Examples of Chicago-Style Footnotes & Bibliography Entries

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.

What’s Different About Chicago Style?

The main difference between Chicago style and MLA style is that Chicago uses footnotes instead of in-text citations. Footnotes generally include all the same details as the bibliography entry (although formatted slightly differently), with the addition of the page number where the information was found (if the source is paginated, like a book).

About This Guide

This guide includes, and simplifies when necessary, the Chicago Manual of Style formatting 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 discrepancies among all these different citation generators was the primary reason for 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!
Examples of Chicago-Style Footnotes & Bibliography Entries

Formatting Footnotes

A footnote:
- appears at the bottom of the page (the “Insert Footnote” tool will handle this)
- begins with a number (the “Insert Footnote” tool will handle this)
- has a smaller font size than the body of your paper (the “Insert Footnote” tool will handle this)
- 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)
- is separated from other footnotes by a double space

EXAMPLES:

Use a shortened footnote after the first time the source appears. Include the author’s last name, a short version of the title, and a page number (if applicable):


Hassenfeld Library, rev. 9/2019, KP
Includes examples from:
Examples of Chicago-Style Footnotes & Bibliography Entries

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”)
- is separated from other bibliography entries by a double space

EXAMPLES:


Examples of Chicago-Style Footnotes & Bibliography Entries

BOOKS

Citations for books 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 three 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
Examples of Chicago-Style Footnotes & Bibliography Entries

ENCYCLOPEDIAS/REFERENCE WORKS

Citations for encyclopedia entries should include:
- author’s name (if listed)
- title of entry
- title of encyclopedia/reference work
- 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
Examples of Chicago-Style Footnotes & Bibliography Entries

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
Examples of Chicago-Style Footnotes & Bibliography Entries

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
Examples of Chicago-Style Footnotes & Bibliography Entries

WEBSITES (SECONDARY SOURCES)

Bibliography entries for websites should include:
- author of the webpage/article
- title of webpage/article
- title of website
- publisher of website (if different from the title of the website)
- date of publication or last update
- URL

Website:

FOOTNOTE

BIBLIOGRAPHY