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**
How to Format Footnote/Endnotes

● 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.
  ○ Examples:
● If a source is repeated, you may use a shortened note that includes the author’s last name, shortened title and page number.
  ○ Examples:
● 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.
  ○ Example:
    ■ 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.
  ○ Examples:
  ○ NOTE: Bibliography entries do not use the same punctuation as footnotes/endnotes.

Additional Resources and References:

● *Chicago Manual of Style (17th ed.)*