

chicago manual of style endnote reference format

The chicago manual of style endnote reference format is a critical component for academic and professional writing, ensuring proper attribution and allowing readers to trace sources effectively. Mastering this citation style is essential for avoiding plagiarism and enhancing the credibility of your work. This comprehensive guide will delve into the intricacies of the Chicago Manual of Style (CMOS) endnote system, covering its fundamental principles, the structure of endnotes and their corresponding bibliography entries, and specific formatting guidelines for various source types. We will explore the nuances of citing books, journal articles, websites, and other common materials, providing clear examples to illustrate best practices. Understanding the distinction between notes and bibliography is paramount, as each serves a unique purpose in scholarly communication.

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Understanding Endnotes vs. Bibliography in Chicago Style

The Chicago Manual of Style offers two primary systems for citation: the Notes and Bibliography system and the Author-Date system. This article focuses exclusively on the Notes and Bibliography system, which employs numbered endnotes (or footnotes) to cite sources within the text and a comprehensive bibliography at the end of the document. Endnotes are typically placed at the end of the manuscript, each corresponding to a superscript number in the text indicating the source of a specific piece of information. This system allows for more detailed explanatory notes and direct quotes to be presented without disrupting the main flow of the text.

The bibliography, on the other hand, serves as a consolidated list of all sources cited in the endnotes. Its primary function is to provide readers with a complete reference list, enabling them to locate and verify the original sources. While endnotes provide immediate context for a specific citation, the bibliography offers a broader overview of the research

consulted. The formatting for endnotes and bibliography entries is closely related but not identical, with subtle differences in punctuation and the order of elements.

The Anatomy of a Chicago Style Endnote

A typical Chicago style endnote consists of several key components, presented in a specific order and with particular punctuation. Understanding this structure is the first step to correctly formatting any endnote. The fundamental elements include the author's name, the title of the work, publication details, and specific location information like page numbers.

The author's name in an endnote is usually presented in the order it appears on the title page: first name followed by last name. This is a significant difference from bibliography entries, where the author's last name is typically placed first. Titles of books and journals are italicized, while titles of articles or chapters within larger works are enclosed in quotation marks. Publication details, such as the city of publication, publisher, and year, follow the title. Finally, the specific page or pages from which the information is drawn are indicated.

Formatting General Endnotes

When constructing an endnote, consistency in formatting is paramount. Each endnote begins with a number that corresponds to the superscript number in the text. For the first citation of a particular source, a full citation is provided. Subsequent citations of the same source are often shortened for conciseness, referring to the author's last name, a shortened title, and the page number.

The general structure for a first-time endnote citation follows this pattern:

- Author's First Name Last Name, *Title of Work* (City of Publication: Publisher, Year), page number(s).

For example:

- Jane Doe, *The Art of Citation* (Chicago: University Press, 2022), 45.

For subsequent citations of the same work, a shortened form is used, which includes the author's last name, a shortened version of the title (if it's lengthy or complex), and the specific page number.

- Doe, *Art of Citation*, 78.

If only one author is involved and the title is straightforward, the shortened form can sometimes omit the title altogether, especially in very lengthy works with frequent citations. However, it's generally advisable to include a shortened title for clarity.

Citing Books in Chicago Style Endnotes

Citing books is one of the most common tasks when using the Chicago Manual of Style endnote format. The specific details required will vary slightly depending on whether it's the first citation or a subsequent one, and whether the book has one author, multiple authors, or an editor.

First Citation of a Book

For the first citation of a book with one author, the format is as follows:

- Author's First Name Last Name, *Title of Book* (City of Publication: Publisher, Year), page number(s).

Example:

- John Smith, *A History of Modern Philosophy* (New York: Oxford University Press, 2020), 112.

If the book has two or three authors, list all authors in the first citation. For four or more authors, list the first author followed by "et al." in the endnote. The bibliography entry, however, will list all authors up to ten; for more than ten, it will list the first seven followed by "et al."

- First author's First Name Last Name, Second Author's First Name Last Name, and Third Author's First Name Last Name, *Title of Book* (City of Publication: Publisher, Year), page number(s).

Subsequent Citations of a Book

After the first full citation, subsequent references to the same book are shortened.

