Chicago Style Formatting

Chicago formatting uses an in-text superscript numbering system to refer to footnotes and endnotes. Cited materials will appear at the bottom of the page on which they are referenced (footnotes), then again in the bibliography as part of a complete list (endnotes).

Basic Rules for In-Text Footnote Citations

**FIRST TIME CITING:** The first time you cite a text you will include its full bibliographical information at the bottom of the page as a footnote. That footnote will correspond to its in-text superscript.

For example, an in-text sentence and citation (in the form of a superscript) will look like this:

According to Fred L. Block, international monetary policies are social creations.¹

The corresponding citation in the form of a footnote will read as follows:


**SUBSEQUENT CITING:** Any subsequent reference(s) to the same text can be shortened to a footnote that includes the surname of the author, the shortened version of the title, and the page number only.

For example, the subsequent in-text citation might look like this:

Block argues that some European countries experimented with national capitalism following World War II.³

The corresponding shortened footnote will read as follows:

USE OF IBID: If you are citing the same text as the previous superscript, then you may simply write the Latin abbreviation “Ibid.” and the page number. This indicates that you’re referring to the above footnote citation.

For example, the in-text citation might look like this:

   Block argues that some European countries experimented with national capitalism following World War II.\(^3\) He says that the United States struggled to install an open world economy as a result.\(^4\)

The corresponding shortened footnotes will read as follows:

   4. Ibid., 10.

Basic Rules for Endnote Citations

Endnotes are the complete list of sources at the end of the paper. The page should be titled Bibliography and list all sources alphabetically by author’s last name.

The only difference between footnote and endnote citation style is that the first and last names of the author are switched, so that the bibliography is organized alphabetically by last name.

For example:

**In-text footnote:**


**Endnote in Bibliography:**

Sample Citations: Footnotes (Full form & Short form) and Bibliography
Source: Chicago-Style Citation Quick Guide
http://www.chicagomanualofstyle.org/tools_citationguide.html

Book

One author


Two or more authors


More than 4 authors

Footnote (long form): Dana Barnes et al., *Plastics: Essays on American Corporate Ascendance in the 1960s* . . .

Footnote (short form): Barnes et al., *Plastics* . . .


Editor, translator, or compiler instead of author


**Online Version (no page numbers)**


**Footnote (short form):** Stolberg and Pear, “Wary Centrists.”


**Website**


**Footnote (short form):** “Google Privacy Policy.”


**Footnote (short form):** “Toy Safety Facts.”