**The Basics of Chicago Manual of Style 17th Edition: Notes-Bibliography**

The purpose of this worksheet in conjunction with the Chicago Author-Date system worksheet is to help those in the humanities or social sciences to better understand how and why Chicago Manual of Style is used in their respective disciplines.   
 **Things to know about the Chicago Notes and Bibliography (NB) system:**

* It is usually used in the humanities as a way to reference sources in a writer’s work.
* Footnotes or endnotes are used throughout or at the end of essays and a bibliography or reference page follows. Footnotes and endnotes make it so the writer can annotate their sources.
* By using the NB system, a writer can demonstrate their credibility by providing an “evidence trail” for readers to follow. It can also protect the writer from being accused of plagiarism.

**Footnotes and Endnotes**

* Using footnotes or endnotes is usually a matter of preference either of the writer or their professor. Both complete the function of providing references throughout an essay by including the author’s name, the source’s title, publication information, and any other relevant information.
* Where the reference can be found in the source should be included if possible as well. This can be a page number, a URL, or anything else deemed appropriate by your professor depending on what sources you are working with.
* The key differences between the two are that footnotes appear at the bottom of each page where a reference is used while endnotes are listed at the end of an essay and before the bibliography or reference page.
* Regardless of which is used, a superscript number must come at the end of every sentence that has a reference. This number must correspond with the appropriate footnote or endnote. A comma should come between each piece of information and end with a period and publication information should be in parentheses. Each footnote should be indented when listed at the bottom of the page.
* Here are some examples:  
    
  Sentences from an essay:
* There is evidence that as early as the late 40s AD cereals were being grown and there were paddocks for cattle and sheep. *¹*
* Many castles were commissioned by William the Conqueror himself only a couple years after his arrival, one of which was in Warwick. *⁴*

If making footnotes, the bottom of the page could read:

* *¹* “Changing Landscapes,” Local Studies Toolkit, https://timetrail.warwickshire.gov.uk/toolkitview.aspx?tid=2&page=30.
* *⁴* David Carpenter, *The Struggle for Mastery: The Penguin History of Britain 1066-1284*, (London: Penguin, 2005), p. 76.

Similarly, if making endnotes, the list could include:

* 1. “Changing Landscapes,” Local Studies Toolkit, https://timetrail.warwickshire.gov.uk/toolkitview.aspx?tid=2&page=30.
* 4. David Carpenter, *The Struggle for Mastery: The Penguin History of Britain 1066-1284*, (London: Penguin, 2005), p. 76.

If multiple references from different sources are made in one sentence, a colon should come between each and the note should end with a period.

* *⁶* Carpenter, *The Struggle for Mastery*, p. 32; "The Hundreds of Warwickshire," in *A History of the County of Warwick*: Volume 3, Barlichway Hundred, ed. Philip Styles (London: Victoria County History, 1945), British History Online, accessed October 20, 2020, <http://www.british-history.ac.uk/vch/warks/vol3/pp1-4>.
* 6. Carpenter, *The Struggle for Mastery*, p. 32; "The Hundreds of Warwickshire," in *A History of the County of Warwick*: Volume 3, Barlichway Hundred, ed. Philip Styles (London: Victoria County History, 1945), British History Online, accessed October 20, 2020, http://www.british-history.ac.uk/vch/warks/vol3/pp1-4.
* If the same source is referenced later in the same essay, the next reference of it can be shortened to only include the author’s last name and the title of the work (which can be shortened if appropriate).
* Where the reference can be found in the source only needs to be included if it is different from the last reference (eg. different page numbers from the same source).

Footnotes:

* ² “Changing Landscapes,” Local Studies Toolkit.
* ⁵ Carpenter, *The Struggle for Mastery*, p. 4.

Endnotes:

* 2. “Changing Landscapes,” Local Studies Toolkit.
* 5. Carpenter, The Struggle for Mastery, p. 4.

**Bibliography and Reference Page**

* The bibliography, or sometimes called the reference page and labeled as “References”, in Chicago Style is different from footnotes and endnotes as it is a list of entire sources that were used. Sometimes a bibliography is not required by a professor if notes are included, but it is always best to ask if unsure.
* It is organized alphabetically by the authors’ last names which is similar to other citation styles.
* Unlike the notes, a period must come between every piece of information.
* Every line after the first of a citation must be indented.
* Below is an example of what the formatting of a reference page looks like. When completing an essay, it should be its own page or series of pages following the essay and possible endnotes.

References

Fleming, Robin. *Britain After Rome: Fall and Rise 400 to 1070*. Vol. 1. London: Penguin, 2010.  
Loveluck, Christopher P., Michael McCormick, Nicole E. Spaulding, Heather Clifford, Michael J. Handley,   
 Laura Hartman, Helene Hoffmann, et al. “Alpine Ice-Core Evidence for the Transformation of the   
 European Monetary System, AD 640–670.” *Antiquity* 92, no. 366 (2018): 1571–85.   
 doi:10.15184/aqy.2018.110.  
Stott, Rebecca. “A Hazy Shade of Winter,” *A Point of View*. BBC Radio 4. Podcast audio. July 26, 2020.   
 https://www.bbc.co.uk/programmes/m000l2ct.

Knowing the purpose and basics of Chicago style can help in developing a foundation for using it, but the best way to learn is to practice! Though it may seem tedious at first, it does get easier over time. Don’t hesitate to reach out to your professors or the Writing Center if you feel like you need more support while learning how to use this style. Below are additional sources that can be consulted for more specific information on the style if needed.

**Works Cited and Further Reading**

"Chicago Manual of Style 17th Edition." Purdue Online Writing Lab, Purdue University,   
  
 owl.purdue.edu/owl/research\_and\_citation\_manual\_17th\_edition/cmos\_formatting\_and\_style\_  
   
 guide/Chicago\_manual\_of\_style\_17th\_edition.html.  
  
"Notes and Bibliography: Sample Citations." The Chicago Manual of Style Online, The Chicago Manual of   
  
 Style Online, www.chicagomanualofstyle.org/tools\_citationguide/citation-guide-1.html.  
  
The Chicago Manual of Style Online, The Chicago Manual of Style,   
  
 www.chicagomanualofstyle.org/home.html.