

chicago manual of style notes and bibliography examples

The Chicago Manual of Style Notes and Bibliography Examples: A Comprehensive Guide

chicago manual of style notes and bibliography examples serve as the cornerstone for academic and professional writing, ensuring clarity, consistency, and proper attribution of sources. Navigating the nuances of citation can be daunting, but understanding the fundamental principles of the Chicago Manual of Style (CMOS) is crucial for avoiding plagiarism and enhancing the credibility of your work. This guide will delve deep into the notes-and-bibliography system, offering detailed explanations and practical examples for various source types. We will explore the mechanics of footnotes and endnotes, the structure of the bibliography, and common pitfalls to avoid. Mastering these elements will empower you to present your research with confidence and adherence to scholarly standards.

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Understanding the Chicago Notes-and-Bibliography System

The Chicago Manual of Style offers two primary citation systems: the author-date system and the notes-and-bibliography system. The notes-and-bibliography system, often preferred in the humanities, uses numbered footnotes or endnotes to cite sources within the text and a bibliography at the end of the work to list all cited sources alphabetically. This method allows for more detailed commentary or supplementary information in the notes, in addition to the citation itself, making it a flexible and robust approach to academic referencing.

The primary advantage of the notes-and-bibliography system lies in its ability to integrate explanatory material directly alongside the citation. This can be particularly useful for discussions that require brief tangents or further clarification without disrupting the flow of the main text. Furthermore, it presents a cleaner text by removing parenthetical citations, reserving them for more concise academic disciplines.

Crafting Effective Footnotes and Endnotes

Footnotes and endnotes are the textual anchors for your citations in the notes-and-bibliography system. Footnotes appear at the bottom of the page where the citation is referenced, while endnotes are collected at the end of the document, chapter, or book. The choice between footnotes and endnotes often depends on publisher preference or the author's stylistic inclination, but the citation format within each is identical. Each note is preceded by a superscript Arabic numeral that corresponds to a numbered reference in the main text.

Key Elements of a Chicago Style Footnote/Endnote

A Chicago style note typically includes the author's first name followed by their last name, the title of the work (italicized for books, in quotation marks for articles), publication details (city of publication, publisher, year of publication), and crucially, the specific page number(s) being referenced. The first citation of a source in a note requires full bibliographic information, while subsequent citations to the same source can be shortened. This convention streamlines the notes and prevents unnecessary repetition.

Book Citations in Notes

For the first citation of a book, the format is generally as follows: Author First Name Last Name, Title of Book (City of Publication: Publisher, Year), page number(s). For example: Jane Doe, *The History of Citation Styles* (Chicago: University Press, 2020), 45.

Subsequent citations to the same book use a shortened format: Author Last Name, Shortened Title, page number(s). For instance: Doe, *History of Citation*, 112. If there are multiple works by the same author, the shortened title is essential to distinguish between them. A common practice is to omit the publisher and year in subsequent notes if the information is readily available from the first full citation or if space is a concern, though the full shortened version is generally preferred for clarity.

Journal Article Citations in Notes

Citing journal articles in notes follows a similar pattern, but includes the article title in quotation marks and the journal title in italics, along with volume, issue number, and year. The format for the first citation is: Author First Name Last Name, "Title of Article," Title of Journal volume, no. issue (Year): page number(s). An example would be: John Smith, "The Evolution of Academic Publishing," *Journal of Scholarly Research* 25, no. 3 (2018): 152.

Subsequent citations are shortened: Author Last Name, "Shortened Title of Article," page number(s). For example: Smith, "Evolution of Academic Publishing," 160. Again, maintaining the article title, even a shortened version, is vital for distinguishing between multiple articles by the same author in the same journal.

Website and Online Source Citations in Notes

Citing online sources requires attention to unique elements like URLs and access dates. For the first citation of a webpage, a common format is: Author First Name Last Name (if available), "Title of Page," Name of Website, publication or last modified date (if available), accessed Month Day, Year, URL. For example: National Archives, "Declaration of Independence," National Archives, last modified March 26, 2018, accessed October 26, 2023, <https://www.archives.gov/founding-docs/declaration>.

