SCCC Library’s Guide to
Chicago Manual of Style – Footnotes & Bibliography

Chicago Manual of Style uses two types of references to specify the provenance of borrowed material and give proper credit to previous research. First, it provides footnotes or endnotes for each quotation, paraphrase, and summary in the text itself; second, it provides complete documentation for each source in the bibliography. To know more, see the notes and bibliography system in The Chicago Manual of Style, currently in its 17th edition.


This resource is not exhaustive. In case of any doubt, consult your instructor or the SCCC Library or SCCC Writing Center.

Footnotes or Endnotes

Note numbers are usually inserted at the end of a sentence or clause, after any punctuation mark except for the dash. They cannot appear out of sequence, more than once or in the same location (sections 14.19-14.21).

Footnotes have a slightly different format than the bibliography. Look at the order of the author’s name – in the footnotes, the first name comes first. The punctuation is different – instead of periods, there are commas. Finally, footnotes don’t have a hanging indent, but the bibliography does.

Basic format for a Footnote:
1. Author’s first name Last name, Title in Italics and in Headline Style (City of Publication: Publisher, Year), page number if relevant.

Subsequent footnotes to the same text:
2. Last name, Title in Shortened Form, page number.

Example:
“Fifty years later it’s so easy, with hindsight, to understand what was happening but you were part of it then. History was no theme park. It was what you lived. You were affected, whether you liked it or not.”


If multiple sources are cited in the same note, they are separated by a semicolon (section 15.52).

1. Linda Grant, When I Lived, 3.

At a local scale, the notion of place is not only a space that we occupy; it is also a part of who we
are. This relationship between location and identity can easily be observed through behaviours displayed both during national holiday celebrations and during all-out war.³


If there is no author, the note begins with the title instead (section 14.79); if there is no year of publication, the note can indicate "n.d." for no date (section 14.152); if there are no page numbers, the citation can indicate another location indicator (sections 14.17, 14.183).

Bibliographic entries

Bibliographic entries include all the elements needed to locate a source, such as the source’s author, title, publication information, and year of publication. They are arranged alphabetically according to the authors’ surnames in a list called Bibliography (sections 14.16, 14.60).

If there is no author, the bibliographic entry is arranged alphabetically according to the title (section 14.79).

Article in a scientific journal

Author’s Last Name, First Name. "Title of Article." Title of Periodical volume, issue (year): pages. DOI.


Book

Author’s Last Name, First Name. Title of Book. Edition. Location: Publisher, year.


Author’s Last Name, First Name. Title of Book. Edited by Editor. Location: Publisher, year.


Chapter in an edited book

Author’s Last Name, First Name. "Title of Chapter." In Title of Book, edited by Editor, pages. Location: Publisher, year.


Report

Author’s Last Name, First Name. Title of Report. Report number. Location: Publisher, year.
To know more, see the notes and bibliography system in The Chicago Manual of Style, currently in its 17th edition. Chicago Manual of Style by Academic Writing Help Centre (AWHC), Student Academic Success Service (SASS), University of Ottawa is licensed under a Creative Commons Attribution 4.0 International License.
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If a source has four or more authors, the bibliographic entry includes every author's name in the same order as on the title page. The first name is inverted, and each name is separated by a comma (section 14.18).


Multiple works by the same author

In the bibliography, two or more works written by the same author are arranged alphabetically according to the first significant word of the title (section 14.67). The first bibliographic entry includes the author's name, and subsequent entries replace it by a three-em dash (section 14.64).


Block quotations

If a quotation has more than 100 words, five lines or one paragraph, it forms a block of text indented half an inch (or 1.27 cm) from the left margin. Contrary to other quotations, it is not within quotation marks (sections 2.18, 13.9, 13.10).

There are three determinants to "asking others": motivation, capacity, and compatibility.

The first proposition builds on the straightforward idea that asking others to participate is sticking your neck out. By asking others, one publicly displays endorsement of a cause and comes out as a supporter of a movement. Not all targets of a recruiter may react positively: some may disagree with the cause, some may change their opinion about the recruiter accordingly, or some may even react in a hostile way. So, asking others comes with a cost, and not all potential participants are prepared to bear that cost. It depends on the motivation of the potential recruiter.7


Modified quotations

If alterations or clarifications are made to a quotation, they are added either in brackets within the quotation or in parentheses after the quotation (sections 13.58, 13.60).
"It [yoga] is neither a religion, nor a creed; it is a need of life, as the breath we breathe."\(^9\) (italics added).

If words or sentences are omitted from a quotation, they are replaced by an ellipsis (sections 13.48-13.52).

"Yoga is a . . . need that will be felt by every individual . . . . Yoga is the science of existence."\(^9\)


**Second-hand quotations**

If one work is cited in another, it is best to locate the original source. However, if it cannot be found, the original work is provided in the note, followed by a comma, the precision *quoted in*, and the indirect source (section 14.273).

In an interesting variation to the conception of literature as a reflection of the significant beliefs, values and norms of a society, Wolfenstein and Leites argue that "the common day-dreams of a culture are in part the sources, in part the products of its popular myths, stories, plays and films."\(^10\)


In the bibliography, only the indirect source is included (section 15.52).


**Source material taken from class notes**

Generally speaking, you should avoid citing class notes. However, if you decide to quote, paraphrase or summarize class notes in a paper, you must reference them accordingly (sections 14.225, 14.226, 14.245).

Class notes taken during a lecture can be treated like a lecture.

Professor. "Title of Lecture." Lecture given in the course Title of Course, University of Ottawa, Ottawa, Class date.

Printed handouts provided by the professor can be treated like an unpublished manuscript.

Professor. "Title of Handout." Handout given in the course Title of Course, University of Ottawa, Ottawa, Class date.

Class notes available online can be treated like website content.

Professor. "Title of Document." *Title of Website*. University of Ottawa. Access or revision date. URL.

**Source material taken from course packs**

Works found in a course pack are cited like works in an anthology compiled by the professor (sections 4.60, 14.88).