**Chicago 17 Quick Guides: Notes and Bibliography**

A collaboration of the Metropolitan State University

Library and CAE Writing Center, Spring 2021

**Resources**

**Online**

*The Chicago Manual of Style Online* 17th edition (*CMOS*): access through the Metro Library using Star ID. Here are hyperlinks to useful webpages on the *CMOS* site:

[Citation Quick Guide for Notes and Bibliography](https://www-chicagomanualofstyle-org.mtrproxy.mnpals.net/tools_citationguide/citation-guide-1.html)

[Format for a Student Paper](https://www-chicagomanualofstyle-org.mtrproxy.mnpals.net/help-tools/Resources-for-Students.html)

**Books**

Turabian’s *A Manual for Writers of Research Papers, Theses, and Dissertations: Chicago Style for Students and Researchers* 9th edition, 2018

*The Chicago Manual of Style*17th edition, 2017

## **Advice for and Examples of Notes**

## (see *CMOS* sections 14.24-56)

To create notes automatically in Word, go the References tab and choose Insert Footnote or Insert Endnote. The note is a superscript number usually placed at the end of the relevant sentence outside the period, like example footnote number **1** in full note format at the bottom of this page.1

Notes can be either footnotes, which appear at the bottom of the relevant page, or endnotes, which appear as a separate section at the end of the paper. Most often, you will also list sources in a Bibliography and will use only the short form for notes. For papers with no Bibliography, use a full notewith all publishing details at the first mention of any work; after that use a short note to cite that work, like example footnote number **2** for the same source.2 If the note immediately after also refers to the same source, then the title may be omitted like this example in footnote number **3**.3

Present author’s names in a first note as First Name Last Name, after that use only the Last Name.

1-3 Authors, first note 1 Abdul Alpha, Benjamin Beta, and Daria Delta.

1-3 Authors, later notes 2 Alpha, Beta, and Delta.

4+ Authors, first note 1 Abdul Alpha et al.

4+ Authors, later notes 2 Alpha et al.

The Basic Format for a **Full Note** is:

1 Author, Title of Work (City: Publisher, Year), page number or location.

The Basic Format for a **Short Note** is:

2 Author, Shortened Title, page number or location.

1. Benita Beta, *Chicago Style: The Long Life of a Short Style Sheet* (Chicago: University of Chicago Press, 2017), 51–52.

2. Beta, *Chicago Style*, 138.

3. Beta, 220.

**Notes for a Quote** (*CMOS* sections 13.1-68; 14.37)

Formats in Sentences:

Chau said, “Chicago style is great.”4

“Chicago style is great” and Turabian style is specifically adapted from it for student works.5

Format for a Block Quote:

For a quote longer than five lines, create a **block quote**;most timesuse a colon to introduce it:

Place it on a new line, do not use quotation marks, single space the quote, and indent it. If a quote contains a quote, then use single marks, ‘like this,’ to show its beginning and end. If you add a bit of text, use square brackets, [like this,] to leave out a little text replace it with an ellipsis, like this . . . for something quoted in a source you want to refer to directly in your essay, refer to both sources in the note and make entries for each in the Bibliography. In the note, indicate which is the one you read by using the phrase “quoted in” in front of the source you read, see note **7** for an example. The note comes at the end of a block quote, like this.6

Here is an example of a secondary source. According to Morales, Ben Chau says that "‘pizza is best cold’ but [it] is most often eaten hot,” yet many would argue that pizza is delicious either way.7

**Notes for a Paraphrase**

According to *CMOS*, location indicators are required when paraphrasing. For text sources, use page numbers or short descriptions; for video or audio sources use a time stamp or short description. For notes containing more than one source, separate each one with a semicolon.

For a dictionary or encyclopedia, section 14.232 of *CMOS* states, “Well-known reference books, such as major dictionaries and encyclopedias, are normally cited in notes rather than in bibliographies.”8 An image or map should also be only credited in a full note.9

Course Materials, Interviews, Live Lectures or Performances are also credited in a full note but not included in a Bibliography.10

4. Chau, “Quoting with Notes,” 123.

5. Beta, *Chicago Style*, 12.

6. Chau, “Quoting with Notes,” 123

7.Ben Chau, “Pizza Tips,” *Journal of Eating* 23 (May 1999) 33, quoted in Maria Morales, *Pizza Book* (St Paul, MN: Metro U Press, 2017), 14.

8. “Ritual.” *Oxford English Dictionary*. (Oxford: Oxford University Press, 2016) https://www.oed.com/view/Entry/166369; Heyes, Cressida. “Identity Politics.” (*Stanford Encyclopedia of Philosophy*, 2016) https://plato.stanford.edu/entries/identity-politics/.

