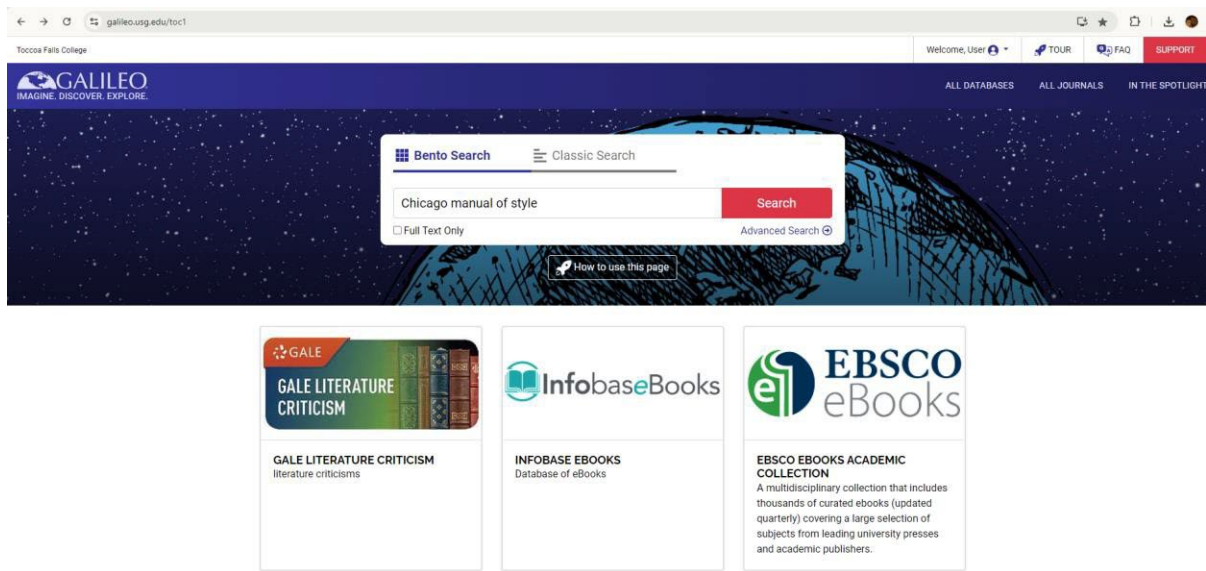


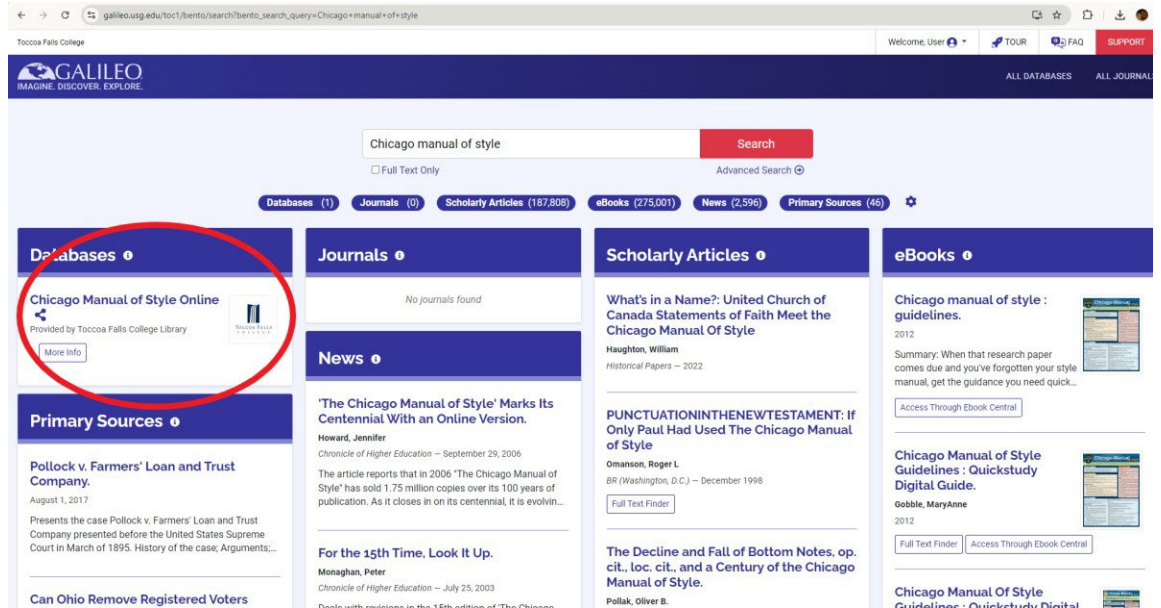
A USER'S GUIDE
to
THE CHICAGO MANUAL OF STYLE (18th edition)

I. Accessing the CMS 18

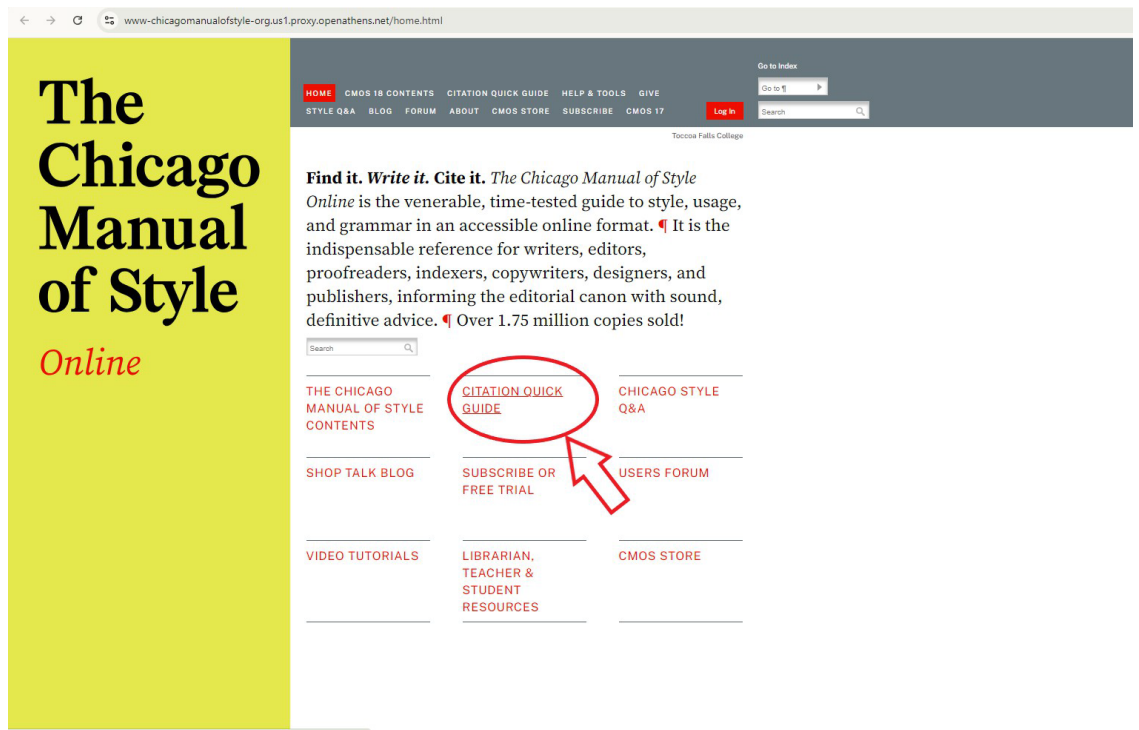
- a. The online version of the Chicago Manual of Style 18 is available through GALILEO
 - i. Login to GALIEO and enter “**Chicago Manual of Style**” in the search bar.



- ii. Click the link to the “**Chicago Manual of Style Online**” which comes up in the search results



iii. Select “Citation Quick Guide”



iv. Select “Go to Notes and Bibliography Style”

The Chicago Manual of Style Online

HOME CMOS 18 CONTENTS **CITATION QUICK GUIDE** HELP & TOOLS GIVE
STYLE Q&A BLOG FORUM ABOUT CMOS STORE SUBSCRIBE CMOS 17 Log In

Go to Index
Go to 5
Search

Source: Palix College

Chicago-Style Citation Quick Guide

[GO TO NOTES AND BIBLIOGRAPHY STYLE](#) [GO TO AUTHOR-DATE STYLE](#) [CMOS ONLINE SUBSCRIBE OR FREE TRIAL](#)

Chicago-style source citations come in two varieties: (1) notes and bibliography and (2) author-date. If you already know which system to use, follow one of the links above to see sample citations for a variety of common sources. If you are unsure about which system to use, or how the two systems are related, read on.

NOTES AND BIBLIOGRAPHY OR AUTHOR-DATE?

In the **notes and bibliography** system, sources are cited in numbered footnotes or endnotes. Each note corresponds to a raised (superscript) number in the text. Sources are also usually listed in a separate bibliography. The notes and bibliography system, Chicago's oldest and most flexible, can accommodate a wide variety of sources, including unusual ones that don't fit neatly into the author-date system. For this reason, it is preferred by many working in the humanities, including literature, history, and the arts.

In the **author-date** system, sources are briefly cited in the text, usually in parentheses, by author's last name and year of publication. Each in-text citation matches up with an entry in a reference list, where full bibliographic information is provided. Because it credits researchers by name directly in the text while at the same time emphasizing the date of

- v. Consult the page “Notes and Bibliography: Sample Citations,” which gives plenty of examples of how to format footnotes and bibliographical references for different kinds of books, articles, and other forms of media.

The Chicago Manual of Style Online

HOME CMOS 18 CONTENTS **CITATION QUICK GUIDE** HELP & TOOLS GIVE
STYLE Q&A BLOG FORUM ABOUT CMOS STORE SUBSCRIBE CMOS 17 Log In

Go to Index
Go to 5
Search

Source: Palix College

Notes and Bibliography: Sample Citations

[Go to Author-Date: Sample Citations](#)

The following examples illustrate the notes and bibliography system. Sample notes show full citations followed by shortened citations for the same sources. Sample bibliography entries follow the notes. For more details and many more examples, see [chapters 13 and 14](#) of *The Chicago Manual of Style*. For examples of the same citations using the author-date system, follow the Author-Date link above.

BOOK

Notes

Note that a place of publication is no longer required in book citations (see [CMOS 14.30](#)).

1. Charles Yu, *Interior Chinatown* (Pantheon Books, 2020), 45.
2. Amy J. Binder and Jeffrey L. Kidder, *The Channels of Student Activism: How the Left and Right Are Winning (and Losing) in Campus Politics Today* (University of Chicago Press, 2022), 117–18.

Shortened notes

3. Yu, *Interior Chinatown*, 48.
4. Binder and Kidder, *Channels of Student Activism*, 125.

Bibliography entries (in alphabetical order)

Binder, Amy J., and Jeffrey L. Kidder. *The Channels of Student Activism: How the Left and Right Are Winning (and Losing) in Campus Politics Today*. University of Chicago Press, 2022.

- Book
- Chapter or other part of an edited book
- Translated book
- Book consulted in an electronic format
- Journal article
- News or magazine article
- Book review
- Interview
- Thesis or dissertation
- Web page
- Social media content
- Video or podcast
- Personal communication

II. Notes and Bibliography – Most Common Examples (taken from CMS 18 Sample Citations)

a. Book (single author)

- i. Footnote (first citation)
 - Charles Yu, *Interior Chinatown* (Pantheon Books, 2020), 45.
- ii. Footnote (subsequent citations)
 - Yu, *Interior Chinatown*, 48.
- iii. Bibliography
 - Yu, Charles. *Interior Chinatown*. Pantheon Books, 2020.

b. Book in Electronic Format

- i. Footnote (first citation)
 - Brooke Borel, *The Chicago Guide to Fact-Checking*, 2nd ed. (University of Chicago Press, 2023), 92, EBSCOhost.
- ii. Footnote (subsequent citations)
 - Borel, *Fact-Checking*, 104–5.
- iii. Bibliography
 - Borel, Brooke. *The Chicago Guide to Fact-Checking*. 2nd ed. University of Chicago Press, 2023. EBSCOhost.

c. Article or Chapter in an Edited Volume

- i. Footnote (first citation)
 - Kathleen Doyle, “The Queen Mary Psalter,” in *The Book by Design: The Remarkable Story of the World’s Greatest Invention*, ed. P. J. M. Marks and Stephen Parkin (University of Chicago Press, 2023), 64.
- ii. Footnote (subsequent citations)
 - Doyle, “Queen Mary Psalter,” 65.
- iii. Bibliography
 - Doyle, Kathleen. “The Queen Mary Psalter.” In *The Book by Design: The Remarkable Story of the World’s Greatest Invention*, edited by P. J. M. Marks and Stephen Parkin. University of Chicago Press, 2023.

d. Journal Article (single author)

- i. Footnote (first citation)
 - Hyeyoung Kwon, “Inclusion Work: Children of Immigrants Claiming Membership in Everyday Life,” *American Journal of Sociology* 127, no. 6 (2022): 1842–43
- ii. Footnote (subsequent citations)
 - Kwon, “Inclusion Work,” 1851.
- iii. Bibliography
 - Kwon, Hyeyoung. “Inclusion Work: Children of Immigrants Claiming Membership in Everyday Life.” *American Journal of Sociology* 127, no. 6 (2022): 1818–59.

III. Formatting Footnotes and Bibliography

a. Footnotes

- A footnote should appear below the text, in Times New Roman font, size 10, like so:

¹ Kathleen Doyle, “The Queen Mary Psalter,” in *The Book by Design: The Remarkable Story of the World’s Greatest Invention*, ed. P. J. M. Marks and Stephen Parkin (University of Chicago Press, 2023), 64.

b. Bibliography

- Bibliographical references should be in alphabetical order, by last name, Times New Roman font, size 12, single spaced, and subsequent lines indented a half inch, like so:

