16th Edition Chicago Style Basics

The Chicago Style is used in the field of humanities, and most commonly in history. When citing sources in the text, Chicago Style uses footnotes at the bottom of the page with a number at the end of the sentence or the paragraph, and its corresponding number at the bottom of the page. The bottom of the page is where you will write the citation information. Be sure to use the footnote format of the information and not the bibliographic format. This handout will discuss the most common sources and what each source includes in their footnote and bibliographic formats.

Footnotes
The footnote is used to cite a source within the text at the bottom of the page. At the end of the appropriate sentence or paragraph insert a number (for an example refer to the number at the end of the title to this handout) and its matching number will appear at the bottom of the page. The following example is of a book. The footnote uses commas, rather than periods, to separate information. The first item that is listed in a footnote is the author, first name then last name, the title of the work in italics, and in parentheses the city in which it was published, followed by the publishing company and the year that it was published. After the parentheses, insert the page number or numbers that are referenced.


If a work has more than three authors, write only the first author’s name and “et al.” to indicate that there are more than are listed.

72. Dana Barnes et al., Plastics: Essays on American Corporate Ascendance in the 1960s...

The shortened footnote is only used after the full citation has already been provided and the same source is being referenced again. Because the full citation has already been done for that source, when you reference it again, you will simply list the author’s last name (or last names if there is more than one author), a shortened form of the title of the work in italics, and the page number that is being referenced.


Endnote
The endnote adheres to the same numbering and style format as the footnote, but it appears at the end of the document, rather than at the bottom of the page in which it is referenced.

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1 Information and examples from this handout are provided in The Chicago Manual of Style: 16th Edition (Chicago: The University of Chicago Press, 2010), 660-665.
**Bibliography**
The bibliography is used to cite sources and appears as the last page of a document. It presents the same information that is in the footnote, but it has significant stylistic differences, such as periods to differentiate information, rather than commas. In the example below, we are using the same book that the footnote references.

In the bibliography the author is listed first, with the last name of the first author preceding the first name. After the first author has been listed, any additional authors will be listed with their first names first. Insert a period after the author’s name, and then provide the title of the work in italics. At the end of the title, insert a period. Then provide the city in which the work was published, followed by a colon, the publishing company, and the year that it was published. Unlike the footnote, if a work has more than three authors, the bibliography requires that each name is listed, rather than shortening it to “et al.”


**Citing a book with an author and an editor or translator**
The footnote for a book with an author and an editor or translator is very similar to one with only an author. The only item that needs to be added is the editor or translator’s name after the title of the work. The phrases “translated by” and “edited by” may be shortened to “trans.” or “ed.” followed by the name. If there is more than one editor listed, then “ed.” needs to be made plural, so that it reads “eds.”


Just like the shortened footnote of a book with one author, you may identify the source by the last name, title, and page number. There is no need to include the name of the editor or translator.


As with the footnote format for a book with an author in addition to an editor or translator, the bibliography follows the same pattern as it would if it only had one author. Simply write the name of the translator or editor after the title, as shown below.


**Citing an article in a journal**
When citing a printed article, we follow the same general rules as that of a book. The author’s name is written first (first name appearing before the last name), followed by the title of the article in quotation marks and then the italicized name of the journal, itself. Before inserting any
punctuation, we must write the volume number and the issue number, and in parentheses the month (if it is provided) and the year that the article was published. Immediately following the parentheses is a colon and the page number or numbers that are being referenced.


The shortened footnote for an article only consists of the author’s last name, the title of the article, and the page that is referenced in the text.


In order to cite an article in a printed publication, the author’s last name is written prior to the first name, as if we were citing the author of a book. Following the author’s name, we need to provide the title of the article in quotation marks, ending with a period, rather than a comma. Next, will appear the name of the journal in italics, followed by the volume number, the issue number, and in parentheses, the month (if provided) and the year that it was published, just like the footnote. After the closing parentheses, a colon will be inserted and the full page range of the article in the journal.


**Citing a journal article found online**

Citing a footnote for an article found in an online journal closely resembles the format for citing one found in a printed article. The only difference is that we must provide the URL or DOI after the page number that is being referenced.


Just like the footnote for an online article, the same guidelines for a printed article are followed when citing it in the bibliography, with the added URL or DOI address after the page range.

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Have a paper to write in Chicago style? Come work with a tutor at the Writing Center! Drop by or use the information below to contact us and set up an appointment.

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