“Chicago Style,” like any citation style, consists of two main parts: citations and a bibliography. The citations are the references to your sources in the main text of your essay. In Chicago Style, these citations take the form of either footnotes or endnotes. (Ask your instructor whether he or she wants you to use footnote citations or endnote citations.) The bibliography is an alphabetical list of all your sources that appears at the end of your paper.

**CITATIONS**

**CREATING FOOTNOTES**
If you are using the footnote style for your citations, use the Insert Footnote command under the References tab in Microsoft Word to insert the footnote at the end of a sentence to indicate that you have used a source for material that you have referenced, summarized, or paraphrased in the sentence. Microsoft Word will also automatically create a space at the bottom of the page for you to enter the bibliographic information.

Smith claims that the cotton gin was the most important invention of the late eighteenth century.¹

Enter the bibliographic information next to the footnote at the bottom of the page. See “Entering Bibliographic Information for Footnotes and Endnotes” to learn what to put in your footnote.

**CREATING ENDNOTES**
If you are using the endnote style for your citations, use the Insert Endnote command under the References tab in Microsoft Word to insert an endnote at the end of a sentence to indicate that you have used a source for material that you have referenced, summarized, or paraphrased in the sentence. Microsoft Word will automatically create a place for the endnote at the end of your paper.

Smith claims that the cotton gin was the most important invention of the late eighteenth century.¹

**ENTERING BIBLIOGRAPHIC INFORMATION FOR FOOTNOTES AND ENDNOTES**
The first time you cite a source, use the full bibliographic information in the footnote or endnote. The note will contain the same information as the entry from the paper’s bibliography—with a couple of exceptions. In the note, publication information for books goes in parentheses (see example below). Put the author’s name in normal order (first name, then last name) the first time you cite that author. The next time, use only the author’s last name, a shortened title of the work, and the page number.

If you use the same source in consecutive footnotes, use the abbreviation “Ibid.” along with a comma and the page number (just use “Ibid.” if the information is from the same page of the work. Double-check your
footnotes with “Ibid.” when you finish the paper to make sure the notes correspond to the actual order of your notes. If you copy and paste or move quotations around, doing so will impact which notes need “Ibid.” and which need author and title information.

2Ibid., 3428.

CREATING YOUR BIBLIOGRAPHY
In a Chicago Style bibliography, list all your sources alphabetically by the author’s last name; if there is more than one author, use the last name of the first author mentioned in the library catalog entry or on the title page. List all authors in the bibliographic entry. Single-space within each entry, but leave a line of space between entries.

A basic entry contains the author(s), title, source (journal, newspaper, etc.), pages, and publication information. See some of the most common types of entries you may need to create below.

BOOK

EDITED BOOK

ARTICLE/CHAPTER IN AN EDITED BOOK

JOURNAL ARTICLE

ELECTRONIC SOURCES
Add the following information to entries for electronic sources:

For information on citing other types of sources, consult The Chicago Manual of Style, 16th Edition or visit the Purdue Online Writing Lab at http://owl.english.purdue.edu/owl/
For eBooks, add the **media type** to the end of the entry. The media type might be Kindle edition or Nook edition; if the eBook appears in PDF form (like many eBooks you may access through UA Huntsville's library), designate the media type as PDF book. Also, add the **DOI** or **URL** for an online book.


For journal articles accessed online, add the **DOI** if it is available in the item record in the catalog. If no **DOI** is available, give the article’s stable **URL** instead. If you located the article through one of UA Huntsville Library’s database searches, use the **Permalink** button on the right hand side of the detailed record to find a stable URL for the article.