

APSU Writing Center
Chicago Style 17th Edition - Websites

What is a Footnote?

- A footnote appears at the bottom of the page and provides sources, extra details, or explanations. A **superscript number** in the text points to the corresponding note.
 - The **first citation** of a source includes the full citation.
 - Later citations of the same source use a shortened version.
 - Footnotes are numbered sequentially throughout the document, even when citing the same source again; only the note's content changes. (Your first footnote is 1.)

How to Create a Footnote in Microsoft Word

- Place the cursor where the superscript should appear at the end of the sentence.
- Go to **References** → **Insert Footnote** and type your note.

Sentence Example:

Many critics argue that contemporary novels explore identity through movement across cultures.¹

Footnote:

1. Zadie Smith, *Swing Time* (New York: Penguin Press, 2016), 315–16.

What is a Bibliography Page?

A bibliography page is a separate page at the end of your paper that lists all sources cited.

- Entries are **alphabetized by author's last name**.
- No superscript numbers are used.

Example:

Smith, Zadie. *Swing Time*. New York: Penguin Press, 2016.

APSU Writing Center
Chicago Style 17th Edition - Websites

Chicago Style 17th Edition - Websites

Full Footnote Format: First Name Last Name, “Title of Web Page,” *Name of Website*, Publishing Organization, publication or revision date if available, access date if no other date is available, URL.

Examples:

1. “Privacy Policy,” *Privacy & Terms*, Google, last modified April 17, 2017, <https://www.google.com/policies/privacy/>.
2. “About Yale: Yale Facts,” *Yale University*, accessed May 1, 2017, <https://www.yale.edu/about-yale/yale-facts>.

Sentence with Footnote Example:

As of May 1, 2017, Yale’s homepage listed several key facts about the university.¹

Footnote

1. “About Yale: Yale Facts,” Yale University, accessed May 1, 2017, <https://www.yale.edu/about-yale/yale-facts>

Shortened Footnote Format: Author Last Name, “Shortened Title.”

Examples:

4. Google, “Privacy Policy.”
5. “Yale Facts.”

Bibliography Format: Last Name, First Name. “Title of Web Page.” *Name of Website*. Publishing organization, publication or revision date if available. Accessed date if no other date is available. URL.

Example:

Yale University. “About Yale: Yale Facts.” Accessed May 1, 2017. <https://www.yale.edu/about-yale/yale-facts>.



APSU Writing Center
Chicago Style 17th Edition - Websites

Websites

Full Footnote Format: First Name Last Name, "Title of Web Page," *Name of Website*, Publishing Organization, publication or revision date if available, access date if no other date is available, URL.

Shortened Footnote Format: Author Last Name, "Shortened Title."

Bibliography Format: Last Name, First Name. "Title of Web Page." *Name of Website*. Publishing organization, publication or revision date if available. Accessed date if no other date is available.
URL



APSU Writing Center

Bibliography

Chicago Style Citation: "Chicago-Style Citation Quick Guide." The Chicago Manual of Style Online.

https://www.chicagomanualofstyle.org/tools_citationguide/citation-guide-1.html#cg-website

"Purdue Online Writing Lab." "General model for Citing Web Sources in Chicago Style".

https://owl.purdue.edu/owl/research_and_citation/chicago_manual_17th_edition/cmos_formatting_and_style_guide/web_sources.html