

chicago manual of style endnote example

Mastering Chicago Manual of Style Endnotes: A Comprehensive Guide with Examples

chicago manual of style endnote example are a cornerstone for academic and scholarly writing, providing a robust system for citing sources and offering additional commentary without disrupting the main text. This comprehensive guide delves deep into the intricacies of Chicago Manual of Style (CMOS) endnotes, offering clear explanations and practical examples to help writers navigate this essential citation style. We will explore the fundamental differences between notes and bibliography entries, the anatomy of a Chicago endnote, and provide detailed examples for various source types, including books, journal articles, and web pages. Understanding how to properly format these citations is crucial for maintaining academic integrity and enhancing the credibility of your work.

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Understanding Chicago Style Endnotes

The Chicago Manual of Style (CMOS) offers two primary citation systems: the

Notes and Bibliography system and the Author-Date system. The Notes and Bibliography system, which is the focus here, utilizes footnotes or endnotes to cite sources. Endnotes, as the name suggests, are placed at the end of the document, chapter, or article, allowing for a cleaner presentation of the main body text. Each note corresponds to a superscript number in the text, indicating where a source is referenced or where supplementary information is provided.

Endnotes serve a dual purpose in CMOS. Primarily, they attribute ideas, facts, and direct quotations to their original authors, preventing plagiarism and guiding readers to the source material. Secondly, they can be used to include explanatory or supplementary material that would interrupt the flow of the main text. This dual functionality makes the endnote system particularly useful for scholarly works where detailed referencing and in-depth discussion are paramount.

The Anatomy of a Chicago Endnote

A Chicago style endnote, whether for a book, article, or web page, generally follows a consistent structure, though specific details vary by source type. The core components typically include the author's name, the title of the work, publication information (such as place, publisher, and year for books), and specific location details like page numbers. The key to a correct endnote is meticulous attention to punctuation, capitalization, and the order of information.

For the first citation of a source, the endnote will be full. Subsequent citations of the same source can be shortened. This distinction is important for maintaining conciseness while still providing sufficient information for the reader to locate the source. Understanding these basic structural elements is the first step in constructing accurate Chicago manual of style endnote example citations.

Author Information in Endnotes

The author's name in an endnote is presented in the standard order: first name followed by the last name. This is a significant difference from bibliography entries, where the last name typically comes first. For example, a book by John Smith would be cited as John Smith in the endnote, whereas in the bibliography it would be Smith, John. When multiple authors are involved, the formatting conventions change accordingly, with subsequent authors also listed in first-name-last-name order.

Title and Publication Details

Titles of books and standalone works are italicized in endnotes, while titles of articles, chapters, and shorter works are enclosed in quotation marks. Publication information, such as the city of publication, publisher, and year, is essential for identifying the specific edition of a work. For journal articles, the journal title is italicized, and the volume and issue numbers, along with the publication year and page range, are provided. For online resources, the URL and access date become crucial.

Chicago Manual of Style Endnote Example: Books

Citing books is a fundamental aspect of academic writing, and the Chicago Manual of Style provides clear guidelines. The format for a book citation in an endnote requires specific elements in a particular order.

First Citation of a Book

For the initial mention of a book, the endnote includes the author's full name, the full title of the book italicized, publication information (city, publisher, year), and the specific page number(s) being referenced. This provides all necessary details for identification.

Example:

1. Jane Austen, *Pride and Prejudice* (New York: Penguin Classics, 2003), 45.

Here, "Jane Austen" is the author, "*Pride and Prejudice*" is the italicized title, "New York: Penguin Classics, 2003" is the publication information, and "45" is the specific page number being cited.

Subsequent Citations of a Book

Once a source has been cited in full, subsequent references to the same work can be abbreviated. This shortened note typically includes the author's last name, a shortened version of the title (if it's longer than four words), and the page number.

Example:

2. Austen, *Pride and Prejudice*, 112.

If the author has only one work cited in the paper, or if the context makes

it absolutely clear which work is being referred to, the title can sometimes be omitted entirely for subsequent citations.

Example:

3. Austen, 150.

Chicago Manual of Style Endnote Example: Journal Articles

Journal articles are a vital source for many research papers. Their citation in Chicago style endnotes requires precise details about the authors, article title, journal name, volume, issue, and pagination.

