

Chicago Style Quick Guide: Author-Date and Notes-Bibliography

What Is Chicago Style?

Chicago style comes from *The Chicago Manual of Style* (CMOS). It offers **two citation systems**, and both are current and fully accepted. Your lecturer or department decides which one you use, so never mix them in one paper.

	Author-date system	Notes and bibliography system
Common in	Physical, natural and social sciences	History, literature, the arts and other humanities
In the text	A brief citation in parentheses: (Halim 2020, 45)	A superscript number linked to a footnote or endnote ¹
At the end	References list	Bibliography
Year placement	Right after the author's name	Near the end of the entry

This guide explains the **author-date system first**, then the notes and bibliography system.

All names, titles and links in the examples below are invented for illustration. Always follow your lecturer's instructions.

Author-Date System: In-Text Citations

Place a brief citation in parentheses right in your sentence: author's surname, year, and page if needed. There is **no comma between author and year**, and **no "p."** before the page.

- **Parenthetical:** Urban gardens lower street temperatures (Halim 2020, 45).
- **Narrative:** Halim (2020, 45) shows that urban gardens lower street temperatures.

Situation	In-text citation
One author	(Halim 2020)
With a page number	(Halim 2020, 45) or a range (Halim 2020, 45–47)
Two authors	(Lestari and Gomez 2019)
Three authors	(Ng, Rossi, and Tan 2022)
Four or more authors	(Okafor et al. 2023)
Organization as author	(World Health Organization 2024)

Situation	In-text citation
No author	Short title: (<i>Coastal Erosion Atlas</i> 2018) or ("Rice Prices Climb" 2024)
No date	(Santoso, n.d.)
Same author, same year	(Rahman 2020a, 2020b)
Several sources	(Abidin 2015; Lee and Tan 2020)
Chapter, figure or section	(Halim 2020, chap. 3), (Halim 2020, fig. 2)
Secondary source	(Hall 1997, quoted in Nugroho 2020, 54)
Video or podcast moment	(Science Simplified 2023, at 4:32)
Personal communication	(B. Santoso, interview by author, April 9, 2026)

Placement and quoting

- **Where it goes:** Put the citation just before the punctuation at the end of the sentence or clause. After a block quote, put it after the final full stop.
- **Short quotes** go in double quotation marks: "gardens cool the street" (Halim 2020, 45).
- **Long quotes** of five or more lines go in an indented block with no quotation marks.
- **Page numbers** are needed for quotes and specific ideas. They are optional when you refer to a whole work.
- **Personal communications** such as interviews and emails appear in the text only, not in the reference list.

Author-Date System: Reference List Rules

Every entry follows the same order: **Author. Year. Title. Publication details. DOI or URL.** The year comes **right after the author**, so readers can match it to the in-text citation at a glance.

- **Page:** Start the list on a new page titled **References**, centered. Single-space each entry, with a blank line between entries.
- **Hanging indent:** Indent every line after the first by 0.5 inch.
- **Order:** Sort entries alphabetically by the first author's surname. Works by the same author go oldest first; for the same year, add a, b, c and sort by title.
- **Authors:** Reverse only the first author's name: Lestari, Dewi, and Carlos Gomez. Use full names as they appear on the source.
- **Many authors:** List up to ten. For eleven or more, list the first seven, then "et al."
- **Names without a surname**, such as many Indonesian names: Write the name as given, for example Sutrisno. 2019.
- **No date:** Write n.d. in place of the year.
- **Titles:** Use title case for every title. Italicize books, journals, newspapers, websites and films. Put articles, chapters and web pages in double quotation marks.
- **Books:** Give City: Publisher.

- **Journals:** Give volume, issue and page range: 14 (2): 101–18.
- **DOIs and URLs:** Add a DOI as <https://doi.org/...> whenever there is one, otherwise the URL. Add an access date only when the page has no date.
- **Dates in entries:** Write the month before the day: July 2.
- **Non-English sources:** Keep the original title and add an English translation in square brackets.

Author-Date Examples

Source	In text	Reference list entry
Book, one author	(Halim 2020, 45)	Halim, Rina. 2020. <i>Urban Farming in Tropical Cities</i> . Yogyakarta: Gadjah Press.
Book, two authors	(Moreno and Tanaka 2017)	Moreno, Lucia, and Kenji Tanaka. 2017. <i>Statistics Without Fear</i> . Boston: Northfield Academic.
Book, four or more authors	(Okafor et al. 2023)	Okafor, Chidi, Mei Lin, Ravi Shah, and Laila Hasan. 2023. <i>Water Policy in Emerging Economies</i> . London: Lakeside.
Later edition	(Fischer 2021, 210)	Fischer, Hanna. 2021. <i>Introduction to Ecology</i> . 4th ed. Singapore: Lakeside.
Edited book	(Saputra and Owens 2018)	Saputra, Budi, and Megan Owens, eds. 2018. <i>Perspectives on Inclusive Education</i> . Sydney: Harbor University Press.
Chapter in an edited book	(Rahayu 2018, 120)	Rahayu, Tari. 2018. "Supporting Deaf Learners." In <i>Perspectives on Inclusive Education</i> , edited by Budi Saputra and Megan Owens, 112–35. Sydney: Harbor University Press.
Journal article with a DOI	(Prasetyo and Haddad 2022, 7)	Prasetyo, Yudi, and Nadia Haddad. 2022. "Screen Time and Sleep Quality." <i>Journal of Student Wellbeing</i> 14 (2): 1–20. https://doi.org/10.1234/jsw.2022.001 .

