

# CHICAGO STYLE NOTES AND BIBLIOGRAPHY EXAMPLES CASE STUDY

A COMPREHENSIVE GUIDE TO CHICAGO STYLE NOTES AND BIBLIOGRAPHY: EXAMPLES AND CASE STUDY

**CHICAGO STYLE NOTES AND BIBLIOGRAPHY EXAMPLES CASE STUDY** ARE CRUCIAL FOR ACADEMIC INTEGRITY AND CLEAR SCHOLARLY COMMUNICATION. THIS ARTICLE DELVES DEEP INTO THE INTRICACIES OF THE CHICAGO MANUAL OF STYLE (CMOS) CITATION SYSTEM, OFFERING DETAILED EXPLANATIONS AND PRACTICAL EXAMPLES. WE WILL EXPLORE THE TWO PRIMARY CITATION SYSTEMS WITHIN CHICAGO: THE NOTES-BIBLIOGRAPHY (NB) SYSTEM AND THE AUTHOR-DATE SYSTEM, WITH A PARTICULAR FOCUS ON THE FORMER AS IT IS OFTEN PREFERRED IN THE HUMANITIES. BY EXAMINING A COMPREHENSIVE CASE STUDY, READERS WILL GAIN A THOROUGH UNDERSTANDING OF HOW TO FORMAT BOTH FOOTNOTES/ENDNOTES AND THE CORRESPONDING BIBLIOGRAPHY ENTRIES. WE WILL COVER VARIOUS SOURCE TYPES, COMMON CITATION CHALLENGES, AND BEST PRACTICES FOR ENSURING ACCURACY AND CONSISTENCY. MASTERING THESE ELEMENTS IS ESSENTIAL FOR STUDENTS, RESEARCHERS, AND WRITERS NAVIGATING THE ACADEMIC LANDSCAPE.

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## UNDERSTANDING THE CHICAGO STYLE: NOTES-BIBLIOGRAPHY VS. AUTHOR-DATE

THE CHICAGO MANUAL OF STYLE (CMOS) PRESENTS TWO DISTINCT BUT EQUALLY VALID CITATION SYSTEMS: THE NOTES-BIBLIOGRAPHY (NB) SYSTEM AND THE AUTHOR-DATE SYSTEM. THE CHOICE BETWEEN THESE TWO OFTEN DEPENDS ON THE ACADEMIC DISCIPLINE OR THE SPECIFIC REQUIREMENTS OF A PUBLISHER OR INSTRUCTOR. THE NB SYSTEM, WHICH IS THE PRIMARY FOCUS OF THIS ARTICLE, USES NUMBERED FOOTNOTES OR ENDNOTES TO CITE SOURCES WITHIN THE TEXT AND A COMPREHENSIVE BIBLIOGRAPHY AT THE END OF THE WORK. THIS SYSTEM IS WIDELY FAVORED IN DISCIPLINES LIKE HISTORY, LITERATURE, AND THE ARTS, WHERE DETAILED SOURCE ATTRIBUTION IS PARAMOUNT AND EXTENSIVE COMMENTARY MIGHT BE INTERSPERSED WITH CITATIONS. THE AUTHOR-DATE SYSTEM, CONVERSELY, PLACES BRIEF AUTHOR AND PUBLICATION DATE CITATIONS DIRECTLY WITHIN THE TEXT, ENCLOSED IN PARENTHESES, AND IS COMMONLY USED IN THE SOCIAL SCIENCES AND NATURAL SCIENCES. WHILE BOTH SYSTEMS AIM FOR ACCURACY AND CLARITY, THEIR STRUCTURAL PRESENTATION DIFFERS SIGNIFICANTLY.

