These examples are based on the *Chicago Manual of Style*, 16th edition. For further reference, the *Manual for Writers: Chicago Style for Students and Researchers* can be found in the library (LB 2369 T8 2007). The final authority for the bibliographic form, including spacing used in your paper, is your professor.

**Footnote/endnote with bibliography style format:**

- Footnotes are numbered notes that appear at the bottom of each page of your paper.
- Endnotes are formatted exactly the same as footnotes, but appear at the end of your paper, in one long list.
- For the first footnote/endnote, use a numeral in normal font starting with “1” and continue in this manner. Examples of footnotes/endnotes below are indicated by (N).
- Footnotes/endnotes are double spaced, and the first line only is indented from the left margin.
- Note that under the “References” tab in Word, it will automatically format footnotes and endnotes.
- In addition to footnotes/endnotes, your paper will also have a bibliography: a list of all of the sources you cited in your paper, arranged in alphabetical order by last name of each author. These entries should also be double spaced. Examples of bibliography entries below are indicated by (B).

**Note:** Single spacing is used in this guide for brevity; the formatting rules of CMS state that all notes, bibliography, and the paper itself should be double spaced.

**Using *Ibid.* and *op. cit.*:** These are Latin abbreviations sometimes used in notes. If you cite the same source and page twice in succession, you may use the abbreviation “Ibid.”; if only the page numbers are different, add a comma and the new page number. In the past, if an author’s work was cited more than once, but the corresponding notes were not directly following each other, the author’s name with op. cit., followed by a comma and a page number, were used. The current edition of the CMS recommends not using op. cit. and instead advocates the use of a short entry. Short entries include only the author’s last name, brief title, and new page number; short entries will be shown in the first three examples below.

**Examples: Books**

Citations for books should include the following information in this order whenever possible:

1. Full name of author(s) or editor as author or corporate/institutional author
2. Title and subtitle
3. Editor, compiler, or translator in addition to author
4. Edition (only if not the first edition)
5. Volume information: total number of volumes of an entire multivolume work cited, individual volume of an multivolume work, title of individual volume if different from set
6. Series title and number (if applicable)
7. Facts of publication: city, publisher, and date
8. Page information (if applicable)
9. For electronic books: URL or DOI [digital object identifier], or type of medium (Kindle, etc.)

***Pay close attention to punctuation in the examples below, and remember to only put a single space after all commas, colons, and periods.***
One Author:

Two or Three Authors:

Four or More Authors:
Note: For the footnote/endnote, list only the first author, followed by the abbreviation “et al.”

Editor or Translator in Place of Author:

Editor or Translator in Addition to Author:

Chapter or Part of a Book:

Encyclopedia Entry – Signed Article:

Electronic Book in Database:

Electronic Books on the Internet:
Note: if a DOI (digital object identifier) is not given, end the citation with the URL for the document
Examples: Journal Articles
Journal Articles should include the following pieces of information (if available) in this order:
1. Full name of the authors(s)
2. Title and subtitle of the article
3. Title of periodical
4. Issue information: volume number, issue number, month, year
5. Page reference (if available)
6. If specifically required, a date of access
7. For online periodicals, a URL or a DOI (digital object identifier)
*** Pay close attention to punctuation in the examples below, and remember to only put a single space
after all commas, colons, and periods.

Article in a Print Journal:

Article in an Online Journal:
Note: If DOI is not given, use article URL. Access dates are not usually listed, but if your professor requires
one, place it just before the DOI or URL.
( B) Courser, Patrick. “Crime Statistics and their Use in Training Programs.” Crime and Justice

Article Retrieved from a Database:
Note: Add name of database and an accession number for the article if given. If no accession number exists,
add a stable URL only if it refers specifically to that particular article, otherwise, just list the name of the
database.
( B) James, Beth. “The Long and the Short of QR Codes.” Technology Today 19, no. 1 (Winter 2010):
Or
( N) 10. Roberto Salkin, “Teaching Music from the Inside Out,” 20th Century Music Teacher (June
( B) Salkin, Roberto. “Teaching Music from the Inside Out.” 20th Century Music Teacher (June 2009):

Magazine Article:

Online Newspaper Article:
Note: For print format, omit URL.
( N) 7. John Bowman, “Farewell to the Parking Meter,” Chicago Tribune, February 10, 2009,
Miscellaneous Examples

Website:

Note: If “last modified” date for web document is not shown, in its place use the term “accessed” followed by the date you viewed the document.


Video Recordings:


Online multimedia (video clips, sound files):


For more help and additional citation examples, consult these websites:
Chicago Manual of Style Online – Chicago Manual of Style Quick Guide:
http://www.chicagomanualofstyle.org/tools_citationguide.html

Research and Documentation Online – Chicago Manual of Style Examples:
http://bcs.bedfordstmartins.com/resdoc5e/

Owl Purdue Online Writing Lab – Chicago Manual of Style:
http://owl.english.purdue.edu/owl/resource/717/01/