



Endicott College Writing Center

CMS (Chicago Style)

By Jillianne Ferullo, Peer Tutor

Introduction

CMS is most commonly used in history and some humanities classes, such as Art History courses.

In-text Citations

After a paraphrase or quote, you must cite the source where the information originated from in order to give credit to the proper author. If the information is not cited, then it is considered plagiarism because the information is not your own original work, however, you are presenting it as your own. Therefore, you must cite any and all information and ideas that you paraphrase or quote from other sources.

CMS papers use **Footnotes** and **Endnotes** for in-text citation of sources. **Footnotes** are located at the bottom of each page, while **Endnotes** are listed at the end of the paper.

At the end of the paraphrase or quote, insert a footnote or endnote, which will appear as a small number that corresponds to either the bottom of the page or end of the paper.

Formatting of Footnotes and Endnotes

Let's say that I am paraphrasing information from a book for a paper I am writing. At the end of the sentence, I will insert a footnote, which signals that it is a paraphrase.² At the bottom of this page, a corresponding number "2" will appear, and I will type-in the book's information, which would look like this:

2. John Smith, *Book Title: Subtitle* (New York: HarperCollins, 2011), 25.

The above is the basic Footnote/Endnote format for a **book**. The **second** time you cite a source the format **changes**. For any subsequent references to this source you would write in the note:

4. Smith, *Book Title*, 25.

If your next citation was also from Smith's book you could write "Ibid." in the note because they are two consecutive notes from the same source. If both references are from the same page of Smith's book you would only say "Ibid.", but if the pages are different, it looks like:

5. Ibid., 132.

Bibliography

The **bibliography entry** for this book would like:

Smith, John. *Book Title: Subtitle*. New York: HarperCollins, 2011.

The bibliography at the very end of the paper includes all sources used in footnotes/endnotes in alphabetical order by authors' last names. Please notice that the bibliography entry differs from the footnote/endnote entry.

Other Considerations, Types of Sources, Etc.

- *Up to 3 authors*: write all authors' names in the footnote/endnote and bibliography.
- *4 or more authors*: write only the first author's name followed by "et al." in the footnote/endnote, but in the bibliography list all authors' names.
- *Unknown Author*: begin with the title of the work:

Footnote/Endnote:

8. *The Title of the Book* (Charleston, SC: History Press, 1995), 263.

Bibliography:

The Title of the Book. Charleston, SC: History Press, 1995.

- *Article in a print journal:*

Footnote/Endnote:

16. Mike Jones, "Title of the Article," *Journal of American History* 74 no. 2 (2005): 103.

Bibliography:

Jones, Mike. "Title of the Article," *Journal of American History* 74 no. 2 (2005): 100-115.

In the **footnote/endnote** list the author, title, journal, the volume number, issue number, then the year, and the page cited. In the **bibliography** list the author (last name then first), title, journal, volume, issue, year, and range of pages of the article.

- *Article in an online journal:*

Footnote/Endnote:

24. Jane Smith, "Title of Article," *Journal of Culture* 16, no. 11 (2003), doi: 10.9374927200374

*If there is no DOI then give the URL for the article:

24. Jane Smith, "Title of Article," *Journal of Culture* 16, no. 11 (2003), <http://joculture.org/smitharticle>

Bibliography:

Smith, Jane. "Title of Article." *Journal of Culture* 16, no. 11 (2003). <http://joculture.org/smitharticle>

- *Work of Art:*

Footnote/Endnote:

7. Aaron Siskind, *Untitled (The Most Crowded Block)*, gelatin silver print, 1939, Kemper Museum of Contemporary Art, Kansas City, MO.

Bibliography:

Siskind, Aaron. *Untitled (The Most Crowded Block)*. Gelatin silver print, 1939. Kemper Museum of Contemporary Art, Kansas City, MO

Additional Resources:

For other types of sources not highlighted here, you can refer to *A Writer's Reference* by Diana Hacker and Nancy Sommers.