- Author's Last Name, *Shortened Title of Book*, page number(s).

Example:

- Smith, *History of Modern Philosophy*, 205.

If the shortened title is identical to the full title or easily identifiable, it may be omitted, but this is less common and depends on context and clarity.

- Smith, 205.

Citing Journal Articles in Chicago Style Endnotes

Journal articles are a staple in academic research, and their citation in Chicago style requires specific details about the journal itself. Proper formatting ensures that readers can easily locate the specific issue and article being referenced.

First Citation of a Journal Article

The standard format for the first citation of a journal article is:

- Author's First Name Last Name, "Title of Article," *Title of Journal* Volume, no. Issue (Year): page number(s).

Example:

- Alice Brown, "The Impact of Technology on Education," *Journal of Educational Studies* 15, no. 2 (2021): 55.

Note that the volume and issue numbers are presented without extra punctuation, and the year is enclosed in parentheses. The page range of the entire article is generally provided, followed by the specific page(s) cited.

Subsequent Citations of a Journal Article

Similar to books, subsequent citations of journal articles are shortened for

brevity.

- Author's Last Name, "Shortened Title of Article," page number(s).

Example:

- Brown, "Impact of Technology," 62.

If the article title is short and distinctive, it may sometimes be omitted, but it is generally recommended to keep a shortened version for clarity.

- Brown, 62.

Citing Websites and Online Resources in Chicago Style Endnotes

The proliferation of online resources necessitates clear guidelines for their citation. Chicago style provides specific formats for websites, online articles, and other digital content to ensure accurate referencing.

Citing a Web Page

For a general web page, the format includes the author (if available), the title of the page, the name of the website, the publication date (if available), and the URL. It is also crucial to include the date of access, as online content can change or disappear.

- Author's First Name Last Name (if available), "Title of Web Page," *Name of Website*, publication date (if available), accessed Month Day, Year, URL.

Example:

- Sarah Lee, "Understanding SEO Best Practices," *Digital Marketing Hub*, October 26, 2023, accessed November 15, 2023, <https://www.digitalmarketinghub.com/seo-best-practices>.

If no author is listed, begin with the title of the page. If no publication date is available, use "n.d." for "no date."

Citing an Online Article

For articles published online that may also exist in print, the format is similar to a print article but includes the URL and access date.

- Author's First Name Last Name, "Title of Article," *Name of Publication*, publication date, page number(s) (if available), accessed Month Day, Year, URL.

Example:

- Michael Chen, "The Future of Artificial Intelligence," *Tech Times*, November 10, 2023, accessed November 15, 2023, <https://www.techtimes.com/future-of-ai>.

Citing Other Common Source Types

Beyond books and journal articles, writers frequently encounter other source types that require specific citation formats within the Chicago endnote system. These include magazines, newspapers, and even interviews.

Magazine and Newspaper Articles

Similar to journal articles, magazine and newspaper citations require the author, title, publication name, date, and page numbers.

- Author's First Name Last Name, "Title of Article," *Magazine/Newspaper Name*, Month Day, Year, page number(s).

Example:

- David Miller, "Local Elections Roundup," *Chicago Tribune*, November 7, 2023, B1.

For online versions, include the URL and access date as with other web resources.

Interviews

Interviews, whether conducted in person, by phone, or via video conference, are cited by indicating the interviewee, the interviewer (if different from the author of the document), the date, and the means of access or format.

- Interviewee's Full Name (interviewed by Author's First Name Last Name), Month Day, Year (if recorded or transcribed), format (e.g., personal interview, phone interview, recorded interview).

Example:

- Jane Adams (interviewed by John Smith), October 15, 2023 (personal interview).

If the interview has been published or archived, provide those details instead.

Special Considerations for Chicago Style Endnotes

Beyond the standard formatting, the Chicago Manual of Style endnote format includes provisions for less common but important citation scenarios, such as citing edited volumes, unpublished materials, and legal or government documents. Attention to these details ensures comprehensive and accurate referencing.

Edited Volumes

When citing a chapter or essay within an edited volume, the author of the specific piece is cited first, followed by the title of the piece, then the editor(s) and the title of the volume, and finally the publication details.

