

## Chicago Style 18<sup>th</sup> Guide – Books

### APSU Writing Center Handout

#### What is a Footnote?

A footnote appears at the bottom of the page and provides source information or extra details.

A **superscript number** in the text points to the note.

The matching number at the bottom lists the full source (or a shortened version if already cited).

Footnotes let readers see sources without interrupting the text flow.

Shortened footnotes are used for subsequent references to the same source.

- If your first citation was footnote 1, the next citation (even if shortened) might be footnote 2, 3, etc., depending on other sources in between.

#### How to Create a Footnote in Microsoft Word

Place cursor where superscript appears at the end of the sentence

References → Insert Footnote → type your note.

#### Sentence Example:

Critics argue that contemporary novels explore identity through movement across cultures. <sup>1</sup>

#### 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.

## Chicago Style 18th Edition - Books

**Full Footnote Format:** Author First name Last name, *Title of Book* (Publisher, Year of publication), page number.

**Example:**

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

**Shortened Footnote Format:** Last name, *Title of Book*, Page Number.

**Example:**

2. Smith, *Swing Time*, 320.

**Sentence with Footnote Example:** In her novel, Smith explores the complexities of friendship and social mobility among young women in London.<sup>1</sup>

**Footnote**

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

**Bibliography Format:** Author Last name, First name. *Title of Book*. Publisher, Year of publication.

**Example:**

Smith, Zadie. *Swing Time*. Penguin Press, 2016.

## Chicago Style 18th Edition - Chapter or Other Part of an Edited Book

**Full Footnote Format:** Author First Name Last Name, “Chapter Title,” in *Title of Book*, ed. First Name Last Name (Publisher, Year of Publication), Page.

**Example:**

1. Kathleen Doyle, “The Queen Mary Psalter,” in *The Book by Design*, ed. P. J. M. Marks and Stephen Parkin (University of Chicago Press, 2023), 64.

**Shortened Footnote Format:** Author Last Name, “Chapter Title,” page number.

**Example:**

2. Doyle, “Queen Mary Psalter,” 65.

**Sentence with Footnote Example:** Doyle demonstrates how illuminated manuscripts reflect both religious and artistic trends in medieval England.<sup>1</sup>

**Footnote**

1. Kathleen Doyle, “The Queen Mary Psalter,” in *The Book by Design*, ed. P. J. M. Marks and Stephen Parkin (University of Chicago Press, 2023), 64.

**Bibliography Format:** Author Last Name, First Name. “Title of Chapter.” In *Title of Book*, ed. First Name Last Name and First Name Last Name. Publisher, Year.

**Example:**

Doyle, Kathleen. “The Queen Mary Psalter.” In *The Book by Design*, ed. by P. J. M. Marks and Stephen Parkin. University of Chicago Press, 2023.

**Chicago Style 18th Edition - Online Book**

**Full Footnote Format:** Author First Name Last Name, *Title of Book* (Publisher, Year), page or section, URL or Database.

**Example:**

1. Brooke Borel, *The Chicago Guide to Fact-Checking*, 2nd ed. (University of Chicago Press, 2023), 92, EBSCOhost.

**Shortened Footnote Format:** Author Last Name, *Shortened Title*, page or section.

**Example:**

2. Borel, *Fact-Checking*, 104–5.

**Sentence with Footnote Example:** Borel emphasizes the importance of verifying sources carefully to maintain journalistic integrity.<sup>1</sup>

**Footnote**

1. Brooke Borel, *The Chicago Guide to Fact-Checking*, 2nd ed. (University of Chicago Press, 2023), 92, EBSCOhost.

**Bibliography Format:** Author Last Name, First Name. *Title of Book*. Publisher, Year. URL or Database.

**Example:**

Borel, Brooke. *The Chicago Guide to Fact-Checking*. 2nd ed. University of Chicago Press, 2023. EBSCOhost.

**Chicago Style 18th Edition - eBook**

**Full Footnote Format:** Author First Name Last Name, *Title of Book* (Publisher, Year), chapter or section, Format.

**Example:**

1. Arundhati Roy, *The God of Small Things* (Random House, 2008), chap. 6, Kindle.

**Shortened Footnote Format:** Author Last Name, *Shortened Title*, chapter or section.

**Sentence with Footnote Example:** Roy explores the lingering effects of childhood trauma on family relationships in Kerala.<sup>1</sup>

**Footnote**

1. Arundhati Roy, *The God of Small Things* (Random House, 2008), chap. 6, Kindle.

**Example:**

2. Roy, *God of Small Things*, chap. 7.

**Bibliography Format:** Author Last Name, First Name. *Title of Book*. Publisher, Year. Format.

**Example:**

Roy, Arundhati. *The God of Small Things*. Random House, 2008. Kindle.

**Chicago Style 18th Edition - Book Reviews**

**Full Footnote Format:** First Name Last Name, “Title of Review,” review of *Title of Book*, by Author Name, *Publication Name*, Month Day, Year.

**Sentence with Footnote Example:** Mary Gabriel’s biography reveals the complexities of Madonna’s life and career.<sup>1</sup>

**Footnote**

1. Alexandra Jacobs, “The Muchness of Madonna,” review of *Madonna: A Rebel Life*, by Mary Gabriel, *New York Times*, October 8, 2023.

**Shortened Footnote Format:** Last Name, “Shortened Review Title.”

**Example:**

2. Jacobs, “Muchness of Madonna.”

**Bibliography Format:** Last Name, First Name. “Title of Review.” review of *Title of Book*, by Author Name. *Publication Name*, Month Day, Year.

**Example:**

Jacobs, Alexandra. “The Muchness of Madonna.” review of *Madonna: A Rebel Life*, by Mary Gabriel. *New York Times*, October 8, 2023

## **Bibliography**

General Format," *The Purdue OWL*.

<https://owl.english.purdue.edu/owl/resource/717/02/>.

*The Chicago Manual of Style*. "Notes and Bibliography: Sample Citations." 2024.

[https://www.chicagomanualofstyle.org/tools\\_citationguide/citation-guide-1.html](https://www.chicagomanualofstyle.org/tools_citationguide/citation-guide-1.html)