Chicago Style requires footnotes, placed at the bottom of the page, or endnotes, listed at the conclusion of the paper. These in-text numbers credit the source of the information and provide full publication information within each notation. A few guidelines to remember:

- Notes are numbered sequentially throughout the paper.
- Refer to a note with a superscript number (one half space above the line, example 1) without additional space. Ctrl+Alt+F can be used to create notes.
- Note numbers follow all punctuation marks, except dashes and parenthesis.
- One space between number and text.
- ELECTRONIC DATABASE NOTE- Use the URL address as accessed in footnotes.

The following are examples of footnote/endnote format:


Use of *Ibidem*- If you have two consecutive notes from the same source, *ibid.*, (Latin for ibidem “in the same place”) may be used. See page 66 for further details.

This handout is based on Robert Perrin’s *Pocket Guide to the Chicago Manual of Style* (2007). Please refer to it, especially chapter 5, for additional details for the format of footnotes.