

# CMS Footnotes and Endnotes



Writing Center

989-964-6061, [www.svsu.edu/writingcenter](http://www.svsu.edu/writingcenter)

This Handout is based on *The Chicago Manual of Style 15<sup>th</sup> ed.*, 2003.

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 at the end of the paper. Place footnote/endnote superscript numbers after the period in sentences.

Footnotes	Endnotes
Word processors automatically insert a superscript number in-text and a corresponding footnote number below an automatic line at the bottom of each page.	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, use “Insert” drop down menu and “Reference” → Choose “Footnote”	In MS Word, use “Insert” drop down menu and “Reference” → Choose “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 number-order “Notes” page at the end of the paper, before the Bibliography; endnotes are single spaced with double-spaces between.
- Each first footnote/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.<sup>1</sup> (Omit portions of this information only if it is not available.)
- Use “Ibid.” (meaning from the same source) for a second footnote/endnote from the same source as the preceding footnote/endnote (see example footnote<sup>2</sup>). Use author and page number if referring to a source cited in an earlier footnote/endnote in the paper (see example footnote<sup>3</sup>).
- 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: Louis Zukofsky states...<sup>4</sup> (from CMS 17.274).

## 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.<sup>1</sup> 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.’”<sup>2</sup>

<sup>1</sup> Thomas Renna, *The West in the Early Middle Ages, 300-1050* (Washington: University Press of America, 1977), 32-34.

<sup>2</sup> Ibid., 33.

<sup>3</sup> Teed, 123-45.

<sup>4</sup> Louis Zukofsky, “Sincerity and Objectification,” *Poetry* 37 (February 1931): 269, quoted in Bonnie Costello, *Marianne Moore: Imaginary Possessions* (Cambridge, MA: Harvard University Press, 1981), 78.

## Footnote/Endnote Examples:

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

1. Thomas Renna, *The West in the Early Middle Ages, 300-1050* (Washington: University Press of America, 1977), 32-34.

### Organization as author: (CMS 17.47)

2. University of Chicago Press, *The Chicago Manual of Style 15<sup>th</sup> ed.* (Chicago: University of Chicago Press, 2003), 619-20, 641-754.

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

3. John V. Jezierski and G. Alexander Ross, *Saginaw Valley Documents II: A Collection for the History and Social Science Student*; with a listing of census data for the Black population of Saginaw, Michigan, 1860-1900 by Roosevelt S. Ruffin (University Center, MI: Saginaw Valley State University, 1990), 16-24.

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

4. Alexander Scott Nalbach, "The Software of Empire: Telegraphic News-Gathering and Imperial Publicity, 1865-1914," in *Imperial Co-Histories: National Identities in the British and Colonial Press*, ed. Julie Codell, 21-47 (Cranbury, NJ: Fairleigh Dickinson University Press/Associated University Presses, 2003).

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

5. Melissa Ladd Teed, "If I Only Wore a Coat and Pants: Gender and Power in the Making of an American Public High School, 1847-1851," *Gender & History* 16, no. 1 (2004): 123-45.

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

6. Eric F. Petersen, "The End of the Cold War: A Review of Recent Literature (in Historiography)," *The History Teacher* 26, no. 4. (Aug., 1993): 471-485, *JSTOR Database*, <http://www.svsu.edu/library/links.jstor.org/> (accessed August 16, 2005).

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

7. Bruce Weber, "Trying to Make the Pen As Mighty as the Sword: A New Workshop Turns Warriors into Writers," *The Arts*, *New York Times*, sec. B, p. 1, August 4, 2004.

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

8. "The Michigan Lumber Trade," *New York Times*, p. 2, *ProQuest Historical New York Times Database*, December 31, 1884, <http://www.svsu.edu/library/0-proquest.umi.com.library.svsu.edu:80> (accessed August 23, 2005).

### Website: (CMS 17.237)

9. Sandy Northrup, "The City: Colonial Saigon," *Vietnam Passage: Journeys from War to Peace*, 2002, PBS, <http://www.pbs.org/vietnampassage/City/city.colonial.html> (accessed August 23, 2005).

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

10. Steve Gillham, *Fire and Fever: London 1665-1666*, VHS, produced by Bob Carruthers and Graham Holloway, directed by Graham Holloway (Princeton, NJ: Films for the Humanities and Sciences, 1997).

For frequently asked questions about CMS citation, see [www.press.uchicago.edu/Misc/Chicago/cmosfaq/cmosfaq.html](http://www.press.uchicago.edu/Misc/Chicago/cmosfaq/cmosfaq.html)

See *CMS Notes (Endnotes) Page* handout for specific information on Endnotes.