



## Chicago Style: Notes-Bibliography (18th ed.)

There aren't many differences between the 17th and 18th edition of Chicago; if it is a difference in what is included (or not), we have noted the content change.

### General Guidelines

- Chicago is organized into two separate styles: Notes-Bibliography and Author-Date. Notes-Bibliography (NB) is by far the more commonly used style. If your professor only specifies Chicago, it is safe to assume they mean Notes-Bibliography.
- Notes-Bibliography uses footnotes and endnotes instead of traditional in-text citations. Your professor will usually specify whether they prefer footnotes or endnotes. If your professor does not specify, you can usually use footnotes.
- There are two citation formats for every source: one that is used on the bibliography page and one that is used in footnotes or endnotes. These are similar but not identical.
- Authors' first and last names are sometimes inverted, depending on your source. The Western order of names goes first name then last name. The Eastern order of names goes last name then first name. **Do not invert Eastern order names in your bibliography or references.**

**SWC [1]:** Chicago 18<sup>th</sup> edition respects the Eastern order of names. Continue to invert Western order names when necessary. Do not invert names of authors from areas like Hungary, (some of) Africa, China, Japan, Korea, Singapore, Taiwan, Southern India, and Vietnam. This is a change from the 17<sup>th</sup> ed.

### Bibliography

- The bibliography page should begin at the top of a new page.
- The bibliography page should be labeled "Bibliography," not "References" or "Works Cited." It should be the same font size as the rest of your paper. It should not be placed in quotes, italicized, or bolded, but it should be centered on the page.
- Leave two blank lines (single-spaced) between the label "Bibliography" and your first bibliography entry.
- Your bibliography entries themselves should be single-spaced, but there should be one blank line (single-spaced) left between entries.
- In your bibliographic entries, every line after the first line should be indented with a hanging indent.
- Entries should be alphabetized by the first word of the entry.



## Notes

- Footnotes appear at the end of each page. Endnotes appear immediately after the body of the paper but before the bibliography page.
- Notes should be numbered with Arabic numerals in order of occurrence throughout the text.
- Within the text, notes should be superscripted and placed at the end of the sentence to which it refers. Superscripts should always be placed after punctuation marks.
- Notes themselves should be single-spaced, indented by half an inch, and begin with a normal-text Arabic numeral followed by a period.
- The first time you cite a source, you should use the full footnote citation. If you cite the same source again in your paper, you may use the shortened footnote.

## Books

Note:

1. Meera Syal, *Life Isn't All Ha Ha Hee Hee*, (Picador, 2001), 169.

Shortened Note:

2. Syal, *Life Isn't All Ha Ha Hee Hee*, 284.

Bibliography Entry:

Syal, Meera. *Life Isn't All Ha Ha Hee Hee*. Picador, 2001.

## Translated Books

Note:

1. Shen Fu, *Six Records of a Life Adrift*, trans. Graham Martin Sanders, (Hackett Publishing Company, 2011), 126.

Shortened Note:

1. Shen, *Six Records of a Life Adrift*, 126.

Bibliography Entry:

Shen Fu. *Six Records of a Life Adrift*. Translated by Graham Martin Sanders. Hackett Publishing Company, 2011.

**SWC [2]:** A superscript is a smaller number that appears above the regular text, like an exponent in math.

**SWC [3]:** Note that while bibliography entries use a hanging indent, footnotes use a standard first-line indent, not a hanging indent.

**SWC [4]:** Note that "Ibid." has not been used since the 17th edition Chicago.

**SWC [5]:** Note that in the footnote, the author is listed in first-name last-name format.

**SWC [6]:** Note that in the footnotes, a comma is used to separate the author's name and the title.

**SWC [7]:** Note that the title of the book is formatted in italics and is followed by a comma. Every significant word in the title (excluding articles and prepositions) should be capitalized.

**SWC [8]:** Note that the publisher and year of publication is placed in parenthesis. A colon should follow the place of publication, and a comma should follow the publisher. The final parenthesis should be followed by a comma.

**SWC [9]:** Chicago 18th edition no longer requires you to include place of publication for books, unlike older editions.

**SWC [10]:** Note that the footnote should include the page number or page range of the specific quote the note is referencing. Only the Arabic numeral is necessary; no abbreviation (like p. or pp.) is used.

