

Chicago Notes-Bibliography Template

In-Text Citations (Superscript Numbers)

Place superscript number at the end of sentence AFTER punctuation.

Example in text:

According to recent research, this theory has been widely accepted.¹

Footnote/Endnote Format

First Reference (Full Citation)

Book:

¹ John Smith, *Book Title: Subtitle* (City: Publisher Name, 2023), 45.

Journal Article:

² Mary Johnson, "Article Title: Subtitle," *Journal Name* 15, no. 3 (2023): 45-67.

Website:

³ John Doe, "Page Title," *Website Name*, May 15, 2023, <https://www.example.com/page>.

Chapter in Edited Book:

I Sarah Lee, "Chapter Title," in *Book Title*, ed. Editor Name (City: Publisher, 2023), 120-135.

Shortened Subsequent References

After first full citation, use shortened format:

¹ Smith, *Book Title*, 52.

² Johnson, "Article Title," 48.

³ Doe, "Page Title."

I Lee, "Chapter Title," 125.

If citing same source consecutively:

I Ibid., 67. (Same source, different page)

I Ibid. (Same source, same page)

Bibliography Format

General Rules

- Alphabetize by author's last name
 - Use hanging indent (second line indented)
 - Single-space entries, double-space between entries
 - List title: "Bibliography" (or "References" if only cited works)
-

Book

Single Author:

Smith, John. *Book Title: Subtitle*. City: Publisher Name, 2023.

Two Authors:

Smith, John, and Mary Jones. *Book Title*. City: Publisher, 2023.

Three or More Authors:

Smith, John, Mary Jones, and Sarah Lee. *Book Title*. City: Publisher, 2023.

Edited Book:

Smith, John, ed. *Book Title*. City: Publisher, 2023.

Journal Article**Print Journal:**

Johnson, Mary. "Article Title: Subtitle." *Journal Name* 15, no. 3 (2023): 45-67.

Online Journal with DOI:

Johnson, Mary. "Article Title." *Journal Name* 15, no. 3 (2023): 45-67.
<https://doi.org/10.xxxx/xxxxx>.

Online Journal without DOI:

Johnson, Mary. "Article Title." *Journal Name* 15, no. 3 (2023): 45-67.
<https://www.journalwebsite.com/article>.

Chapter in Edited Book

Lee, Sarah. "Chapter Title." In *Book Title*, edited by Editor Name, 120-135. City: Publisher, 2023.

Website**With Author:**

Doe, John. "Page Title." *Website Name*. May 15, 2023. <https://www.example.com/page>.

Organization as Author:

Centers for Disease Control. "Page Title." Last modified March 10, 2023.
<https://www.cdc.gov/page>.

No Author:

"Page Title." *Website Name*. Accessed November 15, 2023.
<https://www.example.com/page>.

Newspaper/Magazine**Newspaper Article:**

Smith, John. "Article Title." *New York Times*, May 15, 2023.
<https://www.nytimes.com/article>.

Magazine Article:

Johnson, Mary. "Article Title." *Atlantic*, June 2023, 45-52.

Other Sources**Dissertation:**

Lee, Sarah. "Dissertation Title." PhD diss., University Name, 2023.

Film/Video:

Film Title. Directed by Director Name. City: Studio Name, 2023. Format.

Interview:
Smith, John. Interview by Mary Johnson. May 15, 2023. Transcript.

Key Formatting Differences

Footnote vs Bibliography

Element	Footnote	Bibliography
Author name	First Last	Last, First
Punctuation	Commas	Periods
Publication info	(City: Publisher, Year)	City: Publisher, Year.
Page numbers	Specific page(s)	Full range

Footnote example:
¹ John Smith, *Book Title* (New York: Publisher, 2023), 45.

Bibliography example:
Smith, John. *Book Title*. New York: Publisher, 2023.

Special Cases

No Author

Start with title in both footnote and bibliography.

Footnote:
¹ *Book Title* (City: Publisher, 2023), 45.

Bibliography:
Book Title. City: Publisher, 2023.

No Date

Use “n.d.” (no date).

Example:
Smith, John. *Book Title*. City: Publisher, n.d.

Multiple Works by Same Author

Use 3-em dash (———) for repeated author in bibliography.

Smith, John. *First Book*. City: Publisher, 2020.
———. *Second Book*. City: Publisher, 2023.

Quick Reference Checklist

Footnotes/Endnotes: - ☐ Superscript numbers in text - ☐ Full citation on first reference
- ☐ Shortened format for subsequent references - ☐ Use “Ibid.” for consecutive same-source citations - ☐ Specific page numbers included

Bibliography: - ☐ Alphabetized by author last name - ☐ Hanging indent on all entries - ☐ Author name inverted (Last, First) - ☐ Full page range for articles/chapters - ☐ Consistent punctuation (periods, not commas)

For complete formatting rules, consult *The Chicago Manual of Style* (17th edition) or visit chicagomanualofstyle.org.