9. "An American Indian Boarding School, Location Unknown," n.d., photograph, Minnesota Historical Society, http://collections.mnhs.org

10. See the following sample notes for sources that cannot be consulted. Larson, Christine. “Web Evaluation,” INFS115 Information Access, May 13-July 7, 2019; Yang, Kao Kalia. Interview with Mainhia Moua. Interview October 10, 2016; DeJonghe, Jennifer. “Books, Literacy, and Reading.” Lecture presented in INFS315 Searching for Information. (May 19, 2020) Metropolitan State University, St Paul; *The Winter’s Tale*, by William Shakespeare, directed by Jonathan Munby, Guthrie Theater, Minneapolis Minnesota. March 27, 2011.

**Bibliography**

Create a separate page at the end of the paper titled Bibliography centered in bolded text on the first line; leave two blank lines before the first entry. The list is single-spaced; leave one blank line between source entries. If an entry takes more than one line, the second line is indented one half inch, this is a hanging indent. To make a hanging indent, in Word, highlight the entry, then select the Paragraph tab’s Paragraph Settings, then select Hanging. Entries are listed alphabetically by author’s last name.

## **Advice for Entries**

## For 11or more authors, list the first seven authors followed by et. al. (14.76)

* For more than one source by the same author, alphabetize them by title, list the author’s name for the first entry, then use three hyphens like this, ---, in place of the name for entries after that.
* When citing two or more sources from a collection, create a complete entry for the collection and cross-reference individual pieces to that entry with a shortened citation that includes the last name of the editor and a short title. (14.108)
* If there is no author, begin the entry with the title. If an organization is both the author and publisher, include it both as the author and the publisher. (14.84)
* Titles of books, films, journals, newspapers, and blogs are in italics, *Like This*; titles of chapters, articles, webpages, posts, and comments are within quotation marks, “Like This”; a main website title like Google Scholar is in plain text, Like This. (14.206)
* When no author is given on the title page, use the name(s) of the editor(s) [ed. or eds.], compiler(s) [comp. or comps.], or translator(s) [trans.]. (14.103)
* For additional contributors provide explanations: adapted by, directed by, introduction by, edited by, translated by, illustrated by etc. or use the singular forms of ed., comp., etc. before the contributor’s name. (14.104)
* For missing dates, use [n.d.]. For uncertain dates use ca. YEAR for an approximation. Use [YEAR?] for uncertain accuracy. If an original publication date is relevant, include it after the title. (14.145)

**Sample Entries**

Book / Work from that Same Source / Work by the Same Author

Oates, Joyce Carol, and Robert Atwan, eds. *The Best American Essays of the Century*. Boston: Houghton Mifflin, 2000.

Kingston, Maxine Hong. “No Name Woman.” In *The Best American Essays of the Century,* edited by Joyce Carol Oates and Robert Atwan, 383-94. Boston: Houghton Mifflin, 2000.

---. *The Woman Warrior: Memoirs of a Girlhood Amidst Ghosts*. A. A. Knopf, 1976.

Book Chapter in an Anthology

Aziz, Tovah. “Format for a Student Paper.” In *The Art of Writing*: *Academic Scholarship*, edited by A. B. Morales and B. Chau, 123-29. St. Paul MN: Publisher Press, 2018.

E-book

Womack, Ytasha L. *Afrofuturism: The World of Black Sci-Fi and Fantasy Culture*, Chicago Review Press, 2013. *ProQuest Ebook Central*.

## Journal Article with Multiple Authors (14.76)

Xiong, Shoua, Nora Degroote, Hayley Byinton, Jamie Harder, and Kristin Haglund. “Engaging in Culturally Informed Nursing Care with Hmong Children and Their Families.” *Journal of Pediatric Nursing* 31, no. 1, (Jan.-Feb. 2016): 102-06. https://doi:10.1016/j.pedn.2015.08.008.

Oke, Ayodeji Emmanuel, Douglas Aghimien, and Abiola Aedoyin. “SWOT Analysis of Indigenous and Foreign Contractors in a Developing Economy.” *The International Journal of Quality & Reliability Management* 35, no. 6 (2018): 1289-1304. https://doi.org/10.1108/IJQRM-11-2016-0210.

Published Diary or Correspondence

Zapruder, Alexandra. *Salvaged Pages: Young Writers*’ *Diaries of the Holocaust*. New Haven: Yale University Press, 2009. https://doi.org/10.12987/9780300127416.

