**CHICAGO MANUAL STYLE CITATIONS**

**This style has three parts: numbered in-text citations,**

**numbered footnotes/endnotes and a bibliography**

1. **Use numbered in-text citations and notes**

 When you use information or ideas from a source, you need to indicate what you have borrowed

the information from by putting a superscript number in the text at the end of the borrowed material.

2. **The superscript numbers are placed after all punctuation marks except for the dash.**

EXAMPLE:

As Smith points out, Piaf warbled many notes, with melodies and topics that could not

have been mastered by more refined performers. 3 And her singing style featured a sadness and

roughness that "would be mimicked in French torch songs for the next 50 years." 4

3. **How to insert superscript numbers in your word-processor**

 To find the superscript option in your computer's word-processing program, click 2on "Format"

on your tool bar and then choose "Font." The superscript may be represented as A , x2, or another

value with the super-script exponent.

 In newer versions of Microsoft Office, the superscript and subscript options are available under

the "home tab."

4. **Each in-text superscript number MUST have a corresponding note either at the foot of the page or**

**at the end of the text**

Indent the first line of each footnote like a paragraph. Footnotes begin with the number and are single-

spaced, with a double space between notes.

If you are using endnotes instead of footnotes, they should begin after the last page of your text on

a new numbered page titled "Notes." Single-space within and double-space between endnotes.

5. **Prepare a separate bibliography if your instructor requires one**

Provide a works-cited list separately, titled "Works Cited." If the list should include all works

consulted, title it "Bibliography."

**After reviewing these guidelines, you may still have questions.**

If you need further assistance with this or any other writing issue, visit the Academic Writing Center. More information can be found at our website: uc.edu/awc.

**How to Cite Various Resources Chicago Style**

**Books:**

**Note (at the bottom of the page or end of the document):**

1. James Lincoln Collier, *Louis Armstrong: An American Genius*

(New York: Oxford University Press, 1983), 28.

**Bibliography Entry:**

Collier, James Lincoln. *Louis Armstrong: An American Genius.* New York:

Oxford University Press, 1983.

**Journals:**

**Note (at bottom of the page or end of the document):**

1. Susan Thomas, "Teaching Dynamic Verbs," *College Composition and Communication* 63, no. 2 (2006): 500.

**Bibliographical Entry**:

Susan Thomas. "Teaching Dynamic Verbs," *College Composition and Communication* 63, no. 2 (2006):

489-510.

**Online Sources:**

\*Note: Chicago does not require URLs to be enclosed in angle brackets. Names of months are not

abbreviated, and the date is usually given in the following order: month, day, year (August 28, 1992). Dates of access are necessary only for sites that are frequently updated.

**Website:**

**Note (at the bottom of the page or end of the document):**

36. Carl Sandburg, *Chicago Poems* (New York: Henry Holt, 1916),

http://www.bartleby.com/165/index.html ( accessed May 3, 2005).

**Bibliography Entry:**

Sandburg, Carl. *Chicago Poems.* New York: Henry Holt, 1916. http://

www.bartleby.com/165/index.html (accessed May 3, 2005).