Documenting Sources with the Chicago Manual of Style

Footnotes & Endnotes

Chicago style does not use parenthetical citations, which look like this in MLA (author 12) or like this in APA (author 2007). Instead, Chicago uses footnotes, which are placed at the bottom of each page, or endnotes, which are placed at the end of your paper. Your instructors will let you know if they have a preference, and if not, then you can choose to use either footnotes or endnotes. Word processing programs (like Microsoft Word) can insert the footnote/endnote symbols for you, like this1, but you need to know two things: 1) when you need a citation, and 2) how to format that citation.

Quoting & Paraphrasing

In Chicago style, cite your source material whenever you use a direct quote and whenever you paraphrase factual information from your source material. The disciplines that use Chicago style expect scholars to use evidence from source materials to explain and reinforce their arguments, and you need to give credit to your source material each time you reference it within your text.

Here are some guidelines for when to quote and when to paraphrase:

PARAPHRASE factual information from your source material (for example, “Abraham Lincoln was born in 1809” does not need to be quoted – just paraphrase the information into your own words).
QUOTE if the words or language from the original text are unique and/or memorable.
QUOTE if the meaning of the text will be lost if you paraphrase.
And IF YOU QUOTE, frame your quote: Explain its context, and show how it supports your argument or analysis.

How to frame quotes

Here is an example of an ineffectual quote simply dropped into the text:

Eusebius analyzes the opposition, heretical Christian sects, as coming from a single source. “Simon . . . was the prime author of every heresy.”2

With no explanation of the information in the quote, it simply provides factual information that is somewhat unrelated to the argument. There is nothing to connect the stand-alone quote to the text that precedes it.

By contrast, this example frames the direct quote with an explanation of its context:

Eusebius analyzes the opposition, heretical Christian sects, as coming from a single source. Specifically, Eusebius traced the source of all heresy to Simon the Magus. Eusebius suggested that “Simon . . . was the prime author of every heresy.”3

By explaining the context of the quote, this writer used the quote to support his argument through demonstrating his source’s connection to the argument. The writer framed the quote by providing an explanatory sentence, and then the writer included the quote within a sentence created specifically to introduce it.

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1To insert a footnote or endnote in Microsoft Word 2007, click the References tab, then click “Insert Footnote.” The first line of your footnote should be indented one tab (or five spaces).
3Ibid., 48.
Quotes with omitted words or phrases

If you need to omit a few words (less than a full sentence) from a direct quote, use three periods (known as ellipses) with spaces between each:

In *A Manual for Writers of Term Papers, Theses, and Dissertations*, Kate Turabian points out that "many universities and colleges have their own style of title page . . . and this should be followed exactly." ⁴

If you omit a full sentence or more from a direct quote, use four periods with spaces between each, with the first period following directly after the last word:

Hermann Hesse stated that because of his “deep mistrust of the German Republic. . . . I feel as far removed from the dominant German mentality as in 1914-1918.” ⁵

Quotes with changed words

If you need to add or change a word within a direct quote for clarification, put your addition/change in brackets:

In *The Poverty of Progress*, E. Bradford Burns argues that Latin Americans “recognized the [dangers of] the wholesale importation of modernization”; ⁶ thus, they tried to resist change.

Block quotations

If a direct quotation is longer than four typed lines of text, set the quote off from your text in a “block.” Start the quote on a new line and indent each line one tab from the left; the block quotation can be double-spaced (like the body of your paper) or single-spaced. Block quotes do not need quotation marks.

Gregory of Tours, sixth-century chronicler and bishop of Tours, peppered his *History of the Franks* with opinion and emotion, as in this recounting of the power usurpation following the death of a fellow bishop:

After the death of Sidonius, the evil priest, the second of the two, the one who was still alive, blinded with greed, immediately laid hands on the property of the church, as if he were already bishop. “God has at last taken notice of me,” said he, ‘for He knows that I am more than just Sidonius and He has granted me this power.” . . . On the Sunday following the death of the holy Bishop, this priest prepared a feast . . . He showed no respect for the senior among them, but took his place at table first. ⁷

HOWEVER, block quotes should be used sparingly, especially in short essays. Excessive use of block quotations indicates that you do not understand your source material.

