

# CHICAGO MANUAL OF STYLE FOOTNOTES FOR SUBSEQUENT CITATIONS EXAMPLES

## CHICAGO MANUAL OF STYLE FOOTNOTES FOR SUBSEQUENT CITATIONS EXAMPLES: A COMPREHENSIVE GUIDE

**CHICAGO MANUAL OF STYLE FOOTNOTES FOR SUBSEQUENT CITATIONS EXAMPLES** ARE CRUCIAL FOR MAINTAINING ACADEMIC INTEGRITY AND CLARITY IN SCHOLARLY WRITING. UNDERSTANDING HOW TO PROPERLY REFERENCE SOURCES THAT HAVE ALREADY BEEN CITED IS A CORNERSTONE OF EFFECTIVE FOOTNOTE USAGE ACCORDING TO THE CHICAGO MANUAL OF STYLE (CMOS). THIS GUIDE WILL DEMYSTIFY THE PROCESS, PROVIDING DETAILED EXPLANATIONS AND PRACTICAL EXAMPLES FOR CITING PREVIOUSLY MENTIONED SOURCES WITHIN YOUR FOOTNOTES. WE WILL COVER THE CORE PRINCIPLES OF SHORT-FORM CITATIONS, WHEN TO USE THEM, AND COMMON SCENARIOS YOU MIGHT ENCOUNTER, ENSURING YOUR BIBLIOGRAPHY AND IN-TEXT CITATIONS ARE CONSISTENT AND ACCURATE. MASTERING THESE NUANCES WILL ENHANCE THE PROFESSIONALISM AND CREDIBILITY OF YOUR RESEARCH.

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## UNDERSTANDING THE PURPOSE OF SUBSEQUENT CITATIONS

THE PRIMARY GOAL OF SUBSEQUENT CITATIONS IN THE CHICAGO MANUAL OF STYLE IS TO EFFICIENTLY AND CLEARLY DIRECT YOUR READER BACK TO A SOURCE THAT HAS ALREADY BEEN FULLY IDENTIFIED IN A PREVIOUS FOOTNOTE. WHEN YOU CITE A SOURCE FOR THE FIRST TIME, THE FULL BIBLIOGRAPHIC INFORMATION IS PROVIDED. SUBSEQUENT REFERENCES TO THAT SAME SOURCE WOULD BECOME EXCEEDINGLY CUMBERSOME AND REPETITIVE IF THE FULL CITATION WERE REPEATED EVERY TIME. THIS IS WHERE THE ELEGANT SIMPLICITY OF THE SHORT-FORM FOOTNOTE COMES INTO PLAY, STREAMLINING THE CITATION PROCESS WITHOUT SACRIFICING ACCURACY OR COMPREHENSIVENESS.

BY USING A SHORTENED FORMAT, YOU REDUCE THE OVERALL LENGTH OF YOUR FOOTNOTES AND MAKE THEM EASIER TO READ AND DIGEST FOR YOUR AUDIENCE. THIS EFFICIENCY IS VITAL IN ACADEMIC PAPERS, THESES, DISSERTATIONS, AND ANY SCHOLARLY WORK WHERE EXTENSIVE REFERENCING IS COMMON. THE SYSTEM ENSURES THAT A READER INTERESTED IN A PARTICULAR SOURCE CAN QUICKLY LOCATE ITS INITIAL, FULL CITATION, AND THEN EASILY IDENTIFY ITS SUBSEQUENT APPEARANCES THROUGH THE ABBREVIATED INFORMATION PROVIDED.

## THE SHORT-FORM FOOTNOTE: THE FOUNDATION OF SUBSEQUENT CITATIONS

THE SHORT-FORM FOOTNOTE IS THE STANDARDIZED METHOD PRESCRIBED BY THE CHICAGO MANUAL OF STYLE FOR REFERENCING SOURCES THAT HAVE ALREADY APPEARED IN A PRECEDING FOOTNOTE. IT IS DESIGNED TO BE CONCISE YET INFORMATIVE, PROVIDING JUST ENOUGH DETAIL TO DISTINGUISH THE CITED WORK FROM OTHER SOURCES WITHOUT REPEATING THE ENTIRE BIBLIOGRAPHIC ENTRY. THIS APPROACH IS A HALLMARK OF CHICAGO'S AUTHOR-DATE SYSTEM AND ITS NOTES-AND-BIBLIOGRAPHY SYSTEM, THOUGH THIS GUIDE SPECIFICALLY FOCUSES ON THE FOOTNOTE IMPLEMENTATION.

