Footnotes use a small number in the body of the text to draw the reader’s attention to the bottom of the page to see the citation. Endnotes use the same numbering in the body; however, all notes are found at the end of the paper just before the bibliography.

Footnotes have the same order as the bibliography (author, title, facts of publication) except:

- commas instead of periods to separate information
- standard indentation instead of hanging indentation
- author’s first name is first
- colon precedes page numbers for journal citations
- publication facts are enclosed in parentheses
- order is based on when they come on the page, not alphabetically

See pages 2 and 4 for examples.
Citations: Footnotes and Endnotes

<table>
<thead>
<tr>
<th>Type of Footnote</th>
<th>Example of Footnote on First Mention</th>
</tr>
</thead>
</table>

NOTE: Only use authors’ last names after first footnote of each source.

After a source is cited for the first time, a shortened or abbreviated version is used for the rest of the times it is cited.

Use of shortened citation instead of *ibid.* is now recommended by the Chicago manual (Chicago p. 759). However, defer to your instructor’s preference. If it is not stated in the assignment or in class, ask your instructor for clarification.

Below is a side-by-side comparison of shortened citation and *ibid.* Both refer the reader to an above citation for the complete information.

<table>
<thead>
<tr>
<th>Shortened Citation</th>
<th><em>Ibid.</em></th>
</tr>
</thead>
</table>
Chicago: Bibliography

What to include in a citation?

- In general, the more information you can include the better. You want your readers to be able to find your sources if they want to read them for themselves.
- All sources used in a paper must be included in the Bibliography. The Chicago manual says the bibliography can include sources used only for research and not actually cited in your paper; however, this will depend on your instructor’s preference (Chicago p. 777).
- If this handout does not contain an example of your reference type, more options can be found at www.chicagomanualofstyle.org or in the full manual at the Writing Center.

General order of information, including punctuation:

Journal:
Author Last Name, First Name. “Title of article.” Title of Periodical volume number, no. issue number (Date): page numbers. doi/URL.

Book:
Author Last Name, First Name. Book Title. City Where Published: Publisher, Year.

- Titles of books, journals, magazines, websites, etc., are italicized. Chapter titles, lecture titles, episode titles, etc., are not italicized, but are enclosed in quotation marks.
- The volume number comes immediately after the Journal Title with no punctuation nor identifier. The issue number is preceded by no. (Example: Ethics 125, no. 2)
- If there is more than one author, only the first one is listed in reverse order. All subsequent authors will be listed First Name Last Name.

Tips for making a hanging indent:

Microsoft Word Software: Select the sources you are ready to format. On your Home tab, click the arrow to the right of the word Paragraph (it is pointing down and to the right). This will open a new menu. Look for the Indentation section and the option Special. Click the Special dropdown and select Hanging.

Word Online (TTU Student Version): Click on downward-pointing triangle to the right of the icon that had horizontal lines and a backwards ‘P’ (Paragraph icon). Click on Special Indent. Click on Hanging Indent.

Google Docs: Select the sources you are ready to format. Click on the Format menu at the top of the page, then Align & Indent, and click on Indentation options at the bottom of the menu. This will open a pop-up window. Click the selection bar under Special indent and select Hanging. Click on Apply.
Bibliography


Gates, Bill. (@BillGates). “#Polio is 99% eradicated. Join me & @FCBarcelona as we work to finish the job and #EndPolio. VIDEO: http://b-gat.es/X75Lvy.” Twitter, February 26, 2013, 4:13 p.m. https://twitter.com/BillGates/status/306195345845665792.


A True and Sincere Declaration of the Purpose and Ends of the Plantation Begun in Virginia, of the Degrees Which It Hath Received, and Means by Which It Hath Been Advanced. 1610. London.

