalize articles (a, an, the), prepositions less than four letters long (of, on, in, by, etc.), or coordinating conjunctions (and, or) unless one of these is the first word of the journal title.
- **The volume number is not italicized** like it is in APA style. The abbreviation for volume, or vol., is not included. Only give the number.
- The issue number, if available, follows the volume number with a comma and is preceded by "no."
- The publication year may be preceded by a season or month.

ONLINE JOURNAL ARTICLE WITH A DOI [DIGITAL OBJECT IDENTIFIER]

FOOTNOTE TEMPLATE

1. Firstname Lastname, "Title of Article," *Title of Journal* volume #, issue # (publication date): page number, doi:number.

FOOTNOTE ENTRY

3. Gueorgi Kossinets and Duncan Watts, "Origins of Homophily in an Evolving Social Network," *The American Journal of Sociology* 115, no. 2 (September 2009): 406, doi:10.1086/599247

BIBLIOGRAPHY ENTRY

Kossinets, Gueorgi and Duncan Watts. "Origins of Homophily in an Evolving Social Network." *The American Journal of Sociology* 115, no. 2 (September 2009): 405–450. doi:10.1086/599247

JOURNAL ARTICLE WITH NO DOI

FOOTNOTE TEMPLATE

1. Firstname Lastname, "Title of Article," *Title of Journal* volume #, issue # (publication date): page number.

FOOTNOTE ENTRY

4. Beverly May Carl, "The Laws of Genghis Khan," *Law and Business Review of the Americas* 18, no. 2 (March 22, 2012): 147.

BIBLIOGRAPHY ENTRY

Carl, Beverly May. "The Laws of Genghis Khan." *Law and Business Review of the Americas* 18, no. 2 (March 22, 2012): 147-170.

MAGAZINE OR NEWSPAPER ARTICLES – ONLINE & PRINT

FORMATTING NOTES:

- Include as much information about the publishing date as possible. Provide the day and month if available.
- If citing a print copy of a newspaper or magazine, end the citation after the page number in the footnote entry or year in the bibliography entry.
- If no author is given for the article, begin with the article's title instead.

FOOTNOTE TEMPLATE

1. Firstname Lastname, "Article Title," *Magazine or Newspaper Title*, Month Day, Year, page number, URL/Database.

FOOTNOTE ENTRY

1. Michelle Cortez, "Fewer American Kids Die in States with Tougher Gun Laws, According to this New Study," *Time*, July 15, 2019, <https://time.com/5626352/gun-laws-fewer-child-deaths/>.

2. Gintautas Dumcius, "State Receiving \$5.6M in Auto Settlement," *The Post-Standard*, January 11, 2019, A4, *Newsbank*.

BIBLIOGRAPHY ENTRY TEMPLATE

Lastname, Firstname. "Article Title." *Magazine or Newspaper Title*. Month Day, Year. URL/Database.

BIBLIOGRAPHY ENTRY

Cortez, Michelle. "Fewer American Kids Die in States with Tougher Gun Laws, According to this New Study." *Time*. July 15, 2019. <https://time.com/5626352/gun-laws-fewer-child-deaths/>.

Dumcius, Gintautas. "State Receiving \$5.6M in Auto Settlement." *The Post-Standard*. January 11, 2019. *Newsbank*.

BOOKS – PRINT OR ONLINE

CMOS 14.100

BOOK FORMATTING NOTES

1. Use **title case capitalization for titles and subtitles**.
2. If the book has been **reprinted**, list only the most recent year.
3. Give the **publisher** in as brief form as possible. Write out the names of corporations, associations, and university presses, but omit terms like Publishers, Co. and Inc. Retain words Books and Press. Example: Macmillan NOT Macmillan Publishing Co.
4. If **two or more publishing locations** are given, give the location listed first or, if specified, the location of the publisher's home office.
5. For an **edition other than the first**, add the edition number after the title in the listing. In the footnote, a comma separates the title and edition number. In the bibliography entry, a period separates the title and edition number.

