CHICAGO DOCUMENTATION STYLE: FOOTNOTES/ENDNOTES

Each academic discipline has its own expectations for style and documentation. Often, these disciplines rely on a broad system of guidelines that are determined by professional organizations in the field. In history and other humanities fields, the standard style is based on The Chicago Manual of Style.

CHICAGO STYLE USES A SYSTEM OF SUPERSCRIPT NUMBERS AND CORRESPONDING NOTES—these notes can come at the bottom of the page (footnotes) or the end of your paper (endnotes). It is best to ask your instructor’s preference when determining whether to use footnotes or endnotes.

**Book**


**Work in an anthology**


**Journal article from a database service**


**Short work from a website**

INDENT THE FIRST LINE OF EACH NOTE FIVE SPACES and introduce the note with its corresponding number, a period, and one space. Double-space all endnotes. For footnotes, single-space each entry and double-space between entries.

USE A SUPERSCRIPT NUMBER AFTER THE END PUNCTUATION OF A SENTENCE, THEN ITS CORRESPONDING NUMBER IN NON-SUPERSCRIPT AT THE BEGINNING OF THE NOTE.

- In the text: As Jones notes, it is often impossible to tell at an early age which children will best acclimate to school.17

THE FIRST TIME A SOURCE IS MENTIONED, its full citation information should be given. Thereafter, use only the author’s name, a keyword from the title, and the page number from which the information came. Moreover, if the same source is used two or more times in a row, then the name/keyword/page number are given once, and thereafter the abbreviation “Ibid.” is used.

19. Ibid., 150.
20. Ibid., 236.

FREE ACCESS TO THE CHICAGO MANUAL OF STYLE
University of Minnesota students have free online access to the entire *Chicago Manual of Style*, courtesy of the University Libraries. To use this resource, visit [http://www.lib.umn.edu/reference/791](http://www.lib.umn.edu/reference/791) and click on the link to “Chicago Manual of Style Online (15th Edition).”

For more information:

