

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”)

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

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:

1. Wendy Doniger, *Splitting the Difference* (Chicago: University of Chicago Press, 1999), 65.

2nd Note from Same Source (Abbreviated):

2. Doniger, *Splitting the Difference*, 68.

Bibliography:

Doniger, Wendy. *Splitting the Difference*. Chicago: University of Chicago Press, 1999.

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

http://www.chicagomanualofstyle.org/tools_citationguide.html for full listings.