

# CMS Footnotes and Endnotes



Writing Center

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This Handout is based on *The Chicago Manual of Style, 16<sup>th</sup> ed.*, 2010.

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

(Note that in some cases, the Notes page may be sufficient; check with your instructor. CMS also has an alternate system of parenthetical author-date references; see *Manual* ch. 15.)

## 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.

To Use Footnotes	To Use 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. <i>In MS Word, click the "References" tab. Choose "Insert Footnote."</i>	Word processors automatically insert a superscript number in-text and a corresponding number on the Notes page at the end of the document. <i>In MS Word, click the "References" tab. Choose "Insert Endnote."</i>

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

- **Footnotes** appear at the bottom of pages of text, single-spaced, to correspond to 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 includes the author's name, the title, the source or publisher, and the date of publication. Entries from a book or periodical must also 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: Sheryl Koren states . . . .<sup>4</sup> (See CMS 14.273).

## Example:

In *The Brothertown Nation of Indians: Land Ownership and Nationalism in Early America, 1740-1840*, Brad D. E. Jarvis states that the inhabitation of certain areas of land played a strong role in the identities of Indians; these identities were consequently shaken by their forced migration.<sup>1</sup> Jarvis writes, "The cession of hunting territories forced men to redefine their economic places within tribes, and lost agricultural plots 'divorced' women from their roles as community producers."<sup>2</sup>

<sup>1</sup> Brad D. E. Jarvis, *The Brothertown Nation of Indians: Land Ownership and Nationalism in Early America, 1740-1840* (Lincoln: University of Nebraska Press, 2010), 8-9.

<sup>2</sup> Ibid., 8.

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

<sup>4</sup> Sheryl Kroen, "Historiographical Reviews: A Political History of the Consumer," *Historical Journal* 47 (2004): 709, quoted in Paul C. Henry, "How Mainstream Consumers Think about Consumer Rights and Responsibilities," *The Journal of Consumer Research* 37, no. 4 (2010): 671, doi: 10.1086/653657.

## Footnote/Endnote Examples:

### Book by One Author: (CMS 14.18)

1. Brad D. E. Jarvis, *The Brothertown Nation of Indians: Land Ownership and Nationalism in Early America, 1740-1840* (Lincoln: University of Nebraska Press, 2010), 32-34.

### Organization as Author: (CMS 14.92)

2. University of Chicago Press, *The Chicago Manual of Style*. 16<sup>th</sup> ed. (Chicago: University of Chicago Press, 2010), 619-20.

### Book by Two or Three Authors: (CMS 14.76)

3. William L. Cleveland and Martin Bunton, *A History of the Modern Middle East* (Boulder, CO: Westview Press, 2009), 23.

### Single Contribution to a Multi-authored Book (such as an Edited Anthology): (CMS 14.112)

4. Robert C. Braddock, "To Serve the Queen," in *Tudor Queenship: The Reigns of Mary and Elizabeth*, ed. Alice Hunt and Anne Whitelock (New York: Palgrave Macmillan, 2010), 225.

### Journal Article in Print Format with a Volume and Issue Number: (CMS 14.175-202)

5. Thomas Renna, "Avignon vs. Rome: Dante, Petrarch, Catherine of Siena," *Expositions: Interdisciplinary Studies in the Humanities* 4, no. 1 (2010): 52.

### Journal Article in Electronic Database: (CMS 14.184-85)

6. Paul C. Henry, "How Mainstream Consumers Think about Consumer Rights and Responsibilities," *The Journal of Consumer Research* 37, no. 4 (2010): 671, doi: 10.1086/653657.

### Newspaper Article in Print: (CMS 14.203-04)

7. Randall C. Archibald, "Judge Blocks Arizona's Immigration Law," *New York Times*, July 29, 2010.

### Newspaper Article in Electronic Database: (CMS 14.271-72).

8. William Safire, "The Office Pool, 2008," *New York Times*, December 31, 2010, New York Times Historical.

### Website: (CMS 14.243-46)

9. "U. S. Grant: In His Shoes," PBS, accessed December 29, 2010, <http://www.pbs.org/wgbh/americanexperience/features/photo-gallery/grant-shoes>.

### Film (DVDs and Videos): (CMS 14.279)

10. *The Birds*, directed by Alfred Hitchcock (1963; Universal City, CA: Universal Studios Home Video, 2000), DVD.

### Electronic Book: (CMS 14.166-67)

11. Bill Bryson, *At Home: A Short History of Private Life* (New York: Doubleday, 2010), Kindle edition, chap. 2.

For frequently asked questions about CMS citation, see [http://www.chicagomanualofstyle.org/CMS\\_FAQ/qatopics.html](http://www.chicagomanualofstyle.org/CMS_FAQ/qatopics.html)

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