Footnote vs Bibliography Format

Side-by-Side Comparison Chart (Chicago Style)

Quick Reference Guide | Updated December 2025

KEY DIFFERENCES AT A GLANCE

Feature	Footnotes	Bibliography
Location	Bottom of page	End of document
Purpose	Cite specific references	List all sources
Order	Citation order	Alphabetical
Numbering	Superscript numbers[1]	No numbers
Indentation	First line indent	Hanging indent
Punctuation	Commas	Periods
Author Format	First Last	Last, First
Repetition	Use short form after first	Each source listed once

FORMATTING RULES

Footnotes

- Superscript number after punctuation
- Single-spaced within notes
- First line indented 0.5"
- Author: First name first
- Elements separated by commas
- Use "Ibid." for immediate repeat

Bibliography

- Title: "Bibliography" centered
- Double-spaced entries
- Hanging indent 0.5"
- Author: Last name first
- Elements separated by periods
- Alphabetized by author

BOOK EXAMPLES

Single Author Book

Footnote (First Reference):

```
1. Toni Morrison, Beloved (New York: Knopf, 1987), 23.
```

Footnote (Subsequent):

```
5. Morrison, Beloved, 45.
```

Bibliography:

```
Morrison, Toni. Beloved. New York: Knopf, 1987.
```

Two Authors Book

Footnote:

```
2. William Strunk and E. B. White, The Elements of Style, 4th ed.
   (New York: Longman, 2000), 12.
```

Bibliography:

```
Strunk, William, and E. B. White. The Elements of Style. 4th ed.
    New York: Longman, 2000.
```

Three+ Authors Book

Footnote:

```
3. Sarah Johnson et al., Climate Change Policy (Boston: MIT Press,
   2023), 67.
```

Bibliography:

```
Johnson, Sarah, Michael Lee, Karen Williams, and Robert Chen.
    Climate Change Policy. Boston: MIT Press, 2023.
```

Edited Book

Footnote:

```
4. John Smith, ed., Modern American Literature (Chicago: University
   of Chicago Press, 2022), 34.
```

Bibliography:

```
Smith, John, ed. Modern American Literature. Chicago: University
     of Chicago Press, 2022.
```

Chapter in Edited Book

Footnote:

```
5. Angela Davis, "Race and Gender," in Women's Studies Reader,
   ed. Rebecca Walker (New York: Routledge, 2021), 145.
```

Bibliography:

```
Davis, Angela. "Race and Gender." In Women's Studies Reader,
     edited by Rebecca Walker, 145-67. New York: Routledge, 2021.
```

JOURNAL ARTICLE EXAMPLES

Journal Article (Print)

Footnote:

```
6. Elena Martinez, "Digital Literacy in Education," Journal of
   Educational Technology 45, no. 3 (2024): 234.
```

Bibliography:

```
Martinez, Elena. "Digital Literacy in Education." Journal of
     Educational Technology 45, no. 3 (2024): 234-56.
```

Journal Article (Online with DOI)

Footnote:

```
7. David Thompson, "Climate Adaptation," Environmental Science
   Quarterly 78, no. 2 (2023): 112, https://doi.org/10.1234/esq.2023.5678.
```

Bibliography:

```
Thompson, David. "Climate Adaptation." Environmental Science
    Quarterly 78, no. 2 (2023): 112-34.
      https://doi.org/10.1234/esq.2023.5678.
```

MAGAZINE & NEWSPAPER EXAMPLES

Magazine Article

Footnote:

```
8. Michelle Goldberg, "The Future of Democracy," New Yorker,
   January 15, 2025, 34.
```

Bibliography:

```
Goldberg, Michelle. "The Future of Democracy." New Yorker,
    January 15, 2025, 34-41.
```

Newspaper Article

Footnote:

```
9. Peter Baker, "Policy Changes Announced," New York Times,
   December 20, 2024, A1.
```

Bibliography:

```
Baker, Peter. "Policy Changes Announced." New York Times,
    December 20, 2024, A1+.
```

ONLINE SOURCE EXAMPLES

Website

Footnote:

```
10. NASA, "Climate Change Effects," NASA, November 15, 2024,
    https://climate.nasa.gov/effects/.
```

Bibliography:

```
NASA. "Climate Change Effects." NASA. November 15, 2024.
    https://climate.nasa.gov/effects/.
```

Blog Post

Footnote:

```
11. Maria Rodriguez, "Time Management Tips," Study Success Blog,
    December 12, 2024, https://studyblog.com/time-tips.
```

Bibliography:

```
Rodriguez, Maria. "Time Management Tips." Study Success Blog.
    December 12, 2024. https://studyblog.com/time-tips.
```