Source	In text	Reference list entry
Journal article from a database	(Silva 2016)	Silva, Marta. 2016. "Peer Tutoring in First-Year Chemistry." <i>Teaching Science Quarterly</i> 9 (4): 22–35. JSTOR.
Journal article in another language	(Nugraha 2020, 80)	Nugraha, Arief. 2020. "Pola Asuh dan Kemandirian Anak" [Parenting and child independence]. <i>Jurnal Psikologi Pendidikan</i> 8 (2): 77–89.
Newspaper article, online	(Wulandari 2025)	Wulandari, Sinta. 2025. "Flooding Forces Schools to Close." <i>The Jakarta Daily</i> , July 2, 2025. https://www.jakartadaily.example.com/news/flooding .
Web page	(Pratama 2023)	Pratama, Indra. 2023. "How to Build a Weekly Study Plan." Study Smart Hub, August 14, 2023. https://www.studysmarthub.example.com/plan .
Web page, no date	(Red Cross Indonesia, n.d.)	Red Cross Indonesia. n.d. "First Aid for Burns." Accessed October 13, 2026. https://www.redcross-id.example.org/burns .
Government report	(Ministry of Environment 2022, 12)	Ministry of Environment. 2022. <i>National Waste Management Report 2021</i> . Jakarta: Ministry of Environment. https://www.menlh.example.go.id/waste-2021 .
YouTube video	(Science Simplified 2023)	Science Simplified. 2023. "How Vaccines Train Your Immune System." YouTube video, 12:04. June 18, 2023. https://www.youtube.com/watch?v=example01 .

Source	In text	Reference list entry
Podcast episode	(Lim 2024)	Lim, Emily, host. 2024. "Studying with ADHD." <i>Campus Minds</i> (podcast), September 9, 2024. https://www.campusminds.example.com/58 .
Thesis	(Lestari 2021, 41)	Lestari, Nur. 2021. "Social Media Use and Loneliness among First-Year Students." Master's thesis, Universitas Gadjah Mada. https://etd.repository.ugm.ac.id/example/12345 .
Conference paper	(Wahyudi and Brennan 2024)	Wahyudi, Agus, and Sean Brennan. 2024. "Gamified Quizzes in Large Lectures." Paper presented at the Asia-Pacific Education Conference, Bandung, Indonesia, November 7, 2024.
Data set	(Statistics Bureau 2024)	Statistics Bureau. 2024. <i>National Household Survey 2023</i> . Version 2. https://doi.org/10.1234/nhs.2023.v2 .
Generative AI	(Claude, Anthropic, October 13, 2026)	Not included; cite AI output in the text only.

Notes and Bibliography System: How Footnotes Work

Instead of a citation in parentheses, put a superscript number in your sentence, like this.¹ The source details go in a numbered **footnote** at the bottom of the page, or in an **endnote** at the end of the paper. A **Bibliography** at the end lists every source alphabetically.

The first time you cite a source, give a **full note**. Each later time, give a **short note**: surname, a short title of up to four words, and the page.

	Example
Full note (first citation)	1. Rina Halim, <i>Urban Farming in Tropical Cities</i> (Yogyakarta: Gadjah Press, 2020), 45.

	Example
Short note (later citations)	4. Halim, <i>Urban Farming</i> , 52.
Bibliography entry	Halim, Rina. <i>Urban Farming in Tropical Cities</i> . Yogyakarta: Gadjah Press, 2020.

How notes differ from bibliography entries

- **Names:** Notes put the first name first (Rina Halim). The bibliography puts the surname first (Halim, Rina).
- **Punctuation:** Notes separate parts with commas and put publication details in parentheses. The bibliography uses full stops.
- **Year:** In both, the year comes near the end, not after the author.
- **Pages:** Notes give the exact page cited (45). The bibliography gives the full page range for articles and chapters.

Note rules

- Put the note number after the punctuation at the end of the sentence or clause.
- Number notes in order through the whole paper; never reuse a number.
- For one to three authors, list all names in the note. For four or more, give the first author and "et al."
- For the same source twice in a row, use a short note. Many lecturers also accept "Ibid."
- Use a smaller font for notes, often 10 pt, and indent the first line of each note.

Notes and Bibliography Examples

These are the same sources as the author-date examples, so you can compare the two systems.

