

## The Writing Center

### Formatting Sources in Chicago Manual of Style 17<sup>th</sup> Edition, Notes-Bibliography System: Bibliography & In-Text Citations

The Chicago Style of formatting uniquely provides two different formats for citations: the Author-Date System and Notes-Bibliography (NB) System. The NB system is more traditionally preferred for history and the humanities. If you are working with Chicago Style for a course assignment, check with your professor to confirm which format of Chicago Style citations you should use. This handout breaks down the use of the Notes-Bibliography system.

#### NB Chicago Style Bibliography:

- In NB Chicago Style, title the reference page “Bibliography” and arrange your bibliography in alphabetical order based on author last name.

#### NB Chicago Style In-Text Citations:

- The NB system presents in-text citations through a combination of superscripts and footnotes that correspond with the sources alphabetized in the Bibliography. When using a source in your writing, include a superscript following the end of the sentence or clause in which a source is referenced. Endnotes are also used, but less often. Further information on using endnotes can be found on the OWL.
- Indent the first line of each footnote .5", with subsequent lines formatted flush left.
- Once you insert your superscript, a footnote will automatically appear at the bottom of the page where you should write the corresponding footnote formatted as an in-text citation. An example is provided here<sup>1</sup>(see bottom of page for corresponding footnote).

### Citing Books

#### Basic Format:

#### Bibliographical Entry:

Last name, First name. *Title of Book*. Place of Publication: Publisher, Year of publication.

#### Corresponding Footnote or Endnote:

1. First name Last name, *Title of Book* (Place of Publication: Publisher, Year of Publication), page number.

---

1. First name Last name, *Title of Book* (Place of Publication: Publisher, Year of Publication), page number.

## **Multiple Authors**

### **Bibliographical Entry:**

Last name, First name, and First name Last name. *Title of Book*. Place of Publication: Publisher, Year of publication.

### **Corresponding Footnote or Endnote:**

2. First name Last name and First name Last name, *Title of Book* (Place of Publication: Publisher, Year of Publication), page number.

\*List two or more authors in the order of appearance (not necessarily alphabetically).

\*Write out all names for 2–3 authors. For 4–10 authors, write out all names in the bibliography, but only the first author’s name plus “et al.” in your in-text citations.

## **Book with Author and Editor**

### **Bibliographical Entry:**

Last name, First name. *Title of Book*. Edited by First name Last name. Place of Publication: Publisher, Year of publication.

### **Corresponding Footnote or Endnote:**

3. First name Last name, *Title of Book*, ed. First Name Last Name (Place of Publication: Publisher, Year of Publication), page number.

## **Citing Periodicals**

### **Scholarly Journal Article**

#### **Bibliographical Entry:**

Last name, First name. “Title of Article.” *Title of Journal* Volume #, no. issue number (year): first page-last page of article. URL or DOI.

#### **Corresponding Footnote or Endnote:**

4. First name Last name, “Title of Article,” *Title of Journal* Volume #, no. issue # (Year): page number, URL or DOI.

\*only include the URL or DOI if the journal being cited is electronic.

## **Magazine Article**

### **Bibliographical Entry:**

Last name, First name. "Title of Article." Department. *Title of Magazine*, date. URL.

### **Corresponding Footnote or Endnote:**

5. First name Last name, "Title of Article," Department, *Title of Magazine*, date, URL.

\*Some magazine articles may not include a department.

\*Only include the URL if the magazine is accessed online.

## **Newspaper Article**

### **Bibliographical Entry:**

Last name, First name. "Headline or Column Heading." *Newspaper Name*. (City, State),  
Abbreviated Month. Day, Year. URL.

### **Corresponding Footnote or Endnote:**

6. First name Last name, "Headline or Column Heading," *Newspaper Name* (City, State),  
Abbreviated Month. Day, Year, URL.

\*Omit "the" from any newspaper title.

\*Only include URL if accessed online.

## **Citing Web Sources**

### **Web Page**

#### **Bibliographical Entry:**

Last name, First name. "Title of Web Page." Name of Website. Publishing Organization,  
publication or revision date if available. Access date if no other date is available. URL.

#### **Corresponding Footnote or Endnote:**

7. First name Last name, "Title of Webpage," Name of Website, Publishing  
Organization, publication or revision date if available, access date if no other date is available,  
URL.

\*If no author name is available, start the entry with the title.

## Variations in In-Text Citations

- For the first use of a source, all source information should be included in the footnote (see example 1).
- If a source is used more than once throughout your writing, footnote citations should be abbreviated to include the author's last name, an abbreviated version of the title, and the page number of the source (see example 2).
- If you cite the same source two or more times in a row, an additional option is to shorten your repeated source further, using "Author last name, page number" (see example 3), or "Ibid., page number", referencing the Latin term "ibidem," meaning "in the same place" (see example 4). However, the use of "Ibid." is discouraged in the 17<sup>th</sup> edition of Chicago Style, and "Author last name, page number" is preferred. Consult with your professor if you are unsure of your essay requirements regarding the use of "Ibid." and other in-text citation abbreviations.

### Examples:

1. First name Last name, *Title of Book* (Place of Publication: Publisher, Year of Publication), page number.

2. Last name, *Abbreviated Title of Book*, page number.

3. Last Name, page number.

4. Ibid., page number.

\*Footnotes can also be used to write additional commentary a writer wishes their reader to know. Commentary can be written in its own footnote or take place after source documentation.

*Adapted from the 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](https://owl.purdue.edu/owl/research_and_citation/chicago_manual_17th_edition/cmos_formatting_and_style_guide/chicago_manual_of_style_17th_edition.html)