**Citing Sources Using Chicago Bibliography/Notes**

The Chicago Manual of Style (CMS) was created by the University of Chicago Press. The Notes-Bibliography format is used primarily by those in the fine arts and history. This handout gives examples of the format used for the Bibliography entries that appear at the end of your paper. **Remember** to alphabetize your citations, use a hanging indent on second and subsequent lines, single space your citations, leave an empty line between citations, and title your list, **Bibliography**. For further assistance refer to *The Chicago Manual of Style* or *A Manual for Writers of Research Papers, Theses, and Dissertations* by Kate L. Turabian in the Ready Reference section.

List authors as ordered in your source. In the Bibliography only, reverse the first author’s name for alphabetizing (Last name, then first name separated by a comma). If multiple authors, separate names with commas and connect the second to last and last author’s names with and.

<table>
<thead>
<tr>
<th>Source Type</th>
<th>Example</th>
</tr>
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| **Journal Article** | Author(s). “Article Title.” *Journal Title* volume number, no. issue (Year): pages. Doi: DOI.  
| **Newspaper Article** | Author(s). “Article Title.” *Newspaper Title*, Publication month day, year.  
| **Book** | Author(s). *Book Title*. Place of Publication: Publisher, Year.  
| **Book Chapter** | Author(s). “Chapter Title.” In *Book Title*, edited by Editor(s), pages of chapter. Place of Publication, Publisher, Publication Date.  
| **Website** | Author(s). “Title of Web Page.” *Publisher or Website Name*. Publication month day, year. URL.  

Have a source or situation not addressed here? Consult a reference librarian or the Chicago style manual located at the reference desk.
Notes in Chicago Format

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In Chicago Style citations appear as either footnotes at the end of a page or endnotes at the end of your paper that correspond to a superscript number in the text of your paper. Unless your professor specifies, you can use either type of notes but should consistently use one or the other, not both. Use Word’s note feature in the References pane to insert footnotes or endnotes.

### Journal article

1. Author(s), “Article Title,” *Journal Title* volume number, no. issue (Month Year): page range used, URL/DOI.


### Newspaper Article

1. Author(s), “Article Title,” *Newspaper Title*, Publication Date.


### Book

1. Author(s), *Title of Book* (Location: Publisher, Year), page range used.


### Book Chapter

1. Author(s), “Chapter Title” in *Book Title*, ed. Editor(s) (Location: Publisher, Publication Date), page(s) used.


### Websites

1. Author(s), “Webpage Title,” Publisher or Website Name, Publication Date, URL.


#### Second & Subsequent Footnotes

The first time you cite a source you need to include a full footnote for the source, as shown below. The second and subsequent times you cite the same source, you can include a brief note that includes only the author’s last name, a shortened version of the title and the page you’re referencing. Ex.


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