THE CORE IDEA BEHIND THE SHORT-FORM IS TO AVOID REDUNDANCY. INSTEAD OF RE-LISTING THE AUTHOR'S FULL NAME, TITLE,

PUBLICATION DETAILS, AND PAGE NUMBER EVERY SINGLE TIME YOU REFER TO A SPECIFIC WORK, YOU PROVIDE A CONDENSED VERSION THAT POINTS BACK TO THE ORIGINAL, FULL CITATION. THIS MAKES THE FOOTNOTES CLEANER AND THE OVERALL DOCUMENT MORE MANAGEABLE, ESPECIALLY FOR AUTHORS CITING NUMEROUS WORKS OR FREQUENTLY REFERENCING THE SAME FEW KEY TEXTS.

## KEY COMPONENTS OF A SHORT-FORM FOOTNOTE

A TYPICAL SHORT-FORM FOOTNOTE IN CMOS CONSISTS OF THREE ESSENTIAL ELEMENTS: THE AUTHOR'S LAST NAME, A SHORTENED VERSION OF THE TITLE, AND THE SPECIFIC PAGE NUMBER(S) BEING REFERENCED. THE EXACT FORMAT CAN VARY SLIGHTLY DEPENDING ON THE TYPE OF SOURCE (BOOK, ARTICLE, ETC.), BUT THESE CORE COMPONENTS REMAIN CONSISTENT. THE AUTHOR'S LAST NAME IS CRUCIAL FOR IMMEDIATE IDENTIFICATION, WHILE THE SHORTENED TITLE HELPS DIFFERENTIATE BETWEEN WORKS BY THE SAME AUTHOR. THE PAGE NUMBER IS, OF COURSE, VITAL FOR PINPOINTING THE EXACT LOCATION OF THE INFORMATION WITHIN THE SOURCE.

HERE'S A BREAKDOWN OF THE STANDARD STRUCTURE:

- **AUTHOR'S LAST NAME:** THIS SHOULD BE THE SAME LAST NAME USED IN THE ORIGINAL, FULL CITATION.
- **SHORTENED TITLE:** FOR BOOKS, THIS IS TYPICALLY THE FIRST WORD OR FIRST FEW SIGNIFICANT WORDS OF THE TITLE, ITALICIZED. FOR ARTICLES, IT'S OFTEN THE FIRST SIGNIFICANT WORD OR PHRASE OF THE ARTICLE TITLE, ENCLOSED IN QUOTATION MARKS.
- **PAGE NUMBER:** THIS INDICATES THE SPECIFIC PAGE(S) FROM WHICH YOU ARE QUOTING OR PARAPHRASING.

## WHEN TO USE SHORT-FORM FOOTNOTES

THE RULE OF THUMB FOR USING SHORT-FORM FOOTNOTES IS STRAIGHTFORWARD: USE THEM FOR ANY SUBSEQUENT CITATION TO A SOURCE THAT HAS ALREADY BEEN CITED IN FULL IN A PREVIOUS FOOTNOTE. IF YOU ARE CITING A SOURCE FOR THE VERY FIRST TIME, YOU MUST USE THE FULL, COMPREHENSIVE FOOTNOTE FORMAT. ONCE THAT FULL FOOTNOTE HAS APPEARED, ANY SUBSEQUENT REFERENCES TO THAT SAME WORK, REGARDLESS OF WHETHER THEY APPEAR IMMEDIATELY AFTER OR MANY PAGES LATER, SHOULD EMPLOY THE SHORT-FORM CITATION.

THERE'S ONE IMPORTANT EXCEPTION TO THIS RULE: THE IBID. CITATION. IF YOU ARE CITING THE EXACT SAME SOURCE AS THE IMMEDIATELY PRECEDING FOOTNOTE, YOU CAN USE IBID.. HOWEVER, ONCE YOU CITE A DIFFERENT SOURCE, YOU MUST REVERT TO THE SHORT-FORM FOOTNOTE EVEN IF YOU RETURN TO A PREVIOUSLY CITED WORK.

