Chicago Manual Style Citations

# General Chicago Manual Style Citation Tips

*This style has three parts: numbered in-text citations, numbered footnotes/endnotes, and a bibliography.*

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

* 1. How to insert superscript numbers in your word-processor.
     1. To find the superscript option in your computer's word-processing program, click on "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.
     2. In newer versions of Microsoft Office, the superscript and subscript options are available under the "home tab."

1. **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.
   1. 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.
2. **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."

# 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 the bottom of the page or end of the document):**

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

* **Bibliography 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.*

* **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).

If you need further assistance with this or any other writing issue, visit the Academic Writing Center!