Subsequent citations can be shortened similarly to other source types, focusing on the

author (if known) and a distinctive part of the title. If no author is listed, the title of the page or website can be used as the primary identifier. The access date is important for online sources because web content can change or be removed.

Building a Comprehensive Bibliography

The bibliography, located at the end of your work, provides a complete list of all the sources you have cited in your notes. It is organized alphabetically by the author's last name, or by title if a source is anonymous. Unlike notes, the bibliography omits page numbers for entire works but provides all necessary information for a reader to locate the source independently. It serves as a vital tool for scholarly transparency and further research.

Key Elements of a Chicago Style Bibliography Entry

The bibliography entry for a book includes the author's last name followed by their first name, the full title of the book (italicized), the city of publication, the publisher, and the year of publication. The primary difference in formatting from the first note citation is the inversion of the author's name (Last Name, First Name) and the absence of specific page numbers unless referencing a specific part of the work within the bibliography itself, which is rare.

Book Entries in the Bibliography

A typical book entry in the bibliography appears as: Last Name, First Name. *Title of Book*. City of Publication: Publisher, Year.

For example: Doe, Jane. *The History of Citation Styles*. Chicago: University Press, 2020.

Journal Article Entries in the Bibliography

Journal article entries in the bibliography also invert the author's name and include the article title in quotation marks, followed by the journal title in italics, volume, issue number, and publication year. The format is: Last Name, First Name. "Title of Article." *Title of Journal* volume, no. issue (Year): page range of article.

For instance: Smith, John. "The Evolution of Academic Publishing." *Journal of Scholarly Research* 25, no. 3 (2018): 150-175.

Website and Online Source Entries in the Bibliography

Bibliography entries for websites are similar to notes but often omit the access date unless it's a frequently updated or ephemeral source. The format is generally: Author Last Name, First Name (if available). "Title of Page." Name of Website. Publication or last modified date (if available). URL. If no author is provided, the entry begins with the title of the page or website.

Example: National Archives. "Declaration of Independence." National Archives. Last modified March 26, 2018. <https://www.archives.gov/founding-docs/declaration>.

Common Citation Scenarios and Examples

The Chicago Manual of Style provides detailed guidelines for a vast array of source types. Mastering these common scenarios will equip you to handle most of your citation needs effectively. It's always advisable to consult the latest edition of the CMOS for the most current and specific guidance.

Works by the Same Author

When citing multiple works by the same author, list them alphabetically by title in the bibliography. In notes, follow the standard shortened format. In the bibliography, after the first entry for an author, subsequent entries by that author can use an em dash (—) in place of the author's name, followed by the title.

Anonymous Works

If a work has no author listed, the entry in both notes and the bibliography begins with the title of the work. The title is then used for alphabetization in the bibliography. For notes, it is treated as the primary identifier.

Multiple Authors

For works with two authors, both names are included in notes and the bibliography. For works with three or more authors, list the first author's full name in notes and bibliography, followed by "et al." (and others). In the bibliography, however, the first author's name is inverted, and subsequent authors' full names are listed after "et al." if there are only two or three authors total; for more than three authors, the bibliography generally uses the first author followed by "et al."

Chapter in an Edited Book

When citing a chapter within a larger edited work, the note includes the chapter author, chapter title, book title, editor(s), and publication details. The bibliography entry will similarly detail the chapter author and title, followed by the editor(s) and the full book information. The format for a note is: Chapter Author First Name Last Name, "Chapter Title," in Book Title, ed. Editor First Name Last Name, page(s). For the bibliography: Last Name, First Name. "Chapter Title." In Book Title, edited by Editor First Name Last Name, page range.

Dissertations and Theses

Citations for dissertations and theses include the author, title, type of work (e.g., PhD dissertation, Master's thesis), institution, and year. For a note: Author First Name Last Name, Title of Dissertation (PhD diss., University Name, Year), page number(s). For the bibliography: Last Name, First Name. Title of Dissertation. PhD diss., University Name, Year.

