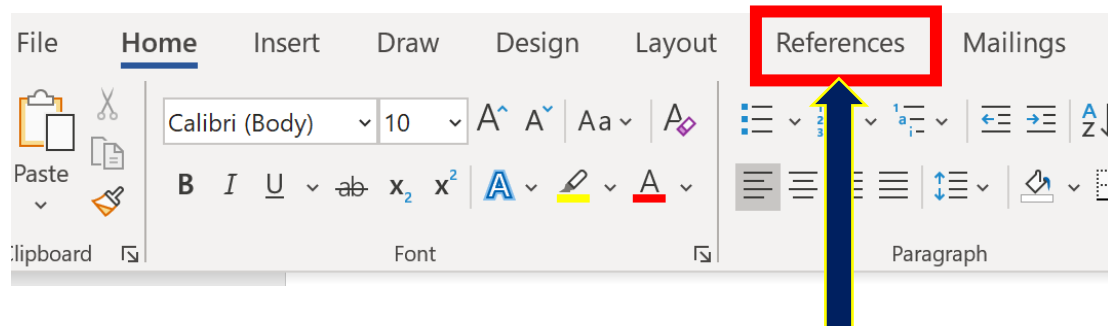


Chicago Manual of Style Guide (Notes and Bibliography)

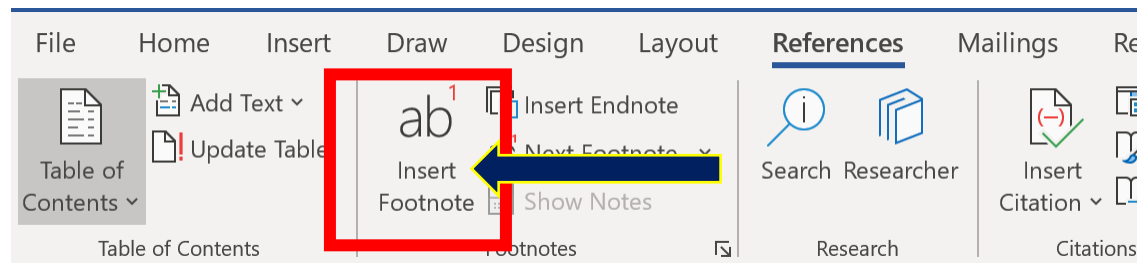
There are two types of Chicago citation styles: *notes and bibliography* and *author-date*. In the *notes and bibliography* system, sources are cited in numbered **footnotes**. Each note corresponds to a **raised (superscript) number** in the text. Sources are also usually listed in a **separate bibliography**. In this guide, we will cover how to insert a footnote, the differences between a footnote and bibliography entry, some examples of each for different sources.

How to Insert a Footnote

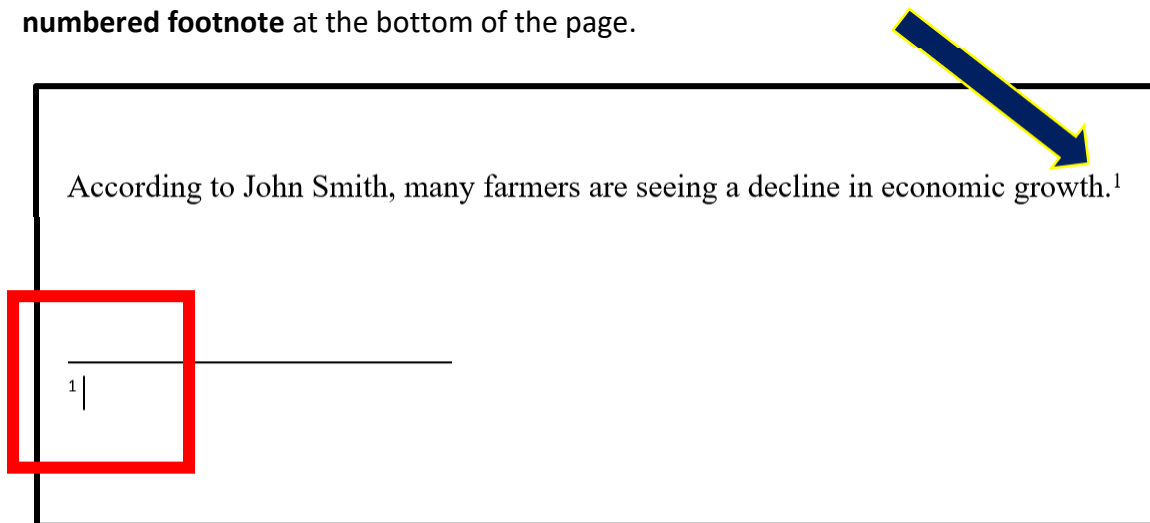
Step 1: Once you have finished writing a sentence that requires a citation, click on the **References** tab.



