Chicago Style Overview

A short guide to citing sources using Chicago style (16th edition)

Commonly used in literature, history and the arts, Chicago style includes notes (footnotes or endnotes or both) and usually, a bibliography. Notes are referenced in-text, while the bibliography is included at the end of the document. Chicago also has another system—which uses parenthetical author-date references and a corresponding reference list; however, this will not be outlined in this document.

Formatting Checklist (Notes & Bibliographies)

- Notes and bibliographies should be single spaced internally; however, leave an extra line space between entries
- Indent the first line of each note and the second line and subsequent lines of each bibliography entry (hanging indent)
- Notes are numbered and correspond to superscripted note reference numbers in-text
- In notes, authors’ names appear in normal order (first name last name). In the bibliography, entries are listed alphabetically by last name of the first author, (additional authors are listed in normal order).
- Bibliographic elements are separated by commas or parentheses in notes, while they separated by periods in the bibliography.

Books

One author


Notes


Two authors


Notes


Multiple editions


Notes

Edited book

Notes

Book chapter

Notes

E-book downloaded from a library or bookseller

Notes

E-book consulted online

Notes
**Articles**

**E-journal**

**Notes**

**Print Journal**

**Notes**

**Magazine article**

**Notes**

**Newspaper article in print**

**Notes**

**Newspaper article online**

**Notes**
Web Pages

Web page, authored

Notes

Encyclopedias
Well-known reference books, such as major dictionaries and encyclopedias, are normally cited only in notes rather than in both notes and bibliographies.

Print

Notes

Digital

Notes

Film & Media

Film

Notes
16. Force of Nature: The David Suzuki Movie, directed by Sturla Gunnarson (Canada: Entertainment One / National Film Board of Canada, 2011), DVD.

Government Documents

Print
For Canadian legal and government documents, The Chicago Manual of Style refers users to the Canadian Guide to Uniform Legal Citation (commonly known as the McGill guide).

Notes

Secondary Sources

One author quotes another


- “Quoted in” is generally discouraged, but if the original source is not available, both the original and the secondary source must be listed.
- In your note and bibliography, cite both authors, indicating the author of the original quote (Hacking), and the author in whose work you found the quote (DeLanda).


Notes

For more information on how to cite all types of sources using Chicago style, see:


http://www.chicagomanualofstyle.org/16/contents.html