Government Document

U.S. Department of Labor. Occupational Safety and Health Administration. 9 Steps to Reducing Worker Exposure to COVID-19 in Meat, Poultry, and Pork Processing and Packaging Facilities. Washington, D.C., 2020.https://purl.fdlp.gov/GPO/gpo141505.

Minnesota Environmental Quality Board. *2020 State Water Plan: Water and Climate*. Minnesota State Publication 20-0899. Saint Paul, 2020. https://www.leg.mn.gov/docs/2020/mandated/200899.pdf

Archives or Databases or Research Products from Data

U.S. Department of Education. National Center for Education Statistics. *Trends among Young Adults over Three Decades*, *1974-2006*, by John G. Wirt, Steven J. Ingels, Elizabeth Glennie, and Erich Lauff. NCES 2012-345. Washington, D.C., 2012. https://nces.ed.gov/pubs2012/2012345.pdf.

Web Page / Blog Post

Wasson, Donald. “Galba.” Ancient History Encyclopedia, posted August 23, 2012. Accessed October 20, 2019. <https://www.ancient.eu/Galba/>.

Fischer, Anna Gray. “Black Women, Police Violence, and Gentrification.” *Process: A Blog for American History* (blog). September 17, 2020, http://www.processhistory.org/fischer-black-women/.

Online News Source with No Author / Social Media

“Uber Begins Helicopter Service in Brazil’s Biggest City.” *New York Times*. June 14, 2016. https://www.nytimes.com/aponline/2016/06/14/world/americas/ap-lt-brazil-uber.html.

The Chicago Manual of Style (@ChicagoManual). “Sometimes style takes more than 140 characters—or even 280. We welcome CMOS style questions at our Q&A.” Twitter, January 18, 2019, 2:50 pm. https://twitter.com/ChicagoManual/status/1086358863711010817.

Film / Song / Podcast Episode (14.265)

Keaton, Michael, narrator. *Mister Rogers: It’s You I Like: A Retrospective of Mister Rogers’ Neighborhood*. Directed by John Paulson. PBS, 2018. Video, 57:00. https://metrostate.kanopy.com/video/mister-rogers-its-you-i.

Prince, *Purple Rain*. Directed by Albert Magnoli,1984. Burbank, CA: Warner Brothers, 2004. DVD.

Meraji, Shereen Marisol, host. “COVID Diaries: Jessica and Sean Apply for a Loan.” *Code Switch.* May 20, 2020. Audio, 34:07. https://www.npr.org/podcasts/510312/codeswitch.

**Student Paper Format**

These are general recommendations; instructors may provide their own format templates.

**Basic Format for Papers**

Papers are one-sided and double-spaced with one-inch margins. Font color is black only, the size is 12 point; choose from any easily readable font style, such as Times New Roman, Calibri, Arial etc. Use only one and do not mix fonts, except when creating distinctive heading/subheading styles.

Writers have the option of dividing longer papers into sections using headings. Headings and subheadings should always begin on a new line and use Title Case, with major words capitalized. As long as it is completely consistent throughout the project, writers may choose if they are centered or flush left to indicate levels as well as how to use italics or bold.

**Title Page**

Do not number this page. Place the title about one third down the page, centered and in bold. Double space and begin the subtitle on the following line. Place your name and any information required by the instructor several lines below the title, like this example:

**Chicago Notes & Bibliography:**

**A Guide to a Wonderful Style**

Noam D. Plume

History 100: Culture and Justice

January 11, 2021

**Page Numbers, Spacing** **and** **Section Order**

Begin with page number 2 on the first page of text after the title page and place the number at the top of the page on the right.

Double space the main text. Single space for block quotes, notes, bibliographic entries, and figure captions.

Place major sections of the paper in this order: Title Page, Main Text, Appendix, Notes, Bibliography. Title endnotes’ section as Notes centered in bold at the top of a new page. Title an appendix as Appendixcentered in bold at the top of a new page; if there is more than one, use numbers or letters and descriptive titles to differentiate them (Appendix 1: Photos; Appendix 2: Maps etc.).

**Tables and Figures**

Numbered tables, figures or illustrations should be placed as soon as possible after their mention in the text. Smaller fonts are allowed for notes and captions; they should be single-spaced with a flush left margin. Tables are given a title and number above them and explanatory and/or source notes below. Figures are titled and numbered in the caption below.

Table 1. Title describing contents of table

Category Heading Data Percentages etc.

Pizza Hot or Cold 50% hot 50% cold

*Note*: Use to explain how to interpret the table and identify its source if not the author’s own.

Figure 1. *Slice of Pizza* from Maria Morales, *Pizza Book* (St Paul, MN: Metro U Press, 2017).