ORDER OF ELEMENTS WHEN CITING A BOOK

Not all of the elements listed below will be applicable to every book. Skip elements that do not apply to the source being cited.

1. Author(s) or name of institution standing as author
2. Title
3. Editor or translator
4. Edition, if not the first
5. Volume
6. Series title
7. Facts of publication: city, state: publisher, date
8. Page number(s)
9. URL or DOI for electronic books

PRINT BOOK

FOOTNOTE TEMPLATE

1. Firstname Lastname, *Title of Work: Subtitle*, # ed. (City, State: Publisher, year), page.

FOOTNOTE ENTRY

1. Scott D. Wurdinger and Julie A. Carlson, *Teaching for Experiential Learning: Five Approaches that Work*, (Lanham, MD: Rowman & Littlefield Education, 2010), 45.

BIBLIOGRAPHY TEMPLATE

Lastname, Firstname. *Title*. # ed. City, State: Publisher, year.

BIBLIOGRAPHY ENTRY

Wurdinger, Scott D. and Julie A. Carlson. *Teaching for Experiential Learning: Five Approaches that Work*. Lanham, MD: Rowman & Littlefield Education, 2010.

ELECTRONIC BOOK (CMOS 14.161)

- When citing a book found online, include a DOI or URL at the end of the citation.
- If you are retrieving a book through a library database, a URL available to all users may not be available as library databases are available only to subscribers. Include the name of the database in italics instead of a URL.
- Some electronic books may not have fixed page numbers. If page numbers are not available in an e-book, include another location identifier such as a chapter or section number.

FOOTNOTE TEMPLATE

1. Firstname Lastname, *Title of eBook* (city, state: publisher, year), page number, URL/DOI/*Database*.

FOOTNOTE EXAMPLES

1. Joe R. Feagin, *Racist America: Roots, Current Realities, and Future Reparations*, 2nd ed. (New York: Taylor & Francis, 2010), 59, EBSCO *eBook Academic Collection*.

2. Akis Kalaitzidis and Gregory W. Streich, *U.S. Foreign Policy: A Documentary and Reference Guide* (Santa Barbara, CA: Greenwood, 2011), 274, *Gale eBooks*.

BIBLIOGRAPHY TEMPLATE

Lastname, Firstname. *Title of eBook*. City, state: publisher, year. URL/DOI/*Database*.

BIBLIOGRAPHY ENTRY

Kalaitzidis, Akis and Gregory W. Streich. *U.S. Foreign Policy: A Documentary and Reference Guide*. Santa Barbara, CA: Greenwood, 2011. *Gale eBooks*.

ARTICLE OR CHAPTER IN AN EDITED COLLECTION OR ANTHOLOGY (CMOS 14.107)

FOOTNOTE TEMPLATE

1. Author of chapter, "Chapter or article title," in *Book Title*, ed. Editor Name(s) (City: Publisher, year), page number.

FOOTNOTE ENTRY

1. Judith Ortiz Cofer, "The Myth of the Latin Woman," in *The Norton Field Guide to Writing with Readings*, 4th ed., ed. Richard Bullock and Maureen Daly Goggin (New York: W.W. Norton, 2016), 876.

BIBLIOGRAPHY TEMPLATE

Author of chapter. "Chapter Title." In *Book Title*, edited by name(s), page range. City: Publisher, year.

BIBLIOGRAPHY ENTRY

Cofer, Judith Ortiz. "The Myth of the Latin Woman." In *The Norton Field Guide to Writing with Readings*, edited by Richard Bullock and Maureen Daly Goggin, 876-83. New York: W.W. Norton, 2016.

