

Chicago Manual of Style: Elements of the Notes Section

Chicago Manual of Style (CMOS) – 17th Edition

All CMOS papers include a Notes section that corresponds to each citation in the body of your assignment and a Bibliography. There are different formatting patterns in CMOS; be careful to follow one pattern consistently. This document demonstrates the **notes-bibliography** format. Clarify with your professor which CMOS style is preferred.

Regardless of style, whenever you use ideas, concepts, facts, or theories discovered or developed by someone else, you must give credit to the originator of that information. The only exception to providing documentation is when you discuss common knowledge. An example of common knowledge is that Confederation in Canada occurred in 1867. If you are in doubt about whether something is common knowledge, provide a citation.

Tip: This document is a brief overview of the CMOS Notes section. Also see the CMOS: Elements of a Bibliography and CMOS Quick Guide for more help or visit the Ontario Tech Library website.

Formatting Notes

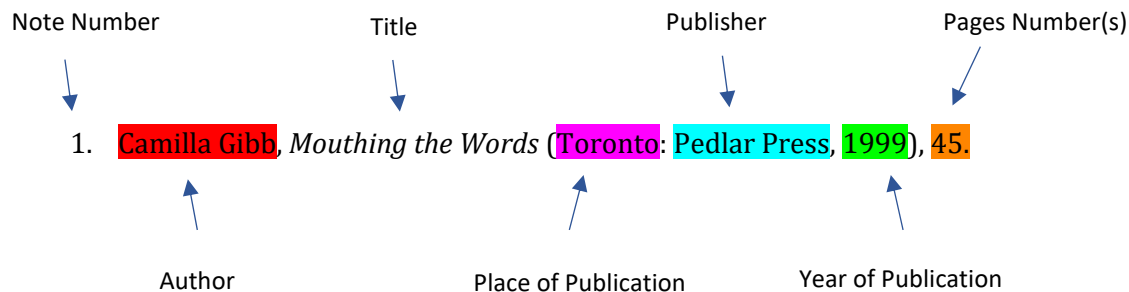
- Use either endnotes or footnotes, not both. Endnotes appear at the end of the essay's content, before the bibliography. Footnotes appear at the end of each page (the foot of each page) throughout the body of the essay.
- The title for the endnotes section of the essay is "Notes".
- Follow the same formatting guidelines for both endnotes and footnotes.
- Each entry in the Notes section corresponds to a superscript number (e.g., ¹) in the text or body of the essay. The numbers in the Notes section are **not superscript** (e.g., 1.), but follow the same sequential order as the numbers in the text of the essay.
- The entry content format is dependent on the type of resource you are referencing.
- Single space each entry; double space between each note entry.
- Indent the first line of every note entry.
- Notes are size 12 font, New Times Roman.
- Never enter more than one number note after a sentence in the body of your essay. In order to cite more than one source in a single note, separate the different sources using a semicolon.

Tip: Google Docs **only** generate footnotes. Microsoft Word can generate **both** endnotes and footnotes. Keep in mind that the autogenerated format in both of these resources are **NOT** accurate. You will have to edit the footnotes or endnotes to align with CMOS requirements.

- When using the same source in multiple notes throughout your essay, the first note for the source will include all the citation details. Subsequent notes of that source will be shortened to the author's last name, title/partial title, and page number(s) cited. If you have consecutive notes citing the same source, you can just include the author's last name and page(s).
 - An example to represent a subsequent note and relevant consecutive note is as follows:
 1. Gibb, *Mouthing the Words*, 40.
 2. Gibb, 41.

Tip: CMOS 17th Edition is using shortened subsequent and consecutive notes to **replace** the use of "Ibid."

General Format for Notes



Tip: The page numbers included for citations in the Note section direct readers to where you located the specific information you are citing in the body of your paper.

Punctuation Guidelines for Notes

Each piece of the reference is separated with a comma. The publication information is enclosed in parentheses. See the examples above. Punctuation is very specific and important. Be sure to follow the pattern provided.

Books

All sources must be listed in both the Notes section and the Bibliography. The information is the same in both (except for page numbers), but the punctuation is different. The following examples apply to the Notes section. See the CMOS Bibliography document for more information on how to format the bibliography.

Book with One Author

The author's name appears as presented in the source document. As the list is sequential, there is no need to invert the author's name for filing purposes.

1. Camilla Gibb, *Mouthing the Words* (Toronto: Pedlar Press, 1999), 45.
2. Gibb, *Mouthing the Words*, 40.

Tip: Throughout this document, the first example will show what a full note citation will look like. The second example will provide an example of how that source will be presented in subsequent notes.

Book with Multiple Authors

3. Martin D. Schwartz and Walter S. DeKeseredy, *Sexual Assault on the College Campus: The Role of Male Peer Support* (Thousand Oaks, CA: Sage Publications, 1997), 58.
4. Schwartz and DeKeseredy, *Sexual Assault on the College Campus*, 58.