First Citation of a Journal Article

The first time a journal article is cited, the endnote includes the author's full name, the article title in quotation marks, the name of the journal italicized, followed by the volume number, issue number, publication year in parentheses, and the specific page number(s) referenced. For articles that span multiple issues, the issue number is particularly important.

Example:

4. Michael Pollan, "The Omnivore's Dilemma," *The New Yorker*, vol. 83, no. 10 (April 17, 2007): 58.

In this example, "Michael Pollan" is the author, "The Omnivore's Dilemma" is the article title, "*The New Yorker*" is the journal name, "vol. 83, no. 10" indicates the volume and issue, "April 17, 2007" is the publication date, and "58" is the page number.

Subsequent Citations of a Journal Article

Similar to books, subsequent citations of a journal article are shortened. The author's last name, a shortened version of the article title (if applicable), and the page number are typically included.

Example:

5. Pollan, "The Omnivore's Dilemma," 62.

Chicago Manual of Style Endnote Example: Websites and Online Resources

Citing online sources requires careful attention to identifying information that might be less standardized than in print publications. The Chicago Manual of Style provides guidelines for these evolving forms of media.

Web Pages

When citing a specific web page, include the author (if available), the title of the page, the name of the website (*italicized*), and the URL. Crucially, you must also include the date you accessed the page. This is because web content can change or disappear.

Example:

6. "The History of Chicago," *Encyclopedia Britannica Online*, accessed October 26, 2023, <https://www.britannica.com/topic/Chicago>.

If an author is not listed, the citation begins with the title of the page.

Online Articles with DOIs

For articles found online that also have a Digital Object Identifier (DOI), the DOI should be used instead of a URL, as it provides a stable, permanent link.

Example:

7. Sarah Williams, "The Impact of Social Media on Political Discourse," *Journal of Digital Communication* 15, no. 2 (2022): 215, doi:10.1000/jdc.2022.15.2.215.

Chicago Manual of Style Endnote Example: Other Source Types

The Chicago Manual of Style covers a wide array of source materials, each with its own specific formatting requirements for endnotes. Understanding these variations ensures comprehensive and accurate citation practices.

Newspaper Articles

For newspaper articles, the endnote will typically include the author's name (if listed), the article title in quotation marks, the newspaper title italicized, the date of publication, and the page number.

Example:

8. John Doe, "City Council Approves New Zoning Laws," *Chicago Tribune*, October 25, 2023, A1.

Interviews

When citing an interview, whether conducted by you or someone else, you should include the name of the interviewee, the type of interview (e.g., personal interview, email interview), and the date. If the interview is recorded or transcribed, provide relevant details about its availability.

Example:

9. Mary Smith, personal interview by author, October 20, 2023.

Dissertations and Theses

Citing dissertations or theses requires the author's name, the title of the work italicized, the degree for which it was written, the institution, and the year. If accessed online, include the URL or database information.

Example:

10. Emily Carter, "Urban Development Patterns in Chicago" (PhD diss., University of Chicago, 2021), 88.

Common Pitfalls and Best Practices for Chicago Endnotes

Despite clear guidelines, writers often encounter challenges when formatting Chicago style endnotes. Awareness of common errors can significantly improve citation accuracy and adherence to the CMOS standards.

Inconsistent Punctuation and Capitalization

One of the most frequent mistakes is inconsistent punctuation, such as the incorrect placement of commas, periods, or quotation marks. Similarly, capitalization of titles and author names must follow CMOS rules meticulously. For instance, always italicize book titles and journal names, and use quotation marks for article titles.

Incorrect Author Name Order

Remember that endnotes use the author's first name followed by their last name, contrasting with the last name first format used in bibliography entries. Ensuring this order is correct for every author cited is crucial.

Forgetting Essential Publication Details

Omitting key publication information like the publisher, year, or specific page numbers can render a citation useless. Always double-check that all necessary details are included for the specific source type.

Over-reliance on Shortened Notes

While shortened notes are permissible for subsequent citations, it's important to ensure they are clear and unambiguous. If there's any doubt about which source is being referenced, it's better to use a more complete citation.

Using the Wrong Citation System

The most fundamental error is using the Author-Date system when the Notes and Bibliography system is required, or vice versa. Confirm the required citation style before beginning your writing.

The Relationship Between Endnotes and Bibliography

In the Notes and Bibliography system, endnotes and the bibliography work in tandem to provide a complete citation record. The endnotes offer specific

references for points within the text, while the bibliography provides a comprehensive alphabetical list of all sources consulted and cited in the work.