## SUBSEQUENT CITATIONS FOR BOOKS

CITING BOOKS IN SUBSEQUENT FOOTNOTES IS ONE OF THE MOST COMMON SCENARIOS. THE SHORT-FORM CITATION FOR A BOOK CLEARLY IDENTIFIES THE AUTHOR AND THE WORK, DIRECTING THE READER TO THE ORIGINAL, FULL CITATION. THIS ENSURES THAT EVEN WITH NUMEROUS REFERENCES TO THE SAME BOOK THROUGHOUT YOUR PAPER, THE READER CAN EASILY TRACE THEM BACK TO THE INITIAL, COMPLETE ENTRY.

LET'S ASSUME YOUR FIRST FOOTNOTE FOR A BOOK LOOKS LIKE THIS:

1. DAVID McCULLOUGH, *THE GREAT BRIDGE: THE EPIC STORY OF THE BUILDING OF THE BROOKLYN BRIDGE* (NEW YORK: SIMON & SCHUSTER, 1972), 112.

NOW, FOR ANY SUBSEQUENT REFERENCES TO THIS BOOK, YOU WOULD USE THE SHORT-FORM FOOTNOTE. THE EXACT FORMATTING DEPENDS ON WHETHER YOU ARE REFERENCING THE SAME PAGE OR A DIFFERENT PAGE THAN THE PREVIOUS CITATION.

## EXAMPLE 1: REFERENCING A DIFFERENT PAGE IN THE SAME BOOK

IF YOUR NEXT REFERENCE TO McCULLOUGH'S BOOK IS TO A DIFFERENT PAGE, YOU WOULD USE THE FOLLOWING SHORT-FORM CITATION:

2. McCULLOUGH, *GREAT BRIDGE*, 245.

HERE, "McCULLOUGH" IDENTIFIES THE AUTHOR, "GREAT BRIDGE" IS THE SHORTENED TITLE (ITALICIZED BECAUSE IT'S A BOOK TITLE), AND "245" IS THE NEW PAGE NUMBER. THIS CLEARLY SIGNALS THAT YOU ARE STILL REFERRING TO McCULLOUGH'S WORK BUT TO A DIFFERENT LOCATION WITHIN IT.

## EXAMPLE 2: REFERENCING THE SAME PAGE AS A PREVIOUS FOOTNOTE (USING IBID.)

IF THE VERY NEXT FOOTNOTE YOU CREATE REFERS TO THE EXACT SAME SOURCE AND THE EXACT SAME PAGE NUMBER AS THE PRECEDING FOOTNOTE, YOU CAN USE IBID. (AN ABBREVIATION OF THE LATIN IBIDEM, MEANING "IN THE SAME PLACE").

LET'S SAY FOOTNOTE 2 ALSO REFERENCED PAGE 245 OF *THE GREAT BRIDGE*:

1. DAVID McCULLOUGH, *THE GREAT BRIDGE: THE EPIC STORY OF THE BUILDING OF THE BROOKLYN BRIDGE* (NEW YORK: SIMON & SCHUSTER, 1972), 245.

2. IBID., 245.

HOWEVER, IF FOOTNOTE 2 WAS THE FIRST REFERENCE AND FOOTNOTE 3 NEEDED TO REFER TO THE SAME PAGE:

1. DAVID McCULLOUGH, *THE GREAT BRIDGE: THE EPIC STORY OF THE BUILDING OF THE BROOKLYN BRIDGE* (NEW YORK: SIMON & SCHUSTER, 1972), 245.

2. McCULLOUGH, *GREAT BRIDGE*, 245.

3. IBID.

NOTE THAT IF YOU USE IBID. TO REFER TO THE SAME SOURCE BUT A DIFFERENT PAGE, YOU INCLUDE THE NEW PAGE NUMBER: IBID., 301.

## EXAMPLE 3: REFERENCING A DIFFERENT BOOK BY THE SAME AUTHOR

IF YOU CITE A SECOND BOOK BY THE SAME AUTHOR, THE SHORT-FORM TITLE BECOMES EVEN MORE CRITICAL TO DISTINGUISH BETWEEN THE TWO WORKS. YOU MUST INCLUDE ENOUGH OF THE TITLE TO MAKE THE REFERENCE UNAMBIGUOUS.

