

---

## Citing Sources in Chicago Style (Notes & Bibliography)

---

This is a brief overview of how to cite sources, create footnotes, and a bibliography using the Chicago Manual of Style with the Notes-Bibliography (NB) System.

For more information see:

- [The Chicago Manual of Style, 17<sup>th</sup> ed.](#) (In the SCC Reference section: Call Number Z253 .U69 2017)
- [A Manual for Writers of Research Papers, Theses, and Dissertations : Chicago Style for Students and Researchers](#) (In the SCC Reference section: Call Number LB2369 .T8 2013)
- Chicago Manual of Style Online Quick Guide: [http://www.chicagomanualofstyle.org/tools\\_citationguide.html](http://www.chicagomanualofstyle.org/tools_citationguide.html)
- Purdue University's Online Writing Lab Chicago Style Guide: [https://owl.purdue.edu/owl/research\\_and\\_citation/chicago\\_manual\\_17th\\_edition/cmos\\_formatting\\_and\\_style\\_guide/general\\_format.html](https://owl.purdue.edu/owl/research_and_citation/chicago_manual_17th_edition/cmos_formatting_and_style_guide/general_format.html)

## Contents

[Introduction to Chicago Style](#)

[Citation Examples for Books, p.2](#)

[Newspaper and Journal Citations, p.5](#)

[Website Citations, p.8](#)

[Citing a Same Work or Author Multiple Times in Footnotes, p.9](#)

[Different Works by Same Author, p.10](#)

[Creating Footnotes and Bibliography in Microsoft Word, p.10](#)

## Introduction to Chicago Style Footnotes

For Chicago style your assignment may require either a full or a shortened citation in the footnote.

Footnotes appear at the bottom of the page in which a citation occurs. Notes should be placed at the end of the clause or sentence to which they refer to and should be placed after any and all punctuation. Footnotes should be numbered and correspond to a superscripted reference number in the text.<sup>1</sup>

After you have created your footnotes, a bibliography is also required. The bibliography is started on a new page at the end of the paper and should contain a full citation for each footnoted reference. **Instructions for formatting footnotes and a bibliography in Microsoft Word and Google Docs appear on page 9-10 of this style guide.**

## Footnote and Bibliography Example Instructions

In the examples that follow, there are three listings for each entry (All footnotes begin with a 5 space indent [tab]; subsequent lines are flush with the left margin. All bibliographic entries begin at the left margin' with all subsequent lines formatted with a hanging indent.

full citation footnote

<sup>2</sup> shortened citation footnote

bibliographic entry

---

<sup>1</sup> *The Chicago Manual of Style*, 17<sup>th</sup> ed. (Chicago: The University of Chicago Press, 2017), 25-26.

## Examples of Citations for Books

### BOOKS

#### Basic Format:

Firstname Lastname of Author or Editor, *Title of Book* (City of Publication: Publisher, year of publication), page numbers.

<sup>2</sup> Author/Editor's last name only, *Main Title of Book*, first page number used. (**Note:** If the title is more than four words, it is shortened using the most recognizable words).

Lastname, Firstname of Author or Editor. *Title of Book*. City of Publication: Publisher, year of publication.

#### BOOKS - ONE AUTHOR

John Steinbeck, *East of Eden* (New York: Penguin Books, 1992), 55-56.

<sup>2</sup> Steinbeck, *East of Eden*, 55

Steinbeck, John. *East of Eden*. New York: Penguin Books, 1992.

#### BOOKS - TWO OR MORE AUTHORS

Lawrence R. Broer and Gloria Holland, *Hemingway and Women: Female Critics and the Female Voice* (Tuscaloosa: University of Alabama Press, 2002), 25-27.

<sup>2</sup> Broer and Holland, *Hemingway and Women*, 25.

Broer, Lawrence R. and Gloria Holland. *Hemingway and Women: Female Critics and the Female Voice*. Tuscaloosa: University of Alabama Press, 2002.

#### BOOKS - THREE OR MORE AUTHORS

In the note list only the first author followed by et al. ("and others"), in the bibliography list all of the authors:

Ingo Plag et al., *Introduction to English Linguistics* (Berlin: Mouton, 2007), 62-65.

<sup>2</sup> Ingo Plag et al., *English Linguistics*, 62.