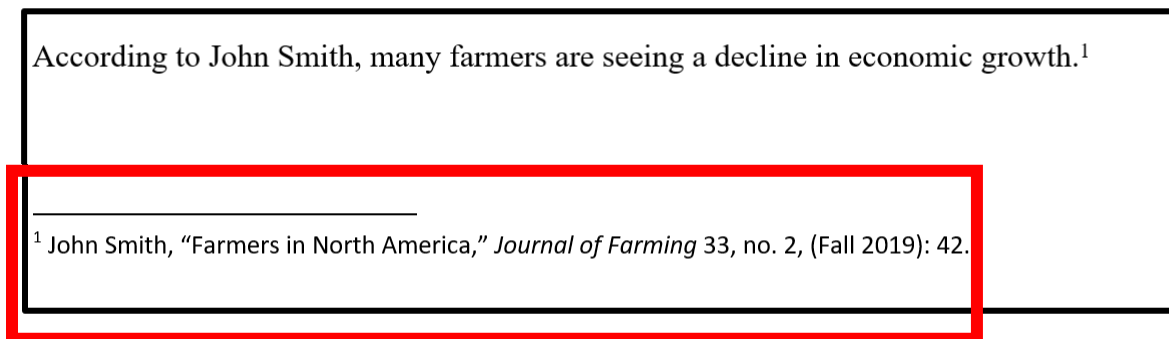
Step 2: Under the References tab, click on **Insert Footnote**. Make sure your cursor is at the end of the sentence you want to cite.



Step 3: Once you click on Insert Footnote, you will see a **raised superscript number** appear where your cursor is as well as a **numbered footnote** at the bottom of the page.



Step 4: Write the footnote beside the footnote number.



What is the difference between a footnote and a bibliography entry?

Footnotes and **bibliography entries** contain the same information; however, there are some **stylistic differences** between the two.

Footnote:

Sam Smith, *The History of Wildlife Photography* (New York: Farrar, Straus and Giroux, 2006), 87.

Bibliography entry:

Smith, Sam. *The History of Wildlife Photography*. New York: Farrar, Straus and Giroux, 2006.

In the footnote:

1. The author's name appears with the **first name first** and the **last name second** followed by a comma.
2. There are (**parentheses**) around the publication information.
3. **Specific page numbers** are included.
4. Footnotes are **numbered**.
5. Footnotes appear at the **bottom of the page**.

In the bibliography entry:

1. The author's name appears with the last name first followed by a comma, then the first name followed by a period.
2. There are **NO parentheses**.
3. There are **NO page numbers**.
4. The entire bibliography appears on a **separate page** at the end of the paper. It should be the **last page** of your paper.
5. The bibliography is arranged in **alphabetical order** by the author's last name.
6. The bibliography is **NOT numbered**.
7. **Double space** BETWEEN entries.

Notes and Bibliography Examples

	Footnote	Shortened footnote*	Bibliography entry
Website	"Wines of Canada," Wine Growers Canada, accessed January 5, 2021, https://www.winegrowerscanada.ca/canadian-wines/wines-of-canada/ .	"Wines of Canada."	Wine Growers Canada. "Wines of Canada." Accessed Jan 1, 2021. https://www.winegrowerscanada.ca/canadian-wines/wines-of-canada/ .
Scholarly journal article	Allison S. Larr, and Matthew Neidell, "Pollution and Climate Change," <i>The Future of Children</i> 26, no. 1, (Spring 2016): 93.	Larr and Neidell, "Pollution," 99.	Larr, Allison S., and Matthew Neidell. "Pollution and Climate Change." <i>The Future of Children</i> 26, no. 1, (Spring 2016): 92-105.
E-book	Philip B. Kurland and Ralph Lerner, eds., <i>The Founders' Constitution</i> (Chicago: University of Chicago Press, 1987), chap. 10, doc. 19, http://press-pubs.uchicago.edu/founders/ .	Kurland and Lerner, Founders' Constitution, chap. 4, doc. 29.	Kurland, Philip B., and Ralph Lerner, eds. <i>The Founders' Constitution</i> . Chicago: University of Chicago Press, 1987. http://press-pubs.uchicago.edu/founders/ .
News article	Farhad Manjoo, "Snap Makes a Bet on the Cultural Supremacy of the Camera," <i>New York Times</i> , March 8, 2017, https://www.nytimes.com/2017/03/08/technology/snap-makes-a-bet-on-the-cultural-supremacy-of-the-camera.html .	Manjoo, "Snap."	Manjoo, Farhad. "Snap Makes a Bet on the Cultural Supremacy of the Camera." <i>New York Times</i> , March 8, 2017. https://www.nytimes.com/2017/03/08/technology/snap-makes-a-bet-on-the-cultural-supremacy-of-the-camera.html .
YouTube video	OWLPurdue, "Chicago Style: The Basics," uploaded October 21 2015, YouTube video, 3:29, https://www.youtube.com/watch?v=9_rljj-9Xdo .	OWLPurdue, "Chicago."	OWLPurdue. "Chicago Style: The Basics." Uploaded October 21 2015, YouTube. Video, https://www.youtube.com/watch?v=9_rljj-9Xdo .

*NOTE: You may insert a shortened footnote when you have already used the source once in the paper.