



Chicago General Guide: Footnotes and Bibliography

Introduction

Chicago style format is often used in the humanities—more so in history, literature and art. Footnotes and endnotes require a bibliography or cited references page. Footnotes and endnotes are shortened citations at the end of the page or chapter that are labeled with numbers used in the writing; while the bibliography is the full list of citations without the numbers, but has the same information. The footnotes and endnotes are usually set and will adjust to the document size; they should be the same font and font size and single-spaced.

General Bibliography Rules:

- The bibliography should start on a new page; Times New Roman 12 pt. font, double-spaced, and titled 'Bibliography' at the top.
- Leave two blank lines between your bibliography title and the first entry.
- Use proper formatting for each type of source and always use a hanging indent, set at 0.5. The first line of the citation will begin on the margin, subsequent lines are indented.
 - Citations include: Author Last Name, First Name. Publication Date. "Title of Article." *Journal Title* Volume(Issue): Page Range. doiXXXX
- The bibliography should be in alphabetical order.
- Entries should be typed single-space but there should be a blank line between each separate citation.
- If you have multiple bibliographic entries from the same author, it is acceptable to use what is called the '3-em' dash to replace the name of the content creators.

EXAMPLE:

Bibliography

Judt, Tony. *A Grand Illusion? An Essay on Europe*. New York: Hill and Wang, 1996.

—. *Reappraisals: Reflections on the Forgotten Twentieth Century*. New York: Penguin

Press, 2008. [This is an example of the 3-em dash.]

Basic Structure: Footnote & Endnote

- In Chicago style, footnotes or endnotes are used to reference pieces of work in the text, and are essentially the same. However, footnotes are at the end of the page, while

endnotes are at the end of a chapter. Whether they are used separately or together is dependent on the professor's preferability.

- Footnotes/endnotes lists the author, title, and details of publication.
- To cite from a source, a superscript number is placed after a direct quote or a paraphrase.
 - Google Docs: Click Format > Text > Superscript OR simultaneously pressing [CTRL.(period)]
 - Microsoft Word: Click Home > x² (underneath the font option).
- Citation numbers should appear in sequential order.
- Footnotes must appear at the bottom of the page that they are referred to. In most word processing programs like Microsoft Word, you don't need to manually enter the endnotes to the bottom of the page. However, in cases of when you do need to manually input footnotes:
 - Google Docs: Click Insert > Insert Footnote.
 - Microsoft Word: Click Reference > Insert Footnote
- If using endnotes, numbered notes will appear on a separate, endnotes page at the end of your document and before the bibliography page. The page should be titled Notes (centered at top).
 - Google Docs: You have to install an endnote add-on through Extensions OR write the footnotes and convert them into endnotes.
 - Microsoft Word: Click Reference > Insert Endnote (in the same tool box as Insert Footnote).
- When a source is used more than once, only include the author's last name, the title or a phrase for the title (if it's more than four words), and the page number(s) that were used.

EXAMPLE: Political advisors were confident in their point-lead¹. (Notice the example footnote at the end of the sentence).

1. Newton Minow and Craig LaMay, *Inside the Presidential Debates: Their Improbable Past and Promising Future*, (Chicago: University of Chicago Press, 2008), 24-25.

Works Consulted

Amanda Howell. "How to Cite Using Chicago Style (16th Ed.): Articles." YouTube, 2 May 2014, www.youtube.com/watch?v=GsdE1dXuJJQ.

Caulfield, J. (2024, April 9). Creating a Chicago style bibliography | Format & examples. Scribbr. <https://www.scribbr.com/chicago-style/bibliography/>

Citation Machine®: CHICAGO Format & CHICAGO Citation Generator. (n.d.). <https://www.citationmachine.net/chicago>

LibGuides: Chicago Style Guide, for 17th Edition: Bibliography. (n.d.). <https://research.wou.edu/c.php?g=551307&p=3784101>

LibGuides: Chicago Style Guide, for 17th edition: Footnotes/Endnotes. (n.d.). <https://research.wou.edu/c.php?g=551307&p=3785233>