Plag, Ingo, Maria Braun, Sabine Lappe, and Mareile Schramm. *Introduction to English Linguistics*. Berlin: Mouton, 2007.

#### BOOKS - EDITOR, TRANSLATOR OR COMPILER INSTEAD OF AUTHOR

Use abbreviations: editor (ed.), translator (trans.), or compiler (comp.) for both the note and the bibliography.

Peter Spafford, comp. and ed., *Interference: The story of Czechoslovakia in the Words of its Writers* (Cheltenham: New Clarion, 1992), 56-58.

<sup>2</sup> Spafford, *Czechoslovakia*, 56

Spafford, Peter, comp. and ed. *Interference: The story of Czechoslovakia in the Words of its Writers*. Cheltenham: New Clarion, 1992.

**BOOKS - EDITOR, TRANSLATOR, OR COMPILER IN ADDITION TO AUTHOR**

In the note, use abbreviations: editor (ed.), translator (trans.), or compiler (comp.). In the bibliography, the identifiers should be spelled out completely.

William Shakespeare, *The Tragedy of Hamlet*, ed. George L. Kittridge (New York: Gin, 1939), 240-245.

<sup>2</sup> Shakespeare, *Hamlet*, 240.

Shakespeare, William. *The Tragedy of Hamlet*. Edited by George L. Kittridge. New York: Gin, 1939.

**BOOKS – WITH EDITION NUMBER**

Mary R. Lefkowitz, *Women in Greek Myth*, 2<sup>nd</sup> ed. (Baltimore: John Hopkins University Press, 2007), 43.

<sup>2</sup> Lefkowitz, *Greek Myth*, 43.

Lefkowitz, Mary R. *Women in Greek Myth*. 2<sup>nd</sup> ed. Baltimore: John Hopkins University Press. 2007.

**BOOKS - SEVERAL VOLUMES**

Richard L. Blanco, ed. *The American Revolution, 1775-1783: An Encyclopedia*, 2 vols. (Hamden: Garland, 1993), 1962-64.

<sup>2</sup> Blanco, *American Revolution*, 1962.

Blanco, Richard L., ed. *The American Revolution, 1775-1783: An Encyclopedia*. 2 vols. Hamden: Garland, 1993.

**CHAPTER, ESSAY, ARTICLE, OR STORY IN A BOOK, ANTHOLOGY OR COLLECTION**

Nella Larson, "Quicksand," in *Norton Anthology of American Literature*, ed. Nina Baym, 6<sup>th</sup> ed., Vol. D, (New York: W.W. Norton, 2003), 1528-1609.

<sup>2</sup> Larson, "Quicksand," 1528-1609.

Larson, Nella. "Quicksand." In *Norton Anthology of American Literature*, edited by Nina Baym. 6<sup>th</sup> ed., Vol. D, 1528-1609. New York: W.W. Norton, 2003.

**BOOKS PUBLISHED ELECTRONICALLY**

If a book is available in more than one format, cite the version you consulted. For books consulted on the open web, list a DOI – Digital Object Identifier (or URL if DOI is unavailable). Only include access date if required by your discipline. If no page numbers are visible, you can include a section title or a chapter name or number or another recognizable locator.

Mark Evan Bonds, *Absolute Music: The History of an Idea* (New York: Oxford University Press, 2014), chap. 3, <https://doi.org/10.1093/acprof:oso/9780199343638.003.0004>.

<sup>2</sup> Bonds, *Absolute Music*, chap. 11, <https://doi.org/10.1093/acprof:oso/9780199343638.003.0012>.

Bonds, Mark Evan. *Absolute Music: The History of an Idea*. New York: Oxford University Press, 2014. <https://doi.org/10.1093/acprof:oso/9780199343638.003.0004>.

**E-BOOK DOWNLOADED FROM A LIBRARY OR BOOKSELLER**

Richard G. Parker and Peter Aggleton, eds. *Culture, Society and Sexuality: A Reader*, 2<sup>nd</sup> ed. (London: Taylor & Francis, 2001), Kindle edition.

<sup>2</sup> Parker and Aggleton, *Society and Sexuality*.

Parker, Richard G. and Peter Aggleton, eds. *Culture, Society and Sexuality: A Reader*, 2<sup>nd</sup> ed. London: Taylor & Francis, 2001. Kindle edition.

