

# How to Format Footnotes, Endnotes, Bibliographies

## BRIEF GUIDE TO CHICAGO OR TURABIAN DOCUMENTATION STYLE

### *Basic differences between note and bibliography format:*

1. Notes are numbered; sources are alphabetized.
2. The author's first name appears first in a note (Betty Smith); the author's last name appears first in a bibliography (Smith, Betty).
3. Notes use commas and parentheses to separate items; a bibliography uses periods.
4. Notes indicate specific pages from which you took information; a bibliography lists entire books or a complete chapter to which you referred.
5. The first line of each note is indented 5 spaces and subsequent lines return to the left margin. The first line of a bibliographic entry begins at the left margin and all the other lines are indented 5 spaces.

### EXAMPLES OF NOTES (Footnotes or Endnotes) - First Reference

#### BOOK BY A SINGLE AUTHOR, FIRST EDITION

1. Donna K. McGlinchey, *Religion in Victorian Britain* (London: Curzon Press, 1981), 54.

#### BOOK BY A SINGLE AUTHOR, LATER EDITION

2. Donna K. McGlinchey, *The Theory of Relativity*, 2nd ed. (New York: Macmillan, 1985), 24.

#### BOOK BY TWO OR THREE AUTHORS

3. Robert A. Lake and Harry R. Walsh, *American Religion and Its Cultural Setting* (New York: Alfred A. Knopf, 1956), 12.

[If there is a third author, follow this example: James Smith, Donald Marc, and Jack Jones.]

#### BOOK BY MORE THAN THREE AUTHORS

4. Margaret Goldstein et al., eds., *Technology and Teaching: Sharing Resources Nationwide* (Cambridge: MIT Press, 1974), 50.

#### BOOK BY AN UNKNOWN AUTHOR

5. *College Bound Seniors* (Princeton: College Board Publications, 1979), 1.

#### BOOK WITH BOTH AN AUTHOR AND AN EDITOR OR TRANSLATOR

6. Helmut Thielicke, *Man in God's World*, trans. and ed. John W. Doberstein (New York: Harper and Row, 1963), 12.

#### AN ANTHOLOGY

7. *Poetical Works of John Wetmore*, ed. Elizabeth Court and H. Davis, 2nd ed., vol. 2 (Oxford: Oxford University Press, 1982), 10.

#### CHAPTER IN AN EDITED COLLECTION

8. Edward Kelly, "The Literature of Grief," in *Mourning: A Community's Response*, ed. J. H. Califano (New York: Danner Press, 1964), 64.

#### ARTICLE IN A JOURNAL

9. Laura M. Rostad, "Post-Modernist Theory," *College English* 53 (1992): 380.

#### BOOK REVIEW

10. Stacey Smith, review of *The Limits of Legislation*, by Harry Cooper, *American Journal of Sociology* 91 (1985): 727.

#### NEWSPAPER ARTICLE

11. Taylor Martin, "Shakespeare and Elizabeth," *Los Angeles Times*, 15 March 1985, sec. 1A, p. 3.  
["p." is used to make clear the difference between the page and section numbers.]

#### ENCYCLOPEDIA ENTRY

12. *Encyclopedia Britannica*, 11th ed., s.v. "France." [*sub verbo* means "under the word"]

#### INTERVIEW BY WRITER OF RESEARCH PAPER

13. Donna E. Shaeffer, interview by author, Madison, Wisconsin, 1 December 1992.

#### SECONDARY SOURCE

14. Lawrence Zepler, "Source of Appeal," *Poetry* 37 (February 1931): 269, quoted in Barbara Fenn, *Wallace Stevens: Image and Imagination* (Cambridge and London: Harvard University Press, 1981), 78.  
[The student-writer found the Zepler quotation in Fenn's book, not in Zepler's original article.]

#### UNPUBLISHED MATERIAL

15. Jacqueline Hess, "Media and Religion" (Ph.D. diss., University of Washington, 1967), 119.

#### INTERNET MATERIAL

16. *Victorian Women Writers Project* Ed. Perry Willett. Indiana U. 26-Apr. 1997  
<<http://Www.indiana.edu/~letrs/vwwp/>>.

#### EXAMPLES OF NOTES (Footnotes or Endnotes) - Second or Subsequent References

17. Hess, 120. [Shortened form - from sample note #15 above]  
[Or you can use the Latin abbreviation "Ibid." when referring to the same work as in the citation immediately preceding]
18. McGlinchey, *The Theory of Relativity*, 72. [When using two more works from same author.]

#### BIBLIOGRAPHY/ WORKS CITED - This is a sample bibliography, with various types of sources cited:

- College Bound Seniors*. Princeton: College Board Publications, 1979.
- Congressional Record*. 71st Cong., 2d sess., 1930, vol. 72 pt. 10.
- Encyclopedia Britannica*, 11th ed. S.v. "France."
- Goldstein, Margaret, Julian Robb, Jeffrey L. McKenney, and William F. Powell, eds. *Technology and Teaching: Sharing Resources Nationwide*. Cambridge: MIT Press, 1974.
- Hess, Jacqueline. "Media and Religion." Ph.D. diss., University of Washington, 1967.
- Kelly, Ernest. "The Literature of Grief." In *Mourning: A Community's Response*, edited by J. H. Califano. New York: Danner Press, 1964. [inclusive page numbers are optional in a bibliographical entry for a chapter in an edited collection]
- Lake, Robert A., and Harry R. Walsh. *American Religion and Its Cultural Setting*. New York: Alfred A. Knopf, 1956.
- Martin, Taylor. "Shakespeare and Elizabeth." *Los Angeles Times*, 15 March 1985, sec. 1A, p. 3.
- McGlinchey, Donna K. *The Theory of Relativity*. 2nd ed. New York: Macmillan, 1985.
- . *Religion in Victorian Britain*. London: Curzon Press, 1981.
- Rostad, Laura M. "Post-Modernist Theory." *College English* 53 (1992): 377-86.
- Shaeffer, Donna E. Interview by author. Madison, Wisconsin, 1 December 1992.
- Smith, Stacey.. Review of *The Limits of Legislation*, by Harry Cooper. *American Journal of Sociology* 91 (1985): 726-29.
- Thielicke, Helmut. *Man In God's World*. Translated and edited by John W. Doberstein. New York: Harper and Row, 1963.
- Wetmore, John. *Poetical Works of John Wetmore*. Edited by Elizabeth Court and H. Davis. 2nd ed. 5 vols. Oxford: Oxford University Press, 1982.
- Zepler, Lawrence. "Source of Appeal." *Poetry* 37 (February 1931): 269. Quoted in Barbara Fenn, *Wallace Stevens: Image and Imagination* (Cambridge and London: Harvard University Press, 1981), 78.  
[If you cite Fenn elsewhere (other than as the secondary source of Zepler), you should also include Fenn in your list of works cited.]