Chicago Manual of Style (17th Edition)

OVERVIEW:
- Chicago Manual of Style (CMS) is primarily used in the Humanities and Social Sciences.
- CMS utilizes 2 citation styles: Author-Date and Notes-Bibliography. This handout is a guide to the Notes-Bibliography citation style.
- Footnotes, endnotes and a bibliography are the main components of CMS.

FORMATTING:
- Title Page
  - Center the title a third of the way down the page.
  - Enter your name, class information and date several lines below the title, double-spaced.
- Page Numbers
  - After the title page, begin numbering your pages consecutively (1, 2, 3…) in the top right-hand corner of the page.
- Main Body
  - Italicize books and periodical titles.
  - Article and chapter titles should be placed in double quotation marks.
  - Use block quotes if the source is five or more lines.

TWO PARTS OF A CITATION:
1. In-Text Citation
   - Directly acknowledges the source of a quote, paraphrase or summary.
   - Includes the superscript number at the end of the cited sentence and the corresponding footnote/endnote entry.
2. Bibliography
   - Gives readers more information about your sources at the end of the paper.

IN-TEXT CITATIONS:
- Noted by a superscript
- Citations are consecutively numbered (i.e., 1, 2, 3…)
- Must always refer to a specific source in the footnotes/endnotes and bibliography.
  - Example: "John Mayer is the foremost guitarist of his day."[1]
  - Example: "Included in Mayer's collection of guitars is the Fender Stratocaster and Martin 00-45SC."[2]

FOOTNOTES/ENDNOTES:
Both footnotes and endnotes provide citation information.
- Footnotes: Citation at the bottom of the page.
- Endnotes: Citation listed at the end of the work/section

Check with your professor about whether they prefer footnotes or endnotes

<u>How to Format Footnote/Endnotes</u>
- Each note refers to a specific, in-text citation superscript number.
- List the author's first and last name, title of source, publication information, and pages used.
  - <u>Examples</u>:
    - 1. John Mayer, *Guitar Essentials* (New York: Penguin Press, 2016), 210–16.
    - 2. Mary Lam and Jessica Scarpulla, *Water Politics in Riverside, CA* (New York: Simon & Schuster, 2015), 40.
- If a source is repeated, you may use a shortened note that includes the author's last name, shortened title and page number.
  - <u>Examples</u>:
    - 3. Mayer, *Guitar Essentials*, 240.
    - 4. Lam and Scarpulla, *Water Politics*, 50.
- If a source is the same as that used in the preceding note, you may use 'Ibid' along with a page number. If the pages are the same, you will not need a page number.
  - <u>Example</u>:
    - Ibid.
    - Ibid., 234.
  - NOTE: As of CMS 17th ed., the use of Ibid. is discouraged. Use the shortened note format unless your instructors tells you otherwise.

BIBLIOGRAPHY:
- Located at the very end of your paper.
- The section should be titled Bibliography and centered at the top of the page.
- List entries alphabetically by author's last name.
- Indent each line following the first line of an entry.
- List the author's last name, first name, title of source, publication information and publication year. Separate each item with a period.
  - <u>Examples</u>:
    - Lam, Mary, and Jessica Scarpulla. *Water Politics in Riverside, CA*. New York: Simon & Schuster, 2015.
    - Mayer, John. *Guitar Essentials*. New York: Penguin Press, 2016.
  - NOTE: Bibliography entries do not use the same punctuation as footnotes/endnotes.

Additional Resources and References:
- *Chicago Manual of Style (17th ed.)*
- CMS Quick Guide: http://www.chicagomanualofstyle.org/tools_citationguide/citation-guide-1.html
- Purdue OWL: https://owl.purdue.edu/owl/research_and_citation/chicago_manual_17th_edition/cmos_formatting_and_style_guide/chicago_manual_of_style_17th_edition.html