ASSUME YOUR FIRST FOOTNOTE WAS FOR McCULLOUGH'S *GREAT BRIDGE*, AND NOW YOU ARE CITING ANOTHER BOOK BY HIM:

1. DAVID McCULLOUGH, *THE GREAT BRIDGE: THE EPIC STORY OF THE BUILDING OF THE BROOKLYN BRIDGE* (NEW YORK: SIMON & SCHUSTER, 1972), 112.

... (OTHER CITATIONS) ...

7. DAVID McCULLOUGH, *JOHN ADAMS* (NEW YORK: SIMON & SCHUSTER, 2001), 45.

THEN, A SUBSEQUENT REFERENCE TO *THE GREAT BRIDGE* WOULD BE:

8. McCULLOUGH, *GREAT BRIDGE*, 150.

AND A SUBSEQUENT REFERENCE TO *JOHN ADAMS* WOULD BE:

9. McCULLOUGH, *JOHN ADAMS*, 78.

# SUBSEQUENT CITATIONS FOR JOURNAL ARTICLES

JOURNAL ARTICLES ARE CITED SIMILARLY TO BOOKS IN SUBSEQUENT FOOTNOTES, WITH THE PRIMARY DIFFERENCE BEING THE USE OF QUOTATION MARKS FOR THE ARTICLE TITLE INSTEAD OF ITALICS. THIS DISTINCTION HELPS MAINTAIN CLARITY BETWEEN DIFFERENT TYPES OF PUBLISHED WORKS. THE AUTHOR'S LAST NAME AND A SHORTENED VERSION OF THE ARTICLE TITLE ARE KEY TO EFFECTIVE SUBSEQUENT REFERENCING.

LET'S CONSIDER AN INITIAL FULL FOOTNOTE FOR A JOURNAL ARTICLE:

10. JANE SMITH, "THE IMPACT OF SOCIAL MEDIA ON POLITICAL DISCOURSE," *JOURNAL OF COMMUNICATION STUDIES* 25, no. 2 (2020): 45.

## EXAMPLE 1: REFERENCING A DIFFERENT PAGE IN THE SAME ARTICLE

FOR ANY SUBSEQUENT REFERENCE TO THIS ARTICLE, YOU WOULD USE THE SHORT-FORM CITATION, INCLUDING A NEW PAGE NUMBER IF NECESSARY:

11. SMITH, "SOCIAL MEDIA," 52.

HERE, "SMITH" IDENTIFIES THE AUTHOR, "SOCIAL MEDIA" IS A SHORTENED VERSION OF THE ARTICLE TITLE (IN QUOTES), AND "52" IS THE NEW PAGE NUMBER. THIS CLEARLY POINTS TO THE SAME ARTICLE BUT A DIFFERENT LOCATION.

## EXAMPLE 2: REFERENCING THE SAME PAGE WITH IBID.

IF FOOTNOTE 11 REFERENCED PAGE 52, AND FOOTNOTE 12 ALSO NEEDED TO REFERENCE PAGE 52 OF THE SAME ARTICLE:

10. JANE SMITH, "THE IMPACT OF SOCIAL MEDIA ON POLITICAL DISCOURSE," *JOURNAL OF COMMUNICATION STUDIES* 25, no. 2 (2020): 45.

11. SMITH, "SOCIAL MEDIA," 52.

12. *IBID.*

IF FOOTNOTE 12 NEEDED TO REFERENCE A DIFFERENT PAGE:

12. *IBID.*, 60.

## EXAMPLE 3: REFERENCING A DIFFERENT ARTICLE BY THE SAME AUTHOR

IF JANE SMITH PUBLISHED ANOTHER ARTICLE IN THE SAME JOURNAL OR A DIFFERENT ONE, THE SHORTENED TITLE MUST BE SUFFICIENT TO DISTINGUISH BETWEEN HER WORKS.

ASSUME YOU PREVIOUSLY CITED HER ARTICLE "SOCIAL MEDIA," AND NOW YOU CITE ANOTHER:

10. JANE SMITH, "THE IMPACT OF SOCIAL MEDIA ON POLITICAL DISCOURSE," *JOURNAL OF COMMUNICATION STUDIES* 25, no. 2 (2020): 45.

... (OTHER CITATIONS) ...

