Chicago Manual of Style Guide

The Chicago Manual of Style presents two basic documentation systems:

1. Humanities bibliographic note system style
   (footnotes or endnotes and “Bibliography”)

2. Author-date system
   (similar to APA with in-text citations and “Works Cited” or “References”)

Check with your professor to see which system is required.

For numerous specific examples, see chapters 16 and 17 of The Chicago Manual of Style, 15th edition.

Online sources should be cited in the same way as the print source with the addition of a URL. Some disciplines may also require an access date. For online or other electronic sources that do not have a direct print counterpart (such as an institutional Web site or a Weblog), give as much information as you can in addition to the URL.

See http://www.chicagomanualofstyle.org/tools_citationguide.html for a guide to both documentation systems.

Follow the following guidelines for the (1) CM-Style Bibliographic Note System:

a. Notes: Place endnotes on a separate page with “Notes” centered at the top. OR, place footnotes at the bottom of the page. Use blank space to separate the footnote from your text.
   1) Number notes in order each time you use a source.
   2) Use superscript Arabic numerals after any punctuation except the dash.
   3) Notes are single spaced throughout with regular numbers (not superscript).
   4) Indent each note 5 spaces with next lines flush at the margin.

b. Bibliography: Center “Bibliography” or “Works Cited” on a separate page after the endnotes.
   (No underlining or quotation marks)
   1) 1st line flush at margin; additional lines indented 5 spaces.
   2) Alphabetical order by author’s last name.
c. **Spacing:** Single space after each punctuation mark, even periods.

d. **Authors’ Names:**
   1) Give first name first order in footnotes and endnotes.
   2) If 2 or 3 authors, use *and* before the last author’s name.
   3) For more than 3 authors, use the first author’s name followed by *and others.*
   4) In the Bibliography, list last name, first name.

e. **Titles:**
   1) Capitalize all major words including the first and last word.
   2) Use italics for titles of long works.
   3) Use quotation marks for titles of short works.
   4) For titles of periodicals and newspapers, omit *A, An,* and *The.*

f. **Publication Information:**
   1) *(City, State: Publisher, date),*
      a) **EX:** *(Cambridge, MA: Harvard University Press, 2009),*
   2) Write out University and Press.
   3) Don’t abbreviate months.

g. **Page Numbers:**
   1) 2-99, give full second number.
   2) >100, give the full second number only if ambiguous. **Ex:** 156-59, 305-8, 500-602.
   3) Use *p.* and *pp.* only with newspaper pages and journal pages without volume numbers.
   4) List all discontinuous page numbers.

**EXAMPLE for a Book:**

Footnote or Endnote:

2nd Note from Same Source (Abbreviated):

Bibliography:

See *Simon & Schuster Handbook for Writers,* 9th ed., Chap. 38, pp. 699-713 and