Preparing Notes and Bibliography in Chicago Style
(History, Literature & the Arts) (The Humanities)

Introduction

The Chicago NB (notes and bibliography) system is often used in the humanities and provides writers with a system for referencing their sources through footnotes or endnote citation in their writing and through bibliography pages.

General Formatting

- In addition to your notes, include a bibliography of all your sources. Start the bibliography on a separate page at the end of your paper (after the endnotes, if using endnotes) under the label Bibliography.
- Alphabetize the bibliography by the first word in each entry (usually the author’s last name). Single-space all entries, with double-spacing between entries. Make the first line of each entry flush with the margin. Subsequent lines in each entry should be indented one-half (0.5”) inch.
- In notes, elements are separated by commas. In the bibliography, most elements are separated by periods.
- Access dates for online sources are not required, but you should include an access date after the URL if the source is time-sensitive (like a news site) and/or if your instructor requires it.

Note: For more information on setting up your paper or general formatting questions, please refer to the Chicago Manual Style General Guidelines.

Formatting Footnotes

- Footnotes are in-text citations that appear at the bottom of each page of the paper.
- Footnotes should begin with number one and follow consecutively throughout the document.
- Be placed at the end of the sentence to which they are referring.
- Follow the sentence punctuation.

Example:

Eleanor of Aquitaine was the queen of France, the queen of England, and the Countess of Aquitaine during her lifetime.¹ Eleanor’s other connections to royalty included her sons Richard and John, who were both kings of England.²
• Footnote numbers at the bottom of the page are full-sized and followed by a period.
• The first line of the footnote is indented 0.5 inches from the left margin, and all other lines of the note are flush with the left margin.
• Footnotes are single-spaced within the note.
• An extra line of space should be left between each footnote.

Example:


Basic Formats & Examples

Articles

For an article accessed through a library database or through the Web, include a URL. If the article is paginated, include a page number in the note and a page range in the bibliography. For unpaginated articles, you may include a “locator”, such as a numbered paragraph, instead of a page number.

Scholarly Articles:

Basic Format for Note:

1. Author, “Title of Article,” Title of Journal Volume, no. (Year): Page, URL.

Example:


Basic Format for Bibliography:

Author. “Title of Article.” Title of Journal Volume, no. (Year): Pages. URL.

Example of Bibliography:

Example:


**Newspapers and Magazine Articles:**

Page numbers are not necessary for newspaper articles. Use a section letter or number, if available.

Basic Format for Note:

2. Author, “Title of Article,” *Title of Magazine*, Month Day, Year, Page, URL.

Example of Note:


Basic Format for Bibliography:

Author. “Title of Article.” *Title of Magazine*, Month Day, Year, Pages. URL.

Example of Bibliography:


**Book**

Basic Format for Note:

3. Author, *Title of Book* (Place of Publication: Publisher, Year), Page.

Example of Note:


Basic Format for Bibliography:
Author. Title of Book. Place of Publication: Publisher, Year.

Example of Bibliography:


Part of a Book (Such as an Essay in a Collection)

Basic Format for Note:

4. Author, “Title of Essay,” in Title of Collection, ed. Editor Name (Place of Publication: Publisher, Year), Page.

Example of Note:


Basic Format for Bibliography:

Author. “Title of Essay.” In Title of Collection, ed. Editor Name, Pages of Essay. Publication Place: Publisher, Year.

Example of Bibliography:


Web Site

If author or publication date is not known, simply leave it off.

Web Page with Known Author and Date

Basic Format for Note:

5. Author, “Title of Web Site,” Publishing Organization or Name of Web Site, Publication Date, URL.

Example of Note:

Basic Format for Bibliography:

Author. “Title of Web Site.” Publishing Organization or Name of Web Site. Publication Date. URL.

Example of Bibliography:


Web Page with Unknown Publication Date and Author

Basic Format for Note:

6. “Title of Web Page,” Publishing Organization or Name of Web Site, accessed, URL.

Example of Note:


Basic Format for Bibliography:

“Title of Web Page.” Publishing Organization or Name of Web Site. Accessed date. URL

Example of Bibliography:


Motion Picture

Basic Format for Note:
7. Firstname Lastname, *Title of Work*, Format, directed/performed by Firstname Lastname (Original release year; City: Studio/Distributor, Video release year.), Medium.

Example of Note:


Basic Format for Bibliography:


Example of Bibliography:


**Interview**

In citations for interviews and personal communications, the name of the person interviewed or the person from whom the communication is received should be listed first. This is followed by the name of the interviewer or recipient, if given, and supplemented by details regarding the place and date of the interview/communication. Unpublished interviews and personal communications (such as face-to-face or telephone conversations, letters, e-mails, or text messages) are best cited in text or in notes rather than in the bibliography. Published interviews should be like periodical articles or book chapters.

**Unpublished Interview**

Basic Format for Note:

8. Alex Smith (retired plumber) in discussion with the author, January 2009.


**Published Interview**

Example for Note:

Example for Bibliography:


Personal Communications

11. Patricia Burns, e-mail message to author, December 15, 2008.

All examples shown and other examples for Chicago Manual Style citation, 16th edition, can be found at https://owl.english.purdue.edu/owl/resource/717/01/

The following books can be found in Daley and AVI stacks at the bold call number listed.

The Chicago Manual of Style

(16th ed.)

Z253.U69 2010

A Manual for Writers of Research Papers, Theses, and Dissertations

(8th ed.)

LB2369.T8 2013

For more help, including citing sources not listed here, please ask a librarian:

Library Reference Desk

Email: daleycollegelibrary@gmail.com

Phone: 773-838-7669 (Daley Campus)

773-838-3072 (AVI Campus)