

chicago manual of style 17th edition notes and bibliography

The Chicago Manual of Style 17th Edition Notes and Bibliography system offers a robust framework for academic and scholarly writing, providing a clear and consistent method for citing sources. This comprehensive guide will delve into the intricacies of the Notes and Bibliography system, often referred to as the "Chicago style" for footnotes and endnotes, explaining its structure, core principles, and practical application. We will explore how to correctly format both in-text citations (as notes) and the corresponding bibliography entries, covering a wide range of source types from books and journal articles to digital media and less common materials. Mastering this system is crucial for academic integrity and for presenting research in a professional and credible manner, ensuring that readers can easily locate and verify the information you have used.

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Understanding the Chicago Manual of Style 17th Edition Notes and Bibliography System

The Chicago Manual of Style (CMOS) 17th edition provides two primary citation systems: author-date and notes-bibliography. This article focuses exclusively on the notes-bibliography system, which is widely favored in humanities disciplines such as literature, history, and the arts. This system relies on superscript numerals within the text to indicate a source, with detailed citation information provided either at the bottom of the page (footnotes) or at the end of the document (endnotes). The bibliography, appearing at the end of the work, offers a consolidated list of all sources consulted and cited.

The strength of the notes-bibliography system lies in its ability to provide detailed information directly at the point of reference, allowing readers to quickly consult the source without having to flip to a separate reference list for every citation. This makes it particularly useful for works that require frequent and extensive referencing. The 17th edition of CMOS brings updated guidance on digital sources, electronic resources, and evolving citation practices, ensuring its continued relevance in contemporary scholarship.

Key Components of the Chicago Manual of Style 17th Edition Notes and Bibliography System

The notes-bibliography system is built upon two fundamental elements: the in-text note and the bibliography entry. Each component serves a distinct but complementary purpose in the citation process. Understanding the relationship and specific requirements for each is paramount to accurate and effective use of the style.

The Role of Superscript Numbers

In the notes-bibliography system, a superscript Arabic numeral is placed directly after the material being cited, typically at the end of a sentence or clause, and following any punctuation mark. This numeral corresponds to a specific note in the footnotes or endnotes section. These numbers should be sequential throughout the document, beginning with 1. It is crucial that each number accurately points to the correct citation information to avoid confusion for the reader.

Distinguishing Between Footnotes and Endnotes

While both provide the same citation information, the placement of notes differs. Footnotes appear at the bottom of the page where the superscript number is located, offering immediate access to the source. Endnotes, conversely, are gathered at the end of the document, preceding the bibliography. The choice between footnotes and endnotes is often dictated by publication requirements or author preference, but the formatting of the notes themselves remains consistent.

The Importance of the Bibliography

The bibliography, also known as a Works Cited or Reference list, is an alphabetized compilation of all sources that have been cited in the text. Unlike the notes, which may provide abbreviated information for subsequent citations of the same source, bibliography entries typically offer complete publication details. This allows readers to easily identify and locate the full sources used by the author, reinforcing academic integrity and enabling further research.

In-Text Citations: Notes (Footnotes and Endnotes)

The notes section is where the detailed citation information is presented, linked to the

superscript numbers in the main text. The initial note for a source will contain full bibliographic details, while subsequent notes for the same source will use a shortened form for brevity. CMOS provides specific guidelines for formatting these notes based on the type of source being cited.

First Reference to a Source

The first time a source is cited, the note should include all necessary publication information. For a book, this typically includes the author's full name, the full title of the book (italicized), publication details (place, publisher, year), and the specific page number(s) being referenced. For a journal article, it would include the author, article title (in quotation marks), journal title (italicized), volume and issue numbers, and publication year, along with the page number.

Subsequent References to the Same Source

After the first full citation, subsequent references to the same source can be significantly shortened. The most common format uses the author's last name, a shortened version of the title (if necessary to distinguish it from other works by the same author), and the page number. If there is only one work by a particular author cited, the author's name and page number may suffice.

