GENERAL INFORMATION

The main thing that separates this format from MLA and APA is its use of footnotes or endnotes. Ask your instructor which one he or she wants you to use.

- Footnotes: Source information is listed at the bottom of the page in the footer with a raised number.
- Endnotes: Source information is listed on its own page in numerical order.
- Bibliography: All sources used are included and listed in alphabetical order by author last name.
- If a title of a book or video is longer than four or five words, you can shorten it in the footnote—but not in the bibliography.

To insert a footnote using Microsoft Word 2007 or 2010, the cursor should be at the end of the sentence in question. In the toolbar, click “References,” then “Insert Footnote.” A raised number should now appear (see the footer below for an example).¹ Scroll to the end of the page and type the required source information.

¹ This guide was revised in July 2013.
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BOOKS & DVDs

**Books:**

**One Author**

**Footnote:**

Note number. Author first and last name, *Title of the book in italics* (City of publication: Publisher, Year), page(s) cited.

**Example:**


**Footnote (Subsequent listings):**

Note number. Author last name, *Title in Italics*, page number(s).

**Example:**


**Footnote (Consecutive listing):** Ibid., page number.

**Bibliography:**

Author last name, first name. *Title*. City of publication: Publisher, Year.

**Example:**

Two or Three Authors

Footnote (First listing):

Note number. Author first and last name and Author first and last name, Title (City of publication: Publisher, Year), page(s) cited.

Example:


Footnote (Subsequent listings):

Note number. Author last names, *Title in Italics*, page number.

Example:


Footnote (Consecutive listing): Ibid., page number(s).

Bibliography:

Author last name, first name and Author first name, last name. *Title.* City of publication: Publisher, Year.

Example:


Chapter or Essay

Footnote (First listing):

Note number. Author of chapter first and last name, “Title of Chapter/Essay in quotation marks.” In *Title of book in italics*, ed. Editor’s first and last name (City of publication: Publisher, Year), page(s) cited.
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Example:


Footnote (Subsequent listings):

Note number. Last name of author, “Title of Chapter/Essay in quotation marks,” page(s) cited.

Example:


Footnote (Consecutive listing): Ibid., page number(s).

Bibliography:

Author last name, first name. “Title of chapter/essay.” In Title of book, edited by first and last name, page numbers of whole chapter/essay. City of publication: Publisher, Year.

Example:


DVDs:

Footnote:

Author first and last name (if avail.). Title of Film, Format/Medium, prod. by (City, State Abbr.: Company, Year).

Example:

Bibliography:

Author last name, first name (if avail.). *Title of film in Italics.*
Format/Medium. Producer’s name(s). City and State of production: Company, Year.

Example:


Footnote (Subsequent listings):

Note number. Last name of producer, Title of Film in Italics, Year.

Example:


Footnote (Consecutive listing): Ibid.
Footnote:

Note number. Author of article first and last name, “Title of the article,” Title of the journal volume number, issue number indicated by the abbreviation no. and the number(issue date): page number cited. Name of database, Company (accessed and the date).

Example:


Bibliography:

The periodical databases now have the capability to copy/paste citation information. To do so, click an article of interest, then on the right side of the screen look for “Cite.” Click it, then choose “Chicago/Turabian: Humanities.” Highlight/copy/paste the information listed. It may resemble this after pasting:


It should look like this on your bibliography:

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Non-Print Resources

Be sure to remove the underlining for all URL’s. To do this in MS Word, highlight the web address, click the “Insert” tab, click “Hyperlink,” then “Remove link.”

Blog

Blog entries may be cited by simply including them in the text of your paper and are omitted from the bibliography. However, if your instructor requires you to list them formally as a footnote and bibliography entry, below is a format to follow:

Footnote:

Note number. Author first and last name, “Title of Blog Entry in quotation marks,” Title of Blog in italics, Date of post, accessed and the date, URL.

Example:


Footnote (Subsequent listings):

Note number. Last name, “Title of entry.”

Example:


Footnote (Consecutive listing): Ibid.

Bibliography:

Last name, First name. “Title of entry in quotation marks.” Name of blog in italics, Date of post. Accessed and the date. URL.
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Example:


eBooks from EBSCO, Kindle, Nook, etc.

