

chicago manual notes and bibliography examples

chicago manual notes and bibliography examples serve as the bedrock for academic integrity and scholarly communication, ensuring proper attribution and allowing readers to trace sources. Navigating the intricacies of citation styles can be daunting, especially with a system as comprehensive as The Chicago Manual of Style (CMOS). This guide delves into the core principles of CMOS notes and bibliography, providing clear examples for various source types. We will explore the distinctions between the two systems—notes-and-bibliography and author-date—and offer practical advice on implementing them effectively. Understanding how to format citations for books, journal articles, websites, and other common academic materials is crucial for students, researchers, and writers.

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Understanding the Chicago Manual of Style Systems

The Chicago Manual of Style (CMOS) offers two distinct citation systems, each tailored to different

academic disciplines and preferences. The choice between these systems is often dictated by the specific requirements of a publication, academic department, or instructor. Understanding the fundamental differences between these approaches is the first step toward mastering CMOS citation practices.

The Notes-and-Bibliography System Explained

The notes-and-bibliography system, often referred to as the humanities system, is characterized by the use of numbered footnotes or endnotes to cite sources within the text. These notes provide specific details about the source at the point of reference. A corresponding bibliography, which lists all sources cited, appears at the end of the work. This system allows for extensive explanatory notes and detailed source information directly where it is needed in the narrative.

Crafting Accurate Footnotes and Endnotes

Footnotes appear at the bottom of the page where the citation occurs, while endnotes are compiled at the end of the document before the bibliography. Each note is keyed to a superscript number in the text. The first citation of a source in a note is typically a full citation, providing complete bibliographic information. Subsequent citations of the same source are often shortened, usually including the author's last name, a shortened title, and the page number.

Here's a general structure for a first note citation:

- Footnote/Endnote Number. Author First Name Last Name, *Title of Book* (Place of Publication: Publisher, Year), page number.
- Footnote/Endnote Number. Author First Name Last Name, "Title of Article," *Title of Journal* volume, no. issue (Year): page number.

Constructing the Bibliography

The bibliography is an alphabetical list of all the sources the author has consulted and cited in the text. It aims to provide enough information for a reader to locate the original source. The entries in the bibliography are typically formatted differently from the first note citation, often omitting page numbers for entire works and sometimes using hanging indents for readability. The key is consistency in formatting across all entries.

Common Source Type Examples: Notes and Bibliography

Mastering citation requires familiarity with how different types of sources are formatted. Below are detailed examples for common academic materials within the notes-and-bibliography system. Precision in these examples will significantly enhance the credibility of your research.

Books

Citing books is fundamental. The format varies slightly depending on whether it's a single-author book, an edited volume, or has multiple authors.

Single-Author Book Example:

- **Note (first citation):** 1. Jane Doe, *The History of Ideas* (Chicago: University of Chicago Press, 2020), 45.
- **Note (subsequent citation):** 2. Doe, *History of Ideas*, 112.

- Bibliography Entry: Doe, Jane. *The History of Ideas*. Chicago: University of Chicago Press, 2020.

Book with Two or Three Authors Example:

- Note (first citation): 3. John Smith and Alice Brown, *Understanding Data* (New York: Academic Publishing, 2019), 78.
- Bibliography Entry: Smith, John, and Alice Brown. *Understanding Data*. New York: Academic Publishing, 2019.

Book with More Than Three Authors Example:

- Note (first citation): 4. Robert Green et al., *Advanced Marketing Strategies* (London: Business Press, 2021), 150.
- Bibliography Entry: Green, Robert, Sarah White, Michael Black, and David Gray. *Advanced Marketing Strategies*. London: Business Press, 2021. (Note: The bibliography lists all authors, but notes can use "et al." after the first author).

Journal Articles

Journal articles are a staple in academic research. The formatting requires specific details about the journal, volume, issue, and page numbers.

Journal Article Example:

- **Note (first citation):** 5. Emily Carter, "The Impact of Technology on Education," *Journal of Modern Learning* 25, no. 3 (2018): 215.
- **Note (subsequent citation):** 6. Carter, "Impact of Technology," 220.
- **Bibliography Entry:** Carter, Emily. "The Impact of Technology on Education." *Journal of Modern Learning* 25, no. 3 (2018): 215–230.

Websites and Online Resources

Citing online materials can be complex due to the variability of information available. Always try to include as much of the following as possible: author (if available), title, website name, publication date (if available), and a URL or DOI.