**E-BOOK ON THE INTERNET**

Anthony J. Cascardi, *Ideologies of History in the Spanish Golden Age* (University Park: Pennsylvania State University Press, 1997), [http://books.google.com/books?id=dzFyGkROgv4C&printsec=frontcover&source=gbs\\_ge\\_summary\\_r&cad=0#v=onepage&q&f=false](http://books.google.com/books?id=dzFyGkROgv4C&printsec=frontcover&source=gbs_ge_summary_r&cad=0#v=onepage&q&f=false).

<sup>2</sup> Cascardi, *Spanish Golden Age*.

Cascardi, Anthony J. *Ideologies of History in the Spanish Golden Age*. University Park: Pennsylvania State University Press, 1997. [http://books.google.com/books?id=dzFyGkROgv4C&printsec=frontcover&source=gbs\\_ge\\_summary\\_r&cad=0#v=onepage&q&f=false](http://books.google.com/books?id=dzFyGkROgv4C&printsec=frontcover&source=gbs_ge_summary_r&cad=0#v=onepage&q&f=false).

**E-BOOK FROM AN ONLINE DATABASE**

Andrea Tone and Elizabeth Siegel Watkins, *Medicating Modern America: Prescription Drugs in History*, (New York: New York University Press, 2007), chap. 10, <http://0-search.ebscohost.com.lasiii.losrios.edu/login.aspx?direct=true&db=nlebk&AN=200949&site=ehost-live&scope=site> .

<sup>2</sup> Tone and Watkins, *Prescription Drugs*, chap. 10

Tone, Andrea and Elizabeth Siegel Watkins. *Medicating Modern America: Prescription Drugs in History*. New York: New York University Press, 2007. <http://0-search.ebscohost.com.lasiii.losrios.edu/login.aspx?direct=true&db=nlebk&AN=200949&site=ehost-live&scope=site>.

## Examples of Newspaper and Journal Article Citations

### PERIODICAL ARTICLES FROM PRINT OR MICROFORM

In a note, list the specific page numbers consulted. In the bibliography, list the page range for the whole article. If the publication includes a volume and issue number, list both.

#### Basic Format

Firstname Lastname of author, "Title of Article," *Title of Publication* vol. #, issue # (date): pages consulted

<sup>2</sup> Lastname of author, "Article title or keywords," pages consulted

Lastname, Firstname of author. "Title of Article." *Title of Publication* vol. #, issue # (date): whole article's page range.

### SCHOLARLY JOURNAL ARTICLE

Frederick Barthelme, "Architecture," *Kansas Quarterly* 13, no. 3 (1981): 77.

<sup>2</sup> Barthelme, "Architecture," 77.

Barthelme, Frederick. "Architecture." *Kansas Quarterly* 13, no. 3 (1981): 77-80.

---

William C. Hays, "Most Ancient Egypt," *Journal of Near Eastern Studies* 23 (1964): 217-218.

<sup>2</sup> Hays, "Most Ancient Egypt," 217-218.

Hays, William C. "Most Ancient Egypt." *Journal of Near Eastern Studies* 23 (1964): 217-74.

### MAGAZINE ARTICLE

Isabella Taves, "Lady in a Jet," *Reader's Digest*, August 15, 1955, 68.

<sup>2</sup> Taves, "Lady in a Jet," 68.

Taves, Isabella. "Lady in a Jet." *Reader's Digest*, August 15, 1955.

### NEWSPAPER ARTICLE

If the name of the newspaper begins with "The," this word is omitted. For American newspapers that are not well-known and don't include the city name in the title, a city name should be added along with the newspaper title. A state abbreviation may be added in parenthesis after the city name.

Jim Dwyer, "Yeats Meets the Digital Age, Full Passionate Intensity," *New York Times*, July 20, 2008.

<sup>2</sup> Dwyer, "Digital Age."

Dwyer, Jim. "Yeats Meets the Digital Age, Full Passionate Intensity." *New York Times*, July 20, 2008.

---

Nisha Deo, "Visiting Professor Lectures on Photography," *Exponent* (West Lafayette, IN), February 13, 2009.

<sup>2</sup> Deo, "Visiting Professor."

Deo, Nisha. "Visiting Professor Lectures on Photography." *Exponent* (West Lafayette, IN). February 13, 2009.

