

Chicago citation quick reference

NOTE FORM (FIRST CITATION)

Book
1. First Last, <i>Title of Book</i> , 3rd ed. (City: Publisher, YYYY), 42.
Chapter
2. First Last, "Title of Chapter," in <i>Title of Book</i> , ed. First Last (City: Publisher, YYYY), 105.
Journal article
3. First Last, "Title of Article," <i>Journal Name</i> 12, no. 3 (YYYY): 1053.
Website
4. First Last, "Title of Page," Site Name, Month DD, YYYY, https://example.com/page .
Newspaper
5. First Last, "Title of Article," <i>Name of Newspaper</i> , Month DD, YYYY.
Archival material
6. First Last to First Last, Month DD, YYYY, box 4, folder 12, Name of Collection, Name of Repository, City.
Shortened note
7. Last, <i>Short Title</i> , 142.

BIBLIOGRAPHY FORM

Book
Last, First. <i>Title of Book</i> . 3rd ed. City: Publisher, YYYY.
Chapter
Last, First. "Title of Chapter." In <i>Title of Book</i> , edited by First Last, 100–125. City: Publisher, YYYY.
Journal article
Last, First. "Title of Article." <i>Journal Name</i> 12, no. 3 (YYYY): 100–125.
Website
Last, First. "Title of Page." Site Name. Month DD, YYYY. https://example.com/page .
Thesis
Last, First. "Title of Dissertation." PhD diss., University Name, YYYY.

THE TWO FORMS DIFFER

Names	The note reads as prose. The bibliography inverts the first author only.
Punctuation	The note uses commas, the bibliography uses full stops.
Publication	The note puts city, publisher and year in parentheses.
Pages	The note gives the page you used. The bibliography gives the range.

AUTHOR NAMES

Two or three	All named, in both forms.
Four or more	The note gives the first author and et al.; the bibliography lists up to ten.
Editor	ed. First Last in a note, edited by First Last in the bibliography.
Translator	trans. First Last in a note, translated by First Last in the bibliography.

IF YOUR DEPARTMENT WANTS AUTHOR-DATE

- The reference list moves the year to just after the author.
- The text cites (Tuchman 1962, 42) instead of a footnote.
- Everything else, including the punctuation, stays the same.
- Never mix the two systems in one document.

SIX MISTAKES THAT COST MARKS

- Mixing notes-bibliography with author-date.
- Putting the bibliography form in a footnote.
- Repeating the full note instead of shortening it.
- Leaning on *ibid.*, which the manual now discourages.
- Abbreviating journal titles.
- Leaving archival material out of the bibliography.