

Formatting CMS Notes and Bibliography— The Basics



With the Chicago Manual Style (CMS) Note and Bibliography format, you'll have either footnotes or endnotes throughout the text and a bibliography. Although a bibliography is not always required, it is typically preferred (always consult with your professor whether a bibliography is required for your paper). When a bibliography is not included in the paper then it will be necessary to include *all* relevant information in the first note of each source. If the bibliography is included then the note will only include surname of the author, title (shortened), and page number(s).

When using the Notes and Bibliography system, a note (footnote or endnote) should be inserted each time you use a source (this can either be a direct quote, paraphrase, or summary). A footnote typically is added at the end of the page with all the sources referenced on the page. An endnote is a compilation of all the sources at the end of each chapter or document.

Below are the formats for both—first, you'll see a numbered explanation and model of the note format. Next is an unnumbered explanation and model of the bibliography format. Use a first-line indent for notes and a hanging indent for bibliography entries.

Book

Note Format

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

1. Adam Rapp, *The Buffalo Tree* (New York: Harper Collins, 1997), 26.

Bibliography Format

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

Rapp, Adam. *The Buffalo Tree*. New York: Harper Collins, 1997.

Work from an Anthology

Note Format

1. Author's First name Last name, "Title of the Selection," in *Title of the Anthology*, Editor's First name Last name [preceded by the abbreviation ed.] (Publishing Place: Publishing Company, Year of Publication), page cited in the text.

1. Jonathan Swift, "A Modest Proposal," in *Contemporary and Classic Arguments*, ed. Sylvan Barnet and Hugo Bedau (Boston: Bedford/St. Martin's, 2005), 258.

Bibliography Format

Author's Last Name, First name, "Title of the Selection," in *Title of the Anthology*, Editor's First name Last name [preceded by the abbreviation ed.] (Publishing Place: Publishing Company, Year of Publication), page cited in the text.

Swift, Jonathan. "A Modest Proposal." In *Contemporary and Classic Arguments*, edited by Sylvan Barnet and Hugo Bedau, 256-263. Boston: Bedford/St. Martin's, 2005.

Journal Article

Note Format

1. Author's First Name Last Name, "Article Title: Subtitle," *Journal Title* Vol, Issue [preceded by the abbreviation no.] (Date): Pages.

1. Lewis E. Weeks, "Hemingway Hills: Symbolism in 'Hills Like White Elephants,'" *Studies in Short Fiction* 17, no.1 (Winter 1980): 75.

Bibliography Format

Last name, First Name. "Article Title: Subtitle," *Journal Title* Vol, Issue [preceded by the abbreviation no.] (Date): Pages.

Weeks, Lewis E. "Hemingway Hills: Symbolism in 'Hills Like White Elephants.'" *Studies in Short Fiction* 17, no.1 (Winter 1980), 75-77.

Article from a Website

Note Format

1. First name Last name, "Article Title," *Website Title*, Sponsor of the Site, URL. [When no author is named, treat the site's sponsor as the author.]

1. Richard Heck, "About the Philosophical Gourmet Report," last modified August 5, 2016, <http://rgheck.frege.org/philosophy/aboutpgr.php>.

Bibliography Format

Last name, First name. "Title of Web Page." Name of Website. Publishing organization, publication or revision date if available. Access date if no other date is available. URL.

Heck, Richard. "About the Philosophical Gourmet Report." Last modified August 5, 2016, <http://rgheck.frege.org/philosophy/aboutpgr.php>.