### **PERIODICAL ARTICLES FROM THE OPEN WEB**

For articles from academic journals, popular magazines, or newspapers accessed on the open web, include a URL (or DOI if available) at the end of the citation. An access date is included only if required by your discipline.

### **ONLINE MAGAZINE ARTICLE (NOT FROM A SUBSCRIPTION DATABASE)**

Fareed Zakaria, "Inside Obama's World: The President talks to TIME About the Changing Nature of American Power," *Time*, January 19, 2012, accessed January 15, 2012, <http://swampland.time.com/2012/01/19/inside-obamas-world-the-president-talks-to-time-about-the-changing-nature-of-american-power/>.

<sup>2</sup> Zakaria, "Obama's World."

Zakaria, Fareed. "Inside Obama's World: The President talks to TIME About the Changing Nature of American Power." *Time*, January 19, 2012. Accessed January 15, 2012. <http://swampland.time.com/2012/01/19/inside-obamas-world-the-president-talks-to-time-about-the-changing-nature-of-american-power/> .

### **ONLINE NEWSPAPER ARTICLE (NOT FROM A SUBSCRIPTION DATABASE)**

If the name of the newspaper begins with "The," this word is omitted. For American newspapers that are not well-known and don't include the city name in the title, a city name should be added along with the newspaper title. A state abbreviation may be added in parenthesis after the city name.

Dale Kasler, "CalPERS Discloses \$250 Million Realty Loss," *Sacramento Bee*, January 19, 2012, accessed January 20, 2012, <http://www.sacbee.com/2012/01/19/4198202/calpers-discloses-250-million.html> .

<sup>2</sup> Kasler, "CalPERS."

Kasler, Dale. "CalPERS Discloses \$250 Million Realty Loss." *Sacramento Bee*, January 19, 2012. Accessed January 20, 2012, <http://www.sacbee.com/2012/01/19/4198202/calpers-discloses-250-million.html> .

### **PERIODICAL ARTICLES FROM ONLINE SUBSCRIPTION RESEARCH DATABASES (LIBRARY DATABASES)**

Depending on the type of publication, follow the recommendations already listed on the applicable publication type. In addition, include a DOI or URL, but only if the database includes a stable link to the document. Otherwise, include the name of the database, and in parentheses, any identification number provided with the source. An access date is included only if required by your discipline.

### **ACADEMIC SEARCH COMPLETE**

William C. Kashatus and Tom Huntington, "The Christiana Tragedy," *American History* 37, no. 4 (October 2002): 48, accessed January 19, 2012, <http://0-search.ebscohost.com.lasiii.losrios.edu/login.aspx?direct=true&db=aph&AN=7181885&site=ehost-live&scope=site>.

<sup>2</sup> Kashatus and Huntington, "Christiana Tragedy," 48.

Kashatus, William C. and Tom Huntington. "The Christiana Tragedy." *American History* 37, no. 4 (October 2002): 48-53. Accessed January 19, 2012, <http://0-search.ebscohost.com.lasiii.losrios.edu/login.aspx?direct=true&db=aph&AN=7181885&site=ehost-live&scope=site>.

### **CQ RESEARCHER**

Peter Katel, "'Occupy' Movement: Does the Protest Against Inequality Have Staying Power?," *CQ Researcher* 22, no. 2 (January 13, 2012): 25, accessed January 19, 2012, <http://0-library.cqpress.com.lasiii.losrios.edu/cqresearcher/http://library.cqpress.com/cqresearcher/cqresrre2012011300>.

<sup>2</sup> Katel, "'Occupy' Movement," 25.

Katel, Peter. "'Occupy' Movement: Does the Protest Against Inequality Have Staying Power?" *CQ Researcher* 22, no. 2 (January 13, 2012): 25-52. Accessed January 19, 2012. <http://0-library.cqpress.com.lasiii.losrios.edu/cqresearcher/http://library.cqpress.com/cqresearcher/cqresrre2012011300>.

### **ERIC**

Hsiu-Yuan Wang and Yi-Shun Wang, "Gender Differences in the Perception and Acceptance of Online Games," *British Journal Of Educational Technology* 39, no. 5 (September 1, 2008): 787, accessed January 18, 2012, <http://0-search.ebscohost.com.lasiii.losrios.edu/login.aspx?direct=true&db=eric&AN=EJ807142&site=ehost-live&scope=site> .