**SWC [11]:** Note that the shortened note only requires the last name of the author.

**SWC [12]:** Note that the shortened note omits place of publication, publisher, and year of publication.

**SWC [13]:** Note that in the bibliography, the author's name is formatted last-name, first-name.

**SWC [14]:** Note that in the bibliography, a period is used after the author's name, not a comma.

**SWC [15]:** Note that in the bibliography, a period is used after the title of the work, not a comma.

**SWC [16]:** Note that the publisher and year of publication are not placed in parentheses in the bibliography.

**SWC [17]:** Notice the lack of comma. In the Eastern style of naming (Family Name First name), no comma is necessary to respect this ordering. Further, the names should not be inverted to comply with Western style naming. In this case, Shen is the family name, but as it is a Chinese name that follows the Eastern convention, it is located before the first name of the author, which is Fu.

**SWC [18]:** Translated by can be shortened to "trans." in the notes.

**SWC [19]:** The book should be cited under the author's name, not the translator's. The translator's name should be formatted First Name Last Name.

**SWC [20]:** Because this is the author's family name, it goes in the shortened note even though it appears first in the citation.

**SWC [21]:** In the bibliography entry, the author's last name comes before the author's first name every time. So, the Eastern ordering of names here would be correct nonetheless, but again, no comma is necessary to reflect the author's order of names as a comma isn't used when writing names in Chinese.

**SWC [22]:** Translated by should be written out entirely in the bibliography entry.

**SWC [23]:** No parentheses should be in the bibliographical entry, but there should still be a comma between the publisher and the publishing year.



## Work in an Anthology or Collection

Note:

3. Stephanie L. Budin, "Sacred Prostitution in the First Person," In *Prostitutes and Courtesans in the Ancient World*, ed. Christopher A. Faone and Laura McClure (Madison: University of Wisconsin Press, 2006), 84.

Shortened Note:

4. Budin, "Sacred Prostitution in the First Person," 80.

Bibliography Entry:

Budin, Stephanie L. "Sacred Prostitution in the First Person." In *Prostitutes and Courtesans in the Ancient World*, edited by Christopher A. Faone and Laura McClure, 77-92. Madison: University of Wisconsin Press, 2006.

## Journal Articles

Note:

8. Mary Beard and John Henderson, "With This Body I Thee Worship: Sacred Prostitution in Antiquity," *Gender & History* 9, no. 3 (1997): 495, <https://doi.org/10.1111/1468-0424.00072>.

1. Leanne Betasamosake Simpson et al., "Idle No More and Black Lives Matter: An Exchange (Panel Discussion)," *Studies in Social Justice* 12, no. 1 (2018): 77, <https://doi.org/10.26522/ssj.v12i1.1830>.

Shortened Note:

12. Beard and Henderson, "With This Body," 496.

3. Leanne Betasamosake Simpson et al., "Idle No More," 78.

Bibliography Entry:

Beard, Mary, and John Henderson, "With This Body I Thee Worship: Sacred Prostitution in Antiquity," *Gender & History* 9, no. 3 (1997): 480-503. <https://doi.org/10.1111/1468-0424.00072>.

Simpson, Leanne Betasamosake, Rinaldo Walcott, Glen Coulthard, and Michael Moats, "Idle No More and Black Lives Matter: An Exchange (Panel Discussion)." *Studies in Social Justice* 12, no. 1 (2018): 75-89. <https://doi.org/10.26522/ssj.v12i1.1830>.

**SWC [24]:** Note that the title of the smaller work, in this case a chapter title, is formatted in quotations and followed by a comma.

**SWC [25]:** Note that the word "In" is used before the name of the collection/anthology.

**SWC [26]:** Note that the title of the full work in which the chapter or article appears is formatted in italics.

**SWC [27]:** Note that in the footnotes, the abbreviation "ed." is used in place of "edited by."

**SWC [28]:** Note that the shortened footnote does not require the title of the container work, the editor information, or the publication information.

**SWC [29]:** Note that the bibliography entry writes out "edited by" instead of using the abbreviation "ed."

**SWC [30]:** Note that the editors are listed in first-name last-name format in both the bibliography and the footnotes.

**SWC [31]:** Note that the bibliography entry includes the full page range of the work being cited.

**SWC [32]:** Note that the title of the article is placed in quotation marks.

**SWC [33]:** Note that the title of the journal is placed in italics.

**SWC [34]:** Note that the volume number of the journal should come directly after the title of the journal with no abbreviation. Make sure that the volume number is in plain text, not italics.

**SWC [35]:** Note that volume and issue numbers can be found with the rest of the bibliographic information for a source, though there may not always be abbreviations indicating which number is which. You can usually assume that the first number listed is the volume number and the second is the issue number. If there is no issue number listed, simply omit it.

