

# chicago style humanities endnote guide

The Chicago Manual of Style (CMOS) is a widely recognized and respected style guide, particularly in academic circles. For those engaged in humanities scholarship, understanding and implementing the Chicago style for endnotes is paramount for academic integrity and clear communication. This comprehensive guide aims to demystify the process of creating and formatting endnotes according to Chicago style specifically for humanities disciplines. We will delve into the fundamental principles, explore common source types and their specific citation needs, and offer practical advice for seamless integration into your writing. Mastering the Chicago style humanities endnote guide ensures your research is presented professionally and ethically, allowing your arguments to shine without distraction from citation errors.

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## Understanding the Purpose of Endnotes in Chicago Style

Endnotes, in the context of The Chicago Manual of Style, serve a dual purpose that is crucial for academic writing, especially within the humanities. Primarily, they provide citations for all sources consulted and referenced within the text. This allows readers to trace the origins of ideas, facts, and direct quotations, thereby substantiating the author's claims and demonstrating thorough research. By accurately attributing information, authors uphold academic honesty and avoid plagiarism, a cornerstone of scholarly integrity.

Beyond simple attribution, endnotes also offer a space for supplementary information that might disrupt the flow of the main text. This can include tangential discussions, elaborations on a point, translations of foreign language passages, or even acknowledgments. The flexibility of endnotes allows writers to maintain a cohesive and engaging narrative in the body of their work while providing deeper context or further detail for interested readers. This nuanced approach to citation and annotation is a hallmark of the Chicago style and is particularly valued in fields like literature, history, philosophy, and art history.

# The Mechanics of Chicago Style Endnotes

Implementing Chicago style endnotes involves a precise system of superscripts and a corresponding endnote list at the end of the document. Each time a source is cited or referenced, a superscript Arabic numeral is placed immediately after the relevant word, phrase, or punctuation. This numeral corresponds to an entry in the endnote list. The first time a particular source is cited, the endnote will be a "full note," containing all necessary bibliographic information. Subsequent citations of the same source use a "short note," which is a condensed version to avoid repetition.

The endnote list itself is ordered numerically, matching the superscripts in the text. Each entry begins with the corresponding numeral followed by a period. The formatting within each endnote entry is critical. For example, the author's first name typically precedes their last name in endnotes, a distinct feature from the bibliography. Punctuation, capitalization, and the inclusion of specific details like page numbers are all governed by strict rules within the Chicago style, ensuring consistency and clarity across all citations.

## Superscript Placement and Numbering

The placement of superscript numbers is a key mechanical aspect of Chicago style endnotes. Generally, the superscript numeral is placed after any punctuation mark, including commas, periods, and quotation marks. For instance, if a sentence ends with a quotation, the number follows the closing quotation mark. In cases of direct quotes spanning multiple sentences, a single superscript at the end of the quote is sufficient. The numbering of endnotes should be sequential and continuous throughout the entire document, from the first citation to the last.

## Full Notes vs. Short Notes

The distinction between full notes and short notes is fundamental to efficient Chicago style endnote management. A full note provides the complete bibliographic details of a source upon its first mention. This includes author's name, title of the work (*italicized*), publication information (place, publisher, year), and specific page number(s) being referenced. Subsequent mentions of the same source are cited using short notes, which are significantly briefer.

A typical short note includes the author's last name, a shortened version of the title (if the full title is lengthy and has been established in the full note), and the specific page number(s) of the reference. This convention streamlines the endnote list, preventing it from becoming excessively long

and repetitive while still providing readers with enough information to locate the source quickly. Understanding when to use a full note and when to transition to a short note is essential for correct Chicago style endnote formatting.

## Citing Books in Endnotes: A Detailed Look

Citing books in Chicago style endnotes requires attention to detail regarding author attribution, title capitalization, and publication information. For a first citation of a book, the endnote will typically follow this structure: Author's First Name Last Name, *Title of Book* (Place of Publication: Publisher, Year), Page Number(s).

For example, a full note for a book might look like this:

- Michel Foucault, *The Order of Things: An Archaeology of the Human Sciences* (New York: Vintage Books, 1994), 125.

When referring to the same book again, a short note is used. This usually includes the author's last name, a shortened title (often just the main title if it's not too long or if it's the only work by that author being cited), and the specific page number. For instance: Foucault, *Order of Things*, 130.

## Works by Multiple Authors

Citing books with multiple authors requires specific formatting for their names and the title. For two authors, both names are typically included in the full note. For three or more authors, the first author's name is given, followed by "et al." This abbreviation, meaning "and others," is a standard practice in bibliographic citations to maintain conciseness.

The structure for a book with two authors would be: Author One First Name Last Name and Author Two First Name Last Name, *Title of Book* (Place of Publication: Publisher, Year), Page Number(s).

For books with more than two authors, the format becomes: Author One First Name Last Name et al., *Title of Book* (Place of Publication: Publisher, Year), Page Number(s).