<sup>2</sup> Wang and Wang, "Gender Differences," 787.

Wang, Hsiu-Yuan and Yi-Shun Wang. "Gender Differences in the Perception and Acceptance of Online Games." *British Journal of Educational Technology* 39, no. 5 (September 1, 2008): 787-806. Accessed January 18, 2012. <http://0-search.ebscohost.com.lasiii.losrios.edu/login.aspx?direct=true&db=eric&AN=EJ807142&site=ehost-live&scope=site> .

### **JSTOR**

Vivienne Elizabeth, "Cohabitation, Marriage, and the Unruly Consequences of Difference," *Gender and Society* 14, no. 1 (February 2000): 87, accessed January 15, 2012, <http://www.jstor.org/stable/190423> .

<sup>2</sup> Elizabeth, "Cohabitation, Marriage," 87.

Elizabeth, Vivienne. "Cohabitation, Marriage, and the Unruly Consequences of Difference." *Gender and Society* 14, no. 1 (February 2000): 87-110. Accessed January 15, 2012. <http://www.jstor.org/stable/190423>.

### **SCIENCE DIRECT**

Bob Holmes, "Flapping Closer to Explaining the Evolution of Bat Flight," *The New Scientist* 199, no. 2664 (July 9, 2008): 16, accessed January 18, 2012, <http://www.sciencedirect.com/science/article/pii/S0262407908617121>.

<sup>2</sup> Holmes, "Evolution of Bat Flight," 16.

Holmes, Bob. "Flapping Closer to Explaining the Evolution of Bat Flight." *The New Scientist* 199, no. 2664 (July 9, 2008): 16. Accessed January 18, 2012. <http://www.sciencedirect.com/science/article/pii/S0262407908617121>.

## Examples of Website Citations

### WEBSITES

If the online content is a formally published document such as a newspaper article, online journal article, or online book, follow the guidelines outlined in other sections of this guide. For other web sources, include a publication date or date of revision if included. Include an access date if publication date is not provided or if it is required by your discipline. End the citation with the URL.

Titles of websites or organizations should be non-italicized other than for certain exceptions. Titles of blogs are set in italics and titles of books, journals, television shows, and movies. For example, when citing the website of the television news station *CNN*, the title maintains italics. **When author cannot be determined for a webpage, simply list the title first for your footnotes.**

In the bibliography, however, if there is no author, the publishing organization or name of website comes **before** the title of the webpage.

#### Basic Format:

Firstname Lastname, "Title of Web Page," Publishing Organization or Name of Website, publication date and/or access date if available, URL.

<sup>2</sup> Last name of author (if no author is listed, start with name of article), "Name of Article."

Lastname, Firstname. "Title of Web Page." Publishing Organization or Name of Website. Publication date and/or access date if available. URL.

### GENERAL WEBSITES

Susan B. Higgins, "High School Students Explore Key Issues Facing American Indian Communities," News at Princeton, Princeton University, June 23, 2016, <https://www.princeton.edu/main/news/archive/S46/66/02A46/>.

<sup>2</sup> Higgins, "Students Explore Key Issues."

Higgins, Susan B. "High School Students Explore Key Issues Facing American Indian Communities." News at Princeton, Princeton University, June 23, 2016. <https://www.princeton.edu/main/news/archive/S46/66/02A46/>.

"McDonald's Global Policy on Antibiotic Use in Food Animals," McDonalds Corporation, last modified June, 2003, accessed January 19, 2012, [http://www.aboutmcdonalds.com/content/dam/AboutMcDonalds/Sustainability/Sustainability%20Library/antibiotics\\_policy.pdf](http://www.aboutmcdonalds.com/content/dam/AboutMcDonalds/Sustainability/Sustainability%20Library/antibiotics_policy.pdf).

<sup>2</sup> "McDonald's Antibiotic Food Animals."

McDonalds Corporation. "McDonald's Global Policy on Antibiotic Use in Food Animals." McDonalds Corporation Last modified June, 2003. Accessed January 19, 2012. [http://www.aboutmcdonalds.com/content/dam/AboutMcDonalds/Sustainability/Sustainability%20Library/antibiotics\\_policy.pdf](http://www.aboutmcdonalds.com/content/dam/AboutMcDonalds/Sustainability/Sustainability%20Library/antibiotics_policy.pdf).