Indirect Sources

When citing a source that was itself cited in another source (a secondary source), CMOS requires you to indicate this clearly. The note should list the original source followed by "as quoted in" or "as cited in," and then provide the full citation details for the secondary source where you found the information, including the page number in that secondary source.

Quoting and Paraphrasing

Whether you are directly quoting or paraphrasing material, a citation is required. Direct quotations should be enclosed in quotation marks and accompanied by a page number. Paraphrased material also requires a citation to give credit to the original author's ideas, though the specific page number is sometimes considered optional for paraphrased material in certain contexts, it is always best practice to include it for clarity and precision.

Crafting Bibliography Entries

The bibliography is a crucial component of the notes-bibliography system, offering a comprehensive overview of the sources consulted. Each entry in the bibliography should be formatted consistently and provide enough information for a reader to locate the original source. The bibliography is alphabetized by the author's last name.

Standard Bibliography Formatting

Bibliography entries for books typically include the author's full name (last name first), the full title of the book (italicized), publication information (city, publisher, year), and, if applicable, edition information. Journal articles include author, article title (in quotation marks), journal title (italicized), volume and issue numbers, publication date, and page range for the entire article.

Alphabetization and Entry Order

Entries in the bibliography are arranged alphabetically by the author's last name. If multiple works by the same author are included, they are listed chronologically by publication year, with the earliest work appearing first. If an author has multiple works published in the same year, secondary sorting by title may be necessary.

Handling Multiple Authors and Editors

CMOS provides specific rules for citing works with multiple authors. For two authors, both names are listed. For three or more authors, the first author's name is listed followed by "et al." (and others). Editors are cited similarly, with their role indicated by "ed." or "eds." after their names.

Common Source Types and Their Formatting

The Chicago Manual of Style 17th Edition provides detailed instructions for a vast array of source types. Mastering the formatting for common academic materials is essential for any researcher. Below are examples of how key source types are handled.

Books

- **Single-Author Book:**

Author's Full Name. *Title of Book*. Place of publication: Publisher, Year of publication.

- **Book with Two or Three Authors:**

First Author's Full Name, Second Author's Full Name, and Third Author's Full Name.
Title of Book. Place of publication: Publisher, Year of publication.

- **Edited Book:**

Editor's Full Name, ed. *Title of Book*. Place of publication: Publisher, Year of publication.

Journal Articles

- **Journal Article:**

Author's Full Name. "Title of Article." *Title of Journal* volume, no. issue (Year): page numbers.

Websites and Online Content

Citing online sources requires careful attention to detail to ensure they are discoverable. The 17th edition offers updated guidance on the types of information to include for web pages, online articles, and digital archives.

Chapter in an Edited Book

When citing a chapter within a larger edited volume, the format clearly distinguishes between the chapter author and the book editor.

- **Chapter in an Edited Book:**

Chapter Author's Full Name. "Title of Chapter." In *Title of Book*, edited by Editor's Full Name, page numbers. Place of publication: Publisher, Year of publication.

Digital and Online Sources

The digital landscape presents unique challenges for citation. CMOS 17th edition addresses these by providing guidelines for citing websites, online journal articles, and other digital content. The goal is to provide enough information for retrieval, often including DOIs or URLs.

Websites and Web Pages

When citing a general website, the author or organization, the title of the page (if any), the website name, and the URL are usually required. Including an access date can be helpful, especially for content that may change frequently.

- **Web Page:**

Author or Organization Name. "Title of Web Page." Name of Website. Last modified Date (if available). Accessed Access Date.

Online Journal Articles with DOIs

Digital Object Identifiers (DOIs) are preferred over URLs when available, as they provide a stable link to an article. The format for online journal articles with DOIs is similar to print versions, with the addition of the DOI.

