



The Writing Center

UNIVERSITY OF COLORADO

DENVER | ANSCHUTZ MEDICAL CAMPUS

Chicago Manual of Style, 16th Edition [CMOS]

The Chicago Manual of Style (CMOS) offers several citation and documentation styles. This handout presents the CMOS Notes-Bibliography (N-B) system. The N-B system requires either footnotes OR endnotes, in addition to a bibliography at the end of the paper.

Footnotes: located on the same page as the cited text

Endnotes: located at the end of the paper but before the bibliography

In-text note numbers are set as superscript without a period in the main body of the paper, usually after punctuation and the closing parenthesis. Corresponding note numbers at the bottom of the page are full-size numbers followed by a period in the note section itself.

Superscript: ^{1 2 3}

Full size: 1. 2. 3.

The first line of the note is indented half an inch. Subsequent lines are flush left with the standard 1-inch margin. The entire document should be double-spaced, including the bibliography.

When citing in Chicago style, it is important to recognize that footnotes and endnotes follow a specific pattern:

Initial citation: The first time you cite a source, your footnote or endnote should contain elements such as author, title, date of publication, and page numbers.

Short form citation: Once you've cited a source, all subsequent citations follow a basic short form meant to reduce bulky documentation. Short form citations contain the author's last name, a shortened main title (if more than four words), and page number(s).

In addition to initial and short form citations, Chicago permits the use of *Ibid.* *Ibid.* allows you to refer to a single work cited in the preceding note. This eliminates repetition when citing the same source multiple times in a row. However, if the preceding note contains more than one citation, then *Ibid.* cannot be used because it is unclear which source is being repeated.

The following example illustrates a sequence of three footnotes that cite the same source:

5. Joseph E. Stiglitz, *Globalization and Its Discontents* (New York: W.W. Norton & Company, 2003), 151.

6. Stiglitz, *Globalization and Its Discontents*, 160.

7. *Ibid.*, 189.

Books:

<u>One author</u>	
Initial note:	Joseph E. Stiglitz, <i>Globalization and Its Discontents</i> (New York: W.W. Norton & Company, 2003), 151.
Short form:	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.

<u>Multiple authors</u>	
Initial note:	John J. Mearsheimer and Stephen M. Walt, <i>The Israel Lobby and U.S. Foreign Policy</i> (New York: Farrar, Straus and Giroux, 2007), 203.
Short form:	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.

<u>Translated work with one author</u>	
Initial note:	Agenor de Gasparín, <i>America Before Europe</i> , trans. Mary L. Booth. (New York: Charles Scribner, 1862), 342.
Short form:	de Gasparín, <i>America Before Europe</i> , 349.
Bibliographic entry:	de Gasparín, Agenor. <i>America Before Europe</i> . Translated by Mary L. Booth. New York: Charles Scribner, 1862.

<u>Book with author and editor</u>	
Initial note:	Geoffrey Wawro, <i>A Mad Catastrophe: The Outbreak of WWI and the Collapse of the Habsburg Empire</i> , ed. Tanya Miller (New York: Basic Books, 2014), 178.
Short form:	Wawro, <i>A Mad Catastrophe</i> , 189.
Bibliographic entry:	Wawro, Geoffrey. <i>A Mad Catastrophe: The Outbreak of WWI and the Collapse of the Habsburg Empire</i> , Edited by Tanya Miller. New York: Basic Books, 2014.

<u>Article/chapter/essay from an edited collection</u>	
Initial note:	Thomas L. Friedman, "The Character of Economic Globalization," in <i>The Politics of Globalization: A Reader</i> , ed. Mark Kesselman (Boston: Houghton Mifflin Company, 2006), 342.

Short form:	Friedman, "The Character of Economic," 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.

<u>Anonymous work/No author</u>	
Initial note:	<i>Why I Live off the Grid: A Critique of an Interconnected World</i> (Boston: Houghton Mifflin Company, 2013), 73.
Short form:	<i>Why I Live off</i> , 90.
Bibliographic entry:	<i>Why I Live off the Grid: A Critique of an Interconnected World</i> . Boston: Houghton Mifflin Company, 2013.

<u>Source within a source</u>	
Initial note:	Danica Brown, <i>The Ramifications of a One-State Solution</i> (Cambridge, MA: Harvard University Press, 2009), 119, quoted in Therese Lowell, <i>The Inner Workings of the Middle East</i> (New York: Continuum, 2014), 199.
Short form:	Brown, <i>The Ramifications of a</i> , 208.
Bibliographic entry:	Brown, Danica. <i>The Ramifications of a One-State Solution</i> . Cambridge, MA: Harvard University Press, 2009. Quoted in Therese Lowell, <i>The Inner Workings of the Middle East</i> . New York: Continuum, 2014.