## Social Media

Pete Souza (@petesouza), "President Obama bids farewell to President Xi of China at the conclusion of the Nuclear Security Summit," Instagram photo, April 1, 2016, <https://www.instagram.com/p/BDrmfXTtNct/>.

<sup>2</sup> Souza, "President Obama."

Souza, Pete (@petesouza). "President Obama bids farewell to President Xi of China at the conclusion of the Nuclear Security Summit." Instagram photo, April 1, 2016. <https://www.instagram.com/p/BDrmfXTtNct/>.

## BLOGS

Jeffrey Pfeffer, "Why Do Cars Have Better Insurance Than People?," *Jeffrey Pfeffer* (blog), July 29, 2010, accessed January 20, 2012, <http://jeffreypfeffer.com/2010/07/why-do-cars-have-better-insurance-than-people/>.

<sup>2</sup> Pfeffer, "Better Insurance."

Pfeffer, Jeffrey. "Why Do Cars Have Better Insurance Than People?" *Jeffrey Pfeffer* (blog). July 29, 2010. Accessed January 20, 2012, <http://jeffreypfeffer.com/2010/07/why-do-cars-have-better-insurance-than-people/>.

## Citing the Same Work Multiple Times in Footnotes

The first time a work is cited, it should include the full bibliographic footnote. If the same work is cited later in the paper, the shortened version can and should be used. The shortened version will include only the author's last name and the page number.

**Example:** You are quoting or paraphrasing the same source on page 1, page 4, and page 10 of your paper, but there are several other footnotes in between each of these citations. Your notes would look like this:

Jane Austen, *Pride and Prejudice* (New York: Penguin Books, 2009), 25.

<sup>6</sup> Austen, *Pride and Prejudice*, 32.

<sup>16</sup> Austen, *Pride and Prejudice*, 57.

The Chicago Manual of Style now discourages the use of *Ibid.* in favor of shortened citations. The abbreviation "*Ibid.*" (meaning "in the same place") can only be used when referring to a single work cited in the note immediately preceding it.

**Example:** You are quoting or paraphrasing information from the *same* source two times in a row. In this case, you do the full footnote citation the first time - then use *Ibid.* and the page number (if applicable) in the subsequent footnote. Your notes would look like this:

Jane Austen, *Pride and Prejudice* (New York: Penguin Books, 2009), 25.

<sup>2</sup> *Ibid.*, 35

## Different Works By The Same Author in the Bibliography

In the bibliography, if you have multiple works written by the same author or editor, use the name(s) in the first entry. All subsequent entries should use the 3-em dash (—) in place of the name.

**Example:** You are using three books by Jane Austen. The first entry will include her name. The next two entries will have — in place of her name. Your bibliography would look like this:

Austen, Jane. *Emma*. New York: Carlton House, 1937.

—. *Pride and Prejudice*. New York: Penguin Books, 2009.

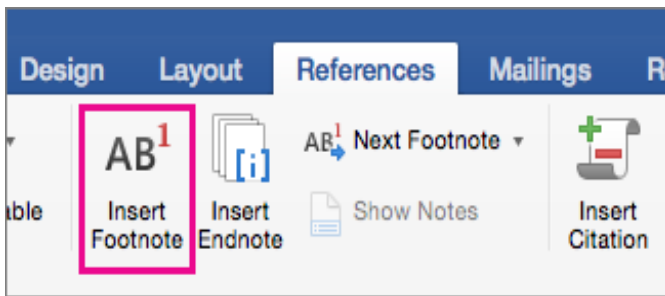
—. *Sense and Sensibility*. New York: Penguin Books, 2003.

## Creating your footnotes and bibliography in Microsoft Word or Google Docs

### Footnotes:

- Notes should be placed at the end of the clause or sentence to which they refer and should be placed after any and all punctuation.
- The first line of a footnote should be indented five spaces. Subsequent lines should be flush with the margin.
- In Word (2007 or 2010 versions), select the “References” tab at the top. (For earlier versions of Word, click “Insert”).
- Click “Insert Footnote”
- Word will insert the superscripted footnote number where your cursor is blinking and will automatically bring you to the bottom of the page to type the corresponding note.
- Follow the guidelines listed above to properly format your footnotes.