- Author's First Name Last Name, "Title of Chapter/Essay," in *Title of Edited Volume*, ed. Editor's First Name Last Name, page number(s). (City of Publication: Publisher, Year).

Example:

- Maria Garcia, "Feminist Theory in Literature," in *Contemporary Literary Critiques*, ed. Robert Johnson, 150-175. (London: Academic Press, 2019).

Unpublished Materials

For unpublished dissertations, theses, manuscripts, or correspondence, it is important to provide as much identifying information as possible, including author, title, date, and location or repository.

- Author's First Name Last Name, "Title of Work" (Degree Year), Name of University, page number(s).

Example:

- Emily Davis, "The Evolution of Chicago Architecture" (PhD diss., University of Illinois, 2018), 88.

The Corresponding Bibliography Entry

While endnotes provide inline citation, the bibliography offers a complete list of all sources used. The formatting for bibliography entries is similar to endnotes but with key differences, primarily the order of the author's name and the use of periods instead of commas for some separators.

The primary differences between endnote and bibliography formatting are:

- **Author's Name:** In the bibliography, the author's last name comes first, followed by a comma, then their first name. In endnotes, it's first name followed by last name.
- **Punctuation:** Commas are used more frequently in endnotes, while periods are often used to separate major components in the bibliography.
- **Page Numbers:** Endnotes cite specific pages; bibliography entries often provide the full page range of the work.

For example, the book citation for Jane Doe's *The Art of Citation* would appear in the bibliography as:

- Doe, Jane. *The Art of Citation*. Chicago: University Press, 2022.

And the journal article by Alice Brown:

- Brown, Alice. "The Impact of Technology on Education." *Journal of Educational Studies* 15, no. 2 (2021): 50-65.

This structure allows for easy scanning and identification of sources by readers, providing a clear and organized overview of the research conducted.

FAQ

Q: What is the main difference between an endnote and a footnote in the Chicago Manual of Style?

A: In the Chicago Manual of Style, endnotes and footnotes serve the same informational purpose—to cite sources or provide supplementary commentary. The only difference is their placement. Endnotes appear at the end of the document or chapter, while footnotes appear at the bottom of each page.

Q: When should I use the Chicago Manual of Style endnote format versus the author-date format?

A: The choice between the Notes and Bibliography system (which uses endnotes/footnotes) and the Author-Date system depends on your field of study and the requirements of your publisher or instructor. The Notes and Bibliography system is often preferred in the humanities (literature, history, arts), while the Author-Date system is more common in the social sciences and natural sciences.

Q: How do I format a book with more than three authors in a Chicago style endnote?

A: For books with four or more authors in a Chicago style endnote, you list the first author's full name followed by "et al." For example: John Smith et al., *Title of Book* (City: Publisher, Year), page number.

Q: What is the correct way to cite a website that doesn't have a publication date in Chicago style endnotes?

A: If a website lacks a publication date, you should use "n.d." (for no date) in place of the publication date. The format would be: Author's Name (if available), "Title of Web Page," Name of Website, n.d., accessed Month Day, Year, URL.

Q: Do I need to include page numbers in a Chicago style endnote for a book if I'm citing the entire

work?

A: Typically, if you are referencing the entire book in an endnote without referring to a specific section or quote, you would omit the page number. However, it is more common to cite specific pages to show exactly where the information was found. If you are referring to the entire book in your bibliography entry, you would not include page numbers there either.

Q: How do I shorten a title for a subsequent endnote citation in Chicago style?

A: To shorten a title for a subsequent endnote citation, you generally use the first significant word or phrase of the original title. The shortened title should be italicized if it's a book or journal title, and enclosed in quotation marks if it's an article or chapter title. Ensure the shortened title is clear enough for the reader to identify the source.

Q: What is the purpose of the "accessed" date when citing online resources in Chicago style endnotes?

A: The "accessed" date is crucial for online resources because web content can be updated or removed at any time. Including the access date indicates when you viewed the material, providing a stable reference point for your readers and allowing them to understand the state of the information at the time of your research.

Q: Can I use both endnotes and footnotes in the same Chicago style document?

A: No, the Chicago Manual of Style recommends using either endnotes or footnotes consistently throughout a document, but not both. You must choose one system and adhere to it for all citations and commentary.

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