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 (17th ed.),_

_The Chicago Manual of Style (17th ed.),_ available in Bracken Library at the Reference Desk
Call Number: Z 253 .U69 2017

**Basic Style** (14.19)

- 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. (14.43)
- In electronic works, notes and note numbers are typically linked.
- Shortened citations in a note are appropriate if full citation details are listed in the bibliography.
- See manual for full rules regarding notes (14.24-60), and bibliographies (14.61-71).

**Notes**

- A footnote or endnote generally lists the author, title, and facts of publication, in that order. (14.20)
- Elements 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. Most commonly, the shortened note consists of the last name of the author and the main title of the work cited, followed by the page number or page number range. (14.30)

**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** (14.100)

- 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 books consulted online, a URL (or DOI-based URL)
Book with One Author (14.23)


Book with Multiple Authors (14.23)


Periodicals (14.165)

- Citations of periodicals require some or all of the following data:
  - Full name(s) of author or authors
  - Title and subtitle of article or column
  - Title of periodical
  - Issue information (volume, issue number, date, etc.)
  - Page reference (where appropriate)
  - For periodicals consulted online, a URL or, in some cases, the name of the database used to consult the resource

Scholarly Journal (14.168)


Magazine (14.188)

- Weekly, monthly, or bimonthly 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.


Newspapers (14.191)
- Newspapers are more 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.

Note: 6. Laura Lane, “Pizzoo named Village Idiot,” Brief, Herald-Times (Bloomington, IN), April 2, 2013.

Websites (14.205)
- Include as much of the following information as possible:
  - Title or description of the page
  - The title or description of the site as a whole
    - The word website (or web page) may be added (in parentheses) after the title or description of the site if the nature of the source may otherwise be unclear
  - 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)
- Websites are usually cited in notes only.


Blog Posts (14.208)
- Blog posts are cited like online newspaper articles. They include:
  - Author of the post
  - Title of the post (in quotations)
  - Title of the blog (in italics)
    - The word blog may be added (in parentheses) after the title of the blog (unless the word blog is part of the title)
  - Date of post
  - URL


Social Media (14.209)
- For a citation in a note or bibliography entry, include the following:
  - Author of the post (if only a screen name is known, use the screen name in place of the author’s name).
  - In place of a title, the text of the post. (Quote as much as the first 160 characters, including spaces.)
  - The type of post (name of social media service)
  - The date, including month, day, and year.
  - URL
