Chicago-Style Footnote & Bibliography Examples

What Should a Citation Include?

Regardless of what the source is, a citation should include as many of these elements as can be identified:

- Author’s name
- Title of the work (e.g., title of a book, reference article, periodical article, webpage)
- Title of the container work (e.g., magazine title, website title)
- Volume and issue number (for a periodical, if applicable)
- Publisher’s name (not typical for a periodical)
- Date of publication
- Name of database or website (if applicable and not given elsewhere)
- URL (for all online sources)
- Page number (for footnotes ONLY, not bibliography)

The way these elements are formatted, and the order in which they are listed, may vary from one citation style to another, but you should do your best to identify and include each one. However, if you cannot find a particular element (such as an author’s name), leave it off – don’t make something up!

It is likely that in other classes, you may be asked to create citations that are formatted differently, or that include other elements, such as the date of access for online sources. Always follow the style guidelines specified by your teacher or academic field.

About This Guide

This guide includes, and simplifies when necessary, the Chicago Manual of Style formats for the most commonly used source types for history papers at USN. The examples given here may not match entirely with the citations formatted by the databases, by the Pocket Style Manual, by NoodleTools, or by another citation guide. The fact that all these different citation generators do not match one another, despite using the same style, was the primary reason behind the creation of this guide.

Use this document as your guide if your teacher requests it, and use the Pocket Style Manual as a backup if you need to cite a source type that is not listed here. Yes, you may need to edit citations formatted by a database or by NoodleTools so that they match the examples given here. Ask your teacher or a librarian if you have any questions!
Chicago-Style Footnote & Bibliography Examples

Formatting Footnotes

A footnote:
• begins with a number (the “Insert Footnote” tool will handle this for you)
• has its first line indented
• gives the author’s first name first
• gives the page number where the specific information was found (if it is from a paginated source, such as a book)
• uses commas and parentheses to separate pieces of information
• appears every time you use information from a specific source
• is organized numerically (the “Insert Footnote” tool will handle this for you)

EXAMPLES:


You may use a shortened form of the footnote after the first time it appears. This should include the author’s last name, a short version of the title, and a page number (if applicable), like so:


Chicago-Style Footnote & Bibliography Examples

Formatting Bibliography Entries

A bibliography entry:

• **does not** begin with a number
• has a **hanging indent** (the first line goes to the margin; subsequent lines are indented)
• gives the author’s **last name first**
• **does not** include a page number
• uses **commas and periods** to separate pieces of information
• **appears only once** in the bibliography
• **is organized alphabetically** by the first word of the entry (usually the author’s last name, but if no author is listed, this could also be the first word of the title, excluding “a,” “an,” and “the”)

**EXAMPLES:**


Ev. 12/2018, KP
examples from: Martin’s, 2018.
Chicago-Style Footnote & Bibliography Examples

BOOKS

Book citations should include:

• author’s name
• book title
• publisher’s name
• date of publication
• page number for footnote

Book with one author:

FOOTNOTE


BIBLIOGRAPHY


Book with two or more authors*:

FOOTNOTE


BIBLIOGRAPHY


*If the work has four or more authors:

Use “et al.” to indicate all authors other than the first. Example: “Lynn Hunt et al.” (for a footnote).

Book with organizational author:

FOOTNOTE


BIBLIOGRAPHY

ENCYCLOPEDIAS/REFERENCE WORKS

Encyclopedia citations should include:
• author’s name (if listed)
• title of entry
• title of encyclopedia
• publisher’s name
• date of publication
• name of database or website
• URL
• page number for footnote (if using a paginated source)

Entry in a print reference title:

FOOTNOTE

BIBLIOGRAPHY

Reference entry in an online database:

FOOTNOTE

BIBLIOGRAPHY
    online.infobase.com/Auth/Index?aid=101060&itemid=WE49&articleId=231951.
PERIODICAL ARTICLES

Citations for periodical articles should include:

- author’s name
- title of article
- title of magazine, journal, newspaper, etc.
- volume and issue numbers (if given)
- date of publication
- name of database or website
- URL
- page number for footnote (if using a paginated source)

Article from an online database or website:

FOOTNOTE


BIBLIOGRAPHY

link.galegroup.com/apps/doc/A213309561/PPWH?u=tel_s_tsla&sid=PPWH&xid=8f58009f.
DIGITAL PRIMARY SOURCES

Citations for digital (online) primary sources should include:

- author of the primary source
- title of document
- title of container work (e.g., a book, a website)
- publisher of container work (e.g., a publisher, a university)
- date of publication in the container work
- title of database (if applicable)
- URL

Primary source from a database:

FOOTNOTE

BIBLIOGRAPHY

Primary source from a website:

FOOTNOTE

BIBLIOGRAPHY