THE FUNDAMENTAL DIFFERENCE LIES IN THE PLACEMENT AND FORMAT OF IN-TEXT CITATIONS. IN THE NB SYSTEM, A SUPERScript NUMBER APPEARS AT THE END OF A SENTENCE OR CLAUSE THAT CONTAINS INFORMATION FROM A SOURCE. THIS NUMBER CORRESPONDS TO A FOOTNOTE AT THE BOTTOM OF THE PAGE OR AN ENDNOTE AT THE END OF THE DOCUMENT, PROVIDING FULL OR SHORTENED PUBLICATION DETAILS. THE BIBLIOGRAPHY THEN LISTS ALL CITED SOURCES ALPHABETICALLY. THE AUTHOR-DATE SYSTEM, ON THE OTHER HAND, USES PARENTHETICAL IN-TEXT CITATIONS SUCH AS (SMITH 2020, 123), WHICH IMMEDIATELY DIRECT THE READER TO A REFERENCE LIST AT THE END OF THE WORK THAT INCLUDES FULL PUBLICATION DETAILS, ALSO ALPHABETIZED BY AUTHOR.

## THE NOTES-BIBLIOGRAPHY SYSTEM: A DEEP DIVE

THE NOTES-BIBLIOGRAPHY (NB) SYSTEM IS CHARACTERIZED BY ITS DUAL APPROACH TO SOURCE CITATION: THE USE OF NOTES (FOOTNOTES OR ENDNOTES) FOR IMMEDIATE TEXTUAL REFERENCE AND A BIBLIOGRAPHY FOR A CONSOLIDATED LIST OF SOURCES. THIS SYSTEM ALLOWS FOR FLEXIBILITY IN INTEGRATING SOURCE INFORMATION AND CAN ACCOMMODATE LENGTHY DESCRIPTIVE

OR EXPLANATORY NOTES THAT MAY NOT FIT NEATLY WITHIN A PARENTHETICAL CITATION.

## THE ROLE OF FOOTNOTES AND ENDNOTES

FOOTNOTES APPEAR AT THE BOTTOM OF THE PAGE WHERE THE CITATION IS MADE, WHILE ENDNOTES ARE COLLECTED AT THE END OF THE DOCUMENT, CHAPTER, OR BOOK. BOTH SERVE THE SAME PURPOSE: TO ACKNOWLEDGE THE SOURCES OF INFORMATION AND TO PROVIDE READERS WITH THE DETAILS NECESSARY TO LOCATE THOSE SOURCES THEMSELVES. IN THE NB SYSTEM, THE FIRST CITATION TO A PARTICULAR SOURCE TYPICALLY INCLUDES FULL PUBLICATION DETAILS, WHILE SUBSEQUENT CITATIONS TO THE SAME SOURCE CAN BE SHORTENED, OFTEN INCLUDING THE AUTHOR'S LAST NAME, A SHORTENED TITLE, AND THE PAGE NUMBER.

## THE FUNCTION OF THE BIBLIOGRAPHY

THE BIBLIOGRAPHY, APPEARING AT THE END OF THE WORK, IS AN ALPHABETICAL LIST OF ALL SOURCES CONSULTED AND CITED IN THE TEXT. IT PROVIDES A COMPREHENSIVE OVERVIEW OF THE RESEARCH UNDERTAKEN AND ALLOWS READERS TO EASILY FIND AND VERIFY THE INFORMATION PRESENTED. UNLIKE THE NOTES, WHICH ARE TIED TO SPECIFIC TEXTUAL REFERENCES, THE BIBLIOGRAPHY IS A STANDALONE LIST, OFFERING COMPLETE PUBLICATION INFORMATION FOR EACH ENTRY.

## FORMATTING FOOTNOTES AND ENDNOTES IN CHICAGO STYLE

THE METICULOUS FORMATTING OF NOTES IS A HALLMARK OF THE CHICAGO NB SYSTEM. EACH NOTE BEGINS WITH A SUPERScript NUMBER THAT CORRESPONDS TO THE CITATION IN THE TEXT. THE CONTENT OF THE NOTE ITSELF WILL VARY BASED ON THE TYPE OF SOURCE BEING CITED, BUT GENERALLY INCLUDES AUTHOR(S), TITLE, PUBLICATION INFORMATION, AND SPECIFIC PAGE NUMBERS.

