

Chicago Style 18th Guide – Notes and Bibliography

APSU Writing Center Handout

Which Citation Style Should I Use? This handout follows the Author-Date Style.

Check your instructor or syllabus to determine which method to use:

- **Notes and Bibliography:** Uses numbered footnotes or endnotes plus a bibliography.
- **Author-Date:** Uses in-text parenthetical references with a Reference List.

Formatting

Margins: 1-inch on all sides.

Font: Times New Roman 12 pt.

Double-spaced: Main text of the paper.

Single-spaced: Block quotations, notes, bibliography entries, table titles, and figure captions.

Page Numbers: Begin in the header of the first page of text with Arabic numeral 1.

Title Page

The title should be centered one-third of the way down the page.

Your name, class information, and date should follow several lines later.

For subtitles, end the title line with a colon and place the subtitles on the line below.

Double-space each line of the title page.

Do not include a page number on the cover page.

Main Body

Start each paragraph with a topic sentence introducing the paragraph's main idea.

Titles in text, notes, and bibliographies use headline-style capitalization.

Italicized: Larger works (books, periodicals, plays, long poems).

Quotation marks: Shorter works (articles, chapters, most poems).

Otherwise, use minimal capitalization, applying lowercase to terms except proper nouns.

Headings

Use consistent, parallel headings in headline-style capitalization.

Begin subheadings on a new line and distinguish levels using font size, type style, bold/italics, and placement (centered or flush left).

Limit to three levels; ensure hierarchy is clear.

Do not end subheadings with periods.

Check with your instructor if you need to include Footnotes or Endnotes.

Footnotes

Placed at the bottom of the page (footer). Single-spaced.

Use a superscript number sequentially.

Shortened footnotes can be used after the first full citation.

Creating in Word

Click on the “References” tab in your MS Word document, then select the “Insert Footnote”.

Shortened Footnote

Format: Author's last name, Shortened Title, Page Number

Shortened Footnotes are used after the first time a source is cited in a paper and does not include all relevant information.

Full Footnote Example: John Bright, Jeremiah. *The Anchor Bible* (Doubleday, 1965), 60.

Shortened Footnote Example: 1. Bright, Jeremiah, 60.

Shortened Footnote Example: 2. Bright, 60

Book Example

¹ First name Last name, *Title* (Publisher, Publication year), Page number.

¹ Ty Hawkins, *Reading Vietnam Amid the War on Terror* (Palgrave Macmillan, 2012), 34.

Endnotes

If footnotes are used, endnotes are unnecessary.

Placed on a separate page after the text but before the bibliography. Single-spaced.

Use superscript numbers sequentially, same as footnotes.

Indent each entry 0.5 inches; number followed by a period.

Title the page Notes (centered).

What to do when bibliographic information is missing?

Missing author: Cite by title

Missing date: Use n.d. in place of the date

Missing publisher: Use n.p. in place of the publisher

Bibliography Page

Place on a separate page from your main text.

Single-spaced entries with one blank line between entries.

Use hanging indents.

Leave two blank lines between the word Bibliography (centered) and your first entry.

Use “and” for multi-author entries, not “&.”

For 1–10 authors, list all names (footnotes can be shortened).

For online sources, provide DOIs instead of URLs when possible. Include access dates only if publication/revision date is unavailable.

Alphabetize by author’s last name; if no author, alphabetize by title.

If an entry starts with a number or year, alphabetize by how it would be spoken.

Books

Note: First name Last name, *Title of Book* (Publisher, Year of publication), page number.

- **Example:** 2. Zadie Smith, *Swing Time* (Penguin Press, 2016), 315–16.

Shortened note: Last name, Title of Book, Page Number.

- **Example:** 3. Smith, *Swing Time*, 320.

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

- **Example:** Smith, Zadie. *Swing Time*. Penguin Press, 2016.

Chapter or Other Part of an Edited Book

Note: 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 note: Last Name, “Chapter Title,” page number.

- **Example:** Doyle, “Queen Mary Psalter,” 65.

Bibliography entry: 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.

