The 16th edition of the Chicago Manual of Style presents two basic systems of documentation—the notes and bibliography system (humanities style) and the author-date system. This guide provides examples according to the notes and bibliography system. A separate guide is available for the author-date system. Ask your professor if you are unsure which system to use. For each example given below, the section number to the relevant passage(s) in the 16th edition of the Chicago Manual of Style is provided. Access to the full text of the online edition is available to members of the University of Puget Sound community; click on “Citation Tools” on the library homepage to access it.

Preparing Your Footnotes or Endnotes:
- Ask your professor if you need help deciding whether to use footnotes or endnotes. Footnotes appear at the bottom of the page, while endnotes are collected in a list at the end of the paper (sections 14.38 to 14.43).
- Footnote or endnote references in text are typed as superscript numbers (section 14.9).
- Numbers should run consecutively (section 14.20).
- Ask your professor if shortened citations are permissible when a full bibliography is provided. A shortened citation includes the last name of the author, main title of the work cited, and the page number (sections 14.24 to 14.28).
- The abbreviation ibid. is used to refer to the same page in a single work cited in the note immediately preceding. The abbreviation ibid. is followed by a comma and the page number(s) to refer to different pages in a single work cited in the note immediately preceding.

Preparing Your Bibliography:
- A full bibliography includes all works cited or consulted (sections 14.59).
- Entries are arranged alphabetically by last name of author and are not numbered (section 14.60).

BOOK—Single Author (section 14.75)
Footnote or Endnote (long form):

Footnote or Endnote (shortened citation):
1 Garcia, Islam and the English Enlightenment, 65.

Bibliography:

BOOK—Ereader edition (section 14.166: Note the importance of indicating chapters and sections when pagination is unstable)
Footnote or Endnote (long form):

Footnote or Endnote (shortened citation):
1 Bristow, American Pandemic, chap. 4, “Nurses.”

Bibliography:

BOOK—Electronic, consulted online (section 14.167: Note the importance of indicating chapters and sections if the pagination is unstable; if pagination is stable, use page numbers instead.)
Footnote or Endnote (long form):

Footnote or Endnote (shortened citation):

Bibliography:

CHAPTER or Essay from an Edited Book (section 14.112)
Footnote or Endnote (long form):

Footnote or Endnote (shortened citation):

Bibliography:

Footnote or Endnote for:

Unsigned encyclopedia or dictionary entry:


Online signed encyclopedia article:


ARTICLE from Scholarly Journal—(Sections 14.175 to 14.198: include DOI or URL when accessed online)

Footnote or Endnote (long form):


Footnote or Endnote (shortened citation):


Bibliography:


ARTICLE from Popular Magazine (sections 14.199 to 14.202: include DOI or URL instead of page number when accessed online)

Footnote or Endnote (example #1: print):


Footnote or Endnote (example #2: online):


Bibliography (print):


ARTICLE from Newspaper—(sections 14.203 to 14.213: include DOI or URL when accessed online)

Footnote or Endnote (long form; accessed online):


Bibliography


BOOK REVIEW (sections 14.215; include DOI or URL when accessed online)

Footnote or Endnote:


Bibliography


WEBPAGE or Website (sections 14.243 to 14.246)

Footnote or Endnote:


Bibliography