Tip: The citation starts with the author's name and the names appear as presented in the source. List all of the authors' names in the order presented using the word "and" to separate the last and second last authors.

Chapter in a Book

5. Colleen Anne Dell, "The Criminalization of Aboriginal Women: Commentary by a Community Activist," in *Crimes of Colour: Racialization and the Criminal Justice System in Canada*, ed. Wendy Chan and Kiran Mirchandani (Peterborough, ON, Canada: Broadview Press, 2002), 130.
6. Dell, "Criminalization of Aboriginal Women," 130.

Tip: When the author of the chapter is the same person as the editor, follow the author names with a comma and place "ed.," before continuing on with the citation like normal.

Groups/Organizations as Authors

Groups or organizations such as corporations, associations, and government agencies can also author a source. The names of groups or organizations are usually written in full in the first note and abbreviated in subsequent notes. However, if the group's shortened name could be easily confused with another, it is better to write it out in full.

7. The John Howard Society of Canada, *Perspectives on Canadian Drug Policy* (Kingston, ON: The John Howard Society of Canada), 1-43.

8. JHS, *Perspectives of Canadian Drug Policy*, 12.

Tip: A group or organization is one entity; therefore, it is one author. Alphabetize the names based on the first main word of the organization.

No Author

When there is no author, the title of the book or article replaces the author's name. Follow the appropriate guidelines for titles.

9. *Seeing Sheep Sleep* (Toronto: Pedlar Press, 2009), 11.

Subsequent: *Seeing Sheep Sleep*, 11.

Multiple Sources with the Same Author

When citing two or more sources by the same author or two or more sources with different authors that have the same last name, differentiate sources using the title and date.

10. J.A. Smith, *Taking Time to Watch* (Toronto: University College Press, 2009), 36-56.

11. Smith, *Taking Time to Watch*, 37.

12. J.A. Smith, *Observations of Life* (Toronto: College University Press, 1998), 201.

13. Smith, *Observations of Life*, 201.

Tip: When citing a source that has no author, was written by a group or organization or an author that wrote more than one source, follow the correct format for the type of source (journal, website, etc.) while also applying the above formatting as well.

Articles in Scholarly Journals

There are differences between a book reference and an article reference. Such differences include the location of the date, quotation marks around the article title, inclusion of the volume and issue number, punctuation and page references.

Article with One Author

14. Mercedes S. Hinton, "A Distant Reality: Democratic Policing in Argentina and Brazil," *Criminal Justice* 5, no. 1 (2005): 75-76.

15. Hinton, "A Distant Reality," 75.

Article with Multiple Authors

16. Katherine M. Newbold, Jeffrey M. Lohr and Richard Gist, "Apprehended Without Warrant: Issues of Evidentiary Warrant for Critical Incident Services and Related Trauma Interventions in a Federal Law Enforcement Agency," *Criminal Justice and Behaviour* 35, no. 10 (October, 2008): 1337-1353.

17. Newbold et al., "Apprehended Without Warrant," 1338.

Tip: In the Notes, when there are more than two authors (3+) list the first author's last name followed by "et al." or any subsequent notes.

Article Retrieved Online

Format the citation in the same manner as an article within a scholarly journal. Include the access date (month/day/year). Also include the URL or DOI. When page numbers are not included, use additional information to identify the location of information, such as paragraph number or heading title.

18. Amy Lehrner and Nicole E. Allen, "Still a Movement After all These Years? Current Tensions in the Domestic Violence Movement," *Violence Against Women* 15, no. 6 (2009): 657, <https://doi.org/10.1177/1077801209332185>.

19. Lehrner and Allen, "Still a Movement," 657.

20. Julie Stubbs, "Indigenous Women in Australian Criminal Justice: Over-Represented but Rarely Acknowledged," *Australian Indigenous Law Review* 15, no. 1 (2011): 59, https://ocul-it.primo.exlibrisgroup.com/permalink/01OCUL_IT/1nbn9s4/cdi_rmit_indexes_en_in_Australian_criminal_justice_Over_272068255545988_APAIS_ATSISUB.

21. Stubbs, "Indigenous Women in Australian Criminal Justice," 59.

Websites

It is important to include as much information of the website as possible. Include the URL and the publication date or date of revision. If those dates cannot be provided, include an access date. In the case that the publisher of the webpage is also the author, the note will begin with the webpage title.

22. "The Facts about Women and Leadership in Canada," Canadian Women's Foundation, accessed June 30, 2021, <https://canadianwomen.org/the-facts/women-and-leadership-in-canada/>.

23. "Women and Leadership in Canada."

Audiovisual Materials

Specific information is required depending on which type of source you are citing. The following provide examples for a couple of the audiovisual material types you may need to reference.