Source	Full footnote	Bibliography entry
Book, one author	1. Rina Halim, <i>Urban Farming in Tropical Cities</i> (Yogyakarta: Gadjah Press, 2020), 45.	Halim, Rina. <i>Urban Farming in Tropical Cities</i> . Yogyakarta: Gadjah Press, 2020.
Book, two authors	2. Lucia Moreno and Kenji Tanaka, <i>Statistics Without Fear</i> (Boston: Northfield Academic, 2017), 102.	Moreno, Lucia, and Kenji Tanaka. <i>Statistics Without Fear</i> . Boston: Northfield Academic, 2017.
Book, four or more authors	3. Chidi Okafor et al., <i>Water Policy in Emerging Economies</i> (London: Lakeside, 2023), 88.	Okafor, Chidi, Mei Lin, Ravi Shah, and Laila Hasan. <i>Water Policy in Emerging Economies</i> . London: Lakeside, 2023.
Chapter in an edited book	4. Tari Rahayu, "Supporting Deaf Learners," in <i>Perspectives on Inclusive Education</i> , ed. Budi	Rahayu, Tari. "Supporting Deaf Learners." In <i>Perspectives on Inclusive Education</i> , edited by

Source	Full footnote	Bibliography entry
	Saputra and Megan Owens (Sydney: Harbor University Press, 2018), 120.	Budi Saputra and Megan Owens, 112–35. Sydney: Harbor University Press, 2018.
Journal article with a DOI	5. Yudi Prasetyo and Nadia Haddad, "Screen Time and Sleep Quality," <i>Journal of Student Wellbeing</i> 14, no. 2 (2022): 7, https://doi.org/10.1234/jsw.2022.001 .	Prasetyo, Yudi, and Nadia Haddad. "Screen Time and Sleep Quality." <i>Journal of Student Wellbeing</i> 14, no. 2 (2022): 1–20. https://doi.org/10.1234/jsw.2022.001 .
Newspaper article, online	6. Sinta Wulandari, "Flooding Forces Schools to Close," <i>The Jakarta Daily</i> , July 2, 2025, https://www.jakartadaily.example.com/news/flooding .	Wulandari, Sinta. "Flooding Forces Schools to Close." <i>The Jakarta Daily</i> , July 2, 2025. https://www.jakartadaily.example.com/news/flooding .
Web page	7. Indra Pratama, "How to Build a Weekly Study Plan," Study Smart Hub, August 14, 2023, https://www.studysmarthub.example.com/plan .	Pratama, Indra. "How to Build a Weekly Study Plan." Study Smart Hub, August 14, 2023. https://www.studysmarthub.example.com/plan .
YouTube video	8. Science Simplified, "How Vaccines Train Your Immune System," YouTube video, 12:04, June 18, 2023, https://www.youtube.com/watch?v=example01 .	Science Simplified. "How Vaccines Train Your Immune System." YouTube video, 12:04. June 18, 2023. https://www.youtube.com/watch?v=example01 .
Thesis	9. Nur Lestari, "Social Media Use and Loneliness among First-Year Students" (master's thesis, Universitas Gadjah Mada, 2021), 41.	Lestari, Nur. "Social Media Use and Loneliness among First-Year Students." Master's thesis, Universitas Gadjah Mada, 2021.
Interview you conducted	10. Budi Santoso, interview by the author, Yogyakarta, April 9, 2026.	Usually cited in notes only.
Generative AI	11. Claude, response to "Summarize three causes of urban flooding," Anthropic, October 13, 2026.	Not included in the bibliography.

Common Mistakes and Final Checklist

Common mistake	Correct form
Mixing both systems in one paper	Use only the system your course requires
Comma between author and year: (Halim, 2020)	No comma: (Halim 2020)
"p." before the page: (Halim 2020, p. 45)	Number only: (Halim 2020, 45)
Year at the end of an author-date reference	Year right after the author: Halim, Rina. 2020.
Bibliography punctuation in a footnote	Note form: Rina Halim, <i>Title</i> (City: Publisher, Year), 45.
Repeating the full note every time	Full note first, then a short note
Note number before the full stop	After the punctuation: grew quickly. ¹
Sentence case titles	Title case: <i>Urban Farming in Tropical Cities</i>
Day before month: 2 July 2025	Month first: July 2, 2025

Before you submit (author-date)

- ☐ Every in-text citation matches an entry in the References list.
- ☐ Quotes have page numbers.
- ☐ The year comes right after the author in every reference.

Before you submit (notes and bibliography)

- ☐ Each source has one full note, then short notes.
- ☐ Note numbers run in order and sit after punctuation.
- ☐ The Bibliography lists every source except those cited in notes only.

Both systems

- ☐ Entries are alphabetical with a hanging indent.
- ☐ Titles use title case, with italics or quotation marks as needed.
- ☐ Online sources have a DOI or URL.

Sources: Based on the [Harvard Guide to Using Sources: Chicago](#), [Victoria University of Wellington's Chicago guide](#) and the [UGM Library Chicago guide](#), following the 17th edition of *The Chicago Manual of Style*. All examples are original and invented for illustration.