Chicago style provides two formats of documentation. This guide outlines the **notes and bibliography** format. Refer to the style manual to see rules for the parenthetical author-date references format.

*The Chicago Manual of Style Online* (16th ed.),

*The Chicago Manual of Style* (16th ed.), available in Bracken Library at the Reference Desk
Call Number: Z 253 .U69 2010

**Basic Style** (14.14)

- Bibliographic citations are provided in notes, and usually supplemented by a bibliography page.
- Notes can be either footnotes or endnotes. They are usually numbered and correspond to superscripted note and reference numbers in the text. (14.48)
- In electronic works, notes and note numbers are typically hyperlinked.
- Shortened citations in a note are appropriate if full citation details are listed in the bibliography.
- See manual for full rules regarding notes (14.19-55), and bibliographies (14.56-67).

**Notes**

- A footnote or endnote generally lists the author, title, and facts of publication, in that order. (14.15)
- Elements of note are separated by **commas**, and facts of publication are enclosed in parentheses.
- Subsequent citations of sources already given in full should be shortened whenever possible, by listing only last name of author and main title of the work cited.

**Bibliography Entry**

- Entries include the author, title, and facts of publication.
- Elements of entry are separated by **periods**.
- Author names are inverted (last name first). Entries are arranged alphabetically.

For this guide: **Note** refers to the first footnote/endnote format. **Bib** refers to Bibliography format.

**Books** (p. 693)

- A full reference will typically include the following elements:
  - Author: full name of author(s) or editor(s)
  - Title
  - Editor, compiler, or translator
  - Edition, if not the first
  - Volume
  - Series title if applicable
  - Facts of publication: city, publisher, and date
  - Page number(s) if applicable
  - For electronic books consulted online, a URL or DOI
**Book with One Author** (p. 662)


**Book with Multiple Authors** (p. 663)


**Periodicals** (p. 728)

- Citations of periodicals require some or all of the following data:
  - Full name of author(s)
  - Title and subtitle of article or column
  - Title of periodical
  - Issue information (volume, issue number, date, etc.)
  - Page reference (where appropriate)
  - For online periodicals, a URL or, if available, a DOI

**Scholarly Journal** (p. 730)


**Magazine** (p. 738)

- Weekly or monthly magazines, even if numbered by volume and issue, are usually cited by date only.
- The date is not enclosed in parentheses.
- A specific page number can be cited in a note, or pages separated by commas.
- A page range can be omitted because pages are often widely separated by irrelevant material.


**Newspaper** (p. 739)
- Newspapers are commonly cited in notes or parenthetical references than in bibliographies. Therefore, a list of works cited does not need to list newspaper items if they have been documented in the text.


**Websites** (p.752)
- Include as much of the following information as possible:
  - Title or description of the page
  - Author of the content (if any)
  - Owner or sponsor of the site
  - URL
  - Publication date or date of revision/modification (include date of access if no other date can be determined)
- Website citations are usually cited in notes only.

