

Chicago Manual of Style: The Notes System

For more help, see the *Chicago Manual of Style* (15th ed.), the official CMS website (chicagomanualofstyle.org), or visit the Writing and Research Center.

Two Options

In this system, you have two options for how to cite sources. Both options use notes (which are “footnotes” if they appear at the bottom of the page and “endnotes” if they are listed at the end of the paper). But some professors, publishers, and journals also require a bibliography in addition to the notes.

- If you decide not to have a bibliography, then the first time you cite a source, complete bibliographic information must be given in the note (a “long note”). Each subsequent mention of that source can use a short note. See reverse side for examples of long notes.
- If you include a bibliography at the end of your paper, there is no need to use long notes.

Short Notes

Typically, a short note includes the last name of the author and a shortened version of the title (four words or less).

- If two or more authors have the same last name, use first initials.
- Do not use such abbreviations as “ed.” or “trans.”
- If a source has two or three authors, use all last names. If there are more than three authors, use “et al.” after the first author’s last name.
- A shortened title should include the key word(s). Omit an initial “A,” “An,” or “The,” and do not change the order of the words. For example, the title *Daily notes of a Trip around the World* could be shortened to *Daily Notes* or *Around the World* but not *World Trip*.
- For more information, see the manual (pgs. 604-06).

Ibid.

The abbreviation “ibid.” refers to the work cited in the immediately preceding note. In other words, if two subsequent notes refer to the same exact source, use “Ibid.” for the second note. If the page numbers are also the same, just use “Ibid.” Example:

4. Fitzgerald, *Irish Stew*, 41.
5. Ibid., 43.

Creating Notes

- To insert a note using Microsoft Word, click on the “Insert” menu at the top of the window, select “Reference,” select “Footnote.” Under “Location” choose endnotes or footnotes. Under “Format” choose the numbering style you want. Select the “Insert” button.
- A note number should be placed at the end of a sentence or at the end of a clause. The number follows any punctuation mark (except dashes).
Example: Fitzgerald emphasized that one should only “use fresh potatoes.”¹
- If a single note includes more than one source, separate them with a semicolon.

Writing and Research Center

University of Denver • Penrose 201 • (303) 871-7456 • www.du.edu/writing/wrc.htm

Sample Notes

(These are all examples of long notes. To make short notes, see guidelines on reverse side.)

- book 1. Nigel Cawthorne, *The Lives of Pirates* (Bloomington: Indiana University Press, 1997), 65.
- book w/
translator 2. Richmond Lattimore, trans., *The Iliad of Homer* (Chicago: University of Chicago Press, 1951), 92.
- book
chapter 3. John Grissom and Andy Lipmann, "A Pirate's Life for Me: Memories of Growing Up on the Jolly Roger," in *Collected Pirate Stories*, ed. Benjamin Petty (New York: Palgrave, 2006), 52.
- journal
article 4. Shannon Fitzgerald, "Baking, Cooking, and Dining in the Northern Style," *Journal of European Gastronomy* 393 (2006): 639.
- magazine 5. John Kolapinto, "In the Now: Where Karl Lagerfeld Lives," *New Yorker*, March 19, 2007, 84.
- newspaper 6. William S. Niederkorn, "A Scholar Recants on His 'Shakespeare' Discovery," *New York Times*, June 20, 2002.
- website 7. Orlando Public Library Board of Trustees, "Orlando Public Library Strategic Plan, 2000–2010: A Decade of Outreach," Orlando Public Library, <http://www.opl.org/library/strategic-plan-00.html>.

Sample Bibliography

- book Cawthorne, Nigel. *The Lives of Pirates*. Bloomington: Indiana University Press, 1997.
- journal
article Fitzgerald, Shannon. "Baking, Cooking, and Dining in the Northern Style." *Journal of European Gastronomy* 393 (2006): 639–40.
- book
chapter Grissom, John, and Andy Lipmann. "A Pirate's Life for Me: Memories of Growing Up on the Jolly Roger." In *Collected Pirate Stories*, edited by Benjamin Petty, 44–69. New York: Palgrave, 2006.
- magazine Kolapinto, John. "In the Now: Where Karl Lagerfeld Lives." *New Yorker*, March 19, 2007.
- book w/
translator Lattimore, Richmond, trans. *The Iliad of Homer*. Chicago: University of Chicago Press, 1951.
- newspaper Niederkorn, William S. "A Scholar Recants on His 'Shakespeare' Discovery." *New York Times*, June 20, 2002.
- website Orlando Public Library Board of Trustees. "Orlando Public Library Strategic Plan, 2000–2010: A Decade of Outreach." Orlando Public Library. <http://www.opl.org/library/strategic-plan-00.html> (accessed June 1, 2005).