

CHICAGO (18TH EDITION): NOTES AND BIBLIOGRAPHY SYSTEM

The **Chicago Manual of Style** has two alternative systems of citing sources, named Author-Date and Notes and Bibliography. In this handout, we review the Notes and Bibliography system. Unlike the Author-Date system, there are no in-text citations. Instead, **superscript numbers** (numbers placed above the text) are used to indicate a citation which in turn refers to **footnotes or endnotes**. Finally, there is a **Bibliography** page at the very end of the document listing all the sources for one last time.

FOOTNOTES & ENDNOTES

Footnotes are pieces of text consisting of citations and are placed at the bottom of each page. Endnotes serve the same purpose, with the difference being their position: endnotes are presented at the end of a document (before the Bibliography) as their names imply. You should use either footnotes or endnotes consistently when citing sources.

When a source is cited for the first time, it is given as a **full citation**. When the same source is cited again, **shortened citations/notes** are used to avoid redundancy.

HOW DO CITATIONS LOOK?

Below are examples of full and shortened citations, along with the corresponding bibliography entry for a select group of source types. Examples are taken from the Chicago Manual of Style's website (the list is not exhaustive).

Note that the bibliography page should come at the very end of the document as a new page and should be titled "Bibliography." Do not bold, italicize, or use quotation marks around this title. Entries on the reference list should be alphabetized and single-spaced, with an extra space between them. Make sure to use hanging indents (0.5 inches). The reference list does not include page number.

Books with a Single Author

Full citation	Shortened Note	Bibliography Page Entry
Full name, <i>Title</i> , (Publisher, Year), Page.	Last name, <i>Title</i> , Page.	Last name, First name. Year. <i>Title</i> . Publisher.
Charles Yu, <i>Interior Chinatown</i> (Pantheon Books, 2020), 45.	Yu, <i>Interior Chinatown</i> , 48.	Yu, Charles. <i>Interior Chinatown</i> . Pantheon Books, 2020.

CONTACT US:

(702) 895-3908 |
writingcenter@unlv.edu
unlv.edu/writing-center



Chapter of a Book with an Editor

Full citation	Shortened Note	Bibliography Page Entry
Last name, First name, "Book Title," in <i>Chapter Title</i> , ed. Editor's Full name (Publisher, Year), Page.	Last name, "Book Title," Page.	Last name, First name, "Book Title." In <i>Chapter Title</i> , edited by Editor's Full name. Publisher, Year.
Kathleen Doyle, "The Queen Mary Psalter," in <i>The Book by Design: The Remarkable Story of the World's Greatest Invention</i> , ed. P. J. M. Marks and Stephen Parkin (University of Chicago Press, 2023), 64.	Doyle, "Queen Mary Psalter," 65.	Doyle, Kathleen. "The Queen Mary Psalter." In <i>The Book by Design: The Remarkable Story of the World's Greatest Invention</i> , edited by P. J. M. Marks and Stephen Parkin. University of Chicago Press, 2023.

Journal Article

Full citation	Shortened Note	Bibliography Page Entry
Last name, First name, "Article Title," <i>Journal Title</i> Volume, Issue (Year): Specific Page Numbers, DOI.	Last name, "Main Article Title," Specific Page.	Last name, First name, "Article Title." <i>Journal Title</i> Volume, Issue (Year): Page range for whole article. DOI.
Hyeyoung Kwon, "Inclusion Work: Children of Immigrants Claiming Membership in Everyday Life," <i>American Journal of Sociology</i> 127, no. 6 (2022): 1842–43, https://doi.org/10.1086/720277 .	Kwon, "Inclusion Work," 1851.	Kwon, Hyeyoung. "Inclusion Work: Children of Immigrants Claiming Membership in Everyday Life." <i>American Journal of Sociology</i> 127, no. 6 (2022): 1818–59. https://doi.org/10.1086/720277 .

* For sources with more than six authors, name one author in the note and list three in bibliography, using "et al." in both cases.

News Articles, Blogs and Magazine Articles

Full citation	Shortened Note	Bibliography Page Entry
Last name, First name, "Title," <i>Source</i> , Date Published, URL.	Last name, "Title."	Last name, First name, "Title." <i>Source</i> , Date Published. URL.
Dani Blum, "Are Flax Seeds All That?," <i>New York Times</i> , December 13, 2023, https://www.nytimes.com/2023/12/13/well/eat/flax-seeds-benefits.html .	Blum, "Flax Seeds." ** Add page numbers if applicable.	Blum, Dani. "Are Flax Seeds All That?" <i>New York Times</i> , December 13, 2023. https://www.nytimes.com/2023/12/13/well/eat/flax-seeds-benefits.html .