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

BOOK BY A SINGLE AUTHOR, LATER EDITION

BOOK BY TWO OR THREE AUTHORS
[If there is a third author, follow this example: James Smith, Donald Marc, and Jack Jones.]

BOOK BY MORE THAN THREE AUTHORS

BOOK BY AN UNKNOWN AUTHOR

BOOK WITH BOTH AN AUTHOR AND AN EDITOR OR TRANSLATOR

AN ANTHOLOGY

CHAPTER IN AN EDITED COLLECTION

ARTICLE IN A JOURNAL

BOOK REVIEW

NEWSPAPER ARTICLE
["p." is used to make clear the difference between the page and section numbers.]

ENCYCLOPEDIA ENTRY
INTERVIEW BY WRITER OF RESEARCH PAPER

SECONDARY SOURCE
[The student-writer found the Zepler quotation in Fenn's book, not in Zepler's original article.]

UNPUBLISHED MATERIAL

INTERNET MATERIAL
<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:


[If you cite Fenn elsewhere (other than as the secondary source of Zepler), you should also include Fenn in your list of works cited.]