

Chicago Citation Quick Reference Guide

Two Chicago Systems

Notes-Bibliography (NB)

- **Used for:** Humanities, history, arts
- **In-text:** Superscript numbers¹
- **Citations:** Footnotes or endnotes
- **List:** Bibliography

Author-Date (AD)

- **Used for:** Sciences, social sciences
- **In-text:** (Author Year)
- **Citations:** Parenthetical
- **List:** References

Quick Format Comparison

Source	Notes-Bibliography	Author-Date
Book	¹ John Smith, <i>Book Title</i> (City: Publisher, 2023), 45.	(Smith 2023, 45)
Journal	² Mary Johnson, "Article Title," <i>Journal</i> 15, no. 3 (2023): 50.	(Johnson 2023, 50)
Website	³ John Doe, "Page Title," <i>Site</i> , May 15, 2023, URL.	(Doe 2023)

Notes-Bibliography System

Footnotes (First Reference)

Book:

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

Journal:

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

Website:

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

Chapter:

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

Shortened Footnotes

- I Smith, *Book Title*, 52.
I Johnson, "Article Title," 48.
I Ibid., 50. (*same source, different page*)

Bibliography

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

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

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

Author-Date System

In-Text Citations

- Basic:**
(Smith 2023)
- With page:**
(Smith 2023, 45)
- Two authors:**
(Smith and Jones 2023)
- 3+ authors:**
(Smith et al. 2023)
- Multiple sources:**
(Smith 2023; Jones 2022)

Reference List

- Book:**
Smith, John. 2023. *Book Title*. New York: Publisher.
- Journal:**
Johnson, Mary. 2023. "Article Title." *Journal Name* 15 (3): 45-67.
- Website:**
Doe, John. 2023. "Page Title." *Website Name*. May 15, 2023. <https://example.com>.
- Chapter:**
Lee, Sarah. 2023. "Chapter Title." In *Book Title*, edited by Editor Name, 120-135. New York: Publisher.

Essential Formatting Rules

Both Systems

- Bibliography/References:** - Alphabetize by author last name - Hanging indent (second line indented) - Single-space entries, double-space between
- Titles:** - Books/Journals: *Italics* - Articles/Chapters: "Quotation marks" - Sentence case capitalization
- Author Names in List:** - First author: Last, First - Additional: First Last - Example: Smith, John, and Mary Jones

Key Differences

Element	NB	AD
Year placement	In parentheses at end	After author name
Punctuation	Commas in notes	Periods in bibliography
Page numbers	Cited page only	Full range in list

Most Common Sources

Two Authors

NB footnote: John Smith and Mary Jones

NB bib: Smith, John, and Mary Jones

AD: Smith, John, and Mary Jones

Three+ Authors

NB footnote: John Smith et al.

NB bib: List all authors

AD: Smith, John, Mary Jones, and Sarah Lee

Online Journal with DOI

Add DOI or URL at the end:

<https://doi.org/10.xxxx/xxxxx>

No Author

NB: Start with title

AD: Start with title, then year

No Date

NB: Use “n.d.”

AD: Use “n.d.” after author

Quick Decision Guide

Choose Notes-Bibliography if: - Writing for humanities/history course - Professor specifies footnotes - Paper requires narrative citations - Style allows for explanatory notes

Choose Author-Date if: - Writing for sciences/social sciences - Professor requires parenthetical citations - Need quick in-text references - Following journal submission guidelines

Special Cases

Ibid. (Notes-Bibliography only)

- Use for consecutive citations of same source
- **I** Ibid. (*same source, same page*)
- **I** Ibid., 67. (*same source, different page*)

Multiple Works by Same Author

AD: Add letters after year

Smith, John. 2023a. *First Book*.

Smith, John. 2023b. *Second Book*.

In-text: (Smith 2023a)

Secondary Sources

NB: Quote original in footnote, cite where you found it

AD: (Original Author, quoted in Secondary Author Year)

Common Mistakes

- ☐ **Mixing systems** (using both footnotes and parenthetical)
 - ☐ Choose ONE system and use consistently

 - ☐ **Wrong punctuation** in bibliography
 - ☐ NB uses periods; AD places year after author

 - ☐ **Forgetting hanging indent**
 - ☐ All bibliography/reference entries need hanging indent

 - ☐ **Title case everywhere**
 - ☐ Use sentence case for titles

 - ☐ **Missing specific page numbers** in notes
 - ☐ Always include page numbers in footnotes
-

Pre-Submission Checklist

Notes-Bibliography: - ☐ Superscript numbers in text after punctuation - ☐ Full citation on first reference - ☐ Shortened format for subsequent references - ☐ Bibliography alphabetized with hanging indent - ☐ Consistent comma/period usage

Author-Date: - ☐ Author and year in all parenthetical citations - ☐ Page numbers for direct quotes - ☐ References alphabetized with hanging indent - ☐ Year immediately after author in reference list - ☐ “and” (not “&”) between authors

For complete rules, consult *The Chicago Manual of Style (17th ed.)* **at** chicagomanualofstyle.org