

Chicago Manual of Style (CMOS): Information Needed for Citations

In the Chicago Manual of Style (CMOS) notes/bibliography source citation method, superscript note numbers are added to the body of the text and are keyed to either footnotes at the bottom of pages or endnotes in the back matter, followed by a bibliography listing all the source materials.

- Footnotes/endnotes are listed in the order they appear in the book.
- Bibliography entries are listed in alphabetical order by author last name or source title.

Please use MS Word's footnotes tool [Insert > Footnote] to insert superscript note numbers and content. The tool allows you to choose footnotes or endnotes, whether to number the notes continuously throughout the manuscript or restart with each new chapter, and more.

Below is publication info needed to cite the most commonly used types of source material (books, news sites, journals, websites, etc.) followed by examples of the footnote/endnote and bibliography entry format for that source type. The examples were taken directly from CMOS 17th Edition. If you need to cite a source type not listed below, please include as much publication information as you can and your copyeditor will format the citation as needed.

Citation plus commentary in a footnote or endnote:

If you want to combine a citation and commentary in a footnote/endnote, the source comes first:

1. Shakespeare, *Julius Caesar*, act 3, sc. 1. Caesar's claim of constancy should be taken with a grain of salt.

1. BOOK

Info needed and general format to cite books:

Author first/last name, *book title/subtitle*, (publisher city: publisher name, year of publication), page number(s).

Footnote/endnote format examples:

1. Zadie Smith, *Swing Time* (New York: Penguin Press, 2016), 315–16.
2. Brian Grazer and Charles Fishman, *A Curious Mind: The Secret to a Bigger Life* (New York: Simon & Schuster, 2015), 12.

Bibliography entry format examples:

Grazer, Brian, and Charles Fishman. *A Curious Mind: The Secret to a Bigger Life*. New York: Simon & Schuster, 2015.
Smith, Zadie. *Swing Time*. New York: Penguin Press, 2016.

2. JOURNAL ARTICLE

Info needed and general format to cite journal articles:

Author first/last name, "article title/subtitle," *journal name* volume number, issue number (month and year of publication): specific page number(s) or page range for whole article.

Footnote/endnote format example:

1. Susan Satterfield, "Livy and the *Pax Deum*," *Classical Philology* 111, no. 2 (April 2016): 170.

Bibliography entry format example:

Satterfield, Susan. "Livy and the *Pax Deum*." *Classical Philology* 111, no. 2 (April 2016): 165–76.

3. ARTICLE FROM NEWSPAPER/NEWS SITE, MAGAZINE, OR BLOG

Info needed and general format to cite articles from newspapers/news sites, magazines, blogs, etc.:

Author first/last name, "article title/subtitle," *newspaper/magazine name*, date of publication, page number(s).

Footnote/endnote format examples:

1. Rebecca Mead, "The Prophet of Dystopia," *New Yorker*, April 17, 2017, 43.
2. Farhad Manjoo, "Snap Makes a Bet on the Cultural Supremacy of the Camera," *New York Times*, March 8, 2017, <https://www.nytimes.com/2017/03/08/technology/snap-makes-a-bet-on-the-cultural-supremacy-of-the-camera.html>.
3. Rob Pegoraro, "Apple's iPhone Is Sleek, Smart and Simple," *Washington Post*, July 5, 2007, LexisNexis Academic.
4. Tanya Pai, "The Squishy, Sugary History of Peeps," *Vox*, April 11, 2017, <http://www.vox.com/culture/2017/4/11/15209084/peeps-easter>.

Bibliography entry format examples:

- Manjoo, Farhad. "Snap Makes a Bet on the Cultural Supremacy of the Camera." *New York Times*, March 8, 2017. <https://www.nytimes.com/2017/03/08/technology/snap-makes-a-bet-on-the-cultural-supremacy-of-the-camera.html>.
- Mead, Rebecca. "The Prophet of Dystopia." *New Yorker*, April 17, 2017.
- Pai, Tanya. "The Squishy, Sugary History of Peeps." *Vox*, April 11, 2017. <http://www.vox.com/culture/2017/4/11/15209084/peeps-easter>.
- Pegoraro, Rob. "Apple's iPhone Is Sleek, Smart and Simple." *Washington Post*, July 5, 2007. LexisNexis Academic.

4. WEBSITE CONTENT AND VIDEOS

Info needed and general format to cite website content (not from news sites):

Author name if available, "page title or article title," accessed date or last modified date, URL.

Footnote/endnote format examples:

1. "Privacy Policy," Privacy & Terms, Google, last modified April 17, 2017, <https://www.google.com/policies/privacy/>.
2. "About Yale: Yale Facts," Yale University, accessed May 1, 2017, <https://www.yale.edu/about-yale/yale-facts>.
3. Katie Bouman, "How to Take a Picture of a Black Hole," filmed November 2016 at TEDxBeaconStreet, Brookline, MA, video, 12:51, https://www.ted.com/talks/katie_bouman_what_does_a_black_hole_look_like.

Bibliography entry format examples:

- Bouman, Katie. "How to Take a Picture of a Black Hole." Filmed November 2016 at TEDxBeaconStreet, Brookline, MA. Video, 12:51. https://www.ted.com/talks/katie_bouman_what_does_a_black_hole_look_like.
- Google. "Privacy Policy." Privacy & Terms. Last modified April 17, 2017. <https://www.google.com/policies/privacy/>.
- Yale University. "About Yale: Yale Facts." Accessed May 1, 2017. <https://www.yale.edu/about-yale/yale-facts>.