Chicago Manual of Style Citation Basics

Notes and Bibliography

Note:

Formatting Footnotes or Endnotes:
- **Footnotes** appear at the foot (bottom) of the page (PREFERRED).
- **Endnotes** appear at the end of the paper before the bibliography.
- Begin note numbers with “1” and follow consecutively.
- In text, put the note number at the end of the quoted or paraphrased item.

Author(s):
- Listed in the order they appear as authors.
- Firstname Lastname, with “and” spelled out between two authors.
- Four or more authors, use first author’s name only and then “et al.”
- If there is no known author, use the title of the article.

Article, Essay, or Chapter:
- May be from within a larger work - journal article title, essay from a compilation, or chapter in a book.
- Put quotations around the title and Capitalize all major words.

Source Title:
- A larger work-- book or journal title.
- Should be *italicized* and all major words Capitalized.

Publication Info
- **For Books**: Publication Location and Publisher are generally spelled out, in parenthesis with the publication year.
- **For Journal articles**:
  - The volume number follows the journal title with no punctuation and is not italicized.
  - The issue number (if given) is separated from the volume number with a comma and is preceded by “no.”
  - Put the year in parenthesis after the volume and issue (if given). Year may have a month, date, or season attached (if given). Ex. (December 2017)
- Page number(s) from where the quote or paraphrase came from in the work.
- If no date is available, write n.d. (n.d.).

DOI Number:
- DOI = Digital Object Identifier. In other words, the article’s ID #.
  - Ex. doi:10.1016/j.pedhc.2017.03.001
- Many journals articles published electronically today have one, but some articles with earlier publication dates (pre-2000) have been retroactively assigned one.
Use if available. Look for it in:
  - EBSCO detailed record.
  - The article itself could be at the top, or at the bottom.
  - Journal website

Place it at the end of the citation, but do not put a period at the end.
TIP: Cut and paste the DOI to avoid errors.
If no DOI is available, use the journal website.

Bibliography:

Author(s):
- Listed in the order they appear as authors.
- First author’s name Inverted, Lastname, Firstname. Subsequent authors follow Notes format. “And” spelled out between two authors.
- In Bibliography, spell out all the authors' names.

Article, Essay, or Chapter:
- See Notes format above.

Source Title:
- See Notes format above.

Publication Info
- For Books: Publication Location and Publisher are generally spelled out—not parenthesis.
  - No page numbers needed.
- For Journal articles:
  - The volume number follows the journal title with no punctuation and is not italicized.
  - The issue number (if given) is separated from the volume number with a comma and is preceded by “no.”
  - Put the year in parenthesis after the volume and issue (if given). Year may have a month, date, or season attached (if given).
  - Ex. (December 2017)
  - First and last page numbers for the article.
- If no date is available, write n.d. (n.d.).

DOI Number:
- See Notes format above.

Most common examples

<table>
<thead>
<tr>
<th>Note</th>
<th>Bibliography</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Book</strong></td>
<td></td>
</tr>
<tr>
<td>1. Firstname MI. Lastname, <em>Title of Book</em> (Place of publication: Publisher, Year of publication), page number.</td>
<td>Last, First MI. <em>Book</em>. City: Publisher, Year Published.</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Chapter in a Book</strong></td>
<td></td>
</tr>
<tr>
<td>2. Firstname MI. Lastname, “Title of Chapter,” in <em>Title of Book</em> (Place of publication: Publisher, Year of publication), page number.</td>
<td>Last, First MI. “Title of Chapter.” In <em>Book</em>. City: Publisher, Year Published.</td>
</tr>
</tbody>
</table>
### Print Journal Article


### Newspaper Article

4. Firstname MI. Lastname, “Title of Article,” *Newspaper Title* (City), Month Day, Year.


### Electronic Journal Article

5. Firstname MI. Lastname, “Title of Article,” *Title of Journal* Volume, Issue # (Year of Publication): Page(s). DOI or URL


### Web Source

6. Firstname MI. Lastname, “Title of Web Page,” *Publishing Organization or Name of Website*, publication date and/or access date if available, URL.


### Remember:

- If you are not sure how to cite something, just ask! A Librarian is happy to sit down with you to go over citations.
- When in doubt, use the citation style your professor has requested.
- There are additional resources available for checking how to cite something:
  - Purdue OWL CMOS Writing Lab: [https://owl.english.purdue.edu/owl/resource/717/01/](https://owl.english.purdue.edu/owl/resource/717/01/)
  - For Turabian format (based on CMOS 16th edition), please see A Manual for Writers of Research Papers, Theses, and Dissertations (Ref LB2369.T8 2013 8ed)
