Citing Sources

This handout gives examples of correct foot/end notes adapted from the Chicago Manual of Style. See other handouts to format a bibliography in Chicago Manual of Style. Your word processing program will manage the notes automatically. In order to create foot/end notes at the end of the sentence that contains a quotation or paraphrase, click on the Insert menu.

For more examples and explanation, use the Chicago style online “quickguide” available from: http://www.chicagomanualofstyle.org/home.html

Two further resources available from the library reference desk and on reserve are Chicago Manual of Style, 15th ed., and Rampolla’s A Pocket Guide to Writing in History, 5th ed.

General considerations

- List all authors up to three. If more than three, list the first author followed by “et al.”
- To avoid repetition, use the author’s last name and page number only in subsequent notes for the same source. If citing more than one title by that author, include short titles also. If citing multiple authors with the same surname, include the authors’ first and last names.
- If no author, begin with the title (see example 13).
- All notes end with a period (including Web URL’s).

Books

- For the largest cities like New York and San Francisco, you do not need to list the state in the publication data. If more than one city is listed on the title page, choose the first city.

1. Lynne Rossetto Casper, The Italian Country Table: Home Cooking from Italy’s Farmhouse Kitchens (New York: Scribner, 1999), 10-11.


3. Johnson and Coates, 82.


**Journal, magazine, and newspaper articles**

- Popular magazines use month (sometimes day) and year instead of volume and issue.
- Newspaper articles require author (if available), title of article, title of newspaper with place of publication (if that’s not part of the paper’s title) and date. Page number is unnecessary. See #12 and 13 below.


**Articles from licensed databases**

- If no page numbers are present, refer to section headings if available.
- Include the entry level URL of the licensed database at the end of the citation.
- Chicago style does not require you to provide the date accessed.


**Web sites**

- If no page numbers are present, refer to section headings if available.
- If no author is listed, the sponsoring organization may take its place.
- Chicago Style requires neither the date the site was updated, nor the date accessed.