### Example of Footnotes



There does seem to be a connection between the idea of feminism and the way that we study it. Scott argues, “A more radical feminist politics) and a more radical feminist history) seems to me to require a more radical epistemology.”<sup>1</sup> It is through studying the process of how we come to know the concepts of feminism rather than the origins of how feminism started that we can begin to shift our thinking.<sup>2</sup>

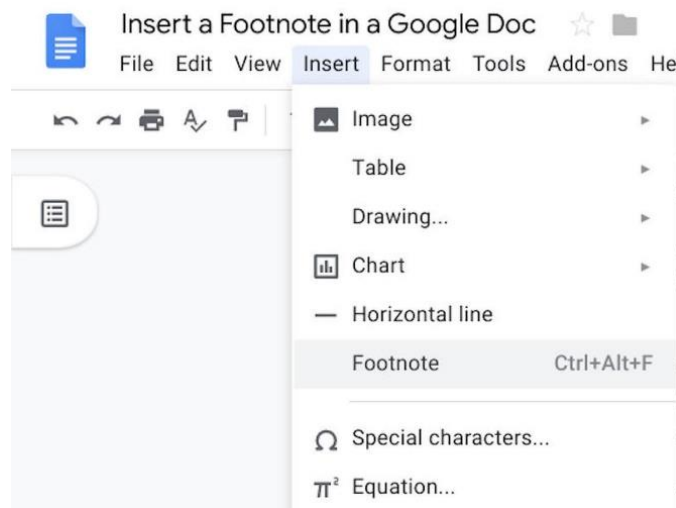
---

<sup>1</sup> Joan Scott, *Gender and the Politics of History* (New York: Columbia University Press, 1988), 4.  
<sup>2</sup> Scott, 4.

## Creating a footnote in Google Docs

### To add a Footnote:

- Notes should be placed at the end of the clause or sentence to which they refer and should be placed after any and all punctuation.
- Click Insert, then select **Footnote** from the drop-down menu.
- The first line of a footnote should be indented five spaces. Subsequent lines should be flush with the margin.



**Bibliography:**

- At the end of your paper, start a new page for your Bibliography.
- The heading, “Bibliography” should be centered at the top of the page.
- The bibliography is organized alphabetically by the author’s last name (if no author or editor is given, use the title or a keyword readers are most likely to seek).
- The bibliography should be single spaced and is formatted with a hanging indent (the second and all subsequent lines are indented). There should be one blank line between each entry.
- To format a hanging indent in Word:
  - Put your cursor at the front of the second line of the citation
  - Right click and select “Paragraph” from the menu
  - In the middle “Indentation” panel under “Special:” select “hanging” from the drop-down menu
- To format a hanging indent in Google Docs:
  - Put your cursor on the line/paragraph you want to indent
  - Choose format and then align and indent from the toolbar at the top of your document
  - In the align and indent panel choose “Special” and select “hanging” from the drop-down menu to apply the indent

Sample Bibliography

Chicago Manual of Style. “Is the world ready for singular they? We thought so back in 1993.” Facebook, April 17, 2015. <https://www.facebook.com/ChicagoManual/posts/10152906193679151>.

Grazer, Brian, and Charles Fishman. *A Curious Mind: The Secret to a Bigger Life*. New York: Simon & Schuster, 2015.

Keng, Shao-Hsun, Chun-Hung Lin, and Peter F. Orazem. “Expanding College Access in Taiwan, 1978–2014: Effects on Graduate Quality and Income Inequality.” *Journal of Human Capital* 11, no. 1 (Spring 2017): 1–34. <https://doi.org/10.1086/690235>.

Manjoo, Farhad. “Snap Makes a Bet on the Cultural Supremacy of the Camera.” *New York Times*, March 8, 2017. <https://www.nytimes.com/2017/03/08/technology/snap-makes-a-bet-on-the-cultural-supremacy-of-the-camera.html>.

Smith, Zadie. *Swing Time*. New York: Penguin Press, 2016.

Thoreau, Henry David. “Walking.” In *The Making of the American Essay*, edited by John D’Agata, 167–95. Minneapolis: Graywolf Press, 2016.

Yale University. “About Yale: Yale Facts.” Accessed May 1, 2017. <https://www.yale.edu/about-yale/yale-facts>.