

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

## Potsdam College Writing Center – March 2018

**Footnotes** are consecutively numbered superscripts which point readers to your citation. Create a footnote to cite any quote, paraphrase, or information taken from a source of any kind. 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. 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.

### Sample Footnotes

#### Your Text

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."

#### **Footnote: first time you cite a source.**

13. Brian Steel Wills, *A Battle from the Start: The Life of Nathan Bedford Forrest* (New York: HarperCollins, 1992), 187.

#### **Footnote: second time you cite a source, immediately after a previous footnote for the exact same source**

14. *Ibid.*, 201.

#### **Footnote: second time you cite a source, later in your paper but not immediately**

21. Wills, *A Battle from the Start*, 203.

#### **Bibliography Entry**

Wills, Brian Steel. *A Battle from the Start: The Life of Nathan Bedford Forrest*. New York: HarperCollins, 1992.

### Web Resources

Cite Source: <http://courseguides.trincoll.edu/citesource/>

Purdue OWL Chicago Guide: <https://owl.english.purdue.edu/owl/resource/717/01/>

Chicago Quick Guide: [http://www.chicagomanualofstyle.org/tools\\_citationguide.html](http://www.chicagomanualofstyle.org/tools_citationguide.html)

**Instructions for footnotes and bibliography on reverse.**

### Some guidelines for footnotes:

1. The first time you cite a source, include the author, title, city, publisher, year, and page number.
  - a. Author (full name (1<sup>st</sup> + last))
  - b. Titles: Titles of books and journals are always *italicized*. Titles of artwork or short publications are *italicized*. In contrast, titles of articles, papers, lectures or chapter titles should appear in quotation marks in footnotes and in bib.
  - c. If your source is an article, the title should be followed by the periodical name, vol., iss., date, pages.
  - 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. (Some teachers allow an even shorter format: Jones, 203.)
  
4. A few useful details:
  - 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).
  - Editor, translator, or compiler **instead** of author: 1<sup>st</sup> + last name, trans./ed./comp., title, etc.
  - Foot/Endnotes use paragraph style indents. The bibliography uses a hanging indent.

### Some guidelines for the bibliography:

All books and articles included in the footnotes of the text should be listed alphabetically in a bibliography by author/editor’s last name, or by 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. In the bib, 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 a periodical. Entries in the bibliography are not to be numbered. (continued)

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.

**Titles of Art Works:** can be *italicized*, underlined, or put into quotation marks. This also applies to titles of short publications as well as phrases from foreign languages (if they have not been incorporated into Standard English -- consult a dictionary when in doubt).

**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. A “List of Illustrations” near the beginning of the paper should follow the order that figures are cited in the paper. Illustrations can also be labeled by putting the identifying text immediately under the illustration: i.e., Figure 1. Andrea Botticelli, *The Birth of Venus*, c. 1480.