When you document your sources using the Chicago style (based on the guidelines in *The Chicago Manual of Style*, 16th edition), you have to use numbers within the body of your paper to indicate exactly where the outside information you have used came from. Each number within the paper refers readers to either a footnote (on the bottom of each page) or an endnote (on the Notes page at the end of the paper, right before the Bibliography page). The numbers are placed immediately after any quotation, paraphrase, or summary from an outside source.

**Notes:** If you are using endnotes, you need to list all your sources in the order in which you used them, on the Notes page, after the final page of text. If you use footnotes rather than endnotes, the information which corresponds to each source used is shown at the bottom of each page.

**Bibliography:** A bibliography page is an alphabetical listing (by author, or by title if no author is listed) of all your sources. The information listed includes the author, the title, and other publication information.

**General guidelines for the Notes page:**

- Center the word Notes (with an upper case N) one inch from the top of a new page at the end of the paper. Include all sources that have been used within the paper.

- Number the Notes page consecutively with the rest of the paper, if using endnotes.

- Notes are single-spaced, with double-spacing between notes.

- Put a number immediately after the sentence in which information from an outside source has been quoted, summarized, or paraphrased in the paper. The number should be raised above the regular text by using the superscript button in MS Word (which can be found in the middle of the “Font” section in MS Word).

- The first time you use a source, you should include the name of the author, the title, and other publication information, but for subsequent uses of the same source, you can use a shortened format. If you refer to the same source in consecutive references, you can use the abbreviation “Ibid.” (Latin for “in the same place”) to indicate that the information for that note came from exactly the same source as listed in the previous note.

**General guidelines for Bibliography page:**

- Center the word Bibliography (with a capital B) one inch from the top of a new page at the end of the paper. Include all sources that have been quoted, summarized, or paraphrased in the paper.

- Use a hanging indent: begin the first line of each entry at the left margin and indent all subsequent lines of an entry one-half inch (5 spaces). Entries are single-spaced, with double-spacing between entries.

- Alphabetize sources by the authors’ last names. List authors by last name, first name middle initial. If a source has no author, alphabetize by title. If the first word of the title is *A*, *An*, or *The*, alphabetize the source by the second word of the title instead.

- Include the city and publisher for books, separated by a colon. Names of publishers are
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shortened, usually to the first principal word (example: “Wiley” for “John Wiley and Sons”).

- Titles of books, websites, databases, and journals are italicized. Titles of articles, chapters, poems, and other short works are put in quotation marks.

- Capitalize all title words except for articles (a, an, the), prepositions (to, from, between, etc.), and coordinating conjunctions (and, but, or, etc.), unless a particular word is the first or last word of the title or subtitle.

- Chicago style does not require including an access date for online sources. However, if your professor would like it included, place it in brackets, after the other publication information and the website address (example: [accessed July 8, 2010]).

Example of a Bibliography entry:


Example of a Notes entry for the same source:


Examples of subsequent Notes entries for the same source when it is used again later in the paper (presented in an abbreviated form):


15. Ibid., 270.

Please note: The examples below show, first, how to cite a particular type of source as an endnote or footnote, and then, below that, how to cite the same source in the bibliography.

**Book with organization as author**


**Book by one author**


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Book by two or more authors


Article from a newspaper (if no author is listed, start with the title)


Article from a magazine (if no author is listed, start with the title)

Posnanski, Joe. “The Running Back, the Cheerleader, and What Came after the Greatest College Football Game Ever.” *Sports Illustrated*, December 28, 2009, 58-64. (Bibliography)

Article from a journal (if no author is listed, start with the title)


Article from a reference book (if no author is listed, start with the title)


Article from a database (if no author is listed, start with the title)


Webpage (if no author is listed, start with the title)
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ADDITIONAL RESOURCES:
The Writing and Research Center is located on the 2nd floor of the Dwight Marvin Library. Go to https://www hvcc edu/learningcenters/writing.html to learn more about this service. To access online writing support, including printable and interactive resources, enroll in Learning Centers - Writing Organization. This organization was developed by our own writing specialists to help you on the path to success, so be sure to enroll! Here’s how:

Login to MyHudsonValley Portal/Blackboard.

Click the Community tab in the Academic Support – the Learning Centers box.

Click the Learning Centers - Writing link.

On the resulting page, click the Submit button.

Click the OK button to enter the organization.

Remember you have access to the library 24/7 with our Ask a Librarian service. Go to the library website and click on Ask a Librarian to get your questions answered!

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