- **Online Journal Article with DOI:**

Author's Full Name. "Title of Article." *Title of Journal* volume, no. issue (Year): page numbers. doi:XX.XXXX/XXXXXXXXXX.

Other Digital Media

This includes citing podcasts, videos, and social media posts. The key is to identify the creator, title of the content, platform, and date of publication or access. The specific format will vary based on the medium.

Specialized Sources

Beyond the common materials, CMOS provides guidance for a variety of less frequently cited but important source types, ensuring comprehensive citation practices.

Dissertations and Theses

These academic works require specific formatting to identify the author, title, institution, and year of completion.

- **Dissertation:**

Author's Full Name. "Title of Dissertation." PhD diss., University Name, Year of degree.

Government Documents and Reports

Citing government publications involves identifying the issuing agency, the title of the document, and publication details.

Personal Communications

Letters, emails, and interviews are considered personal communications. These are typically cited in notes only, not in the bibliography, and include the name of the communicator, the type of communication, and the date.

Published Interviews

When an interview has been published, it is treated more like a standard published work, with details about the interviewer, interviewee, publication title, and date.

Frequently Asked Questions About Chicago Manual of Style 17th Edition Notes and Bibliography

Q: What is the primary difference between footnotes and endnotes in the Chicago Manual of Style 17th Edition Notes and Bibliography system?

A: The primary difference lies in their placement. Footnotes appear at the bottom of the page where the citation is referenced in the text, while endnotes are compiled at the end of the document, before the bibliography. The content and formatting of the notes themselves are identical regardless of whether they are footnotes or endnotes.

Q: When should I use the notes-bibliography system versus the author-date system in CMOS?

A: The notes-bibliography system is generally preferred in the humanities disciplines, such as literature, history, and the arts. The author-date system is more commonly used in the social sciences and natural sciences. Your choice may also be dictated by the specific requirements of your institution or publisher.

Q: Do I need to cite every sentence in my paper if I'm using the notes-bibliography system?

A: No, you do not need to cite every sentence. You should cite any material that is not common knowledge, including direct quotations, paraphrased ideas, specific data, statistics, and unique arguments or theories borrowed from others. The goal is to give credit where credit is due and allow readers to verify your sources.

Q: How do I cite a source that I found quoted in another source (an indirect source) using the Chicago Manual of Style 17th Edition Notes and Bibliography?

A: For an indirect source, you would cite the original source you are referencing, followed by "as quoted in" or "as cited in," and then provide the full citation details for the secondary source where you encountered the information, including the page number in that secondary source. In the bibliography, you would only list the secondary source that you actually consulted.

Q: What is the purpose of the DOI in online citation according to CMOS 17th Edition?

A: The Digital Object Identifier (DOI) is a persistent, unique identifier for digital objects, such as journal articles. According to CMOS 17th Edition, using a DOI is preferred over a URL for online sources whenever available because it provides a stable and reliable link that is less likely to break over time, ensuring that readers can easily access the cited material.

Q: How do I format a bibliography entry for a book with an editor and an author?

A: When citing a book with both an author and an editor, the bibliography entry typically lists the author first, followed by the editor. The format would generally be: Author's Full Name. *Title of Book*. Edited by Editor's Full Name. Place of publication: Publisher, Year of publication.

Q: Can I use a shortened note for a source after the first mention, even if it's from a different page?

A: Yes, subsequent citations to the same source should use a shortened note. This shortened note typically includes the author's last name, a brief title of the work if necessary to distinguish it from other works by the same author, and the specific page number(s) being referenced. This applies regardless of whether the page numbers are consecutive or scattered throughout the work.

Q: What are the key elements required for a bibliography entry of a website according to the 17th edition?

A: For a website, a bibliography entry generally requires the author or organization name (if applicable), the title of the specific page or content (in quotation marks), the name of the overall website (italicized), the publication or last modified date (if available), and the URL. An access date is also recommended, especially for content that is likely to change.

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