# Farmingdale State College
## State University of New York
# WRITING CENTER

# Chicago ed. 17 Documentation

# Chicago Manual of Style Web Page

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## Quick Reference

Notes and Bibliography Style:
chicagomanualofstyle.org/tools_citationguide/citation-guide-1.html

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# Footnotes: In-Text Location and Format

In the text of a paper, a note is indicated by a superscript numeral, for example:

Moe Berg's father had to learn English before moving from Europe to the United States.[1]

It is placed either immediately following a direct quotation or, when paraphrasing, after the period of the final sentence drawn from the source. The purpose of the in-text number is to tell the reader which numbered footnote to read.

When you use your writing program to insert a footnote, it will automatically add the same number that you put in the text to the bottom of the page. This is where you will write your citation information.

# Footnotes Shortcut

There is a shortcut for inserting a footnote as you are writing.

Place the cursor where you want the footnote to go, usually this will be immediately after a direct quote or at the end of the sentence.

If you are writing in Microsoft Word:

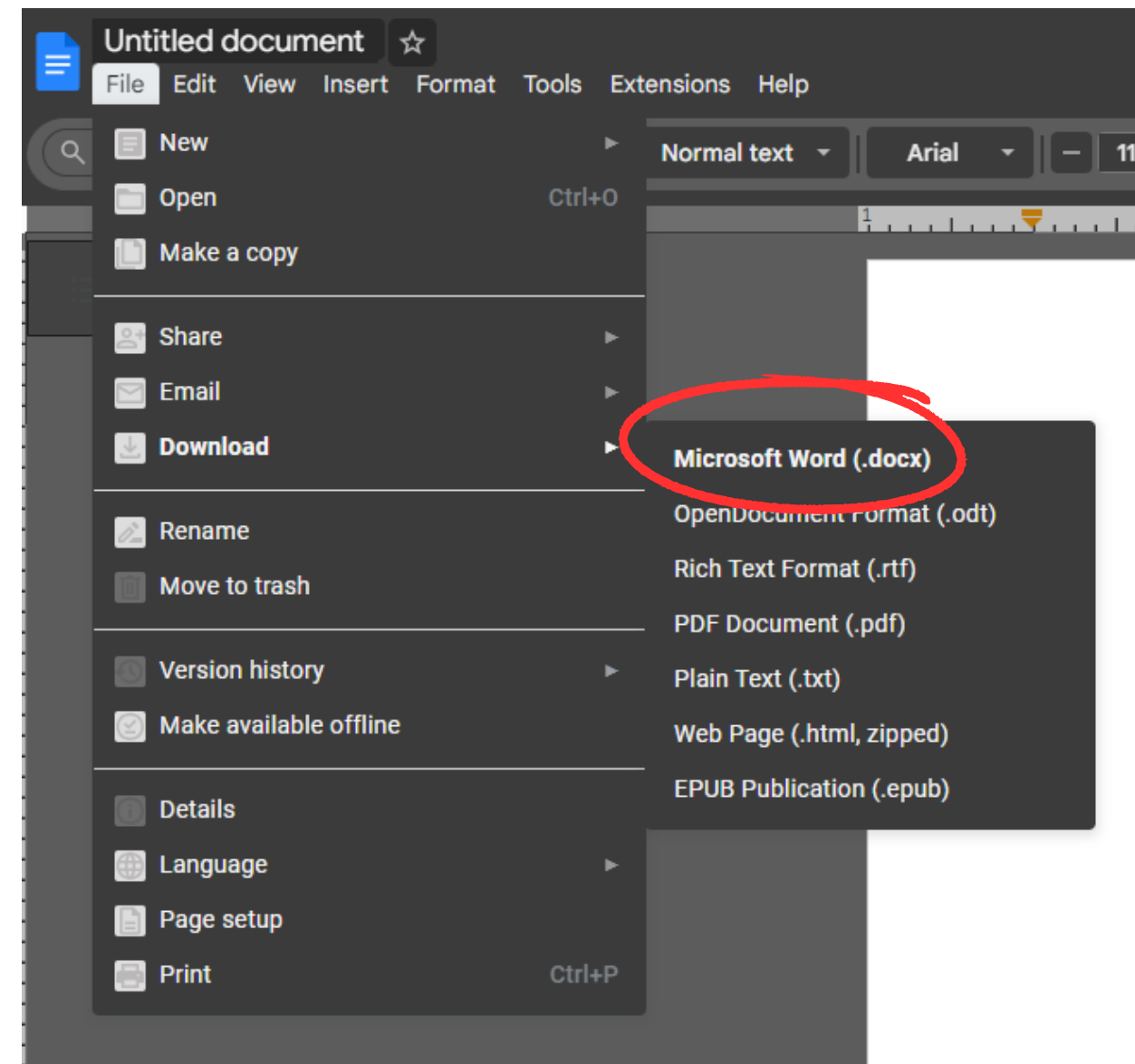On a PC, you can use ALT + CTRL + F to insert a footnote

On a Mac, you can use Command + Option + F to insert a footnote

# Special Note for Google Docs

If you have created a Google Doc with footnotes, instead of copying and pasting your work into Microsoft Word, make sure you download the file from Docs in Word format (see picture).

Copying from Docs and pasting in Word will not transfer over your footnotes.

Downloading the file from Docs in Word format will keep your footnotes intact.

# Footnotes: Books (one author)

The first time a source is named in a footnote, it receives a full citation. For books with one author, it appears with the following format:

Note Number. Author's Name, *Title of Book* (Place of Publication: Publisher, Year), Page Number(s).

For example:

1. Nicholas Dawidoff, *The Catcher was a Spy: The Mysterious Life of Moe Berg* (New York: Vintage, 1995), 20.

If your next note is also for this source, a briefer version is used. For example:

2. Dawidoff, 25.

If you use this source multiple times, but not consecutively, a shortened version of the title should be included. For example:

14. Dawidoff, *The Catcher was a Spy*, 45-50.

# Footnotes: Books (two authors)

Format of initial citation:

Note Number. Author 1's Name and Author 2's First Name Last Name, *Title of Book* (Place of Publication: Publisher, Year), Page Number(s).

For example:

1. Annemarie Bilclough and Emma Laws, *Winnie-the-Pooh*: *Exploring a Classic* (London: V&A Publishing, 2017), 25.

Consecutive identical source shortened version:

2. Bilclough and Laws, 29.

Non-consecutive return to the source:

14. Bilclough and Laws, *Winnie-the-Pooh*, 47.

Note: If your source has four or more authors, list only the first author followed by et al.

# Footnotes: Journal Articles

Format of initial citation:

Note Number. Author's Name, "Title of Article," *Title of Journal* volume number, no. issue number (time of publication): page(s) cited, DOI (if available).

For example:

1. Laura Bradley, "Elizabeth Siddal: Drawn into the Pre-Raphaelite Circle," *Art Institute of Chicago Museum Studies* 18, no. 2. (1992): 139, https://doi.org/10.2307/4101558.

Consecutive identical source shortened version:

2. Bradley, 141.

Non-consecutive return to the source:

14. Bradley, "Elizabeth Siddal," 144.

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# Footnotes: Websites

Format of initial citation:

Note Number. Author's Name (if available), "Title of Page," Name of Website, last modified date OR accessed date, URL.

For example:

1. Sandra Pendlington, "Edward IV (Brother)," Richard III Society, accessed September 27, 2022, https://richardiii.net/richard-iii-his-world/his-family/edward-iv/.

Shortened version (because there are no page numbers, the shortened version is always the same):

2. Pendlington, "Edward IV."

Note:  It is very common for individual pages on a website to not have an author listed. If this is the case, begin with the page's title.

# Bibliography

A bibliography is a list of all the sources used in your paper. If you have created a footnote for a source, it must be also listed on the bibliography.

The sources are listed in alphabetical order once they are correctly formatted. Generally, this means they are listed by the (first) author's last name.

Further, if a source entry is longer than one line, all lines after the first one are indented.

The following slides show some standard formatting for bibliography entries.

# Bibliography: Standard Format

**Book (One Author)**

Format:

Author's Last Name, First Name. *Title of Book*. Place of Publication: Publisher, Year.

