



Notes/Bibliography

Chicago Manual of Style (CMOS) follows two distinct forms, Notes/Bibliography and Author/Date. This quick guide focuses on **CMOS Notes/Bibliography style**.

For CMOS Author/Date Style, please refer to Author/Date Style handout.

Citing Sources in the Body of Your Writing (Footnotes & Endnotes)

The Notes/Bibliography form references works cited in the paper with the use of numbered **footnotes** at the bottom of the page, or numbered **endnotes** compiled at the end of the document.

Notes are represented in the text by a **superscript number** that leads the reader to the citation of the work referenced. Most word processing software (Open Office, GoogleDocs or Microsoft Word) have an insert footnote or endnote function. Notes are used for all reference types (direct quotes, paraphrases, or summaries), and the superscript number for the note should be placed at the end of the sentence where the source is referenced, **after the punctuation mark**.

Ex.:

Feminist author Rebecca Solnit argues that a significant barrier to ending violence against women globally is an unwillingness to recognize the pattern that "violence does not have a race, a class, a religion, or a nationality, but it does have a gender."¹

1. Rebecca Solnit, *Men Explain Things to Me*, (Chicago: Haymarket Books, 2014): 21.

Additional Rules

Citing the same source multiple times	Include a full note citation the first time a source is cited. For subsequent citations of that source, use the author's last name followed by the page number. Ex: 2. Nguyen, 128.
Sources with 4 or more authors	1-3: Include the author's full names, with "and" before the final contributor. 4 or More: Include the first author's name followed by "et al." (list all the authors fully in the bibliography).
Place of Publication	Include the name of the city where the publisher's main editorial offices are located. Ex: New York: Macmillan, 1980. If two cities are listed, use the one listed first. Both are allowed, but not necessary. Ex: Berkeley and Los Angeles: University of California Press, 1991. If the place of publication is not widely known, abbreviate the state name, region, or country. Two-letter postal codes are preferred. When a publisher's name includes the state, abbreviation is not needed. Ex: Englewood Cliffs, NJ: Prentice Hall. Chapel Hill: University of North Carolina Press. When the place of publication is not listed and cannot be determined, n.p. (no place) may be substituted for the missing information. Only in the bibliography should the letter n be capitalized. Ex: Notes (n.p.: Evanescent Press, 1840) Bibliography N.p.: Evanescent Press, 1840.



Journal Article/Magazine/Newspaper Article

Bibliography

Last name, First name. "Title of Article." *Name of Periodical* volume, no. issue
(Year): page numbers. DOI/URL.

Goode, Keisha and Barbara Katz Rothman. "African American Midwifery, a History and a Lament." *The American Journal of Economics and Midwifery* 76, no. 1 (2017): 65-94. doi: 10.1111/ajes.12173.

Notes

1. First Name Last Name, "Title of Article," *Name of Periodical* volume, no. issue
(Year): page numbers. DOI/URL.

1. Yu-Yen Liu, "Articulating the Exodus: Place and Memory in Vietnamese-American Women Writers' Novels," *Canadian Review of Comparative Literature* 42, no. 1 (2015): 73. <https://doi.org/10.1353/crc.2015.0000>.

Bibliography: period after author(s) and article title.
Notes: comma after author(s) and article title.

Use quotes around the title and capitalize all major words.

List the year for journal articles, include month and day when available for magazine and newspaper

Include the full range of pages for the article in the bibliography, and only the page number you are referencing in the note.

DOI is preferable, URL if not available.

Book

Bibliography

Last name, First name. *Title of Book*. Place of publication: Publisher, Year.

Aldama, Frederick Luis, and Christopher González. *Reel Latinxs: Representation in U.S. Film and Television*. Tucson: University of Arizona Press, 2019.

Notes

1. First Name Last Name, *Title of Book*, (Place of Publication: Publisher, Year), page #.

1. Tanya Talaga, *Seven Fallen Feathers: Racism, Death, and Hard Truths in a Northern City*, (Toronto: House of Anansi Press Inc., 2017): 57.

First author is listed as Last Name, First Name, subsequent authors are listed First Name Last Name, with "and" before the final contributor.

Capitalize all major words and italicize

Always include city, see additional rules page 1.

In the note, list the specific page or pages of the material you are referencing.



CSUF Pollak Library

Chicago Manual of Style - Quick Reference Guide

Website

Bibliography

Last name, First name. "Title of Web Page." Name of Website. Publishing Organization, Publication/Revision Date. Access Date. URL.

Kellogg, Makai. "The Struggle Continues: How the Endings of Children's Literature Create False Narratives of Social Movements." Social Justice Books. Teaching for Change, 2019.
<https://socialjusticebooks.org/the-struggle-continues/>.

Notes

1. First Name Last Name, "Title of Web Page," Name of Website, Publishing Organization, publication/revision date or access date. URL.

1. Morgan Sherm, "I'm a Black Trans Woman. All Parts of My Life Matter," Zora. Medium, July 23, 2020. <https://zora.medium.com/im-a-black-trans-woman-all-parts-of-my-life-matter-3516b057b052>.

If no author is available, list the name of the publishing organization.

When the date of publication is not available, include "Last modified" followed by the date when the website was last revised. If no publication or revision date is available, include "Accessed" followed by the date when you accessed the source.

Link directly to the source cited, not a general URL for the entire website.

Listing Sources at the End of Your Paper (Bibliography)

At the end of your project on a separate page, all your sources need to be listed alphabetically by the author's last name. Always indent the second and subsequent lines of your citation for each source in the **Bibliography**.

For some formatting templates for common sources in both note form and bibliography form, such as book chapters, videos, encyclopedia entries, etc., please see additional resources below.

CMOS Additional Resources

This guide is meant to be a basic overview of CMOS citations. For additional format types and examples, please see the resource links provided.

[Purdue Online Writing Lab \(OWL\) - CMOS](#)

[CMOS Notes/Bibliography Sample Paper](#)

[CMOS Style Website](#)

[Pollak Library CMOS Citation Guide](#)

[Get Help](#)