*Note: Chicago strongly discourages citing a source within a source. Instead, find the original source and cite it directly whenever possible.

Periodicals:

<u>Scholarly journal article</u>	
Initial note:	Soon-Won Kang, "Democracy and Human Rights Education in South Korea," <i>Comparative Education</i> 38, no. 3 (2002): 321.
Short form:	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.

<u>Magazine</u>	
Initial note:	Josh Weil, "Putin's Power: Why Russians Adore Their Bare-Chested Reagan," <i>Time Magazine</i> , July 2014, 18.
Short form:	Weil, "Putin's Power," 19.

Bibliographic entry:	Weil, Josh. "Putin's Power: Why Russians Adore Their Bare-Chested Reagan." <i>Time Magazine</i> , July 2014.
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<i>Newspaper</i>	
Initial note:	Miguel Topaz, "Cannabis-generated tax revenue," <i>The Denver Post</i> (Denver, CO), June 28, 2014, p. A15.
Short form:	Topaz, "Cannabis-generated tax revenue," A16.
Bibliographic entry:	Topaz, Miguel. "Cannabis-generated tax revenue." <i>The Denver Post</i> (Denver, CO), June 28, 2014.

<i>Online magazine</i>	
Initial note:	David Weigel, "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/ .
Short form:	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).

*Note: When citing an online periodical, use the same citation as you would for a print periodical, only with the addition of a DOI or URL at the end of the citation.

Electronic and Internet Sources:

<i>Web page with author and date</i>	
Initial note:	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 .
Short form:	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 .

<i>Web page with date but no author</i>	
Initial Note:	"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 .
Short form:	"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.
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<u>Web page with no date and no author</u>	
Initial note:	“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 .
Short form:	“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 .

<u>Blog</u>	
Initial note:	Steven Jonas, “On the Road to Theocracy: The Hobby Lobby Decision,” <i>Invisible History</i> (blog), July 7, 2014 (9:47 a.m.), http://www.opednews.com/articles/On-the-Road-to-Theocracy--by-Steven-Jonas-Abortion_Authoritarian_Beliefs_Catholic-140707-170.html .
Short form:	Jonas, “On the Road to.”
Bibliographic entry:	Jonas, Steven. “On the Road to Theocracy: The Hobby Lobby Decision.” <i>Invisible History</i> (blog). July 7, 2014 (9:47 a.m.). http://www.opednews.com/articles/On-the-Road-to-Theocracy--by-Steven-Jonas-Abortion_Authoritarian_Beliefs_Catholic-140707-170.html .

*Note: Typically, blogs are only cited within notes and are not included in the bibliography. However, if you are using a blog frequently throughout your essay, you can choose to include it in the bibliography.

Other Mediums:

<u>Film</u>	
Initial note:	<i>Inside Job</i> , directed by Charles Ferguson (2010; Hollywood, CA: Sony Pictures Classics, 2010). DVD.
Short form:	<i>Inside Job</i> .
Bibliographic entry:	<i>Inside Job</i> . Directed by Charles Ferguson. 2010. Hollywood, CA: Sony Pictures Classics, 2010. DVD.

<u>Published/broadcast interview</u>	
Initial note:	Barack Obama, interview by Bill O’Reilly, <i>White House</i> ,

	Fox News, February 3, 2014.
Short form:	Obama.
Bibliographic entry:	Obama, Barack. <i>White House</i> . By Bill O'Reilly. Fox News, February 3, 2014.

<i>Unpublished interview</i>	
Initial note:	Alexandra Perez (historian) in discussion with the author, April 2012. Wally Oppenheimer, interview by Amina Louda, November 12, 2012, transcript.
Short form:	Perez. Oppenheimer.
Bibliographic entry:	Perez, Alexandra (historian). In discussion with the author. April 2012. Oppenheimer, Wally. Interviewed by Amina Louda. November 12, 2012. Transcript.

*Note: Like blogs, unpublished interviews are usually only cited within notes and are not included in the bibliography.

<i>Personal communication</i>	
Initial note:	Maria Alvarez, personal e-mail to author, June 20, 2010.
Short form:	Alvarez.
Bibliographic entry:	Alvarez, Maria. Personal e-mail to author. June 20, 2010.

*Note: Like blogs and unpublished interviews, personal communications are typically only cited in notes and not in the bibliography.

Bibliography:

The bibliography appears at the end of a paper, but before an index, in a separate section. In the bibliography, list all sources alphabetically by author's last name. The first line of each citation is flush with the left margin; all subsequent lines are indented half an inch (a hanging indent). Include all cited books, articles, electronic sources, and other relevant references. However, bibliographies typically do not include personal communications such as lectures, emails, interviews, etc.