Example:

Dawidoff, Nicholas. *The Catcher was a Spy: The Mysterious Life of Moe Berg*. New York: Vintage, 1995.

**Book (Two to Three Authors)**

Format:

Author 1's Last Name, First Name, and Author 2's First Name Last Name. *Title of Book*. Place of Publication: Publisher, Year.

Example:

Bilclough, Annemarie, and Emma Laws. *Winnie-the-Pooh: Exploring a Classic*. London: V&A Publishing, 2017.

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**Journal Article**

Format:

Author's Last Name, First Name. "Title of Article." *Title of Journal* volume number, no. issue number (Time of Publication): pages of full article. DOI (if available).

Example:

Bradley, Laura. "Elizabeth Siddal: Drawn into the Pre-Raphaelite Circle." *Art Institute of Chicago Museum Studies* 18, no. 2. (1992): 136-145. https://doi.org/10.2307/4101558.

## Website

Format:

Author's Last Name, First Name. "Title of Article." Name of Website. Accessed OR Last Modified Date. URL.

Example:

Pendlington, Sandra. "Edward IV (Brother)." Richard III Society. Accessed September 27, 2022.
   https://richardiii.net/richard-iii-his-world/his-family/edward-iv/.

Note: For the bibliography, if a website does not have an author, the name of the website goes in the place of the author's name. For example, if your footnote is:

1. "Jane Austen's Novels," Jane Austen's House, accessed September 25, 2022, https://janeaustens.house/novels/

Then your bibliography entry is:

Jane Austen's House. "Jane Austen's Novels." Accessed September 25, 2022. https://janeaustens.house/novels/.

# Bibliography: Multiple Authors

When a source has multiple authors, the first author is listed as Last Name, First Name and all following contributors are listed as First Name Last Name. This format is followed when there are up to ten authors.

Example:

Smith, Roger, Lauren Jones-Batten, Alexis Merriman, Christine Woolrich, and Jean Arton.

However, when a source has more than ten authors, only the first seven are listed, followed by et al.

Example:

Smith, Roger, Lauren Jones-Batten, Alexis Merriman, Christine Woolrich, Jean Arton, Julia Pearson, Danielle Cuenca, et al.

# Bibliography: Sample

It is unlikely that the collection of sources used as examples here would all appear in the same paper, but if they did, this is how they would be listed on the bibliography page:

Bilclough, Annemarie, and Emma Laws. *Winnie-the-Pooh: Exploring a Classic*. London: V&A Publishing, 2017.

Bradley, Laura. "Elizabeth Siddal: Drawn into the Pre-Raphaelite Circle." *Art Institute of Chicago Museum Studies* 18, no. 2. (1992): 136-145.

Dawidoff, Nicholas. *The Catcher was a Spy: The Mysterious Life of Moe Berg*. New York: Vintage, 1995.

Jane Austen's House. "Jane Austen's Novels." Accessed September 25, 2022. https://janeaustens.house/novels/.

Pendlington, Sandra. "Edward IV (Brother)." Richard III Society. Accessed September 27, 2022. https://richardiii.net/richard-iii-his-world/his-family/edward-iv/.

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# Advanced Footnote Usage

**Discursive Notes**

It is not uncommon for footnotes and to contain more than just citations. Sometimes, a note might also include commentary from the author.

Example:

1. Nicholas Dawidoff, *The Catcher was a Spy: The Mysterious Life of Moe Berg* (New York: Vintage, 1995), 20. In addition to studying English, Berg's father had working knowledge of Yiddish, Russian, Hebrew, French, and German.

**Notes with Multiple Sources**

Sometimes, when you are paraphrasing, you might integrate multiple sources into one section of writing. In that case, you would list all of those sources together in one footnote, separated by a semicolon.

Example:

1. Nicholas Dawidoff, *The Catcher was a Spy: The Mysterious Life of Moe Berg* (New York: Vintage, 1995), 20; Ralph Berger, "Moe Berg," Society for American Baseball Research, accessed October 3, 2022, https://sabr.org/bioproj/person/moe-berg/.