### FIRST NOTE VS. SUBSEQUENT NOTES

THE INITIAL NOTE FOR A GIVEN SOURCE PROVIDES COMPLETE BIBLIOGRAPHIC INFORMATION, MIRRORING WHAT WOULD BE FOUND IN THE BIBLIOGRAPHY BUT WITH SPECIFIC PAGE NUMBERS. FOR EXAMPLE:

- 1. MICHEL FOUCAULT, *DISCIPLINE AND PUNISH: THE BIRTH OF THE PRISON*, TRANS. ALAN SHERIDAN (NEW YORK: VINTAGE BOOKS, 1995), 23.

SUBSEQUENT NOTES TO THE SAME SOURCE ARE SIGNIFICANTLY SHORTENED TO AVOID REDUNDANCY. THE COMMON PRACTICE IS TO USE THE AUTHOR'S LAST NAME, A SHORTENED TITLE (ITALICIZED IF IT'S A BOOK OR JOURNAL, ROMAN IF IT'S AN ARTICLE WITHIN A LARGER WORK), AND THE PAGE NUMBER:

- 2. FOUCAULT, *DISCIPLINE AND PUNISH*, 55.

IF CITING CONSECUTIVE PAGES FROM THE SAME SOURCE IN CONSECUTIVE NOTES, THE ABBREVIATION "IBID." (SHORT FOR IBIDEM, MEANING "IN THE SAME PLACE") CAN BE USED. HOWEVER, IF THE PAGE NUMBER CHANGES, IT FOLLOWS "IBID.":

- 3. FOUCAULT, *DISCIPLINE AND PUNISH*, 101.
- 4. IBID., 105.
- 5. IBID., 101, 103.

IF ANOTHER SOURCE IS CITED BETWEEN NOTES REFERENCING THE SAME WORK, "IBID." CANNOT BE USED FOR THE SUBSEQUENT CITATION OF THE EARLIER WORK.

## CITING DIFFERENT SOURCE TYPES IN NOTES

DIFFERENT SOURCE TYPES REQUIRE SPECIFIC FORMATTING WITHIN NOTES:

- **BOOKS:** AUTHOR(S), *TITLE OF BOOK* (PLACE OF PUBLICATION: PUBLISHER, YEAR), PAGE NUMBER(S).
- **JOURNAL ARTICLES:** AUTHOR(S), "TITLE OF ARTICLE," *TITLE OF JOURNAL* VOLUME, no. ISSUE (YEAR): PAGE NUMBER(S).
- **CHAPTERS IN EDITED BOOKS:** AUTHOR(S) OF CHAPTER, "TITLE OF CHAPTER," IN *TITLE OF BOOK*, ED. EDITOR(S) NAME(S), PAGE NUMBER(S) OF CHAPTER (PLACE OF PUBLICATION: PUBLISHER, YEAR).
- **WEBSITES:** AUTHOR(S) OR ORGANIZATION NAME, "TITLE OF SPECIFIC PAGE," TITLE OF WEBSITE, PUBLICATION OR LAST UPDATED DATE, ACCESSED DATE ACCESSED. URL.

## CREATING A CHICAGO STYLE BIBLIOGRAPHY

THE BIBLIOGRAPHY IS A CORNERSTONE OF THE CHICAGO NB SYSTEM, PROVIDING A CONSOLIDATED AND ALPHABETIZED LIST OF ALL SOURCES THAT HAVE BEEN CITED IN THE NOTES. ITS PURPOSE IS TO OFFER A COMPLETE REFERENCE FOR THE READER, ALLOWING THEM TO EXPLORE THE RESEARCH FURTHER. EACH ENTRY IN THE BIBLIOGRAPHY SHOULD CONTAIN FULL PUBLICATION DETAILS.

