

## Chicago Style 18<sup>th</sup> Guide – Citing Websites

### 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 - Website Created by a Known Author

**Full Footnote Format:** Author's First Name Last Name. *Title of Website*. Name of Owner or Sponsor of the Website (if different from the title). Date of Publication or Access. URL.

### Example:

1. Chelsea Vowel, *Chelsea Vowel – Stories. Language. Futurism*. Accessed February 10, 2025. <https://apihtawikosisan.com/>

**Shortened Footnote Format:** Author's Last Name, *Shortened Title of Website*.

### Example:

1. Vowel, *Chelsea Vowel*.

**Sentence with Footnote Example:** Companies collect user data to personalize services and improve online experiences.<sup>1</sup>

### Footnote

1. Chelsea Vowel, *Chelsea Vowel – Stories. Language. Futurism*. accessed February 10, 2025. <https://apihtawikosisan.com/>

**Bibliography Format:** Author's Last Name, First Name. *Title of Website*. Name of Owner or Sponsor of the Website (if different). Date of Publication or Access. URL.

### Example:

Vowel, Chelsea. *Chelsea Vowel - Stories. Language. Futurism*. Accessed February 10, 2025. <https://apihtawikosisan.com/>

## Chicago Style 18th Edition - Website Created by an Organization

**Full Footnote Format:** Author/Organization, "Title of Page," *Website Name*, Owner/Sponsor, Date, URL.

**Example:**

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

**Shortened Footnote Format:** Organization, “Shortened Title of Page.”

**Example:**

2. Google, “Privacy Policy.”

**Sentence with Footnote Example:** Companies collect user data to personalize services and improve online experiences.<sup>1</sup>

**Footnote**

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

**Bibliography Format:** Owner or Sponsor. “Title of Web Page.” *Website Title*. Publication Date.  
URL.

**Example:**

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

## Bibliography

Columbia College Library. "Websites." *Chicago Citation Guide*. 2026. <https://columbiacollege-ca.libguides.com/chicago/websites>

"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)