Chicago Manual of Style: Notes-Bibliography (NB)
FOOTNOTES AND ENDNOTES

Based on the 17th edition of the Chicago Manual of Style

Intended Uses and Disclaimers: Consultants do not provide copyediting services for citation styles. This worksheet is intended to help writers learn how to work with citations appropriately on their own. While it provides a basic overview of the Chicago style, you will still need to look up each type of source you're working with in a guide when formatting your references. Always check with your professor if you have questions!

Footnotes and Endnotes

Footnotes are included at the bottom of the page where they are cited. **Endnotes** are included at the end of the document (but before the Bibliography). Both are formatted the same way. Ask your professor which you should use.

Present footnotes/endnotes as a superscript number at the end of the clause/sentence where the cited information is given, after the punctuation mark. Begin with the number "1" and move up consecutively. Begin each note with the number of the note, in regular text, followed by a period.[1]

Indent (3-5 spaces) the first line of each footnote/endnote. Subsequent lines should be flush against the left margin. This is the reverse of how you indent entries in your Bibliography.

Single-space each footnote/endnote, but leave a blank line between each note. If you are preparing a manuscript for publication, double-space each note.

Present each author's first name first, followed by their last name. For up to three authors, present all three names in full. For four to ten authors, only include the first author's full name, followed by "et al."

Separate each element of the note with a comma.[2]

After the first note, all subsequent notes referring to that same source only need to present the author's last name, a shortened version of the title, and the page number.

If the same source is cited more than once consecutively, you can use the shortened form of the citation: the author's last name, an abbreviated title, and the page number. Previous editions of the CMS had recommended the use of the Latin abbreviation "Ibid" to indicate repeated references, but the 17th edition differs.[3]

Include the full bibliographic information for each source. If the full information appears in the bibliography, you do not have to duplicate it in your notes. Use the short form of the citation instead, which includes the author's last name and an abbreviated title.

---

1. See the example of the in-text superscript that matches this footnote. Always begin with the number "1" and move up consecutively.

2. Chicago Manual of Style, 17th ed. (Chicago: The University of Chicago Press, 2017), Section 14.20.

3. Chicago Manual of Style, Section 14.34.

Working With Quotations

If you have removed any words from the quotation, mark that erasure with spaced elipses **(…)**.

If you have inserted any words into the quotation, place brackets **[ ]** around the insertion. If you modify a portion of a word, place that modification in brackets **(i.e. "notify[ing] readers of the change you have made" is important)**.

Quotations should appear with signal phrases (i.e., most quotations should be embedded in a sentence of your own). Block quotations, however, can stand on their own as long as they are complete sentences.

If your quotation has one hundred words (six lines in your own text) or more, format it as a block quotation.

Indent block quotations 0.5 inches (5 spaces) from the left margin. The first line should NOT have an additional paragraph indent.

Single-space block quotations, unless you are preparing a manuscript for publication. In that case, double-space.

Questions? Ask your consultant!

GW WC