



This handout describes the basics of footnotes and endnotes as defined in the Chicago Manual of Style (17th Ed.). Always check with your instructor for course-specific guidelines.

Margins should be between 1-1.5". Times New Roman 12pt font is preferred.

Page numbers begin in the header of the first page of text, with the number 1 on the right.

All content should be double spaced and Left Aligned (not Justified). Avoid extra line spaces between paragraphs (set "after" spacing to 0 in MS Word).

Use First-line indents for the body. Use Hanging indents for the bibliography.

Include the title on the first page of text.

If a title page is requested, place the title a third of the way down the page. If there is a subtitle, end the title with a colon and place the subtitle on the next line. Place your name and class information after several lines.

Quotations of five or more lines should be blocked: indent .5", single space, no quotation marks, and an extra line space before and after the quote.

Always refer to your instructor's assignment guidelines and preferences, even if they differ from these guidelines.

In Notes and Bibliography format, in-text citations take the form of superscripted numbers (e.g., ²) usually placed after the end of the sentence. The numbers are sequential and do not repeat. Each number corresponds to a detailed entry at the bottom of the page (footnote) or on a page at the end of the document (endnote).

When citing a source for the first time it is necessary to include the full citation:

Example: 1. Stuart Shea, *Wrigley Field: The Long Life and Contentious Times of the Friendly Confines* (Chicago: University of Chicago Press, 2014), 51–52.

After the first time, only the author's last name, a shortened form of the title, and page number(s) are necessary. Note that each citation receives a new footnote number.

Example: 2. Shea, *Wrigley Field*, 138.

When shortening a title, ensure the shortened version contains the key word(s) to identify the source, and that the order of the words does not change. A title of four words or fewer does not need to be shortened further.

Consecutive references from the same source should use a shortened form of the citation, usually the last name of the author and a shortened form of the name of the work. If you are citing the same work repeatedly, subsequent short citations can omit the title of the work.

Example:

1st time: Samuel A. Morley, *Poverty and Inequality in Latin America: The Impact of Adjustment and Recovery* (Baltimore: Johns Hopkins University Press, 1995), 24–25.

2nd time: Morley, *Poverty and Inequality*, 25.

3rd time: Morley, 25.

One footnote can refer to several sources. Separate the sources with semicolons within the footnote. Ensure they appear in the same order as they were introduced within the text.

Explanatory footnotes provide the reader with important background information that is not easily integrated into the subject matter of a paragraph. Typically, they include a standard footnote of source (followed by a period), then a comment or explanation to help the reader better understand something or serve as context for the writer's argument.

Some forms of Notes and Bibliography have all of the necessary information in the footnotes themselves, and will not require a full bibliography. However, in most cases, the in-text citations point the reader to the full bibliography, which should contain detailed information about the sources used and where to access them. Ask your instructor if you are unsure about which elements to include. The bibliography should be in alphabetical order, and be formatted with a hanging indent. Entries that have no author or editor should be listed alphabetically by title.

Source	Footnotes/Endnotes	Bibliographical Reference
Book with a Single Author	1. Jared M. Diamond, <i>Guns, Germs and Steel: The Fates of Human Societies</i> (New York: W.W. Norton & Co., 1997), 195.	Diamond, Jared M. <i>Guns, Germs, and Steel: The Fates of Human Societies</i> . New York: W.W. Norton & Co., 1997.
Book with more than one Author	2. Brian Grazer and Charles Fishman, <i>A Curious Mind: The Secret to a Bigger Life</i> (New York: Simon & Schuster, 2015), 188.	Grazer, Brian, and Charles Fishman. <i>A Curious Mind: The Secret to a Bigger Life</i> . New York: Simon & Schuster, 2015.
Book with an Author and Editor(s)	3. Meghan Daum, ed., <i>Selfish, Shallow, and Self-Absorbed: Sixteen Writers on the Decision Not to Have Kids</i> (New York: Picador, 2015), 32.	Daum, Meghan, ed. <i>Selfish, Shallow, and Self-Absorbed: Sixteen Writers on the Decision Not to Have Kids</i> . New York: Picador, 2015.
Chapter or Article in a Book	4. Glenn Gould, "Streisand as Schwarzkopf," in <i>The Glenn Gould Reader</i> , ed. Tim Page (New York: Vintage Books, 1984), 310.	Gould, Glenn. "Streisand as Schwarzkopf." In <i>The Glenn Gould Reader</i> , edited by Tim Page, 308–11. New York: Vintage Books, 1984.
Journal Article	5. Benjamin Bagley, "Loving Someone in Particular," <i>Ethics</i> 125, no. 2 (January 2015): 484–85.	Bagley, Benjamin. "Loving Someone in Particular." <i>Ethics</i> 125, no. 2 (January 2015): 477–507.
Newspaper Article	6. "Stiff Sentences For Attempt at Railway Wreck," <i>Prince George Citizen</i> , 31 October 2015. JET 086.559 Tm0 g0 G00B1F.	