EBSCO Footnote:

Note number. Author first and last name, Title (City of publication: Publisher, Year), page number/s (if available, otherwise use chapter number), accessed and then the date, EBSCO eBook Collection.

Example:


Footnote (Subsequent listings):

Note number. Last name, “Title of entry.”

Example:


Footnote (Consecutive listing): Ibid.

Bibliography:

eBooks accessed through EBSCO have a copy/paste available for the bibliography information. Click the title of the ebook, then click “Cite” on the right. Scroll to “Chicago/Turabian: Humanities.” Highlight/copy the information, then paste it to your bibliography.

Author last name, First name. Title of the book in italics. City of publication: Publisher, Year. Accessed and the date. EBSCO eBook Collection.
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**Example:**


**Kindle, Nook, etc. Footnote:**

Note number. Author first and last name, *Title* (City of publication: Publisher, Year), page number/s (if available, otherwise use chapter number), format of eBook.

**Example:**


**Footnote (Subsequent listings):**

Note number. Last name of author, *Title of the book in Italics*, page or chapter number(s) cited.

**Example:**


**Footnote (Consecutive listing):** Ibid., page or chapter number(s).

**Bibliography:**

Author last name, First name. *Title*. City of publication: Publisher, Year. Format of eBook.

**Example:**

Email

Emails should be cited within the text of a sentence instead of in a note and they are not listed on the bibliography. If your instructor insists on a footnote for an email, the following format should be followed:

Note number. Name of email sender, email message to author (meaning the recipient), date of the message.

Example:

2. Thomas Jefferson, email message to author, July 4, 1776.

Footnote (Consecutive listing): Ibid.

Facebook & Twitter

Posts on social networks should be cited within the text of a sentence instead of in a note and they are not listed on the bibliography. If your instructor insists on a footnote for an email, the following format should be followed:

Note number. Name of poster, place/type of post, Date of post (time of post in parentheses), accessed and the Date, URL.

Example:


Footnote (Consecutive listing): Ibid.

Online Streaming Videos Database—L & C

Footnote:

Note number. Producer or Director of video’s first and last name (if available), “Title of the film in quotation marks,” Name of production company, Copyright year, Alexander Street Videos/Name of Collection.
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Example:


Footnote (Subsequent listings):

Note number. Last name of Producer or Director (if available), “Title of the film in quotation marks,” Year.

Footnote (Consecutive listing): Ibid.

Bibliography:

Last name, First name of original creator (if available). “Title of the film in quotation marks.” Name of Production Company, Copyright Year. Alexander Street Videos/Name of Collection.

Example:


YouTube, Netflix, etc.

The rule of thumb with any online/web-based resource is work with what information you have and don’t sweat what isn’t available. To that end, here is a guideline for referencing non-database online videos.

Footnote:

Note number. Name of original creator (if available), “Title of the video in quotation marks,” YouTube or Netflix video, length of video, Original production information (if available), posted by and the Name of poster, Date of posting, URL.

Example:

Footnote (Subsequent listings):

Note number. Last name of original creator (if available), “Title of the video in quotation marks,” Date of posting, URL.

Footnote (Consecutive listing): Ibid.

Bibliography:

Last name, First name of original creator (if available). “Title of the video in quotation marks. Original production information (if available). YouTube or Netflix video, length of video. Posted by and the name of the poster, date of posting. URL.

Example:


Web Sites

Web sites can be cited within the text of a sentence. For example, “According to the History Channel’s web site....” They are, then, not footnoted nor are they included on a bibliography. However, if your instructor says to footnote a web site and include it on a bibliography, then that should be done according to the examples below.

Footnote:

Note number. Author first and last name (if available; if unavailable, use the sponsor—if available), “Title of the specific article,” Title of the Site. Last modified and the date (if available). Accessed and the date. URL.
Example:


Footnote (Subsequent listings):

Note number. Last name of author, “Title of the article in quotation marks.”

Example:


Footnote (Consecutive listing): Ibid.

Bibliography:

Author last name, first name. “Title of the section of the web page.” Name of site. Last modified and the date (if available). Accessed and the date. URL.

Example:

Sample Bibliography