ENTRY IN A REFERENCE BOOK—DICTIONARY/ENCYCLOPEDIA

- Well-known reference works, such as the *Oxford English Dictionary*, *Encyclopedia Britannica*, or Wikipedia, can be cited in the footnotes and left out of the bibliography.
- Reference works that are not widely known should include full publication details like other books.
- Citations of an alphabetically arranged work (that is how reference books are usually arranged) will include the abbreviation "s.v." which is short for the Latin phrase *sub verbo* or "under the word." The plural form is s.vv. See the examples below.

PRINT REFERENCE BOOK

FOOTNOTE TEMPLATE

1. Firstname Lastname (if available), *Reference Work Title*, edition (year), s.v. "word."
-

FOOTNOTE ENTRY

1. *Oxford English Dictionary*, 2nd ed. (1999), s.v. "liberty."

ONLINE REFERENCE WORK

FOOTNOTE TEMPLATE

1. Firstname Lastname (if available), *Reference Work Title*, s.v. "word," accessed Month day, year, URL.
-

FOOTNOTE ENTRY

1. Jeff Wallenfledt and David Mendell, *Encyclopedia Britannica*, s.v. "Barack Obama," last updated June 19, 2019, <https://www.britannica.com/biography/Barack-Obama>.
2. *Merriam-Webster Dictionary*, s.v. "freedom," accessed July 16, 2019, <https://www.merriam-webster.com/dictionary/freedom?src=search-dict-box>.

AUDIOVISUAL AND OTHER MULTIMEDIA

ORDER OF ELEMENTS FOR MULTIMEDIA CITATIONS

Note: Not every element below is going to be applicable to every source. Use whatever information you have about the source and order it in the following sequence.

1. Name of the composer, writer, director, performer, or other person primarily responsible for content. Follow the name with a designation of role, such as director or writer as appropriate.
2. Title of work in italics or quotation marks. Title of films, albums, or podcast series are italicized. Works within larger works, like a TV episode, podcast episode, or a TED talk lecture are enclosed in quotation marks.
3. Information about the work, such as when and where it was recorded.
4. Information about the publisher, including date of publication.
5. Information about the medium or format, such as DVD or MPEG. Length of film can also be given.
6. Any additional information that might be useful for a reader to locate item.
7. URL for sources found online.

STREAMING VIDEO

Formatting note:

- If the video is a recording of a speech or performance, include information about the original performance, such as the location and date it was filmed. See Ted Talk example below.

FOOTNOTE ENTRY

1. Dina Radeljas, "From Refugee to PhD," filmed September 22, 2017 in Utica, NY, TEDx video, 10:47, <https://www.youtube.com/watch?v=Jug5acThEGs>.

2. Robert Yuhas, director, *Becoming Barack: Evolution of a Leader*, Vision Films, 2012, 53:05, *Kanopy*, <https://mvcc.kanopy.com/video/becoming-barack-evolution-leader>.

BIBLIOGRAPHY ENTRY

Radeljas, Dina. "From Refugee to PhD." Filmed September 22, 2017 in Utica, NY. TEDx video, 10:47. <https://www.youtube.com/watch?v=Jug5acThEGs>.

Yuhas, Robert, director. *Becoming Barack: Evolution of a Leader*. Vision Films, 2012, 53:05. *Kanopy*. <https://mvcc.kanopy.com/video/becoming-barack-evolution-leader>.

FILM/DVD

The order of the elements listed for film depends on whether you're citing a particular episode or an entire work and whether a particular contributor (such as a writer, actor, or director) is the focus of the citation. For more film examples see Purdue Owl's website.

FOOTNOTE ENTRY

2. Michael Kirk, director and writer, *Cheney's Law* (Frontline, 2007), DVD.

3. Ann Carroll and Charles Poe, writers, *The New World: Nightmare in Jamestown* (Burbank, CA: Warner Home Video, 2005), DVD.

BIBLIOGRAPHY ENTRY

Carroll, Ann and Charles Poe, writers. *The New World: Nightmare in Jamestown*. Burbank, CA: Warner Home Video, 2005. DVD.

Kirk, Michael, director and writer. *Cheney's Law*. Frontline, 2007. DVD.

PODCAST (CMOS 14.267)

FOOTNOTE TEMPLATE

1. Podcast host and guest, "Title of podcast," date, in *Title of Podcast Series*, produced by organization, podcast, MP3 audio, time length, accessed date, URL.

FOOTNOTE ENTRY

1. Liz Covart and Stephen Brumwell, "238 Stephen Brumwell, Benedict Arnold," n.d., in *Ben Franklin's World*, produced by the Omohundro Institute, podcast, MP3 audio, 1:10:52, accessed July 25, 2019, <https://www.benfranklinworld.com/episode-238-stephen-brumwell-benedict-arnold/>.

BIBLIOGRAPHY TEMPLATE

Podcast host and guest. "Title of episode." Produced by organization. *Podcast Series Title*. Date aired. Podcast, MP3 audio, time length. Accessed date. URL.

BIBLIOGRAPHY ENTRY

Covart, Liz and Stephen Brumwell. "238 Stephen Brumwell, Benedict Arnold." Produced by the Omohundro Institute. *Ben Franklin's World*. N.d. Podcast, MP3 audio, 1:10:52. Accessed July 25, 2019. <https://www.benfranklinworld.com/episode-238-stephen-brumwell-benedict-arnold/>.

WEBSITES

FORMATTING NOTES:

- If no publication date is available, include the month, day and year that you retrieved the document.
- Some webpages state when a page was last modified or updated. Include this wording with the date before the URL.
- Titles of websites are generally not italicized in Chicago style (CMOS 14.206). Not all websites have titles but rather an entity responsible for the site. Titles of blogs can be italicized. Titles of online newspapers or magazines are italicized.
- Titles of the webpage or article are set in quotation marks.

WEBPAGE WITH AN AUTHOR

FOOTNOTE TEMPLATE

1. Firstname Lastname, "Webpage Title," Website Title, last modified/updated/accessed Month Day, Year, URL.

FOOTNOTE ENTRY

2. Lisa Chedekel, "SPH Study: Alcohol Policies Contribute to Suicide Prevention," *BU Today*, December 14, 2016, <https://www.bu.edu/articles/2016/alcohol-policies-contribute-to-suicide-prevention/>.

3. Michael Nelson, "Barack Obama: Life Before the Presidency," Miller Center, University of Virginia, accessed July 15, 2019, <https://millercenter.org/president/obama/life-before-the-presidency>.

BIBLIOGRAPHY TEMPLATE

Lastname, Firstname. "Webpage Title." Website title. Last modified/Accessed/Updated date. URL.

BIBLIOGRAPHY ENTRY

Chedekel, Lisa. "SPH Study: Alcohol Policies Contribute to Suicide Prevention." *BU Today*. December 14, 2016. <https://www.bu.edu/articles/2016/alcohol-policies-contribute-to-suicide-prevention/>.

Nelson, Michael. "Barack Obama: Life Before the Presidency." Miller Center, University of Virginia. Accessed July 15, 2019. <https://millercenter.org/president/obama/life-before-the-presidency>.

WEBPAGE – ORGANIZATION AS AUTHOR OR NO AUTHOR

Formatting notes:

- Often webpages that appear to have no author are authored by corporate entity or organization. List the organization or entity in place of the author. If the organization is also the name of the website, do not repeat that information.
- If there is **no author**, no organization and no website owner listed, start the entry with the title of the webpage.
- If no publication date is given, include the date the material was accessed. Accessed dates are not necessary if a publication date is given.

FOOTNOTE TEMPLATE

1. Organization or owner of the ENTIRE website, "Webpage title," Title of Website or publisher of the ENTIRE website (if different than organization), last modified/accessed/updated date, URL.

FOOTNOTE ENTRY

1. "Barack Obama Biography," A&E Television Networks, last updated July 17, 2019, <https://www.biography.com/us-president/barack-obama>.

2. "Bulgaria Country Profile," BBC News, May 22, 2018, <https://www.bbc.com/news/world-europe-17202996>.

BIBLIOGRAPHY ENTRY

"Barack Obama Biography." A&E Television Networks. Last updated July 17, 2019. <https://www.biography.com/us-president/barack-obama>.

"Bulgaria Country Profile." BBC News. May 22, 2018. <https://www.bbc.com/news/world-europe-17202996>.

FOOTNOTE TEMPLATE

1. Firstname Lastname, "Title of Post," *Title of Blog* (blog), *Name of Larger Publication if applicable*, Month Day, Year of post, URL.

FOOTNOTE ENTRY

1. Joe Hardenbrook, "Marketing and Advocating for the Academic Library," *Mr. Library Dude* (blog), March 4, 2019, <https://mrlibrarydude.wordpress.com/>.

BIBLIOGRAPHY ENTRY

Hardenbrook, Joe. "Marketing and Advocating for the Academic Library." *Mr. Library Dude* (blog). March 4, 2019. <https://mrlibrarydude.wordpress.com/>.

LIBRARY OF CONGRESS DIGITAL COLLECTION (CMOS 14.229)

Note: The Library of Congress has a diverse digital collection of manuscripts and photographs available online (<https://www.loc.gov/collections/>). It's a great place to find primary source material.

FOOTNOTE ENTRY

1. Abraham Lincoln papers: Series 1. General Correspondence. 1833-1916: Abraham Lincoln, [January 1849] (A Bill to Abolish Slavery in the District of Columbia), Library of Congress, Washington, DC, <https://www.loc.gov/resource/mal.0042500/>.

BIBLIOGRAPHY ENTRY

Abraham Lincoln papers: Series 1. General Correspondence. 1833-1916: Abraham Lincoln, [January 1849] (A Bill to Abolish Slavery in the District of Columbia). Library of Congress, Washington, DC. <https://www.loc.gov/resource/mal.0042500/>.

GENERATIVE AI (SUCH AS, CHATGPT, BARD, ETC.)

Artificial intelligence (AI) is the capacity of machines or software to engage in processes, such as computer coding, image creation, or composition, typically associated with humans. **Generative AI** is artificial intelligence that has been trained on large data sets to recognize and predict patterns. **Large language models** are a type of generative AI trained on texts and able to predict patterns in language. This prediction allows them to create human-like responses to prompts or questions. It is important to note that responses are based on probability not reality or verifiable facts.

Because of its weak relationship with verifiable information, writers should double-check the validity of AI generated information.

As of the publication of this guide (2023), the *Chicago Manual of Style* instructs writers to [cite content created by AI generative tools in the text of their assignment and/or in the footnotes](#) (not in the bibliography).

The name of the AI tool stands in as the “author” of the content. If the prompt has not been included in the text, it can be included in the note (see footnote example 1 below). If you have included the prompt within your text, you do not need to include it in the footnote (example 2).

FOOTNOTE ENTRY

1. ChatGPT, response to “How is AI helping historians better understand the past,” September 6, 2023, Open AI, <https://chat.openai.com/chat>.
2. Text generated by ChatGPT, OpenAI, September 5, 2023, <https://chat.openai.com/chat>.

SOURCE NOTES:

This guide is based on the 17th edition of Chicago Manual of Style. It also makes use of materials accessed through MVCC library’s databases, the Purdue Online Writing Lab (owl.purdue.edu), and the APA reference guide created by Danielle Del Giudice.

Please report suggestions and corrections to Danielle Del Giudice at ddel-giudice.mvcc.edu or Jocelyn Ireland at jireland@mvcc.edu.

This work is licensed under a [Creative Commons Attribution-NonCommercial-ShareAlike 4.0 International License](#).