Chicago Citation Style: Footnotes and Bibliography

Last updated: September 10, 2010

The Politics Department has adopted the Chicago citation format for footnotes in academic papers. The Chicago citation style is the method established by the University of Chicago Press for documenting sources used in a research paper and is probably the most commonly used footnote format. Below are instructions for using footnotes to cite most of the sources encountered in undergraduate research. It is a good idea to read through these instructions before beginning to write your paper. Please note that footnotes are so-named because they appear at the bottom of the page that contains the text you are annotating. Endnotes follow the same citation style, but are listed together at the end of the paper before the bibliography. Only use endnotes at the specific request of the instructor; use footnotes otherwise.

For additional information or for instructions on proper citing of sources not covered below, please see one of these books, or a more recent edition:


Or, for an online version:

http://www.chicagomanualofstyle.org/tools_citationguide.html

Or this document on the Ohio State University library website:

http://library.osu.edu/sites/guides/chicagogd.php

General Guidelines:

- Your footnotes should be numbered consecutively throughout the paper. Use your word processing program to insert footnotes and it will number them for you automatically.
- The footnote number should always be inserted after the punctuation.¹
- The first time you cite a source, you will include a full citation. For all subsequent references to that text, your footnote citation will be in abbreviated form. (More detail below.)
- Cite authors’ names as they appear in the texts. Don’t replace first names with initials unless the names appear this way on the title page of the source. If no author is listed, organize the entry by the title.

¹ Like that.
Books: Single Author

Footnote

Basic format:

x. Author’s first name Last name, Title in Italics and in Headline Style (City of Publication: Publisher, Year), page number if relevant.

Subsequent references to the same text:

x. Last name, Title in Shortened Form, page number.

Note: If your second reference to a text comes immediately after the first, use “Ibid.” in place of the author’s name and the book title. Include the page number if it is different from that listed in the first reference.

Examples:

2. Ibid., 162.

Note: The second, third and fifth footnotes above cite direct quotes or material found on one or more specific pages, therefore the page numbers of the source are included.

Bibliography

Basic format:

Author’s last name, First name. Title. City: Publisher, Year.

Examples:

References

Books: Multiple Authors

Footnote

For two or three authors, list each of the authors in the order presented on the title page of the book. For more than three authors, list the first author’s name followed by “and others” or “et al.”:

x. First name Last name and First name Last Name, Title (City: Publisher, Date), page number if relevant.
x. First name Last name et al., Title (City: Publisher, Date), page number if relevant.

Subsequent references to the same text:

x. Last name and Last name, Title, page number.
x. Last name et al., Title, page number.

Examples:

3. Bulkeley and Betsill, Cities and Climate Change, 27.
4. Arendt et al., Growing Greener.

Bibliography

Basic format:

Last name, First name, and First name Last name. Title. City: Publisher, Year.

Examples:

References


Note: In contrast to footnotes, bibliographic citations for works with four or more authors should include the names of all authors. See the Arendt entry above.

Books: Edited Volume or Chapter Within an Edited Volume

Footnote

Occasionally you will need to cite an edited book containing chapters by various authors. If citing the overarching idea of the entire book, use the editors’ names as you would the names of authors, following their names with “ed.” (short for
editor, not to be mistaken for the abbreviation of “edition”). Works with a translator (trans.) or a compiler (comp.) would be treated similarly.

Basic format:

x. Editor's First name Last name, ed., Title (City: Publisher, Year), page number if relevant.

Example:


Subsequent references to the same text:

2. Magnusson and Shaw, eds. A Political Space.

More frequently, you will cite a particular essay or chapter in an edited book. In this case your footnote will refer to the specific chapter or essay but will also include the title of the book and its editors. The format is as follows:

x. Author's First name Last name, "Chapter Title," in Book Title, ed. Editor's name (City: Publisher, Year), page number if relevant.

Subsequent references to the same text:

x. Last name, Chapter Title, page number.

Examples:


Bibliography

Basic format:

Editor's Last name, First name, ed. Title. City: Publisher, Year.

Or:

Author's Last name, First name. “Chapter Title.” In Book Title, edited by Editor's Name, page numbers of chapter. City: Publisher, Year.

Examples:
References


Books: Multiple Editions

Footnote

Include the edition number after the title, not italicized:

x. First name Last name, Title, Number ed. (City, Publisher, Year), page number if relevant.

Subsequent references to the same text:

x. Last name, Title, page number.

Examples:

2. Kraft, Environmental Policy and Politics, 54.

Bibliography

Basic format:

Last name, First name. Title. Number ed. City: Publisher, Year.

Example:

References


Journal Articles

Footnote

Basic format:

x. Author's First name Last name, "Article Title," Journal Title Volume, Issue No. (Year): page number.

Subsequent references to the same text:

x. Last name, "Article Title," page number.

Examples:

Note: As in the Alberti example above, if the year serves as the volume number, it should not be in parentheses.

