Based on the 16th edition of the *Chicago Manual of Style*.

The Chicago Manual of Style includes two citation styles:
1) Notes-Bibliography (NB), commonly used in the humanities
2) Author-Date (AD), commonly used in the social sciences

This “Writer’s Checklist” focuses on the Notes-Bibliography System.

**Intended Uses and Disclaimers:** Please note that consultants do not provide copyediting services for citation styles. Instead, this worksheet is intended to help prompt writers to learn for themselves how to work with citations appropriately. These are the basic rules for CMS’s approach to footnotes/endnotes; please be aware that there are other details (citing indirect sources, citing a source with multiple authors, etc.) that may require consultation with the CMS handbook or your professor.

**When to Cite:** Writers provide citations to create a “paper trail” for other scholars: the citations enable other scholars to find and read any source cited in the text. You should always provide a citation for quotations, so that your readers can locate a quotation in its original source text. You should also always provide a citation for paraphrased information—information that you found in your research that isn’t common knowledge to your target audience—so that readers can also locate that original source.

**Footnotes/Endnotes:**

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

- In the body of the paper, footnotes/endnotes are presented as a superscript number at the end of the clause or sentence where the cited information is given, **after** the punctuation mark (whether that punctuation mark is a comma, period, question mark, etc.). Begin with the number “1” and move up consecutively.¹

- Begin each note with the number of the note, in regular text, followed by a period.

- Indent (3-5 spaces) the **first line** of the footnote/endnote. Subsequent lines should be flush with the left margin. (Yes, this indentation is the reverse of how you indent entries for the Bibliography.)

- Footnotes should be singled-spaced, but leave a blank line **between** notes. Endnotes should be double-spaced. (The Chicago Manual suggests double-spacing everything, but

---

¹. See the example of the in-text superscript that matches this footnote. Always begin with the number “1” and move up consecutively.
many manuals say to single-space the footnotes. Consult your professor or models from the intended publication.)

- The first note for each source cited should include the full bibliographic information for that source. The author's name is presented first name first, followed by the last name. Commas are generally used to separate elements in notes (versus periods being used to separate elements within entries on the Bibliography page).

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

- The author's name is presented first name first, followed by the last name (i.e., Melody Grace). 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.”

- If the same source is cited more than once consecutively, use the abbreviation “Ibid.” (an abbreviation of the Latin word meaning “in the same place”), followed by a comma and the new page number: i.e., Ibid., 13. If the same source is cited more than once consecutively and the same page number is being cited, just present the abbreviation “Ibid.” (NOTE: If you will be heavily revising a document, you might want to avoid the use of “Ibid.” in case you cut and paste lines with those footnotes to a new location in the text.

**Working with Quotations In-Text:**

- If you have removed any words from the quotation, mark that erasure with spaced ellipses (…) to notify readers of the change you have made.

- If you have inserted any words into the quotation, place brackets [ ] around the insertion to notify readers of the change you have made. Similarly, 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).

- If the quotation has one hundred words (six lines in your own text) or more, then format it as a block quotation.
  - Block quotations are indented one-half inch (5 spaces) from the left margin. The first line should NOT have an additional paragraph indent.
  - Block quotations are double-spaced.
  - No quotation marks are placed around block quotations; the indentation marks the lines as a quotation.

- Quotations appear with signal phrases (i.e., all quotations should be embedded in a sentence of your own).