Every source cited in the endnotes should ideally appear in the bibliography, though the bibliography may also include sources consulted but not directly cited. The formatting for bibliography entries is similar to endnotes but with key differences, most notably the inversion of the author's name (last name first) and the omission of page numbers for entire works.

This complementary relationship ensures that readers can not only trace specific claims back to their origins through the endnotes but also explore the broader range of research that informed the work via the bibliography. Mastering both components is essential for a fully compliant Chicago style document.

Bibliography Formatting for Books

A bibliography entry for a book maintains the author's last name first, followed by the title italicized, and then the publication details. No page numbers are included unless the reference is to a specific chapter or part of a larger work.

Example:

Austen, Jane. *Pride and Prejudice*. New York: Penguin Classics, 2003.

Bibliography Formatting for Journal Articles

For journal articles in a bibliography, the author's last name comes first, followed by the article title in quotation marks, the journal title italicized, and then the volume, issue, year, and full page range of the article.

Example:

Pollan, Michael. "The Omnivore's Dilemma." *The New Yorker*, vol. 83, no. 10 (April 17, 2007): 54-63.

Bibliography Formatting for Websites

Online sources in a bibliography will list the author, title, website name, and URL. The access date is still included for web pages.

Example:

"The History of Chicago." *Encyclopedia Britannica Online*. Accessed October 26, 2023. <https://www.britannica.com/topic/Chicago>.

FAQ**Q: What is the primary difference between a Chicago endnote and a bibliography entry for a book?**

A: The most significant difference is the order of the author's name. In a Chicago endnote, the author's name appears as "Firstname Lastname." In a Chicago bibliography entry, the author's name is inverted to "Lastname, Firstname." Additionally, endnotes typically include specific page numbers referenced, while bibliography entries list the entire work without specific page references unless it's a chapter citation.

Q: When should I use a shortened note in Chicago style endnotes?

A: You should use a shortened note for subsequent citations of a source after it has been cited in full for the first time. This helps to avoid redundancy and makes the endnotes more concise. The shortened note usually includes the author's last name, a shortened title of the work (if it's more than four words), and the page number.

Q: How do I cite a website in a Chicago manual of style endnote example if there is no author listed?

A: If a website page does not have a listed author, the citation begins with the title of the page in quotation marks, followed by the name of the website in italics, the access date, and the URL. For example: "Title of Page," *Name of Website*, accessed Month Day, Year, URL.

Q: What is a DOI, and why is it important for online article citations in Chicago style?

A: A DOI (Digital Object Identifier) is a unique string of characters used to identify an academic paper or other document and provide a persistent link to its location on the internet. It is important for online article citations because web pages can change or disappear, making URLs unstable. A DOI ensures that the source can be reliably located, even if the original URL becomes defunct.

Q: Can Chicago style endnotes be used for explanatory material in addition to citations?

A: Yes, one of the key strengths of the Chicago Notes and Bibliography system is its ability to accommodate explanatory or supplementary material. Endnotes can be used to provide additional context, definitions, or tangential information that might disrupt the flow of the main text, offering a place for these details without cluttering the prose.

Q: How do I format an endnote for a book with multiple authors in Chicago style?

A: For a book with two authors, list both names in the endnote as "Firstname Lastname and Firstname Lastname." For three or more authors, list the first author's name followed by "et al." (and others). For example, for a book by John Smith and Jane Doe, the endnote would start with John Smith and Jane Doe. For a book by John Smith, Jane Doe, and Robert Lee, it would start with John Smith et al.

Q: What is the correct punctuation for a Chicago manual of style endnote example when citing a journal article?

A: A Chicago endnote for a journal article typically follows this structure: Author Firstname Lastname, "Article Title in Quotation Marks," *Journal Title in Italics*, Volume number, no. Issue number (Year of Publication): Page number. For example: Jane Doe, "The Evolution of Digital Media," *Journal of Communication Studies*, vol. 10, no. 2 (2023): 75.

Q: Should I include the publisher's name in a Chicago endnote for a website?

A: Typically, the publisher's name is not included in a Chicago endnote for a website unless it is specifically relevant to identifying the source, such as for a report from a known organization. The focus is on the author (if any), the title of the page, the name of the website, the access date, and the URL.

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