18. JANE SMITH, "ALGORITHMIC BIAS IN NEWS FEEDS," *DIGITAL SOCIETY REVIEW* 10, no. 1 (2021): 110.

A SUBSEQUENT REFERENCE TO THE FIRST ARTICLE WOULD BE:

19. SMITH, "SOCIAL MEDIA," 75.

AND A SUBSEQUENT REFERENCE TO THE SECOND ARTICLE WOULD BE:

20. SMITH, "ALGORITHMIC BIAS," 125.

## SUBSEQUENT CITATIONS FOR WEBSITES AND ONLINE SOURCES

CITING ONLINE SOURCES CAN BE MORE VARIABLE, BUT THE PRINCIPLES OF SUBSEQUENT CITATIONS IN CMOS REMAIN CONSISTENT. THE KEY IS TO PROVIDE ENOUGH INFORMATION TO IDENTIFY THE SOURCE UNAMBIGUOUSLY, EVEN IF FULL BIBLIOGRAPHIC DETAILS ARE LESS STANDARDIZED THAN FOR PRINT MATERIALS. FOR WEBSITES, YOU GENERALLY USE THE AUTHOR'S NAME (IF AVAILABLE), A SHORTENED TITLE OF THE SPECIFIC PAGE OR DOCUMENT, AND POTENTIALLY THE URL OR A STABLE IDENTIFIER IF THAT'S HOW IT WAS INITIALLY CITED.

LET'S IMAGINE AN INITIAL FULL FOOTNOTE FOR A WEBPAGE:

21. "NATIONAL PARKS SERVICE HISTORY," NATIONAL PARK SERVICE, ACCESSED OCTOBER 26, 2023, [HTTPS://WWW.NPS.GOV/ABOUTUS/HISTORY.HTM](https://www.nps.gov/aboutus/history.htm).

### EXAMPLE 1: REFERENCING A DIFFERENT PAGE ON THE SAME WEBSITE (IF APPLICABLE)

IF THE WEBSITE STRUCTURE ALLOWS FOR DISTINCT "PAGES" THAT ARE REFERENCED SEPARATELY, YOU WOULD APPLY THE SHORT-FORM PRINCIPLE. HOWEVER, MANY WEB CITATIONS ARE TO BROAD SECTIONS OR SPECIFIC DOCUMENTS. IF THERE'S A CLEAR AUTHOR OR A DISTINCT DOCUMENT TITLE:

22. NATIONAL PARK SERVICE, "NATIONAL PARKS SERVICE HISTORY," 5.

IN THIS SCENARIO, "NATIONAL PARK SERVICE" IS TREATED AS THE AUTHORIZING BODY. IF THERE WERE A SPECIFIC AUTHOR FOR A PARTICULAR PAGE OR REPORT ON THE NPS SITE, YOU WOULD USE THEIR NAME.

### EXAMPLE 2: WHEN THE AUTHOR IS AN ORGANIZATION

WHEN AN ORGANIZATION IS THE AUTHOR, YOU TYPICALLY USE THE ORGANIZATION'S NAME IN THE SHORT FORM. IF YOU ARE CITING THE SAME PAGE AGAIN, BUT TO A DIFFERENT "SECTION" OR IF THE ORIGINAL CITATION INCLUDED A SPECIFIC PAGE NUMBER (WHICH IS RARE FOR WEB PAGES UNLESS IT'S A PDF DOCUMENT HOSTED ONLINE):

21. "NATIONAL PARKS SERVICE HISTORY," NATIONAL PARK SERVICE, ACCESSED OCTOBER 26, 2023, [HTTPS://WWW.NPS.GOV/ABOUTUS/HISTORY.HTM](https://www.nps.gov/aboutus/history.htm).

22. NATIONAL PARK SERVICE, "NATIONAL PARKS SERVICE HISTORY."

IN MANY CASES, FOR WEB PAGES, THE SPECIFIC PAGE NUMBER ISN'T RELEVANT. THE SHORT FORM MIGHT SIMPLY REVERT TO THE AUTHORIZING BODY AND THE TITLE OF THE PAGE/DOCUMENT.

### EXAMPLE 3: CITING A DIFFERENT ONLINE DOCUMENT/ARTICLE BY THE SAME AUTHOR/ORGANIZATION

JUST AS WITH BOOKS AND JOURNAL ARTICLES, IF YOU CITE MULTIPLE WORKS BY THE SAME AUTHOR OR ORGANIZATION, THE SHORTENED TITLE IS CRUCIAL:

21. "NATIONAL PARKS SERVICE HISTORY," NATIONAL PARK SERVICE, ACCESSED OCTOBER 26, 2023, [HTTPS://WWW.NPS.GOV/ABOUTUS/HISTORY.HTM](https://www.nps.gov/aboutus/history.htm).