Translated Book

In this example, the Author’s name follows Eastern order with the last name first.

Note: Last Name First Name, *Title of Book*, trans. First Name Last Name (Publisher, Year), page number.

- **Example:** Liu Xinwu, *The Wedding Party*, trans. Jeremy Tiang (Amazon Crossing, 2021).

Shortened note: Last Name, *Title*, page number.

- **Example:** Liu, *Wedding Party*, 279.

Bibliography entry: Last Name First Name. *Title of Book*. Translated by First Name Last Name. Publisher, Year.

- **Example:** Liu Xinwu. *The Wedding Party*. Translated by Jeremy Tiang. Amazon Crossing, 2021.

eBook (Kindle, PDF, etc.)

When no fixed page numbers exist, cite a section, chapter, or omit.

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

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

Shortened note: Last Name, *Shortened Title*, chapter or section.

- **Example:** Roy, *God of Small Things*, chap. 7.

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

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

Online Book

Give the URL or database name.

Note: First Name Last Name, *Title of Book* (Publisher, Year), page or section, URL or Database.

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

Shortened note: Last Name, *Shortened Title*, page or section.

- **Example:** Borel, *Fact-Checking*, 104–5.

Bibliography entry: 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.

Book Published Before 1900

Cite the place of publication instead of a publisher.

Note: First Name Last Name, *Title of Book* (Place of Publication, Year), page or section, URL

- **Example:** Herman Melville, *Moby-Dick*; or *The Whale* (New York, 1851), 627,
<https://melville.electroniclibrary.org/moby-dick-side-by-side>.

Shortened note: Last Name, *Shortened Title*, page or section.

- **Example:** Melville, *Moby-Dick*, 722–23.

Bibliography entry: Last Name, First Name. *Title of Book*. Place of Publication, Year. URL.

- **Example:** Melville, Herman. *Moby-Dick*; or *The Whale*. New York, 1851.
<https://melville.electroniclibrary.org/moby-dick-side-by-side>.

Journal Article

Note: First Name Last Name, “Title of Article,” *Journal Name* Volume, no. Issue (Year):
page(s), URL or Database.

- **Example:** 2. B. T. Hebert, “The Island of Bolsö: A Study of Norwegian Life,”
Sociological Review 17, no. 4 (1925): 310, EBSCOhost.

Shortened note: Last Name, “Shortened Article Title,” page(s).

- **Example:** 6. Hebert, “Island of Bolsö,” 311.

Bibliography entry: Last Name, First Name. “Title of Article.” *Journal Name* Volume, no.
Issue (Year): full page range. URL or Database.

- **Example:** Hebert, B. T. “The Island of Bolsö: A Study of Norwegian Life.” *Sociological Review* 17, no. 4 (1925): 307–13. EBSCOhost.

Journal Articles with Multiple Authors

Two authors: list both in notes and bibliography.

Three to six authors: list all in the bibliography in notes, list the first followed by et al.

More than six authors: list the first three in the bibliography, followed by et al. in notes, list the first author only, followed by et al.

News or Magazine Article

Page numbers can be cited in a note but are omitted from the bibliography entry.

Note: First Name Last Name, “Title of Article,” *Publication Name*, Month Day, Year, URL or Database.

- **Example:** Rob Pegoraro, “Apple’s iPhone Is Sleek, Smart and Simple,” *Washington Post*, July 5, 2007, LexisNexis Academic.

Shortened note: Last Name, “Shortened Article Title,” page(s) if applicable.

- **Example:** Pegoraro, “Apple’s iPhone.”

Bibliography entry: Last Name, First Name. “Title of Article.” *Publication Name*, Month Day, Year. URL or Database.

- **Example:** Pegoraro, Rob. “Apple’s iPhone Is Sleek, Smart and Simple.” *Washington Post*, July 5, 2007. LexisNexis Academic.

Book Review

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

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

Shortened note: Last Name, “Shortened Review Title.”

- **Example:** Jacobs, “Muchness of Madonna.”

Bibliography entry: 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.

Social Media Content

Comments are cited with the commenter's name, date, and a reference to the original post.