SPECIAL CASES

Same Source Immediately Repeated

First Reference:

```
12. Morrison, Beloved, 23.
```

Next Reference (same source, different page):

```
13. Ibid., 45.
```

Next Reference (same source, same page):

```
14. Ibid.
```

Same Source Later

Original Reference:

```
15. Morrison, Beloved, 23.
```

Later Reference (after other citations):

```
20. Morrison, Beloved, 67.
```

Multiple Works by Same Author

Footnotes:

```
16. Morrison, Beloved, 23.
17. Morrison, Jazz, 45.
```

Bibliography:

```
Morrison, Toni. Beloved. New York: Knopf, 1987.
Morrison, Toni. Jazz. New York: Knopf, 1992.
```

OR (using 3-em dash for repeated author):

```
Morrison, Toni. Beloved. New York: Knopf, 1987.
———. Jazz. New York: Knopf, 1992.
```

No Author

Footnote:

```
18. "Climate Report 2024," Nature 615 (2024): 12.
```

Bibliography:

```
"Climate Report 2024." Nature 615 (2024): 12-15.
```

QUICK CONVERSION FORMULA

Footnote → Bibliography

Change 1: Author name

- From: First Last

- To: Last, First

Change 2: Punctuation
- From: Commas between elements
- To: Periods between elements

Change 3: Publication info
- From: (Place: Publisher, Year)
- To: Place: Publisher, Year.

Change 4: Page numbers
- From: Specific page (23)
- To: Full range (23-45) or omit

Example:
```
Footnote: Morrison, Beloved (New York: Knopf, 1987), 23.
Bibliography: Morrison, Toni. Beloved. New York: Knopf, 1987.
```

FORMATTING CHECKLIST

Footnotes

- Superscript numbers in text
- Numbers after punctuation
- First line indented 0.5"
- Author first name first
- Commas between elements
- Parentheses around publication info
- Specific page number included
- Period at end

Bibliography

- Title "Bibliography" centered
- Entries alphabetized
- Hanging indent 0.5"
- Author last name first
- Periods between elements
- No parentheses

- Page range (for articles/chapters)
- Double-spaced

COMMON MISTAKES

✖Wrong: Using periods in footnotes

```
1. Morrison. Beloved. New York: Knopf. 1987. 23.
```

✓ Correct:

```
1. Morrison, Beloved (New York: Knopf, 1987), 23.
```

✖Wrong: First name first in bibliography

```
Toni Morrison. Beloved. New York: Knopf, 1987.
```

✓ Correct:

```
Morrison, Toni. Beloved. New York: Knopf, 1987.
```

✖Wrong: Commas in bibliography

```
Morrison, Toni, Beloved, New York: Knopf, 1987.
```

✓ Correct:

```
Morrison, Toni. Beloved. New York: Knopf, 1987.
```

✖Wrong: No page number in footnote

```
1. Morrison, Beloved (New York: Knopf, 1987).
```

✓ Correct:

```
1. Morrison, Beloved (New York: Knopf, 1987), 23.
```

VISUAL COMPARISON

How They Look on the Page

FOOTNOTES (bottom of page):

```
Text text text text text.¹ More text text text.² Additional
text text text text.³


_____

1. Toni Morrison, Beloved (New York: Knopf, 1987), 23.
2. Elena Martinez, "Digital Literacy," Journal of Educational
Technology 45, no. 3 (2024): 234.
3. Morrison, Beloved, 45.
```

BIBLIOGRAPHY (separate page at end):

```
                        Bibliography

Martinez, Elena. "Digital Literacy in Education." Journal of
     Educational Technology 45, no. 3 (2024): 234-56.

Morrison, Toni. Beloved. New York: Knopf, 1987.

Smith, John, ed. Modern American Literature. Chicago: University
     of Chicago Press, 2022.
```

PRACTICE EXERCISE

Convert this footnote to bibliography format:

Footnote:

```
1. Sarah Johnson, Climate Change and Society (Cambridge: Cambridge
   University Press, 2023), 67.
```

Your Answer:

_____

Correct Answer:

```
Johnson, Sarah. Climate Change and Society. Cambridge: Cambridge
     University Press, 2023.
```

WHEN TO USE WHICH

Use Footnotes/Endnotes When:

- Required by instructor/journal
- Writing history papers
- Need to include commentary with citations
- Working in humanities disciplines
- Using Chicago Notes-Bibliography style

Use In-Text + Bibliography When:

- Required by instructor/journal
- Writing social science papers
- Using Chicago Author-Date style
- Need cleaner text flow
- Working in sciences

Note: Both systems still require a bibliography/reference list at the end.

Last Updated: December 2025**Style:** Chicago Manual of Style, 18th Edition

Download Additional Resources:

- Complete Chicago Style Guide
- Citation Practice Worksheets
- Endnotes vs Footnotes Guide

Need more help? Visit our blog for detailed formatting guides.