

quicks tips

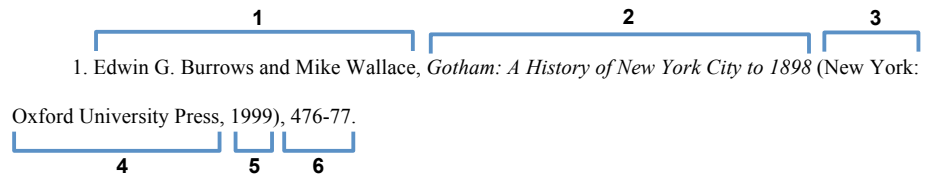
CHICAGO DOCUMENTATION STYLE: FOOTNOTES/ENDNOTES

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.

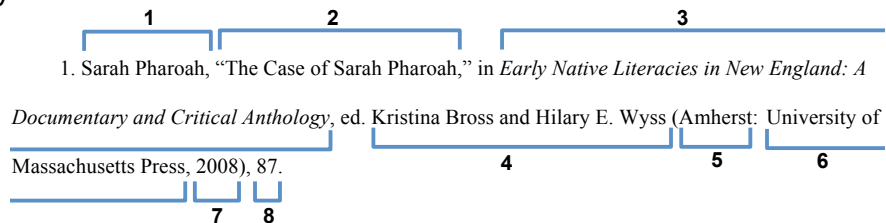
Book

- 1 Author(s)
- 2 Title and subtitle
- 3 City of publication
- 4 Publisher
- 5 Date of publication
- 6 Page number(s)



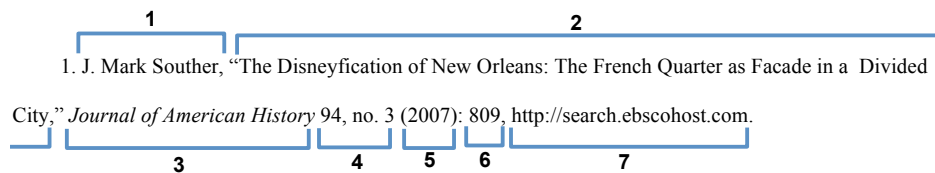
Work in an anthology

- 1 Author
- 2 Title of work
- 3 Title of anthology
- 4 Name of editor(s)
- 5 City of publication
- 6 Publisher
- 7 Date of publication
- 8 Page number(s)



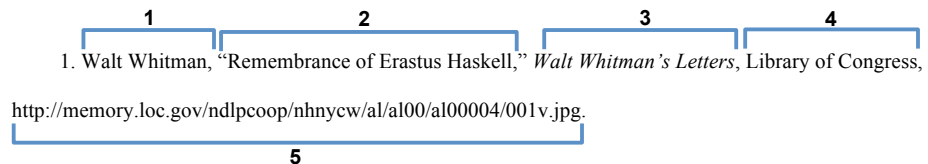
Journal article from a database service

- 1 Author
- 2 Title of article
- 3 Title of journal
- 4 Volume and issue numbers
- 5 Date of publication
- 6 Page number(s)
- 7 URL of database service



Short work from a website

- 1 Author
- 2 Title of short work
- 3 Title of website
- 4 Sponsor of website
- 5 URL



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
- In the note: 17. Melissa Jones, *The Education Challenge: How to Prepare Your Student for School* (New York: Middleton Press, 1995), 149.

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.

18. Jones, *Education Challenge*, 149.

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> and click on the link to "Chicago Manual of Style Online (15th Edition)."

For more information:

Hacker, Diana. "History: Documenting Sources." *Research and Documentation Online*. Bedford/St. Martin's. http://www.dianahacker.com/resdoc/p04_c10_s1.html.

_____. *A Pocket Style Manual*. 5th ed. Boston: Bedford/St. Martin's, 2009.

Turabian, Kate. *A Manual for Writers of Term Papers, Theses, and Dissertations*. 7th ed.

Chicago: University of Chicago Press, 2007.