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**INTRODUCTION TO CHICAGO STYLE**

Chicago style requires the use of one of two different documentation systems. The *Notes and Bibliography* system (outlined in this handout) uses notes (footnotes or endnotes) and usually a bibliography. The **numbered examples** here are the format for the *footnote/endnote* and the example below each is the format for the *bibliography* entry. For the Author-Date system consult *The Chicago Manual of Style.*

**NOTES ON FOOTNOTES**

**Indentation of Footnotes**

The first (and only first) line of footnotes should be indented .5” like in the following example:

> most of modernism’s utopian vision unified world.1

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1 Michel Foucault, “What is York: Pantheon, 1984), 39.

**Shortened (Subsequent) Citations (14.24 - 14.31)**

If citing the same source more than once, give full citation details in first footnote and shortened details for subsequent footnotes. The most common short form for citations requires author’s last name, main title of work shortened to four words or less, and page (or page range) being cited:


**NOTES ON BIBLIOGRAPHY**

A bibliography, which appears at the end of your paper, lists every work you have cited in your notes; it may also include works consulted but not cited. Entries should be alphabetized and a hanging indent used for entries longer than one line.

**JOURNAL ARTICLES WITH DOI (DIGITAL OBJECT IDENTIFIER)**

   
   Author Last Name, First Name. “Title of Article.” *Title of Journal* Volume#, Issue# (Year): page range. doi.


**JOURNAL ARTICLES WITHOUT DOI**

If no digital object identifier is available (it is usually listed on the first page) give the web address for the article that appears when viewing it unless a shorter, more stable form (“permalink”) for the URL exists.


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For websites include as much of the following as possible: title of page, author (if any), owner/sponsor of site, URL, and date of publication or modification. If publication or modification date is unavailable give date accessed.


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