### GENERAL BIBLIOGRAPHY FORMATTING RULES

THE BIBLIOGRAPHY IS TYPICALLY ARRANGED ALPHABETICALLY BY THE AUTHOR'S LAST NAME. IF A SOURCE HAS NO AUTHOR, IT IS ALPHABETIZED BY THE FIRST SIGNIFICANT WORD OF THE TITLE. ENTRIES ARE USUALLY FORMATTED WITH A HANGING INDENT, MEANING THE FIRST LINE OF EACH ENTRY IS FLUSH LEFT, AND SUBSEQUENT LINES ARE INDENTED.

### BIBLIOGRAPHY ENTRIES FOR VARIOUS SOURCE TYPES

THE FORMAT FOR BIBLIOGRAPHY ENTRIES DIFFERS FROM NOTE ENTRIES IN SUBTLE BUT IMPORTANT WAYS. FOR INSTANCE, AUTHOR NAMES ARE REVERSED (LAST NAME, FIRST NAME) FOR THE FIRST AUTHOR, AND TITLES ARE ITALICIZED. PAGE NUMBERS FOR ENTIRE WORKS ARE GENERALLY NOT INCLUDED, THOUGH SPECIFIC PAGE RANGES FOR ARTICLES OR CHAPTERS ARE.

- **BOOKS:** LAST NAME, FIRST NAME. *TITLE OF BOOK*. PLACE OF PUBLICATION: PUBLISHER, YEAR.
- **JOURNAL ARTICLES:** LAST NAME, FIRST NAME. "TITLE OF ARTICLE." *TITLE OF JOURNAL* VOLUME, no. ISSUE (YEAR): PAGE RANGE OF ARTICLE.
- **CHAPTERS IN EDITED BOOKS:** LAST NAME, FIRST NAME OF CHAPTER AUTHOR. "TITLE OF CHAPTER." IN *TITLE OF BOOK*, EDITED BY EDITOR FIRST NAME LAST NAME, PAGE RANGE OF CHAPTER. PLACE OF PUBLICATION: PUBLISHER, YEAR.
- **WEBSITES:** LAST NAME, FIRST NAME (IF APPLICABLE). "TITLE OF SPECIFIC PAGE." TITLE OF WEBSITE. PUBLICATION OR LAST UPDATED DATE. ACCESSED DATE ACCESSED. URL.

FOR SOURCES WITH MULTIPLE AUTHORS, THE CHICAGO STYLE TYPICALLY LISTS THE FIRST AUTHOR'S NAME IN REVERSE ORDER, FOLLOWED BY SUBSEQUENT AUTHORS' NAMES IN NORMAL ORDER (FIRST NAME LAST NAME). FOR MORE THAN TWO AUTHORS, IT IS COMMON TO LIST ONLY THE FIRST AUTHOR FOLLOWED BY "ET AL." IN THE BIBLIOGRAPHY, THOUGH THE NOTES MIGHT LIST ALL AUTHORS IF SPACE AND CLARITY PERMIT.

## CASE STUDY: CITING DIVERSE SOURCES IN CHICAGO STYLE

TO ILLUSTRATE THE PRACTICAL APPLICATION OF THE CHICAGO NOTES-BIBLIOGRAPHY SYSTEM, LET'S CONSIDER A HYPOTHETICAL RESEARCH PAPER ON THE IMPACT OF SOCIAL MEDIA ON POLITICAL DISCOURSE. WE WILL CITE VARIOUS TYPES OF SOURCES AND DEMONSTRATE THEIR CORRESPONDING NOTE AND BIBLIOGRAPHY ENTRIES.

### SCENARIO: RESEARCH ON SOCIAL MEDIA AND POLITICS

IMAGINE OUR RESEARCHER HAS CONSULTED A SCHOLARLY BOOK, A JOURNAL ARTICLE, A NEWS WEBSITE, AND A CHAPTER FROM AN EDITED COLLECTION. HERE'S HOW THESE MIGHT BE CITED.

#### 1. CITING A SCHOLARLY BOOK

**TEXT REFERENCE:** THE RISE OF ONLINE PLATFORMS HAS FUNDAMENTALLY ALTERED HOW CITIZENS ENGAGE WITH POLITICAL INFORMATION.<sup>1</sup>

##### FOOTNOTE 1:

1. ZEYNEP TUFEKCI, *TWITTER AND TEAR GAS: THE POWER AND FRAGILITY OF NETWORKED PROTEST* (NEW HAVEN: YALE UNIVERSITY PRESS, 2017), 45.

##### BIBLIOGRAPHY ENTRY:

TUFEKCI, ZEYNEP. *TWITTER AND TEAR GAS: THE POWER AND FRAGILITY OF NETWORKED PROTEST*. NEW HAVEN: YALE UNIVERSITY PRESS, 2017.

#### 2. CITING A JOURNAL ARTICLE

**TEXT REFERENCE:** RESEARCH INDICATES A CORRELATION BETWEEN THE CONSUMPTION OF PARTISAN NEWS ON SOCIAL MEDIA AND INCREASED POLITICAL POLARIZATION.<sup>2</sup>

##### FOOTNOTE 2:

2. SHANTO IYENGAR AND SUN-JOO CHOI, "HOW MEDIA FRAMING AFFECTS THE INTERPRETATION OF NEWS," *JOURNAL OF COMMUNICATION* 64, no. 4 (2014): 760.

##### BIBLIOGRAPHY ENTRY:

IYENGAR, SHANTO, AND SUN-JOO CHOI. "HOW MEDIA FRAMING AFFECTS THE INTERPRETATION OF NEWS." *JOURNAL OF COMMUNICATION* 64, no. 4 (2014): 757-776.

#### 3. CITING A NEWS WEBSITE ARTICLE

**TEXT REFERENCE:** RECENT REPORTS HIGHLIGHT THE CHALLENGES ELECTION OFFICIALS FACE IN COMBATING MISINFORMATION SPREAD ONLINE.<sup>3</sup>

### FOOTNOTE 3:

3. SARAH KLIFF, "THE TRUMP CAMPAIGN'S SOCIAL MEDIA STRATEGY," *Vox*, OCTOBER 26, 2016, ACCESSED NOVEMBER 10, 2023, [HTTPS://WWW.VOX.COM/POLICY-AND-POLITICS/2016/10/26/13404710/TRUMP-SOCIAL-MEDIA-ELECTION-STRATEGY](https://www.vox.com/policy-and-politics/2016/10/26/13404710/trump-social-media-election-strategy).

### BIBLIOGRAPHY ENTRY:

KLIFF, SARAH. "THE TRUMP CAMPAIGN'S SOCIAL MEDIA STRATEGY." *Vox*. OCTOBER 26, 2016. ACCESSED NOVEMBER 10, 2023. [HTTPS://WWW.VOX.COM/POLICY-AND-POLITICS/2016/10/26/13404710/TRUMP-SOCIAL-MEDIA-ELECTION-STRATEGY](https://www.vox.com/policy-and-politics/2016/10/26/13404710/trump-social-media-election-strategy).

## 4. CITING A CHAPTER IN AN EDITED COLLECTION

**TEXT REFERENCE:** THE ROLE OF ALGORITHMS IN SHAPING USER EXPOSURE TO POLITICAL CONTENT IS A GROWING AREA OF CONCERN.<sup>4</sup>

### FOOTNOTE 4:

4. ELI PARISER, "THE FILTER BUBBLE," IN *THE NEW MEDIA READER*, ED. NOAH WARDRIp-FRUIIN AND NICK MONTFORT, 740-747 (CAMBRIDGE, MA: MIT PRESS, 2003).