## Edited Volumes and Works in Collections

Citing a chapter or essay within an edited volume or a work included in a collection follows a slightly different pattern to acknowledge both the author of the specific piece and the editor(s) of the larger work. The full note will typically include the author of the chapter, the title of the chapter (in quotation marks), the editor(s) of the volume, the title of the volume (italicized), and the page range of the chapter. The structure is often: Author's First Name Last Name, "Title of Chapter," in *Title of Edited Volume*, ed. Editor's First Name Last Name (Place of Publication: Publisher, Year), Page Number(s).

For a short note, it will typically include the author of the chapter and the page number.

## Journal Articles in Endnotes: Navigating the Nuances

Citing journal articles in Chicago style endnotes demands precision in capturing the article's author, title, the journal's title, volume and issue numbers, publication date, and page range. A full note for a journal article is generally formatted as: Author's First Name Last Name, "Title of Article," *Title of Journal* Volume, no. Issue (Year): Page Number(s).

For example:

- Judith Butler, "Performative Acts and Gender Constitution: An Essay in Phenomenology and Feminist Theory," *Theatre Journal* 40, no. 4 (1988): 519.

Subsequent citations of the same journal article are made using a short note, which includes the author's last name, a shortened version of the article title (if necessary), and the specific page number(s). For instance: Butler, "Performative Acts," 525.

## Identifying Volume and Issue Numbers

Accurately identifying and citing the volume and issue numbers of a journal is crucial for unambiguous referencing. The volume number is typically a larger, often Roman numeral, designation that indicates a complete set of issues published over a period, usually a year. The issue number, often an Arabic numeral, specifies a particular publication within that volume. It is

common for journals to have one or more issues per volume. Always refer to the journal's masthead or editorial page for definitive volume and issue information.

## Online Journal Articles and DOIs

Citing journal articles accessed online requires an additional element: the Digital Object Identifier (DOI), if available, or the URL. The DOI is a persistent, unique identifier for electronic documents that makes it easier to locate articles. When a DOI is present, it should be included in the citation. The format for an online journal article with a DOI is: Author's First Name Last Name, "Title of Article," *Title of Journal* Volume, no. Issue (Year): Page Number(s), DOI.

If no DOI is available, a URL can be used, but the DOI is preferred for its stability. Ensure that the URL leads directly to the article and is not a general journal homepage.

## Citing Websites and Online Resources

The proliferation of online content necessitates clear guidelines for citing websites and other digital resources in Chicago style endnotes. When citing a webpage, the core elements include the author (if identifiable), the title of the specific page or document, the name of the website, the publication date or last updated date, and the URL. For many webpages, a specific publication date might not be readily available; in such cases, the most recent update date or access date is used.

A typical full note for a webpage might look like: Author's First Name Last Name, "Title of Specific Page," Name of Website, last modified Month Day, Year, URL.

For example: Jane Doe, "Understanding Digital Archives," History Today Online, last modified October 26, 2023, <https://www.historytoday.com/digital-archives>.

If no author is listed, the citation begins with the title of the page. The short note for a website would typically include the author's last name (if applicable) and the page number if the website is paginated, or simply the author and a brief identifier if not.

## Identifying Website Authors and Dates

Determining the author and publication date for online content can sometimes be challenging. Look for author bylines, copyright notices, or "about us" pages to identify the author or responsible organization. If a specific publication date is not available, look for a "last updated" or "last modified" date. If neither is present, providing the access date is a fallback. This practice ensures that readers know when the information was retrieved, as online content can change or be removed without notice.

## Online News Articles and Blog Posts

Similar to other online resources, online news articles and blog posts require careful citation. The format generally includes the author's name, the title of the article or post (in quotation marks), the name of the news source or blog (italicized), and the publication date, followed by the URL. For instance: John Smith, "Local Elections Show Shifting Trends," *The City Chronicle*, November 7, 2023, <https://www.citychronicle.com/local-elections>.

For blog posts, if the author is an individual, their name is used. If it's a corporate blog, the name of the organization or blog may serve as the author. The key is to provide enough information for the reader to locate the specific piece of content.

## Other Common Source Types in Chicago Style

### Endnotes

The humanities often involve a diverse range of source materials, and the Chicago style provides guidance for citing many of them. This includes primary source documents, interviews, artwork, films, and even unpublished manuscripts. Each type of source has specific formatting conventions that ensure clarity and accuracy in attribution.

### Primary Source Documents

Primary sources, such as letters, diaries, or historical documents, are fundamental to many humanities disciplines. When citing a primary source, it's important to describe the document clearly and indicate its location, whether it's in an archive, a published collection, or online. For an archival document, the citation might include the collection name, box and folder number, and the specific item being referenced.

For example: Letter from Elizabeth Cady Stanton to Susan B. Anthony, March 15, 1870, Folder 3, Elizabeth Cady Stanton Papers, Schlesinger Library, Radcliffe Institute, Harvard University.

## Interviews

Interviews, whether published or unpublished, require specific citation details. For an unpublished interview, the citation should include the interviewee's name, the interviewer's name (if different and relevant), the date the interview was conducted, and its location (e.g., in a private collection, an archive). For published interviews, the citation would resemble that of a journal article or chapter, noting where it was published.

