Chicago Style

This handout covers the notes and bibliography citation style as outlined in *The Chicago Manual of Style*, 17th edition. You will cite each source in the text of your paper, using a footnote or endnote, and you will cite all sources used in your paper in a bibliography at the end of your paper.

Notes

- To acknowledge a source in the text of your paper, place a superscript number immediately after the end punctuation of a sentence.

- The first time a source is mentioned in a note, give the full citation. Subsequent uses can use a shortened version of the citation.

- Notes should be created by use of the footnote function of the word processor.
  - Under References > Insert Footnote
  - This should enter a number in the text of your paper and at the foot of your page.
  - Delete superscript number in footer.
  - Tab > Type Number of footnote
  - The first line of each note is indented, and subsequent lines return to left margin.
  - Format font to match font of document.

  When using source material in your paper, cite using a superscript number following the closing punctuation of the sentence. You want to make sure that the first line of each footnote is indented and all subsequent lines are flush left.


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Bibliography

• List of sources used within your paper, included at the end of your paper.
• Single-spaced
• Format citations using a hanging indent – the first line is flush left and all subsequent lines are indented.
• Sources are listed in alphabetical order by last name of author.
  • If multiple authors, only the name of the first author is inverted: Last Name, First Name
  • If no author or editor, order by title.
  • A single-author entry precedes a multi-author entry beginning with the same name.
• Notes use commas and parentheses to separate items in a citation; a bibliography uses periods.

Bibliography

Giannopoulou, Zina. “Prisoners of Plot in José Saramago’s The Cave.” Philosophy and Literature 38, no. 2 (October 2014): 332–49. Project MUSE.
Chicago Style

Book – One Author (Chicago Manual, Section 14.100)

N:

B:

Book – Two or More Authors (Chicago Manual, Section 14.76)
(For four or more authors, list all authors in the bibliography; in the note, list the first author, followed by et al.)

N:

B:

Chapter or Part of Book (Chicago Manual, Section 14.106–7)

N:

B:

Newspaper or Magazine Article – Print (Chicago Manual, Section 14.188, 14.191)

N:

B:

YouTube Video (Chicago Manual, Section 14.209)

N:
2. Stiles, “10 Minute Yoga.”

B:

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Personal Interview *(Chicago Manual, Section 14.211)*
Unpublished interviews are best cited in text or notes. A citation will begin with the name of the person interviewed, place and date of interview, and any other brief identifying information that is applicable.

**

N:
1. Dawn Dowell (CASA Writing Center Coordinator), interview by author, Corpus Christi, TX, October 12, 2014.
2. Dowell, interview.

Social Media – Twitter *(Chicago Manual, Section 14.209)*

N:
2. O’Brien, “In honor of Earth Day, I’m recycling my tweets.”

B:

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