### BIBLIOGRAPHY ENTRY:

PARISER, ELI. "THE FILTER BUBBLE." IN *THE NEW MEDIA READER*, EDITED BY NOAH WARDRIp-FRUIIN AND NICK MONTFORT, 740-747. CAMBRIDGE, MA: MIT PRESS, 2003.

THESE EXAMPLES DEMONSTRATE HOW TO CONSISTENTLY APPLY THE CHICAGO NB SYSTEM ACROSS DIFFERENT SOURCE TYPES, ENSURING BOTH CLARITY WITHIN THE TEXT AND COMPREHENSIVE REFERENCING IN THE BIBLIOGRAPHY.

## COMMON CITATION CHALLENGES AND SOLUTIONS

NAVIGATING THE NUANCES OF ANY CITATION STYLE CAN PRESENT CHALLENGES. THE CHICAGO STYLE IS NO EXCEPTION. HOWEVER, WITH CAREFUL ATTENTION TO DETAIL AND AN UNDERSTANDING OF COMMON PITFALLS, THESE CAN BE EFFECTIVELY MANAGED.

## REPEATED CITATIONS AND SHORTENED NOTES

ONE OF THE MOST FREQUENT ISSUES IS HOW TO HANDLE CITATIONS TO THE SAME SOURCE MULTIPLE TIMES. AS DEMONSTRATED, THE USE OF SHORTENED NOTES AFTER THE FIRST FULL CITATION IS THE STANDARD. THE KEY IS TO ENSURE THE SHORTENED NOTE PROVIDES ENOUGH INFORMATION FOR THE READER TO IDENTIFY THE SOURCE AND LOCATE IT IN THE BIBLIOGRAPHY. IF THERE'S AMBIGUITY (E.G., TWO WORKS BY THE SAME AUTHOR), INCLUDE A SHORTENED TITLE.

## CITING INDIRECT SOURCES

WHEN A SOURCE YOU WISH TO CITE MENTIONS ANOTHER SOURCE, AND YOU CANNOT ACCESS THE ORIGINAL, YOU CAN CITE THE SECONDARY SOURCE WHERE YOU FOUND THE INFORMATION. THE NOTE SHOULD INDICATE THIS. FOR EXAMPLE:

- 5. JOHN SMITH, *HISTORY OF IDEAS* (NEW YORK: ACADEMIC PRESS, 2005), 112, QUOTED IN JANE DOE, *MODERN INTERPRETATIONS* (LONDON: UNIVERSITY PRESS, 2010), 34.

IN THE BIBLIOGRAPHY, YOU WOULD ONLY LIST THE SOURCE YOU ACTUALLY CONSULTED (JANE DOE'S *MODERN INTERPRETATIONS* IN THIS EXAMPLE). THE CONVENTION IS TO CITE WHAT YOU READ, NOT WHAT YOU DIDN'T READ.

## ONLINE AND DIGITAL RESOURCES

THE DIGITAL AGE PRESENTS A CONSTANT STREAM OF NEW SOURCE TYPES. CHICAGO PROVIDES GUIDANCE FOR CITING WEBSITES, BLOG POSTS, SOCIAL MEDIA, AND MORE. CONSISTENCY IS PARAMOUNT. ENSURE YOU CAPTURE AS MUCH IDENTIFYING INFORMATION AS POSSIBLE: AUTHOR, TITLE, WEBSITE NAME, PUBLICATION DATE, AND ACCESS DATE. FOR ONLINE ARTICLES, INCLUDING A URL IS STANDARD. HOWEVER, BE AWARE THAT URLS CAN CHANGE, SO THE OTHER IDENTIFYING INFORMATION IS CRUCIAL.

## BEST PRACTICES FOR CHICAGO STYLE CITATION

ADHERING TO CHICAGO STYLE REQUIRES DILIGENCE AND A COMMITMENT TO ACCURACY. IMPLEMENTING A FEW BEST PRACTICES CAN STREAMLINE THE PROCESS AND ENHANCE THE PROFESSIONALISM OF YOUR WORK.

