

Chicago Style Notes & Bibliography

OTHER HELPFUL HANDOUTS

- USING SOURCES
- QUOTING/
PARAPHRASING/
SUMMARIZING
- WRITING
LITERATURE
REVIEWS
- WRITING
ABSTRACTS

VIDEOS ON OUR WEBSITE

- WRITING WITH
SOURCES
- PREVENTING
PLAGIARISM

The University of Chicago publishes citation guidelines used primarily in Humanities and Social Sciences disciplines for documenting sources in a text. This handout reviews the version of Chicago Style that uses footnotes or endnotes. If you are looking for the version of Chicago Style that uses parenthetical in-text citation, see the "Chicago Style Author Date" handout. Ask your instructor or journal editor if you are unsure which to use.

Why do we cite?

- To give credit to others for their ideas, words, and images
- To lend credibility to our arguments
- To connect our ideas to other writers' ideas in our field
- To provide readers with sources that they can use for their own projects

When do we cite?

- When we quote other writers' words
- When we paraphrase (i.e., using your own words to explain someone else's ideas)
- When we use another writers' tables, graphs, or images

What do I do if the information I need is not contained in this packet?

- Check *The Chicago Manual of Style*, 16th Edition. UofL Libraries provides access to the full text of the *Chicago Manual of Style* online at www.chicagomanualofstyle.org.
- Work with a Writing Center consultant.
- Visit the *Purdue OWL*.

Where in the paper do I put my citations?

- The Chicago Notes and Bibliography system offers writers two ways to cite their sources. See page 2 of this handout for an explanation of footnotes and endnotes.

In-Text Citation

When you refer to a source (summarizing, paraphrasing, or quoting), insert a superscript number. The superscript is almost always located at the end of the sentence. The superscript corresponds with the source information in a footnote or endnote.

Example Paragraph with Footnotes

Michelangelo's struggles with his own identity and his place in the artistic world began when he was young. His father boasted about their family's ascendancy from the Knights of Canossa, an ancient and Florentine house, and he expected his sons to live up to this ancestry.¹ Both of Michelangelo's contemporary biographers, Ascanio Condivi and Giorgio Vasari, testify that Michelangelo was born under an auspicious star, "destined to be of a noble and lofty intellect, fit to prosper without exception in every undertaking."² When he first became interested in pursuing a career as an artist and wished to become an apprentice, Michelangelo's father and uncles at first refused to allow it. Condivi notes that his father, "who held painting in contempt," beat him for these notions, though he did allow it eventually.³ Later, when Michelangelo moved to the Medici garden for another apprenticeship, his father was further outraged, but was again convinced to let him go.⁴ In spite of his father's reluctance toward his career choice, Michelangelo was to support his family for the rest of his life. The pressure of his family's expectations certainly shaped his identity and his inspired him to succeed.

1 Anton Gill, *Il Gigante: Michelangelo, Florence, and the David, 1492-1504* (New York: Thomas Dunne Books, 2002), 78.

2 Ascanio Condivi. *The Life of Michelagnolo Buonarroti*. (1553; repr., Boston: Merrymount Press, 1904), 3.

3 Ibid., 4.

4 Gill, 97.

Footnotes or Endnotes?

- Footnotes appear at the bottom of each page in which you cite particular sources, as demonstrated in the example paragraph above.
- Endnotes are formatted like footnotes, but you place them on a "Notes" page, which is located at the end of your paper.
- Footnotes are generally preferred because they are placed within close proximity to the part of the paper in which the source is cited. However, lengthy footnotes can take up large amounts of space, which can both affect the format of your paper and intimidate your readers. The best strategy is to ask your professor if he or she prefers footnotes or endnotes.
- See the Chicago Style Manual for an example Notes page for endnotes.

Formatting of Notes & Bibliography Entries

Book with One Author

Notes

- 1 Harry C. Denny, *Facing the Center: Toward an Identity Politics of One-To-One Mentoring* (Logan, UT: Utah State UP, 2010), 44.
 - When you introduce a new source for the first time, you need to give the full citation for that source.
- 2 Denny, *Facing the Center*, 85.
 - After you've given a full citation once, you use the abbreviated style.
- 3 Ibid., 99.
 - Finally, you can use "Ibid." if it's clear which source "Ibid." refers to. "Ibid." means "in the same place," so you are directing your reader to the source that appeared immediately before.

Bibliography

Denny, Harry C. *Facing the Center: Toward an Identity Politics of One-To-One Mentoring*. Logan, UT: Utah State UP, 2010.

Book Chapter with One Author & Editor(s)

Notes

- 1 Michael A. Pemberton, "The Writing Lab Newsletter as History: Tracing the Growth of a Scholarly Community," in *The Center Will Hold: Critical Perspectives on Writing Center Scholarship*, ed. Michael A. Pemberton and Joyce Kinkead (Logan, UT: Utah State UP, 2003), 22.
- 2 Pemberton, "The Writing Lab Newsletter as History," 25.

Bibliography

Pemberton, Michael A. "The Writing Lab Newsletter as History: Tracing the Growth of a Scholarly Community." In *The Center Will Hold: Critical Perspectives on Writing Center Scholarship*, edited by Michael A. Pemberton and Joyce Kinkead, 21-40. Logan, UT: Utah State UP, 2003.

Journal Article, One Author

Notes

- 1 Frederick Barthelme, "Architecture," *Kansas Quarterly* 13, no. 3-4 (1981): 77.
- 2 Barthelme, "Architecture," 78.

Bibliography

Barthelme, Frederick. "Architecture." *Kansas Quarterly* 13, no. 3-4 (1981): 77-80.

Check the *Chicago Manual of Style* for examples of additional source types.

Example Bibliography Page

Bibliography

Denny, Harry C. *Facing the Center: Toward an Identity Politics of One-To-One Mentoring*. Logan, UT: Utah State UP, 2010.

Pemberton, Michael A. "The Writing Lab Newsletter as History: Tracing the Growth of a Scholarly Community." In *The Center Will Hold: Critical Perspectives on Writing Center Scholarship*, edited by Michael A. Pemberton and Joyce Kinkead, 21-40. Logan, UT: Utah State UP, 2003.

Tolson, Nancy. "Making Books Available: The Role of Early Libraries, Librarians, and Booksellers in the Promotion of African American Children's Literature." *African American Review* 32 (1998): 9-16. EBSCOhost.

Do I need a bibliography page if I have notes?

- Footnotes or endnotes require a full citation of the source, so technically a bibliography isn't necessary. However, a bibliography provides a list of all the sources you're working with, which helps the reader more easily account for your source material.
- Also, Chicago Style permits writers to include sources in their bibliography that they didn't use in the paper, so a bibliography may be useful for your audience.