## Artwork and Visual Materials

Citing artwork involves identifying the artist, the title of the work (italicized), the date of creation, the medium, and its current location or source of reproduction. For example: Vincent van Gogh, *Starry Night*, 1889, oil on canvas, Museum of Modern Art, New York.

If the artwork is viewed online, the URL and access date would be included. The key is to provide enough detail for the reader to find or identify the specific artwork being discussed.

## Special Considerations for Humanities Endnotes

Within the humanities, certain nuances and stylistic choices in endnote formatting are particularly common and important to understand. These often relate to the nature of the arguments being made and the types of sources frequently consulted in these fields. Adhering to these special considerations enhances the professionalism and scholarly rigor of your work.

## Foreign Language Sources

When quoting or referencing sources in a language other than English, it is standard practice in Chicago style to provide an English translation. The original language text and its translation should be presented clearly. Typically, the first reference will include the original text and its translation, often in parentheses or as a separate note. Subsequent references may only require the page number of the translated work.

For example, a quote might be presented as: "L'enfer, c'est les autres" (Hell is other people), Jean-Paul Sartre, *No Exit*, trans. Stuart Gilbert (New York: Vintage Books, 1959), 47.

## **Classical and Ancient Texts**

Citing classical and ancient texts often involves referencing established editions and standard divisions (like book, chapter, section, or line numbers) rather than simply page numbers. This ensures that readers using different editions can locate the referenced passage. For works like the Bible or Homer's epics, standard abbreviations are often used.

For instance, a citation might refer to a specific book and chapter of a classical work, such as Plato's *Republic*, Book IV, 420c. The edition used should be clearly indicated in the first full note.

## **Secondary vs. Primary Source Distinction**

While not a formatting rule per se, understanding the distinction between primary and secondary sources is crucial for how you frame your endnotes. Primary sources are original materials from the time period being studied (e.g., letters, diaries, artwork). Secondary sources are analyses or interpretations of primary sources (e.g., scholarly articles, monographs). Your endnotes should clearly indicate the nature of the source being cited, which can influence the reader's understanding of your argument.

## **Refining Your Chicago Style Humanities Endnote Usage**

Effective use of Chicago style endnotes goes beyond simply following the rules; it involves a conscious effort to integrate citations seamlessly and to refine your practice for clarity and efficiency. Consistent application and attention to detail will elevate the quality of your scholarly work.

## **Consistency and Accuracy**

The bedrock of any citation style is consistency. Ensure that the formatting for each type of source is applied uniformly throughout your document. Double-check all details: author names, titles, publication dates, page numbers, and punctuation. Inaccuracies, no matter how small, can detract from your credibility. Many writers find it beneficial to create a personal

citation style sheet based on the CMOS to ensure consistent application.

## **Utilizing Citation Management Software**

For extensive research projects, citation management software can be an invaluable tool. Programs like Zotero, Mendeley, or EndNote can help you organize your sources, generate citations in various styles (including Chicago), and automatically format your endnotes and bibliography. While these tools require initial setup and careful review, they can significantly reduce the time spent on citation formatting and minimize errors.

## **Proofreading and Review**

The final stage of endnote preparation involves meticulous proofreading. Read through your endnotes specifically to catch any typographical errors, formatting inconsistencies, or missing information. It is also highly recommended to have a colleague or peer review your citations for accuracy and adherence to the Chicago style guide. A fresh pair of eyes can often spot errors that you might have overlooked.

## **FAQ**

### **Q: What is the primary difference between Chicago style endnotes and footnotes?**

A: The primary difference lies in their placement within the document. Endnotes appear at the end of the entire work or chapter, while footnotes are placed at the bottom of the page where the citation occurs. Both serve the same citation and annotation purposes.

### **Q: When should I use a full note versus a short note in Chicago style?**

A: A full note is used for the first citation of any given source. Subsequent citations of the same source should use a short note, which is a condensed version to avoid redundancy.

### **Q: How do I cite a source that has no author listed?**

A: If a source has no author, begin the citation with the title of the work. For books, the title of the book will be italicized. For articles or chapters, the title will be in quotation marks.

## **Q: What is the correct way to cite a chapter in an edited book in Chicago style endnotes?**

A: You need to include the author of the chapter, the chapter title (in quotation marks), the editor(s) of the book, the book title (italicized), publication details, and the page range of the chapter.

## **Q: Can I use an abbreviation for "and others" in Chicago style endnotes?**

A: Yes, for works with three or more authors, you can use "et al." after the first author's name in both full and short notes, after the initial citation has established all authors if necessary.

## **Q: How do I cite a website in Chicago style if the publication date is not available?**

A: If a publication date is not available, use the last modified or last updated date. If neither is present, provide the date you accessed the website.

## **Q: Do I need to include the URL for every online source in my endnotes?**

A: Yes, for online sources such as articles, webpages, and blog posts, you should include the URL. If a DOI is available, it is preferred over a URL.

## **Q: What is the rule for italicizing titles in Chicago style endnotes?**

A: Titles of standalone works, such as books, journals, magazines, newspapers, websites, and films, are italicized. Titles of shorter works, such as articles, chapters, essays, poems, and blog posts, are typically placed in quotation marks.

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