### CONSISTENCY IS KEY

THE MOST IMPORTANT RULE IN CITATION IS CONSISTENCY. WHICHEVER FORMAT YOU CHOOSE FOR A PARTICULAR ELEMENT (E.G., HOW YOU ABBREVIATE JOURNAL TITLES, HOW YOU HANDLE PUBLICATION DATES), APPLY IT UNIFORMLY THROUGHOUT YOUR DOCUMENT. INCONSISTENCIES CAN BE DISTRACTING AND MAY SIGNAL A LACK OF CARE.

### UTILIZE STYLE GUIDES AND RESOURCES

THE CHICAGO MANUAL OF STYLE IS A COMPREHENSIVE GUIDE, BUT IT CAN BE DETAILED. KEEP A COPY HANDY, OR CONSULT REPUTABLE ONLINE RESOURCES THAT EXPLAIN ITS PRINCIPLES. MANY ACADEMIC INSTITUTIONS AND PUBLISHERS PROVIDE THEIR OWN SPECIFIC ADAPTATIONS OR SIMPLIFIED GUIDES BASED ON CHICAGO, WHICH SHOULD BE PRIORITIZED IF APPLICABLE.

### PROOFREAD METICULOUSLY

ERRORS IN CITATION ARE NOT JUST COSMETIC; THEY CAN UNDERMINE THE CREDIBILITY OF YOUR RESEARCH. PROOFREAD YOUR NOTES AND BIBLIOGRAPHY CAREFULLY, CHECKING FOR CORRECT PUNCTUATION, SPELLING, CAPITALIZATION, AND ADHERENCE TO FORMATTING RULES. IT IS OFTEN HELPFUL TO HAVE A FRESH PAIR OF EYES REVIEW YOUR CITATIONS AS WELL.

BY UNDERSTANDING THE PRINCIPLES OF THE CHICAGO NOTES-BIBLIOGRAPHY SYSTEM AND APPLYING THESE BEST PRACTICES, WRITERS CAN CONFIDENTLY AND ACCURATELY ATTRIBUTE THEIR SOURCES, CONTRIBUTING TO ROBUST AND CREDIBLE SCHOLARLY WORK.

## FAQ

**Q: WHAT IS THE PRIMARY DIFFERENCE BETWEEN THE NOTES-BIBLIOGRAPHY AND**

## AUTHOR-DATE SYSTEMS IN CHICAGO STYLE?

A: THE PRIMARY DIFFERENCE LIES IN HOW IN-TEXT CITATIONS ARE PRESENTED. THE NOTES-BIBLIOGRAPHY SYSTEM USES NUMBERED FOOTNOTES OR ENDNOTES, WHILE THE AUTHOR-DATE SYSTEM USES PARENTHETICAL CITATIONS (E.G., SMITH 2020, 123). THE NOTES-BIBLIOGRAPHY SYSTEM IS GENERALLY FAVORED IN THE HUMANITIES, WHILE AUTHOR-DATE IS MORE COMMON IN THE SCIENCES.

## Q: WHEN SHOULD I USE A SHORTENED NOTE VERSUS A FULL NOTE IN THE CHICAGO STYLE?

A: THE FIRST TIME YOU CITE A SOURCE, YOU SHOULD USE A FULL NOTE WITH COMPLETE BIBLIOGRAPHIC INFORMATION. FOR ALL SUBSEQUENT CITATIONS TO THE SAME SOURCE, USE A SHORTENED NOTE THAT INCLUDES THE AUTHOR'S LAST NAME, A SHORTENED VERSION OF THE TITLE (ITALICIZED FOR BOOKS AND JOURNALS, ROMAN FOR ARTICLES), AND THE SPECIFIC PAGE NUMBER(S).

