Chicago Manual of Style: Notes System

See Chapter 14 “Notes and Bibliography” in the Chicago Manual of Style (16th ed.), the webpage “Chicago Style Q&A” at chicagomanualofstyle.org, or the University Writing Center for additional help.

Introduction to Notes System CMS, 16th ed. Chapter 14, Section 14
In the Notes System, you have the option of citing sources either as “footnotes” at the bottom of each page or as “endnotes” at the end of your document. In addition to notes, a supplemental bibliography is preferred by many professors and publishers. If you decide not to have a bibliography, then the first time you cite a source, complete bibliographic information must be given in a “long note” (see below). Each subsequent mention of that source can use a “short note” (see below). If you include a bibliography at the end of your paper, there is no need to use long notes.

Note Insertion 14.21
A superscript Arabic number (1, 2, 3, etc.) should be placed at the end of a sentence, clause or quotation, following punctuation.” In documents with only a few notes, you may use superscript symbols, like the previous asterisk.

Long Notes 14.15-18
In long notes, you must separate information with commas: author names (first last), title, publication information (in parentheses), and pages cited:


Short Notes 14.24-31
Short notes include only the last name(s) of the author(s), an abbreviated title of fewer than four keywords in their original order, and pages cited. For sources with two or three authors, you should include all their names; for three or more authors, include only the first name, followed by et al. When two or more subsequent notes reference the same source, use Ibid. after the first note and provide changed page numbers if necessary.

12. Ibid., xiii.

Bibliographic Entries 14.56-71
If you are using a Bibliography, you will need to create a page titled “Bibliography” with entries containing roughly the same information as your long notes. In bibliographic entries, elements are separated with periods rather than commas: the first author name is inverted and alphabetized; page numbers are written for only book or journal selections; subsequent lines are indented; repeated author names are represented by a 3-em dash.


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Long Notes


Bibliography

- **online article**

- **webpage**

- **book**

- **selection from longer work**

- **blog entry**

- **journal article**

- **online media**

- **digital book**