Notes and Bibliography Citation in Chicago Manual of Style (CMS)

Within the Chicago Manual of Style, there are two systems of documentation: (1) notes and bibliography and (2) parenthetical author-date citation. The notes and bibliography style is used mostly for literature, history, and the arts, and will be the focus of this handout.

To cite in this style, three things are needed: 1) a superscript for each citation in the body of the text; 2) a corresponding footnote or endnote; 3) a bibliography. See Chapter 14.14 and Chapter 14.15 of the Chicago Manual of Style Online for a more thorough treatment. See the Chicago-Style Citation Quick Guide or Chapter 14.18 of the CMS Online for more examples. Punctuate, capitalize, italicize, and abbreviate as shown.

General Formatting

- Paper must be double-spaced
- 1 inch margins on all sides
- Double-space bibliography
- Only the first line of each footnote or endnote is indented. Format all bibliographic entries as hanging indents (i.e., every line but the first one will be indented ½ inch)
- Single-space footnotes or double-spaced endnotes
- Single-space block quotes (use block quotes if quoting more than 100 words—six lines—or 2+ paragraphs)
- Extra ½ inch margin on left side for block quote

Citation Rules: Books

With One Author

Full citation in a note

1. First Name Family Name, Title (Place of Publication: Publisher, Year of Publication), 10-12.

Shortened (and subsequent) citation in a note

6. Rubini, Other Renaissance, 255.

Entry in a bibliography

Family name, First Name. Title. Place of Publication: Publisher, Year of Publication.

With Multiple Authors

Full citation in a note

Shortened (and subsequent) citation in a note:

Entry in a bibliography

With Author plus Editor or Translator
Full citation in a note

Shortened (and subsequent) citation in a note:

Entry in a bibliography

Citation Rules: Articles

In a Journal
Full citation in a note

Shortened (and subsequent) citation in a note:

Entry in a bibliography

In an Online Journal
*Please note: Chicago-Style does not require an access date for online periodicals, but some disciplines do require one. If you give an access date, it goes before the URL or DOI. If a document has a DOI, the DOI should be used instead of a URL.*
Full citation in a note

Shortened (and subsequent) citation in a note:

Entry in a bibliography


From a Database
Full citation in a note

Shortened (and subsequent) citation in a note:

Entry in a bibliography

For more information, specific citations, and examples of citations and CMS formatted papers, go to:
- [http://www.chicagomanualofstyle.org/home.html](http://www.chicagomanualofstyle.org/home.html)
- [https://owl.english.purdue.edu/owl/resource/717/01/](https://owl.english.purdue.edu/owl/resource/717/01/)
- [https://owl.english.purdue.edu/media/pdf/1300991022_717.pdf](https://owl.english.purdue.edu/media/pdf/1300991022_717.pdf)
- Consult *The Little Seagull Handbook*.

You may also visit the Writing Center with all of your citation questions. We have a copy of the *Chicago Manual of Style*, and our writing consultants are available to help you. Please register at [valpo.mywconline.com](http://valpo.mywconline.com) to make an appointment.