## Q: CAN I USE "IBID." IF I CITE THE SAME SOURCE IN TWO CONSECUTIVE NOTES BUT ON DIFFERENT PAGES?

A: YES, YOU CAN USE "IBID." IF THE SOURCE IS THE SAME AND THE NOTES ARE CONSECUTIVE. IF THE PAGE NUMBER CHANGES, YOU WOULD FOLLOW "IBID." WITH THE NEW PAGE NUMBER (E.G., *IBID.*, 115). HOWEVER, IF ANY OTHER SOURCE IS CITED BETWEEN THE TWO NOTES REFERENCING THE SAME WORK, "IBID." CANNOT BE USED.

## Q: HOW DO I FORMAT A BIBLIOGRAPHY ENTRY FOR A BOOK CHAPTER IN CHICAGO STYLE?

A: FOR A CHAPTER IN AN EDITED BOOK, THE BIBLIOGRAPHY ENTRY INCLUDES THE CHAPTER AUTHOR'S NAME (LAST NAME, FIRST NAME), THE CHAPTER TITLE (IN QUOTATION MARKS), FOLLOWED BY "IN" AND THE BOOK TITLE (ITALICIZED), THE EDITOR(S) NAME(S) (FIRST NAME LAST NAME), THE PAGE RANGE OF THE CHAPTER, THE PLACE OF PUBLICATION, THE PUBLISHER, AND THE YEAR OF PUBLICATION.

## Q: WHAT INFORMATION SHOULD I INCLUDE WHEN CITING A WEBSITE IN CHICAGO STYLE?

A: WHEN CITING A WEBSITE, YOU SHOULD INCLUDE THE AUTHOR OR ORGANIZATION NAME (IF AVAILABLE), THE TITLE OF THE SPECIFIC PAGE OR ARTICLE (IN QUOTATION MARKS), THE TITLE OF THE OVERALL WEBSITE (ITALICIZED), THE PUBLICATION OR LAST UPDATED DATE, THE DATE YOU ACCESSED THE PAGE, AND THE URL.

## Q: HOW DO I LIST MULTIPLE AUTHORS IN A CHICAGO BIBLIOGRAPHY ENTRY?

A: FOR A BIBLIOGRAPHY ENTRY WITH TWO AUTHORS, LIST THE FIRST AUTHOR'S NAME IN REVERSE ORDER (LAST NAME, FIRST NAME) FOLLOWED BY "AND" AND THE SECOND AUTHOR'S NAME IN NORMAL ORDER (FIRST NAME LAST NAME). FOR THREE OR MORE AUTHORS, LIST ONLY THE FIRST AUTHOR'S NAME (LAST NAME, FIRST NAME) FOLLOWED BY "ET AL." IN THE BIBLIOGRAPHY.

## Q: WHAT IS THE PURPOSE OF THE BIBLIOGRAPHY IN THE CHICAGO NOTES-BIBLIOGRAPHY SYSTEM?

A: THE BIBLIOGRAPHY SERVES AS A COMPREHENSIVE AND ALPHABETIZED LIST OF ALL SOURCES CITED IN THE NOTES. ITS PURPOSE IS TO PROVIDE READERS WITH COMPLETE INFORMATION ABOUT EVERY SOURCE CONSULTED, ALLOWING THEM TO EASILY LOCATE AND VERIFY THE RESEARCH MATERIAL.

## Q: CAN I USE THE AUTHOR-DATE SYSTEM FOR A PAPER THAT REQUIRES CHICAGO STYLE?

A: YES, CHICAGO STYLE OFFERS BOTH THE NOTES-BIBLIOGRAPHY AND THE AUTHOR-DATE SYSTEMS. THE CHOICE TYPICALLY DEPENDS ON THE DISCIPLINE, INSTRUCTOR, OR PUBLISHER REQUIREMENTS. ALWAYS CONFIRM WHICH SYSTEM IS EXPECTED FOR YOUR SPECIFIC ASSIGNMENT.

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