**Bibliography**

Basic format:

Last name, First name. “Article Title.” *Journal Title* Volume, Issue no. (Year): page range.

Examples:

References


**Web Sources**

Note: Not all information available on the internet should be considered a valid source for academic research. Use common sense in deciding what internet sites to include in your research. For example, wikipedia.org is generally not considered an appropriate source of information for an academic paper. If you are unsure if a site is appropriate, check with your professor or TA.

**Footnote**

If an online source is also a print source (a journal or newspaper article, etc.) or has a clear online publishing date (such as online news sources), footnote it in the same way as you would footnote the source if it were in print, adding the URL and access date if the information is time sensitive:

x. Author's First name Last name, “Article Title,” *Web Site Title*. Sponsor, Original publication Month Day, Year, URL. (accessed Month Day, Year).

If citing an entire website, include the title of the site, the name of the sponsoring organization, the publication date or date of latest update (if available), URL, and access date if time sensitive.

x. Author’s First name Last name, *Web Site Title*, URL (accessed Month Day, Year).
Examples:


**Bibliography**

Basic Format:

Last name, First name. “Article Title.” Web Site Title. Sponsor, Original publication Month Day, Year. URL. (accessed Month Day, Year).

Or:

Last name, First name. Web Site Title. URL. (accessed Month Day, Year).

Examples:

References


**Class Lectures**

**Footnote**

Class lectures should only be cited in papers written for the course in which that lecture was given.

Example:


**Bibliography**

No bibliography entry is needed.

**Course Readers**

Most material in your course readers was originally published as a journal article, newspaper article, or book chapter. It should therefore be cited as such.
Magazine Articles

Footnote
Cite as you would a book, with the author’s name (if available) followed by the title and date. For weekly or bi-weekly magazines, give the exact date (month day, year). For monthly or bi-monthly magazines, just the month(s) is sufficient. Include page numbers only if noting a direct quote (as in example 2 below). Magazines should be cited by publication date, even if a volume number is provided.

Basic format:

x. Author’s First name Last name, “Article Title,” Magazine Title, Month Day, Year, page number if relevant.

Subsequent references to the same text:

x. Last name, “Article Title,” page number if relevant.

Examples:


Bibliography
Basic format:

Last name, First name. “Article Title.” Magazine Title, Month Day, Year, page range.

Examples:

References


Newspaper Articles

Footnote
A footnote for a newspaper article should include: Name of author (if known); title of the article, month, day and year of publication; the edition (final, West Coast, etc.) if available; the section if in print or the URL if found online. You can omit page numbers.

Basic format:

x. Last name, First name, “Article Title,” Newspaper Title, Month Day, Year, edition, section.
Or:

x. Last name, First name, “Article Title,” Newspaper Title, Original publication Month Day, Year, URL.

Subsequent references to the same text:

x. Last name, “Article Title,” Date.

Examples:


Bibliography

Basic format:

Last name, First name. “Article Title.” Newspaper Title, Month Day, Year, section.

If accessed online, replace the section with the URL.

Examples:

References


Interviews

Footnote

Regardless of the form of the interview, your footnote should begin with the name of the person interviewed. Anonymous interviews can be cited as such, with general information regarding the interviewee. Published interviews should include the full citation of where the interview was found (for instance, in a book or on the radio). In examples 2 and 3 below, it is assumed that you (the author) conducted the interviews.

Examples:

2. George Smith, e-mail message to author, March 17, 2008.
3. Interview with Congressional aide, February 9, 2008.
**Bibliography**

If you conducted the interview, no bibliography entry is needed. For published or broadcast interviews, cite as you would for a book section, newspaper article, radio broadcast, etc.

**Examples:**

**References**


**Legal Sources**

**Footnote**

Citing constitutions: Cite constitutions by the name, article, section, and paragraph (depending on how specific your reference is):

2. Arizona Constitution, par. 3.

Citing an act (law): In most cases you can provide all basic information about an act (if it is a federal or state law, the title of the act, and the year it was passed) in the body of your text and it will therefore not need to be footnoted:

Congress’s passage of the Aviation and Transportation Security Act of 2001 increased national requirements for airport security checks.

Citing a legal case: As with laws, legal cases should usually be referred to in the text of your essay and footnotes are not needed. Names of cases are abbreviated by the name of each party involved and should be underlined. The year the case was decided is put in parentheses just after the name of the case:

In *Brown v. Board of Education* (1954) the Supreme Court rejected the segregation of public schools by race.

**Government Publications**

**Footnote**

As government documents usually do not have authors, cite them by the name of the agency. Otherwise, follow the same rules as for books and journals.

Provide the following information:
x. Name of Government, Government Agency, Subsidiary division/regional office/etc., *Title of the Publication*, date, publication number, report number, or Congressional session (if available or relevant), Place of Publication: Publisher, Date, page number if relevant.

Examples:


Note: If the document is printed by the issuing body (as in the Department of Labor example above), publisher information is not required.

*Bibliography*

Include all of the information listed above.

Examples:

References

