



The Writing Center

UNIVERSITY OF COLORADO
DENVER | ANSCHUTZ MEDICAL CAMPUS

Chicago Manual of Style, 17th Edition

The Chicago Manual of Style (CMS) has a few options for documenting sources. This handout presents the CMOS Notes-Bibliography (NB) system.

Notes-Bibliography System

Like other citation styles, CMS uses a combination of in-text citations and a references page, but CMS calls them “notes” and “bibliography.” The Notes-Bibliography system (NB) uses either footnotes OR endnotes to list source information.

Notes

Instead of parentheticals (like APA), CMS telegraphs cited content with superscript **reference numbers**, and source information is found in a **note** at the end of the page or the paper along with a **note number** that matches the reference number. In-text reference numbers appear at the end of a sentence or clause, superior/superscript, after any punctuation. In electronic formats, the reference numbers and note numbers are often [linked](#). Numbers should start with “1” and increase consecutively for each citation through the end of the document. (If a document is lengthy, consider resetting the numbering between sections or chapters.)

Footnotes

Footnotes are located on the same page as the reference numbers themselves, grouped below the last line on the page. Footnotes include partial reference information (the author and title, as well as page number).

Chicago Manual of Style

Full-sized numerals; numerals followed by a period; notes indented .25”; single-spaced throughout.

Schwartz explains this in detail in his text, putting emphasis on how globalization creates discontentment in populations.⁴

1. Morley, *Poverty and Inequality*, 24–25.
2. Schwartz, “Nationals and Nationalism,” 131–32.
3. Morley, *Poverty and Inequality*, 43.
4. Schwartz, “Nationals and Nationalism,” 138.

CU Denver Graduate School Format Guidelines

Notes not indented; numerals superscript, numerals not followed by a period; extra line between entries.

Schwartz explains this in detail in his text, putting emphasis on how globalization creates discontentment in populations.⁴

¹ Morley, *Poverty and Inequality*, 24–25.

² Schwartz, “Nationals and Nationalism,” 131–32.

³ Morley, *Poverty and Inequality*, 43.

⁴ Schwartz, “Nationals and Nationalism,” 138.

Endnotes

Endnotes appear in a numbered list all together in a section at the end of the paper (before the bibliography).

Endnotes

1. Morley, *Poverty and Inequality*, 24–25.
2. Schwartz, “Nationals and Nationalism,” 131–32.
3. Morley, *Poverty and Inequality*, 43.
4. Schwartz, “Nationals and Nationalism,” 138.

In the past, CMS used a system including “initial notes” and “short notes.” The first time a source was cited, more information was required for each note, and subsequent times, less information could be included. In the 17th edition, CMS did away with initial/short notes as well as Ibid.

Bibliography

The Bibliography will appear at the end of a document, before the index, in its own section. List sources alphabetically by the first author’s last name and use a hanging indent. Exclude personal communications like interviews or lectures, unless asked to do so by your professor.

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Bibliography

- Denver Dumb Friends League. “Services: Benefiting the Animals and Our Community.” *Denver Dumb Friends League*. Last modified December 1, 2013. <http://www.ddfl.org/services>.
- “Human Rights Abuses in North Korea.” *All Things North Korean*. Accessed July 1, 2014. <http://www.allthingsnk.com/human-rights-abuses-in-north-korea>.
- Stiglitz, Joseph E. *Globalization and Its Discontents*. New York: W.W. Norton & Company, 2003.

Examples

One Author	
Note	Stiglitz, <i>Globalization and Its Discontents</i> , 160.
Bibliographic entry	Stiglitz, Joseph E. <i>Globalization and Its Discontents</i> . New York: W.W. Norton & Company, 2003.
Multiple Authors	
Note	Mearsheimer and Walt, <i>The Israel Lobby</i> , 208.
Bibliographic entry	Mearsheimer, John J. and Stephen M. Walt. <i>The Israel Lobby and U.S. Foreign Policy</i> . New York: Farrar, Straus and Giroux, 2007.

Article/Chapter/Essay from an Edited Collection	
Note	Friedman, "The Character of Economics," 329.
Bibliographic entry	Friedman, Thomas L. "The Character of Economic Globalization." In <i>The Politics of Globalization: A Reader</i> , edited by Mark Kesselman, 325-350. Boston: Houghton Mifflin Company, 2006.
Scholarly Journal article	
Note	Kang, "Democracy and Human Rights Education," 324.
Bibliographic entry	Kang, Soon-Won. "Democracy and Human Rights Education in South Korea." <i>Comparative Education</i> 38, no. 3 (2002): 315-325.
Online Magazine	
Note	Weigel, "When You've Lost Jon."
Bibliographic entry	Weigel, David. "When You've Lost Jon Stewart, You've Lost Middle America." <i>Slate</i> , July 23, 2014. http://www.slate.com/blogs/weigel/2014/07/23/ (July 31, 2014).
When noting an online source, use the same format as you would for a print source, only with the addition of a DOI or URL at the end of the note.	
Webpage with Author and Date	
Note	Denver Dumb Friends League, "Services: Benefiting the Animals."
Bibliographic entry	Denver Dumb Friends League. "Services: Benefiting the Animals and Our Community." <i>Denver Dumb Friends League</i> . Last modified December 1, 2013. http://www.ddfl.org/services .
Webpage with Date but No Author	
Note	"Judge says Washington's ban," <i>CNN.com</i> .

Bibliographic entry	“Judge says Washington’s ban on handguns in public is unconstitutional.” <i>CNN.com</i>. Last modified July 27, 2014. http://www.cnn.com/2014/07/27/justice/washington-gun-ruling/index.html?hpt=us_c2.
Webpage with No Date and No Author	
Note	“Human Rights Abuses,” <i>All Things North Korean</i>.
Bibliographic entry	“Human Rights Abuses in North Korea.” <i>All Things North Korean</i>. Accessed July 1, 2014. http://www.allthingsnk.com/human-rights-abuses-in-north-korea.