

# Chicago Style Guide: Footnotes for Art History, Music History, and sometimes History

Potsdam College Writing Center

**Footnotes** are consecutively numbered superscripts which refer to a citation provided by you within the text. In Word, go to Insert or References. Insert the identifying footnote number in your text, at the end of a quote, acknowledgment, or paraphrase; they must be in superscript and smaller font. Word will also open a footnote at the bottom of each page. Footnotes are used to:

- **Cite the exact source of every quotation used**
- Acknowledge the source of specific opinions or ideas (paraphrases)
- Validate facts that the reader may question
- Provide other material that if included, would interrupt the train of thought of the paper

("Endnotes" appear at the end of a document only, as in an online article, but otherwise are formatted like footnotes.)

## **Some guidelines for footnotes:**

1. The first time you cite a source, include the author, title, publisher: year, and page number.
  - a. Author (full name (1<sup>st</sup> + last))
  - b. Titles: Books are always *italicized*. Titles of artwork or short publications are *italicized*. Titles of articles, papers, lectures or chapter titles should appear in quotation marks.
  - c. If your source is an article, the title should be followed by the periodical name, vol., iss., date, page numbers as appropriate.
  - d. Publishing information all in parentheses (city (+state if necessary): publisher, year)
  - e. Page number (no p., pp., #).
  - f. Words in title should be capitalized except for articles, coordinating conjunctions, "to" when it is part of an infinitive, and prepositions. Any word that begins or ends a title or subtitle should be capitalized.
2. When you cite the **same source immediately, in the next footnote**, use "Ibid" (Latin: in the same place) and specify page number if it is different. Ibid., 123.
3. When you cite the **same source later in your essay**: author's last name, source, pg. # (no publication information). Jones, *A New Day*, 203.
4. A few useful details:
  - a. Four or more authors: "1<sup>st</sup> author, et al., title..." (In the case where there is no bibliography, it would be necessary to list all of the authors in the first note in which the source appeared).
  - b. Editor, translator, or compiler **instead** of author: 1<sup>st</sup> + last name, trans./ed./comp., title, etc.
  - c. Foot/Endnotes use paragraph style indents. The bibliography uses a hanging indent.

**Bibliography:** All books and articles included in the footnotes of the text should be listed alphabetically in a bibliography by author/editor, last name, or title if no author is given. Sources consulted that are not specifically cited in the text, but relevant to the topic, can also be included in the bibliography. Citations in the bibliography must include: name of author or editor, full title, publisher, place and date of publication, and volume number if necessary. \*Periods, not commas, are used in bibliographies to separate the author from the title and the title from the place and date of the publication. Page numbers must only be included if the text is periodical. Entries in the bibliography are not to be numbered.

Though it is standard, a bibliography is not always required when footnotes are provided. If not, it is necessary to give full documentation of sources in the footnotes.

**"Author-date" format:** There is an alternate "Chicago style" for citations which uses author-date in parentheses, not footnotes. This format is NOT acceptable for art history or music history papers. See

<http://library.osu.edu/sites/guides/chicagoauthgd.php>.

**Titles of Art Works:** can be *italicized*, underlined, or put into quotation marks. This also applies to titles of short publications; phrases from foreign languages that are not incorporated into Standard English (consult a dictionary when in doubt). For titles of articles, papers, lectures, or chapter titles—use only quotation marks.

**Included Illustrations:** if you reference a specific art work you must include a copy of the figure. This should be done on a separate page not numbered as part of the text, “List of Illustrations” should follow the order that figures are cited in the paper. Illustrations can also be labeled on each specific page i.e.) Figure 1. Andrea Botticelli, *The Birth of Venus*, c. 1480.

**SAMPLE SUPERScript, FOOTNOTE, AND BIBLIOGRAPHY ENTRY**

<b>Your Text</b>
A Union soldier, Jacob Thomas, claimed to have seen Forrest order the killing, but when asked to describe the six-foot-two general, he called him "a little bit of a man." <sup>13</sup>
<b>Footnote: first time you cite a source.</b>
13. Brian Steel Wills, <i>A Battle from the Start: The Life of Nathan Bedford Forrest</i> (New York: HarperCollins, 1992), 187.
<b>Footnote: second time you cite a source, later in your paper but not immediately</b>
Wills, <i>A Battle from the Start</i> , 203.
<b>Bibliography Entry</b>
Wills, Brian Steel. <i>A Battle from the Start: The Life of Nathan Bedford Forrest</i> . New York: HarperCollins, 1992.

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**Book:** (for note entry, see above)

Coe, Michael D., and Mark Van Stone. *Reading the Maya Glyphs*. London: Thames and Hudson, 2002. (In the note entry, when you have four or more authors, type out the first author’s name + “and others.”)

**Article:**

Castel, Albert. “The Fort Pillow Massacre: A Fresh Examination of the Evidence.” *Civil War History* 4, no. 1 (1958): 37-50.

Forrest, Nathan Bedford. “Report of Maj. Gen. Nathan B. Forrest, C. S. Army, Commanding Cavalry, of the Capture of Fort Pillow.” *Shotgun’s Home of the American Civil War*. <http://www.civilwarhome.com/forrest.htm>.

**Web Site:**

Include as much of the following information as is available: author, title of the site, sponsor of the site, and the site's URL. When no author is named, treat the sponsor as the author. It is not preferred to give the date of access unless the website has time sensitive material.

**Footnote of a web source:**

21. Kevin Rayburn, *The 1920s*, <http://www.louisville.edu/~kprayb01/1920s.html>.

**Bibliography entry for a web source:**

Rayburn, Kevin. *The 1920s*. <http://www.louisville.edu/~kprayb01/1920s.html>.

**See also:** All citation styles - [www.dianahacker.com/resdoc](http://www.dianahacker.com/resdoc)

Chicago Style official site: [www.chicagomanualofstyle.org/tools\\_citationguide.html](http://www.chicagomanualofstyle.org/tools_citationguide.html)

Chicago style footnote format: <http://library.osu.edu/sites/guides/chicagonotesgd.php>

Chicago style author-date format: <http://library.osu.edu/sites/guides/chicagoauthgd.php>

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<sup>1</sup> Diana Hacker, “dianahacker.com: Documenting Sources,” Bedford St. Martins, [http://www.dianahacker.com/resdoc/p04\\_c10\\_s1.html](http://www.dianahacker.com/resdoc/p04_c10_s1.html).