



# Chicago Manual of Style Citation Guide

The Chicago Manual of Style is used for several disciplines, often including history and journalism.

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- For your note, use either the **Insert Footnote** or **Insert Endnote** command under the **References** tab in Microsoft Word to insert the note at the end of a sentence or end of the paper 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. For an endnote, Microsoft Word will automatically create a place for the endnote at the end of your paper.
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Adapted from the *University of Portland Chicago Style Citation Guide* and Purdue University Online Writing Lab.

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