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# Chicago Style Footnotes and Endnotes

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## About This Guide

This guide explains the difference between the use of footnotes and endnotes in the humanities documentation system of the *Chicago Manual of Style*. We will also take a look at the format for a bibliography.

## Chicago Manual of Style

The Library provides current students, faculty, staff, and administrators access to the *Chicago Manual of Style Online*.

## How to Access

- Begin at the Library Home Page ([www.chapman.edu/library](http://www.chapman.edu/library))
- Locate the Research area to the right of the page.
- Click "Citation/Style Guides."
- Scroll to the *Chicago Manual of Style Online, 16<sup>th</sup> edition* and click the link.

## Understanding the Different Documentation Systems

From the *Chicago Manual of Style Online* home page, click the link to the "Quick Guide" to read a short description of the two basic documentation systems (humanities style and the author-date system). We will focus on the humanities style.

## Humanities Style of Documentation

For disciplines such as History, you may be asked to provide footnotes or endnotes to your research paper. If you scroll the Quick Guide, you will see examples of how to cite specific sources. Scroll to the first entry on how to cite a book:

One author

1. Michael Pollan, *The Omnivore's Dilemma: A Natural History of Four Meals* (New York: Penguin, 2006), 99-100.
2. Pollan, *Omnivore's Dilemma*, 3.

The first example is of a complete citation. The second illustrates a shortened version of the citation to the same source.

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## Footnotes, Endnotes, and the Bibliography

The Quick Guide provides you with citation examples for books, journal articles, websites, and other sources. For a complete list of sources and how to cite them, click *The Chicago Manual of Style* link to the right of the Home link, located on the top menu area. You will be linked to the "Contents." Click "Section 14: Documentation I: Notes and Bibliography" to view how to cite other types of sources, including: personal interviews and communications; unpublished material; manuscript collections; media; and databases.

If your professor has asked you to use footnotes, you will *note* each source cited on the page itself. If your professor has asked you to use endnotes, you will *note* each source cited *and* place this list of citations at the end of your paper and before your bibliography. If you click the "List of Figures" link to the left, you will be able to view examples of footnotes and endnotes as they appear in a publication, located under "Section 14: Documentation I: Notes and Bibliography." You may also view a bibliography.

Detail from the *Chicago Manual of Style Online* List of Figures:

### 14 Documentation I: Notes and Bibliography

14.1 A page of text with footnotes

14.2 A page of endnotes

14.8 The first page of a bibliography for a book

Be sure and check with your professor on any variations to the style formatting shown above. In addition to noting a citation, footnotes can be used to detail information that you may wish to exclude from the body of your paper.

## Diana Hacker

To view a student paper written in the Chicago Style, return to the Citation/Style Guides page (<http://www1.chapman.edu/library/reference/styles.html>) and click "Diana Hacker" under the "General Style Guide Sites." Click the sample paper icon to the right of "History/Chicago." Here, you will see the endnote style being used. You will also see how to position the notes within your paper with superscript numbers, to direct readers to your footnotes or endnotes. Click "Documenting Sources" for an easy-to-use, drop-down menu on how to format the citations to specific sources.

## Additional Research Help

For additional help, please see the Reference Desk on the first floor of the Library. You may also contact the reference desk via e-mail at [libweb@chapman.edu](mailto:libweb@chapman.edu) or phone at (714) 532-7714.