Chicago Manual of Style (CMOS) is different from MLA or APA citation styles. CMOS gives two options for citing work; this resource covers the Note-Bibliography Style (NB).

**CMOS is unique in 3 ways**

1. Rather than in-text citations, CMOS incorporates sources through *footnotes*.
2. Footnotes appear at the bottom of the page and include source information in a specific format.¹
3. In addition to citing sources in the footnotes, CMOS includes a “Bibliography” page at the very end of the paper with all sources organized alphabetically.

*To add a footnote using Word, click on the “References” tab and select “Add Footnote”*

**Formatting guidelines**

Cover page

A cover page is not always required, so be sure to check the assignment guidelines.

- □ No page number on cover page
- □ All double spaced
- □ Center essay title one-third down
- □ Student name, course info and date all 7 or 8 lines down from title

**Bibliography**

The Bibliography used in CMOS can be compared to the Works Cited page in an MLA style paper or the References page in APA style.

- □ Type the word “Bibliography” at in the top center of the final page
- □ Alphabetize citations
- □ Use hanging indents
- □ Single space citations
- □ Double space *in between* each citation

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¹ See the next page of this guide for formatting examples.

Footnote and Bibliography Entry Formats

N: Foot note / End note
B: Corresponding Bibliography entry

Book

N: First name Last name, Title (Place of Publication: Publisher, Year), page number.
B: Last name, First name. Title. Place of Publication: Publisher, Year.

Electronic Journal / Web page*

N: First name Last name, “Title of Article,” Title of Journal volume, no. (Date): page number, accessed date, doi.


*To cite a web page, follow the above format. Use the URL in place of a doi, and do not italicize the title of the website.

Class Lectures


Ibid update

CMOS 17 (14.34.1) discourages using ibid to cite sources consecutively.

When citing a more than once, use this format for the repeating footnotes:

N: Last Name, Title, page number (when applicable).