Note: Username (or Author Name), "First 280 characters of post," Platform, Month Day, Year, URL.

- **Example:** Chicago Manual of Style, "Is the world ready for singular they? We thought so back in 1993," Facebook, April 17, 2015,
<https://www.facebook.com/ChicagoManual/posts/10152906193679151>.

Shortened note: Username or Author Name, "First few words of post."

- **Example:** Michele Truty, April 17, 2015, 1:09 p.m., comment on Chicago Manual of Style, "singular they."

Bibliography entry: Author or Organization. "First 280 characters of post." Platform, Month Day, Year. URL.

- **Example:** Chicago Manual of Style. "Is the world ready for singular they? We thought so back in 1993." Facebook, April 17, 2015.
<https://www.facebook.com/ChicagoManual/posts/10152906193679151>.

Web Page

If a source does not list a date of publication or revision, include an access date.

Note: “Title of Web Page,” Website Name, Owner/Organization, publication or last modified date, URL.

- **Example:** “Privacy Policy,” Privacy & Terms, Google, effective November 15, <https://policies.google.com/privacy>.

Shortened note: Owner or Sponsor, “Shortened Title.”

- **Example:** Google, “Privacy Policy.”

Bibliography entry: Owner or Sponsor. “Title of Web Page.” Website Name. Publication, last modified, accessed, or archived date (as applicable). URL.

- **Example:** Google. “Privacy Policy.” Privacy & Terms. Effective November 15, 2023. <https://policies.google.com/privacy>.

Interview

Note: Interviewee Name, “Title of Interview,” interview by Interviewer Name,

Program/Publication Name, Publisher/Platform, Month Day, Year, format, time, URL.

- **Example:** Joy Buolamwini, “‘If You Have a Face, You Have a Place in the Conversation About AI,’ Expert Says,” interview by Tonya Mosley, *Fresh Air*, NPR, November 28, 2023, audio, 37:58, <https://www.npr.org/2023/11/28/1215529902/unmasking-ai-facial-recognition-technology-joy-buolamwini>.

Shortened note: Interviewee Last Name, interview.

- **Example:** Buolamwini, interview.

Bibliography entry: Interviewee Last Name, First Name. “Title of Interview.” Interview by Interviewer Name. *Program/Publication Name*, Publisher/Platform, Month Day, Year. Format, time (if applicable). URL.

- **Example:** Buolamwini, Joy. “‘If You Have a Face, You Have a Place in the Conversation About AI,’ Expert Says.” Interview by Tonya Mosley. *Fresh Air*, NPR, November 28, 2023. Audio, 37:58.
<https://www.npr.org/2023/11/28/1215529902/unmasking-ai-facial-recognition-technology-joy-buolamwini>.

Podcast

Note: Host Name, host, *Podcast Title*, season #, episode #, “Episode Title,” Publisher, Month Day, Year, duration (min., sec.), URL.

- **Example:** Lauren Ober, host, *The Loudest Girl in the World*, season 1, episode 2, “Goodbye, Routine; Hello, Meltdown!” Pushkin Industries, September 13, 2022, 41 min., 37 sec., <https://www.pushkin.fm/podcasts/loudest-girl-in-the-world>.

Shortened note: Last Name, “Shortened Title,” time reference if applicable.

- **Example:** Ober, “Goodbye, Routine.”

Bibliography entry: Host Last Name, First Name, host. *Podcast Title*. Season #, episode #, “Episode Title.” Publisher, Month Day, Year. Podcast, duration (min., sec.). URL.

- **Example:** Ober, Lauren, host. *The Loudest Girl in the World*. Season 1, episode 2, “Goodbye, Routine; Hello, Meltdown!” Pushkin Industries, September 13, 2022. Podcast, 41 min., 37 sec. <https://www.pushkin.fm/podcasts/loudest-girl-in-the-world>.

References

“General Format,” *The Purdue OWL*, <https://owl.english.purdue.edu/owl/resource/717/02/>. The

Chicago Manual of Style. 2024. "Author-Date: Sample Citations."

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

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