Chicago Style Overview

A short guide to citing sources using Chicago style (17th edition)

Commonly used in literature, history and the arts, Chicago style includes notes (footnotes or endnotes) and usually, a bibliography. Notes are referenced in-text, while the bibliography is included at the end of the document. A note should be included any time a source has been summarized, paraphrased, or directly quoted in your work. Examples in this guide will show how different resources are formatted as citations in both the bibliography and notes.

This guide has examples of the Notes-Bibliography System. The Chicago Manual of Style also has an Author-Date System that is intended for use in the social sciences. Though the two styles are very similar, there are important differences in how in-text citations are formatted. For guidance on formatting and rules of the Author-Date System, see the Chicago Manual of Style citation quick guide.

Formatting Checklist (Notes & Bibliographies)

✔ Indent the first line of each note and the second line 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 and the elements are separated by commas or parentheses. In bibliographies, entries are listed alphabetically by author last name, the name of the first author is inverted, and the main elements are separated by periods.

✔ In notes, the specific page number(s) of the passage are included at the end of the citation. For the bibliography, the page range of journal articles or specific book chapters are included. The inclusion of this information makes it easier for others to locate the cited material.

✔ Shortened citation formats are recommended to reduce the amount of text being used in footnotes/endnotes. Shortened citations can be used after the initial full citation for each source has been entered in the notes and bibliography.

✔ Formats of shortened citations vary, but they should generally consist of the author(s) last name, a few identifiable words from the title of the work, and the page number(s).

✔ “Ibid” is no longer encouraged for use to cite the same resource as the preceding note. It is recommended to use a shortened citation that consists of the author's last name and the page number(s) of the passage.

✔ If a work has notes but no bibliography, it is expected that the full details of a source (the same information that would be provided in the bibliography) will be included in the first note for each resource cited. Subsequent citations for each resource can use shortened citation formats.

✔ Examples in this guide for notes all reflect how the first full citation for a resource should be formatted in your work. If you would like to see examples of shortened citation formatting, or need more
information on any other rules, you can access the Chicago Manual of Style citation quick guide for the Notes and Bibliography system.

**Books**

**One author**

**Bibliography**

**Notes**

**Two authors**

**Bibliography**

**Notes**

**Multiple editions**

**Bibliography**

**Notes**

**Edited book**

**Bibliography**

**Notes**
**Book chapter**

**Bibliography**

**Notes**

**E-book downloaded from a library or bookseller**

**Bibliography**

**Notes**

**E-book consulted online**

**Bibliography**

**Notes**
**Articles**

**E-journal**

**Bibliography**

**Notes**

**Print Journal**

**Bibliography**

**Notes**

**Magazine article**

**Bibliography**

**Notes**

**Newspaper article in print**

**Bibliography**

**Notes**
**Newspaper article online**

**Bibliography**

**Notes**

**Web Pages**

**Web page, authored**

**Bibliography**

**Notes**

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

**Print**

**Bibliography**

**Notes**

**Digital**

**Bibliography**

**Notes**
Film & Media

Film

Bibliography


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

Digital

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).

Bibliography


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 footnote and bibliography, cite both authors, indicating the author of the original quote (Hacking), and the author in whose work you found the quote (DeLanda).

Bibliography

Notes


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

Complete style guides:

https://ocul-yor.primo.exlibrisgroup.com/permalink/01OCUL_YOR/vg268k/alma991018935019705164 [print]
https://www.chicagomanualofstyle.org/home.html [online]