Website with Author and Date Example:

- **Note (first citation):** 7. David Lee, "The Future of Artificial Intelligence," TechInsights Blog, October 15, 2022, <https://www.techinsights.com/future-ai>.
- **Bibliography Entry:** Lee, David. "The Future of Artificial Intelligence." TechInsights Blog. October 15, 2022. <https://www.techinsights.com/future-ai>.

Website without Author or Date Example:

- **Note (first citation):** 8. "Global Climate Change Report," World Environmental Organization, accessed March 10, 2023, <https://www.weo.org/climate-report>.
- **Bibliography Entry:** World Environmental Organization. "Global Climate Change Report." Accessed March 10, 2023. <https://www.weo.org/climate-report>.

Chapters in Edited Books

When citing a specific chapter within a larger edited work, you need to attribute both the chapter author and the editors of the book.

Chapter in an Edited Book Example:

- **Note (first citation):** 9. Maria Garcia, "Early Renaissance Art," in *A Comprehensive History of Art*, ed. John Adams and Susan Miller (New York: Art History Press, 2017), 180.
- **Bibliography Entry:** Garcia, Maria. "Early Renaissance Art." In *A Comprehensive History of Art*, edited by John Adams and Susan Miller, 175–205. New York: Art History Press, 2017.

The Author–Date System (Brief Overview)

While this article focuses on the notes-and-bibliography system, it's important to acknowledge the existence of the author-date system within CMOS. This system uses in-text citations in the form of (Author Year) and a reference list at the end of the paper, which is similar in content to a bibliography but formatted slightly differently. It is more common in the social sciences and natural sciences.

Choosing the Right System

The selection between the notes-and-bibliography and author-date systems is a critical decision. The notes-and-bibliography system is often preferred in fields like literature, history, and the arts, where extensive commentary and detailed source exploration are common. The author-date system is more prevalent in scientific disciplines, where the emphasis is on the currency of research and concise referencing. Always consult your instructor or publisher's guidelines to determine the appropriate system for your work.

Adhering to the Chicago Manual of Style, whether through notes and bibliography or author-date, is not merely a stylistic choice; it is a commitment to scholarly rigor. By carefully applying the principles and examples outlined here, you can ensure your work is properly attributed, easily navigable, and contributes effectively to the academic conversation.

FAQ

Q: What is the primary difference between footnotes and endnotes in the Chicago Manual of Style?

A: The primary difference is their placement: footnotes appear at the bottom of the page where the reference is made, while endnotes are compiled at the end of the document, before the bibliography. Both serve the same purpose of providing source information and supplementary commentary.

Q: When should I use a full citation versus a shortened citation in my notes?

A: The first time you cite a particular source in your notes, you should use a full citation that includes

all necessary bibliographic details. For all subsequent citations of that same source, you should use a shortened citation, typically including the author's last name, a shortened title of the work, and the specific page number(s).

Q: How do I cite an e-book using the Chicago notes and bibliography system?

A: Citing an e-book is similar to citing a print book, but you should include information about the electronic format and access. This typically involves the author, title, publication details, and either a DOI or a stable URL if available. For example: 1. Jane Doe, *The History of Ideas* (Chicago: University of Chicago Press, 2020), chap. 5, <https://doi.org/xxxx>.

Q: What is the purpose of a bibliography in the Chicago style?

A: The bibliography serves as a comprehensive list of all the sources that have been cited within your paper. It allows readers to easily locate and consult the original materials you referenced, providing transparency and enabling further research.

Q: How do I format the title of a book in a note versus in the bibliography?

A: In both notes and the bibliography, book titles should be italicized. For example, in a note: *The History of Ideas*. In a bibliography entry: *The History of Ideas*.

Q: Can I use "ibid." in my Chicago-style notes?

A: While "ibid." (meaning "in the same place") was traditionally used in footnotes for immediately preceding sources, its use is now generally discouraged in favor of shortened notes for clarity and consistency. The Chicago Manual of Style prefers the consistent use of shortened notes.

Q: What if a website doesn't have an author or a publication date?

A: If a website lacks an author, you can often use the name of the organization responsible for the site as the author. If there is no publication date, you should use the date the content was accessed instead. For example: 8. World Environmental Organization, "Global Climate Change Report," accessed March 10, 2023, <https://www.weo.org/climate-report>.

Q: How do I cite a source that has no page numbers, such as a web page or a play?

A: For sources without page numbers, like web pages or entire plays, you typically omit the page number in your citation. In notes, you might specify the section or chapter if applicable. For instance, in a note: 10. John Doe, "Introduction," *A New Play* (New York: Dramatic Press, 2022), act 1.

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