CHICAGO MANUAL OF STYLE: FOOTNOTES AND ENDNOTES

The Chicago Manual of Style is a reference and style guide that uses footnotes or endnotes. It is most often used in the humanities because the thorough information in the citation is useful to other researchers.

For information on the citation format for sources not covered in this guide, refer to the Chicago Manual of Style, 17th ed.

Documenting Sources
Sources must be documented in two places: in a bibliography, and either in footnotes or endnotes.

Sample Paragraph

In the 1840s, a camera cost only $5, but developing images was prohibitively expensive, and only those above the middle class could participate in a hobby that required such a significant financial investment.¹ The financial constraints of daguerreotype photography forced all Canadian practitioners to engage with the medium as an occupation instead of as a hobby,² and in spite of the high costs, many entrepreneurs saw photography as a potentially profitable endeavour. To offset the cost of production, Canadian daguerreotype photographers charged an exorbitant amount, typically ranging between $3 and $5 for one image, making it a luxury item only available to wealthy individuals such as John A. Macdonald or Louis Joseph Papineau, both of whom sat for portraits.³

¹ Seiberling and Bloore, Amateurs, Photography, and the Mid-Victorian Imagination, 4; Taylor, Impressed by Light, vii, 57.
² Ralph Greenhill, Early Photography in Canada (Toronto: Oxford University Press, 1965), 22.
Footnotes and Endnotes: Guidelines

Insert a footnote or an endnote when you use a direct quote, paraphrase information, or need to add further explanation to your text. **Check with your discipline to see if footnotes or endnotes are preferred.** Footnotes are placed in the footer section of each page, while endnotes are placed in a separate section directly following your text but preceding your bibliography. Both are single spaced.

To create a footnote or endnote, use a superscript. Number your notes sequentially throughout the entire paper, and match the citation to the corresponding number in the footnote/endnote location.

Footnotes and endnotes tell readers exactly where you found specific information. Because footnotes and endnotes are meant to reflect the **location** of your evidence, they can contain the citation information for more than one source. See note 3 in the sample above.

If you are using endnotes instead of footnotes, your list will appear as it does in the example above, but on a **separate sheet at the end of your essay, before** your bibliography.

Bibliography: Guidelines

The bibliography is a list of **all** material you consulted for your project, even if you did not cite it in your text. Sources are listed **alphabetically** in a section titled “Bibliography” that is placed at the very **end** of your assignment. See the sample bibliography at the end of this handout.

Citation Format for Different Kinds of Sources

<table>
<thead>
<tr>
<th>Books</th>
<th>Footnote or Endnote</th>
<th>Corresponding Bibliography Entry</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>One Author</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. First name Last name, <em>Title</em> (City: Publisher, Publication year), Page number.</td>
<td>Last name, First name. <em>Title</em>. City: Publisher, Publication year.</td>
<td></td>
</tr>
<tr>
<td><strong>Multiple Authors</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. First name Last name and First name Last name, <em>Title</em> (City: Publisher, Publication year), Page number.</td>
<td>Last name, First name, and First name Last name. <em>Title</em>. City: Publisher, Publication year.</td>
<td></td>
</tr>
<tr>
<td>---</td>
<td>---</td>
<td></td>
</tr>
</tbody>
</table>
### Electronic Journals

8. First name Last name, “Article Title,” *Journal Title* volume number, issue number (Publication year): page number, access date, URL.


### Newspapers

In the Chicago style, daily newspapers are not usually included in a bibliography. Instead, attribution may be given to information from a daily newspaper in footnotes or endnotes. Please refer to *The Chicago Manual of Style* 17th edition for more information.

### Web Sources

**Footnote or Endnote**

**Corresponding Bibliography Entry**

<table>
<thead>
<tr>
<th>Webpage with Known Author and Date</th>
<th>Webpage with Unknown Author and Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>7. First name Last name, “Webpage Title,” <em>Publisher or Website Name</em>, Last modified full date, URL.</td>
<td>9. “Webpage Title,” <em>Publisher or Website Name</em>, Accessed date, URL.</td>
</tr>
</tbody>
</table>
### Online Multimedia

1. **First name Last name of Performer, Writer or Creator, Title of Text, Publication date, indication of format/medium, Running time, URL.**


### Art and Photographs

#### Citation

4. **First name Last name, Title, Year, Medium, Dimensions. Repository, City.**


### Indirect Information

The use of a source that was found in another source is discouraged, but if the original source is absolutely unavailable, use “quoted in” to show where you found the information. In these cases, first provide the full citation information for the **original source**. Following “quoted in,” provide the full citation information for the **secondary source** using the appropriate source formatting (as detailed above).

#### Citation

6. **First name Last name of original author, Title of Original Source (Publication City of Original Source: Publisher of Original Source, Publication Year of Original Source), page number of original source, quoted in...**

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
- **Missing place of publication**: Use n.l. in place of the location

Sample Bibliography

Please note that a bibliography will always occur on its own page.

Bibliography