... (OTHER CITATIONS) ...

25. "PARK RANGER CAREERS," NATIONAL PARK SERVICE, ACCESSED OCTOBER 26, 2023, [HTTPS://WWW.NPS.GOV/ABOUTUS/CAREERS.HTM](https://www.nps.gov/aboutus/careers.htm).

A SUBSEQUENT REFERENCE TO THE FIRST WOULD BE:

26. NATIONAL PARK SERVICE, "NATIONAL PARKS SERVICE HISTORY."

AND A SUBSEQUENT REFERENCE TO THE SECOND:

27. NATIONAL PARK SERVICE, "PARK RANGER CAREERS."

## SPECIAL CASES AND COMMON PITFALLS

WHILE THE GENERAL RULES FOR SUBSEQUENT CITATIONS ARE CLEAR, CERTAIN SITUATIONS AND COMMON MISTAKES CAN LEAD TO CONFUSION. UNDERSTANDING THESE NUANCES WILL HELP YOU APPLY THE CHICAGO MANUAL OF STYLE CORRECTLY AND AVOID ERRORS IN YOUR CITATIONS. PAYING CLOSE ATTENTION TO DETAILS LIKE THE PRESENCE OF MULTIPLE AUTHORS OR EDITORS, OR THE USE OF INDIRECT SOURCES, IS ESSENTIAL.

### MULTIPLE AUTHORS AND EDITORS

WHEN A SOURCE HAS MULTIPLE AUTHORS OR EDITORS, THE INITIAL FULL CITATION ESTABLISHES HOW THEY SHOULD BE REFERENCED. IN SUBSEQUENT SHORT-FORM FOOTNOTES, YOU TYPICALLY USE THE LAST NAME OF THE FIRST AUTHOR LISTED, FOLLOWED BY THE SHORTENED TITLE. IF THERE ARE MANY AUTHORS (GENERALLY MORE THAN THREE), YOU MIGHT CITE THE FIRST AUTHOR'S LAST NAME FOLLOWED BY "ET AL." (AND OTHERS) IN BOTH THE FULL AND SHORT-FORM CITATIONS, AS ESTABLISHED IN THE INITIAL REFERENCE.

### INDIRECT SOURCES

CITING A SOURCE THAT YOU ACCESSED THROUGH ANOTHER SOURCE (AN INDIRECT CITATION) REQUIRES CAREFUL HANDLING IN BOTH FULL AND SUBSEQUENT FOOTNOTES. THE RULE IS TO CITE THE ORIGINAL SOURCE FIRST, FOLLOWED BY "AS QUOTED IN" OR "AS CITED IN" AND THEN THE DETAILS OF THE SECONDARY SOURCE. IN SUBSEQUENT CITATIONS, YOU WOULD CONTINUE THIS PATTERN. FOR INSTANCE:

30. ELEANOR VANCE, "EARLY AMERICAN LITERATURE," (UNPUBLISHED MANUSCRIPT, 2019), AS CITED IN JOHN DOE, *LITERARY HISTORY* (CHICAGO: UNIVERSITY OF CHICAGO PRESS, 2022), 145, VANCE, "EARLY AMERICAN LITERATURE."

A SUBSEQUENT REFERENCE TO VANCE, AS CITED BY DOE, WOULD GENERALLY FOCUS ON IDENTIFYING VANCE'S WORK AND THEN INDICATING THAT IT'S FOUND WITHIN DOE'S PUBLICATION.

### THE IMPORTANCE OF CONSISTENCY

ONE OF THE BIGGEST PITFALLS IS INCONSISTENCY. IF YOU INTRODUCE A SPECIFIC WAY OF SHORTENING A TITLE IN ONE INSTANCE, STICK TO IT. IF YOU USE "ET AL." FOR A PARTICULAR WORK, ENSURE YOU DO SO FOR ALL CITATIONS TO THAT WORK. THE GOAL IS TO CREATE A CLEAR, LOGICAL, AND PREDICTABLE SYSTEM FOR YOUR READER. INCONSISTENCY CAN LEAD TO CONFUSION AND UNDERMINE THE CREDIBILITY OF YOUR RESEARCH.