For examples of how to incorporate other types of direct quotes, such as lines of poetry, see Turabian’s *Manual for Writers of Term Papers, Theses, and Dissertations* or the Chicago Manual of Style.

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⁵ Briefwechsel: Hermann Hesse—Thomas Mann, eds. Anni Carlsson and Volker Michels (Frankfurt am Main: Suhrkamp, 1968), 65.
How to Format Your Footnotes & Endnotes

Word processing programs (like Microsoft Word) can insert footnote/endnote symbols and will help you set up the structure for your notes. Below are examples of the most common types of sources you’ll need to cite.

Books

BOOK WITH ONE AUTHOR


In subsequent references, you can use a shortened form:

2Burns, 10.

You can also use Ibid. to refer to the same source as listed in the previous footnote/endnote:

2Ibid., 15.

If you have more than one book by the same author, use a complete reference for the first footnote, then a shortened form for each subsequent footnote:


BOOK WITH TWO OR MORE AUTHORS


BOOK WITH AUTHOR'S NAME IN THE TITLE


EDITED WORK WITHOUT AN AUTHOR


TRANSLATED WORK


MULTIVOLUME WORK


CHAPTER IN AN EDITED WORK


EDITION OTHER THAN THE FIRST


WORK IN A SERIES


Periodicals

ARTICLE IN A JOURNAL PAGINATED BY VOLUME


Encyclopedia Britannica, 15th ed. rev., s.v. “steam power.”

Electronic Sources


How to Format Your Bibliography

Your bibliography should include every source you cited within your footnotes/endnotes as well as any other sources you consulted during your research. The bibliography should be placed at the end of your paper (after all your text and endnotes) and should be headed by the title Bibliography. All bibliography entries should be in alphabetical order by the last names of the authors/editors (or by the title of the work, if there is no author/editor – see examples below). The first line of each entry should begin flush with the left margin, and each subsequent line should be indented one tab space. The format for bibliography entries differs in a few other ways from that of footnote/endnote citations. Below are examples of the most common types of sources you’ll need to include:

Books

BOOK WITH ONE AUTHOR

BOOK WITH TWO OR MORE AUTHORS

WORK WITH AUTHOR’S NAME IN THE TITLE

EDITED WORK WITHOUT AN AUTHOR

TRANSLATED WORK

MULTIVOLUME WORK

CHAPTER IN AN EDITED WORK

EDITION OTHER THAN THE FIRST

WORK IN A SERIES

Periodicals

ARTICLE IN A JOURNAL PAGINATED BY VOLUME
ARTICLE IN A JOURNAL PAGINATED BY ISSUE

ARTICLE IN A POPULAR MAGAZINE

NEWSPAPER ARTICLE

BOOK REVIEW

SOUND RECORDING

FILM, VIDEOCASSETTE, OR DVD
The Civil War. Produced and directed by Ken Burns. 11 hours. PBS Video, 1990. 9 videocassettes.

REFERENCE WORK
Well-known reference works, such as encyclopedias, are generally included in footnotes/endnotes but not in the bibliography. Check with your instructor to see if he/she would like you to include them in your bibliography, in which case you would follow one of the examples for a book.

Electronic Sources

WHOLE WEBSITE WITH A KNOWN AUTHOR

WHOLE WEBSITE WITHOUT A KNOWN AUTHOR

SELECTION FROM A WEBSITE

ONLINE BOOK

ARTICLE IN AN ONLINE JOURNAL

ARTICLE ACCESSED THROUGH AN ELECTRONIC DATABASE

ONLINE NEWSPAPER ARTICLE

All of these examples come from Mary Lynn Rampolla’s Pocket Guide to Writing in History, 5th ed. (Boston: Bedford/St. Martin’s, 2007). For examples of footnote citations not found here, please consult Rampolla’s Pocket Guide, Turabian’s Manual for Writers of Term Papers, Theses, and Dissertations, or the Chicago Manual of Style.
(This demonstrates how the title page of a history paper might look. Check with your professor for his or her preferences.)

The Title of Your Paper Goes Here

It Can Continue onto Second and

Third Lines, if Necessary

by

Your Name

History 123

Your Instructor’s Name

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