**SWC [36]:** Note that the issue number of the journal should follow the volume number, but using the abbreviation "no."

**SWC [37]:** Note that the year of publication is placed in parentheses.

**SWC [38]:** Note that a colon precedes the page number.

**SWC [39]:** Note that journal articles accessed electronically should include a DOI or URL at the end of the citation. A DOI or stable URL/permalink is preferred. For journal articles accessed in print, simply omit this part of the citation.

**SWC [40]:** For a source with four or more authors, the note should list only the first author followed by the abbreviation "et al."

**SWC [41]:** Note that the shortened note lists only the last names of the authors, but both authors are still listed.

**SWC [42]:** Note that it is acceptable to use a shortened version of the title in the shortened footnote. However, if you have many sources with similar titles, make sure to include enough of the title so that the source is still identifiable.

**SWC [43]:** Note that only the first author's name is placed in last-name, first-name format. The second (and any additional) author's name is placed in first-name last-name format.

**SWC [44]:** Note that in the bibliography entry, a period is used after the author's name in place of a comma.

**SWC [45]:** Note that in the bibliography entry, a period is used after the title of the article in place of a comma.

**SWC [46]:** Note that in the bibliography entry, a period is used after the page range in place of a comma.

**SWC [47]:** For a source with four or more authors, all the author's names are included in the in the bibliography entry. In the rare case of a source with ten or more authors, only the first seven names would be included, followed by the abbreviation "et al."

**SWC [48]:** Note that in the 17th edition of Chicago you had to include a season before the year. Now, you can omit the season.



## Electronic Sources

Note:

4. John Gramlich, "Black Democrats Differ from Other Democrats in Their Views on Gender Identity, Transgender Issues," Pew Research Center, last modified January 24, 2023, <https://www.pewresearch.org/fact-tank/2023/01/04/black-democrats-differ-from-other-democrats-in-their-views-on-gender-identity-transgender-issues/>.

5. "Art up Close: Bringing Mohawk Chief Karonghyontye out of Benjamin West's Shadow," *National Gallery of Art*, October 3, 2023, <https://www.nga.gov/stories/art-up-close-bringing-mohawk-chief-karonghyontye-out-benjamin-west-shadow.html>.

Shortened Note:

6. Gramlich, "Black Democrats."

9. "Art up Close."

Bibliography Entry:

Gramlich, John. "Black Democrats Differ from Other Democrats in Their Views on Gender Identity, Transgender Issues." Pew Research Center. Last modified January 24, 2023. <https://www.pewresearch.org/fact-tank/2023/01/04/black-democrats-differ-from-other-democrats-in-their-views-on-gender-identity-transgender-issues/>.  
"Art up Close: Bringing Mohawk Chief Karonghyontye out of Benjamin West's Shadow." *National Gallery of Art*. October 3, 2023. <https://www.nga.gov/stories/art-up-close-bringing-mohawk-chief-karonghyontye-out-benjamin-west-shadow.html>.

**SWC [49]:** Note that electronic sources most often do not have page numbers, so these are not included in the examples.

**SWC [50]:** Note that even if the page only capitalizes the first word of the title, you should still capitalize every significant word when formatting your citations.

**SWC [51]:** If the name of the website is different from the publisher of the website, both would be included here. For example, if citing an essay from The 1619 Project, the name of the website would be The 1619 Project, but the publisher would be The New York Times Magazine. These would be separated with a comma in the notes and a period in the bibliography entry.

**SWC [52]:** If the website does not list a publication date, replace "last modified" with "accessed" and list the date you accessed the source. Notice that "last" follows a comma and is not capitalized.

**SWC [53]:** For all citations, make sure to right-click on any hyperlinks and select "remove link" so that the link appears in plain black text.

**SWC [54]:** If the author's name is not available, you should begin the citation with the name of the article.

**SWC [55]:** Note that for website content, the shortened note only contains the author's last name (if available) and a shortened version of the title. The shortened version of the title only needs to include enough words to distinguish the source.

**SWC [56]:** For web sources without a known author, use only a shortened version of the title for a shortened note.

**SWC [57]:** Note that, like with other types of sources, the commas in the note are replaced with periods in the bibliography entry.

**SWC [58]:** Note that because the bibliography uses a period before listing the date instead of a comma, "last modified" is now capitalized.

**SWC [59]:** Start the entry with the full title if there is no known author for the source.