### OVER-RELIANCE ON IBID.

WHILE IBID. IS A USEFUL ABBREVIATION, OVERUSING IT CAN SOMETIMES MAKE YOUR FOOTNOTES HARDER TO FOLLOW, ESPECIALLY IF THE PRECEDING FOOTNOTES THEMSELVES ARE COMPLEX OR REFER TO DIFFERENT SOURCES. IT'S GENERALLY BETTER TO REVERT TO THE SHORT-FORM CITATION IF THERE'S ANY DOUBT ABOUT CLARITY OR IF THE IMMEDIATELY PRECEDING FOOTNOTE IS NOT THE SOURCE YOU INTEND TO CITE.

# BEST PRACTICES FOR SUBSEQUENT CITATIONS

IMPLEMENTING THESE BEST PRACTICES WILL ENSURE YOUR CHICAGO MANUAL OF STYLE FOOTNOTES FOR SUBSEQUENT CITATIONS ARE ACCURATE, EFFICIENT, AND CONTRIBUTE POSITIVELY TO YOUR ACADEMIC WORK. PROPER APPLICATION OF THESE RULES DEMONSTRATES ATTENTION TO DETAIL AND A COMMITMENT TO SCHOLARLY STANDARDS.

HERE ARE SOME KEY RECOMMENDATIONS:

- **ALWAYS CITE IN FULL FIRST:** NEVER USE A SHORT-FORM CITATION OR IBID. BEFORE A SOURCE HAS APPEARED IN A COMPLETE, DETAILED FOOTNOTE.
- **BE SPECIFIC WITH SHORTENED TITLES:** ENSURE THE SHORTENED TITLE IS UNIQUE ENOUGH TO DISTINGUISH THE WORK, ESPECIALLY IF YOU CITE MULTIPLE WORKS BY THE SAME AUTHOR OR SIMILAR TITLES.
- **CHECK YOUR PAGE NUMBERS:** ALWAYS DOUBLE-CHECK THAT THE PAGE NUMBER IN YOUR SUBSEQUENT CITATION CORRESPONDS TO THE CORRECT LOCATION WITHIN THE SOURCE.
- **USE A CITATION MANAGEMENT TOOL:** TOOLS LIKE ZOTERO, MENDELEY, OR ENDNOTE CAN GREATLY ASSIST IN MANAGING YOUR CITATIONS AND GENERATING FOOTNOTES AUTOMATICALLY, REDUCING THE RISK OF MANUAL ERRORS.
- **CONSULT THE OFFICIAL MANUAL:** WHEN IN DOUBT, ALWAYS REFER TO THE LATEST EDITION OF THE CHICAGO MANUAL OF STYLE FOR DEFINITIVE GUIDANCE.
- **MAINTAIN CONSISTENCY:** APPLY THE CHOSEN FORMAT FOR SHORT TITLES AND AUTHOR REFERENCES CONSISTENTLY THROUGHOUT YOUR DOCUMENT.

BY ADHERING TO THESE GUIDELINES, YOU CAN CONFIDENTLY NAVIGATE THE COMPLEXITIES OF SUBSEQUENT CITATIONS IN THE CHICAGO MANUAL OF STYLE, ENSURING YOUR WORK IS IMPECCABLY REFERENCED AND EASY FOR YOUR READERS TO FOLLOW.

## FAQ

### Q: WHAT IS THE PRIMARY PURPOSE OF USING SUBSEQUENT FOOTNOTES IN THE CHICAGO MANUAL OF STYLE?

A: THE PRIMARY PURPOSE OF USING SUBSEQUENT FOOTNOTES IN THE CHICAGO MANUAL OF STYLE IS TO PROVIDE A CONCISE AND EFFICIENT WAY TO REFER TO A SOURCE THAT HAS ALREADY BEEN FULLY CITED IN A PREVIOUS FOOTNOTE, THEREBY REDUCING REDUNDANCY AND IMPROVING READABILITY WITHOUT SACRIFICING ACCURACY.