Film

When citing a film, begin with the title in *italics* followed by the director. Also include the media type you observed (i.e., DVD). The type of media entry follows the information relevant to publication. The publication information appears in parentheses in the same format as a book note citation.

24. *Hip hop: Beyond beats and rhymes*, directed by Bryon Hunt (USA: Media Education Foundation, 2006), DVD.

25. Hunt, *Hip Hop*.

YouTube Video

26. Stephanie Bell, "Commas 3: Combining two sentences," YouTube Video, 7:31, January 29, 2021, <https://youtu.be/teSqEjpfxg8>.

27. Stephanie Bell, "Commas 3."

Tip: The author may not be a specific name of a person (such as seen for YouTube videos), so place the individual's screen name as the author as it appears. 7:31 is to indicate the length of the video.

Podcast

28. Timothy A. Pychyl, host, "Academic Procrastination: A Graduate Student's Story," iProcrastinate (podcast), December 19, 2018, <https://iprocrastinate.libsyn.com/academic-procrastination-a-graduate-students-story>.

29. Pychyl, "Academic Procrastination."

Social Media Content

Typically, social media content that is being sourced is placed within the text of the essay where a note may be added. It is rare that social media content is expressed within the bibliography. According to CMOS 17th, because social media texts do not have titles, up to the first 160 characters of the post can be quoted.

Paper Text: Ontario Tech University recently announces new building name on Twitter: “Kindness and friendship will always be at the heart of Ontario Tech University with our newest building, Shawenjigewining Hall” (@ontariotech_u, June 29, 2021).

30. Ontario Tech University (@ontariotech_u), “Kindness and friendship will always be at the heart of Ontario Tech University with our newest building, Shawenjigewining Hall,” Twitter, June 29, 2021, 3:21 p.m., https://twitter.com/ontariotech_u/status/1409955142766628870.

Personal Communications

Personal communications (such as interviews, emails, memos, lectures, etc.) are typically recognized within the content of your work and do not require further citation. However, it is acceptable to include a note giving credit rather than giving credit within the content. These types of sources are often only cited within the notes section; rarely are they included within the bibliography.

Paper Text: In an interview with M. Dragiewicz on November 13, 2008 . . .

31. M. Dragiewicz, interview with author, November 13, 2008.

The Following Sample Includes How to Format Footnotes.

Acknowledging Injustice Against Indigenous Women

Various criminal justice systems have historically been criticized for its inability to properly address individuals that vary in race, class, and gender.¹ Specifically, within the Canadian and Australian systems, indigenous women are overrepresented in the criminal justice system and often are given very little consideration in regards to their ability to gain fair access to justice as well as proper resources and representation.²

These criminal justice systems, however, are aware of the injustices happening towards these indigenous women.³ Because of the work and advocacy by the Canadian Association of Elizabeth Fry Societies (CAEFS), the Native women's Association of Canada, and other supporters, in 2001, a complaint was presented to the Canadian Human Rights Commission outlining the discrimination occurring within the justice system against Aboriginal women.⁴ With their understanding of the discrimination occurring, the complaint also outlined various recommendations that would help address the issues that were being perpetrated by the criminal justice system.⁵ For example, one community advocate emphasizes the need to increase our

1. Colleen Anne Dell, "The Criminalization of Aboriginal Women: Commentary by a Community Activist," in *Crimes of Colour: Racialization and the Criminal Justice System in Canada*, ed. Wendy Chan and Kiran Mirchandani (Peterborough, ON, Canada: Broadview Press, 2002), 127.

2. Dell, "The Criminalization of Aboriginal Women," 127; Julie Stubbs, "Indigenous Women in Australian Criminal Justice: Over-Represented but Rarely Acknowledged," *Australian Indigenous Law Review* 15, no. 1 (2011): 48, https://ocul-it.primo.exlibrisgroup.com/permalink/01OCUL_IT/1nbn9s4/cdi_rmit_indexes_en_in_Australia_n_criminal_justice_Over_272068255545988_APAIS_ATSISUB.

3. Stubbs, "Indigenous Women in Australian Criminal Justice," 48.

4. Stubbs, 48.

5. Stubbs, 48.

understanding of indigenous cultural and experience because this specific information is needed to provide equitable assistance and resources for individuals in this specific population.⁶

Meanwhile, shortly after the complaint was lodged in Canada, an Australian advocacy groups, the Sisters Inside, asked for an investigation to be launched within the Australian criminal justice system in Queensland.⁷ This investigation stemmed from wanting to understand the experiences of indigenous women in prison that were likely experiencing systemic discrimination.⁸ As a result of these complaints and following investigations, indigenous women within the Canadian and Australian justice systems are not only being acknowledged and research, but measures are being set into place to help this overrepresented and often ignored population.⁹

6. Dell, "The Criminalization of Aboriginal Women," 134.

7. Stubbs, "Indigenous Women in Australian Criminal Justice," 48.

8. Stubbs, 48.

9. Stubbs, 59.