Interviews

Interviews, whether published or unpublished, require specific citation. For unpublished interviews, a note might look like: Interviewee First Name Last Name, interview by Interviewer First Name Last Name, Month Day, Year (if applicable), location (if applicable). In the bibliography, if published, it's treated as other published sources; if unpublished, it's typically cited in notes only.

Films and Other Audiovisual Materials

Citing films and similar media involves including the title, director, producer, studio, and year. For a note: Film Title, directed by Director Name (Studio, Year). In the bibliography: Film Title. Directed by Director Name. Studio, Year. Specific scenes or dialogue can be referenced with timestamps.

When to Use Notes vs. Bibliography

The notes and bibliography system inherently uses both. Notes are for in-text citations and any supplementary information you wish to convey without interrupting the main text. The bibliography is a comprehensive, alphabetized list of all sources consulted and cited, serving as a reader's guide to your research. Every source cited in a note must appear in the bibliography, and typically, all items in the bibliography should have been cited in the notes, though exceptions can be made for a "Works Consulted" list if explicitly permitted.

The decision of what to include in a note beyond the basic citation often depends on the scholarly context and the author's intent. Sometimes a note can be a place to offer a brief historical aside, define a term, or acknowledge a nuance that doesn't fit neatly into the paragraph. The bibliography, conversely, is strictly for bibliographic information, presented concisely and consistently.

Maintaining Consistency and Accuracy

Consistency is paramount when employing the Chicago Manual of Style notes-and-bibliography system. Whether you are using footnotes or endnotes, ensure that the format for each type of source is applied uniformly throughout your document. Minor variations can detract from the professional presentation of your work and may confuse readers.

Accuracy in transcription is equally important. Double-check all names, titles, dates, and page numbers against your original sources. Errors in citation can undermine your credibility and create difficulties for readers who wish to consult your sources. Diligent proofreading and attention to detail are your best allies in ensuring a polished and accurate final product.

The Chicago Manual of Style notes-and-bibliography system is a powerful tool for academic and professional writing. By understanding its structure, meticulously crafting your notes and bibliography, and maintaining consistency and accuracy, you can effectively and credibly present your research and engage with the scholarly conversation.

Q: What is the primary difference between footnotes and endnotes in Chicago style?

A: The primary difference between footnotes and endnotes in Chicago style is their placement. Footnotes appear at the bottom of the page where the citation is referenced, while endnotes are compiled at the end of the document. The content and format of the citations within them are identical.

Q: When should I use the "et al." abbreviation in Chicago style citations?

A: You should use the "et al." abbreviation in Chicago style when citing works with three or more authors in the bibliography. In notes, "et al." is generally used for works with four or more authors.

Q: Do I need to include page numbers in my bibliography entries?

A: Generally, you do not include specific page numbers for entire works in your

bibliography entries. Page numbers are reserved for citations within footnotes or endnotes to indicate the exact location of the cited material. However, for specific components like chapters in edited books, the page range of the chapter is included.

Q: How do I cite a website that has no author listed?

A: If a website has no author, you begin the citation with the title of the page or the title of the website, treating it as the primary identifier for alphabetization in the bibliography and for referencing in notes.

Q: What is the purpose of the bibliography in the notes-and-bibliography system?

A: The bibliography serves as a comprehensive, alphabetized list of all the sources that have been cited in the notes. Its purpose is to provide readers with complete information to locate the sources themselves and to demonstrate the breadth of research conducted.

Q: Can I include works in my bibliography that I did not cite in my notes?

A: While the standard practice is to list only cited works in the bibliography, some disciplines or instructors may allow for a "Works Consulted" list, which includes sources that were reviewed but not directly cited. Always clarify this with your instructor or publisher.

Q: How are repeated citations handled in Chicago style notes?

A: Subsequent citations to the same source within the notes are typically shortened. For books, this involves the author's last name, a shortened version of the title, and the page number. For journal articles, it includes the author's last name, a shortened article title, and the page number.

Q: What is the recommended format for citing an edited book in Chicago style notes?

A: For the first note citation of an edited book, the format is typically: Editor First Name Last Name, ed., Title of Book (City of Publication: Publisher, Year), page number(s). If citing a chapter within the book, the chapter author and title are included as well.

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