### Q: HOW DOES A SUBSEQUENT FOOTNOTE DIFFER FROM A FIRST FOOTNOTE?

A: A FIRST FOOTNOTE PROVIDES THE COMPLETE BIBLIOGRAPHIC INFORMATION FOR A SOURCE, INCLUDING THE AUTHOR'S FULL NAME, THE FULL TITLE OF THE WORK, PUBLICATION DETAILS (PLACE, PUBLISHER, YEAR), AND THE SPECIFIC PAGE NUMBER. A SUBSEQUENT FOOTNOTE, ALSO KNOWN AS A SHORT-FORM CITATION, USES A CONDENSED FORMAT, TYPICALLY INCLUDING THE AUTHOR'S LAST NAME, A SHORTENED TITLE OF THE WORK, AND THE SPECIFIC PAGE NUMBER.

### Q: WHAT ARE THE ESSENTIAL COMPONENTS OF A SHORT-FORM FOOTNOTE FOR A

## BOOK?

A: THE ESSENTIAL COMPONENTS OF A SHORT-FORM FOOTNOTE FOR A BOOK ARE THE AUTHOR'S LAST NAME, A SHORTENED VERSION OF THE BOOK'S TITLE (ITALICIZED), AND THE PAGE NUMBER(S) BEING REFERENCED.

## Q: WHEN IS IT APPROPRIATE TO USE THE ABBREVIATION "IBID." IN CHICAGO STYLE FOOTNOTES?

A: "IBID." (SHORT FOR THE LATIN WORD MEANING "IN THE SAME PLACE") IS APPROPRIATE TO USE WHEN THE IMMEDIATELY PRECEDING FOOTNOTE REFERS TO THE EXACT SAME SOURCE. IF THE SAME SOURCE IS CITED AGAIN BUT ON A DIFFERENT PAGE, YOU WOULD USE "IBID." FOLLOWED BY THE NEW PAGE NUMBER.

## Q: HOW DO I CITE A DIFFERENT WORK BY THE SAME AUTHOR IN A SUBSEQUENT FOOTNOTE?

A: WHEN CITING A DIFFERENT WORK BY THE SAME AUTHOR IN A SUBSEQUENT FOOTNOTE, IT IS CRUCIAL TO USE A SHORTENED TITLE THAT CLEARLY DISTINGUISHES BETWEEN THE VARIOUS WORKS. THIS ENSURES THE READER CAN ACCURATELY IDENTIFY WHICH OF THE AUTHOR'S BOOKS OR ARTICLES IS BEING REFERENCED.

## Q: WHAT IS THE RULE FOR SHORTENING ARTICLE TITLES IN SUBSEQUENT FOOTNOTES?

A: FOR JOURNAL ARTICLES AND OTHER PERIODICAL PUBLICATIONS, THE SHORTENED TITLE IN A SUBSEQUENT FOOTNOTE IS TYPICALLY ENCLOSED IN QUOTATION MARKS AND INCLUDES THE FIRST SIGNIFICANT WORD OR PHRASE OF THE ARTICLE'S TITLE, ENSURING CLARITY AND CONSISTENCY WITH THE INITIAL FULL CITATION.

## Q: HOW ARE ONLINE SOURCES HANDLED IN SUBSEQUENT CHICAGO STYLE FOOTNOTES?

A: FOR ONLINE SOURCES, SUBSEQUENT FOOTNOTES TYPICALLY INCLUDE THE AUTHOR'S NAME (OR ORGANIZATIONAL AUTHOR), A SHORTENED TITLE OF THE SPECIFIC PAGE OR DOCUMENT, AND POTENTIALLY A URL IF IT WAS PART OF THE ORIGINAL CITATION AND IS DEEMED ESSENTIAL FOR RETRIEVAL. THE EXACT FORMAT CAN BE MORE FLEXIBLE THAN FOR PRINT SOURCES, PRIORITIZING CLEAR IDENTIFICATION OF THE SOURCE.

## Q: WHAT IS A COMMON MISTAKE TO AVOID WHEN USING SUBSEQUENT FOOTNOTES?

A: A COMMON MISTAKE TO AVOID IS INCONSISTENCY IN THE SHORTENING OF TITLES OR THE USE OF AUTHOR NAMES (E.G., "ET AL."). IT IS ESSENTIAL TO APPLY THE CHOSEN SHORT-FORM METHOD CONSISTENTLY THROUGHOUT THE DOCUMENT FOR ALL CITATIONS OF A PARTICULAR SOURCE.

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