Chicago Style (CMS): Formatting Footnotes & Endnotes

CMS citation requires either footnotes or endnotes for in-text citations and a bibliography to cite sources used in a paper.

Format for In-text Citations:
Use superscript consecutive numbering to indicate footnotes at the bottom of the page or endnotes (on a separate page) at the end of the paper (but before the bibliography). Place footnote or endnote superscript numbers after the period in sentences.

<table>
<thead>
<tr>
<th>Footnotes</th>
<th>Endnotes</th>
</tr>
</thead>
</table>
| Word processors automatically insert a superscript number in-text and a corresponding footnote number below an automatic line at the bottom of each page. In MS Word 2010, open the “References” tab, select “Insert Footnote”.
| Word processors automatically insert a superscript number in-text and a corresponding number on the Notes page at the end of the document. In MS Word 2007, open the “References” tab, select “Insert Endnote”.

Format for Footnotes/Endnotes (depending on instructor preference):

- Footnotes appear at the bottom of pages of text, single-spaced, to indicate in-text citations on the page. Endnotes use the identical citation format as footnotes, but are collected in a numbered-order “Notes” page at the end of the paper, before the Bibliography; endnotes are single spaced with double-spaces between.

- Each first footnote or endnote entry must include the author’s name, the title, the source or publisher, and the date of publication. Entries from a book or periodical must include page numbers. (Omit portions of this information only if it is not available.)

- You may use *ibid*. (meaning from the same source) for a second footnote/endnote from the same source as the preceding footnote/endnote (see example footnote 2 below). However, *ibid.* is becoming less common, and it is therefore recommended that you use author and page number, just as you would if referring to a source cited in an earlier footnote/endnote in the paper (see example footnote 3 below).

- For a secondary source (a source cited within your source), both the original source and the secondary source must be included in the note. Example:


Example:

In *The West in the Early Middle Ages, 300-1050*, Thomas Renna states that as a bishop, Augustine campaigned strongly against Donatists who rivaled Catholics; eventually Augustine urged state power to bring Donatists back to Catholicism.¹ Renna explains that “if the Donatists had won, the church would have retreated into itself and returned to the pre-Constantine church and remained an ‘insignificant subculture.’”²

² ibid., 33.
³ Renna, 123-45.
Footnote and Endnote Examples:

**Book by One Author:** (CMS 17.26)


**Organization as author:** (CMS 17.47)


**Book by Two or Three Authors:** (CMS 17.27-8)


**Single Contribution to a Multi-authored Book** (such as an Edited Anthology): (CMS 17.69)


**Journal Article in Print Format with a Volume and Issue Number:** (CMS 17.162-3)


**Journal Article in Electronic Database:** (CMS 17.359)


**Newspaper Article in Print:** (CMS 17.188, 17.190)


**Newspaper Article in Electronic Database:** (CMS 17.359 and 17.287-198).


**Website:** (CMS 17.237)


**Film (DVDs and Videos):** (CMS 17.273)


See CMS 16.71 to 16.106 for information on formatting the Bibliography page.