

THE CHICAGO MANUAL OF STYLE, 17TH ED.: NOTES AND BIBLIOGRAPHY SYSTEM

Important notes

- The first time you cite a source, use the long version of the footnote; all subsequent citations follow the shortened format: last name of author, shortened version of title, and page number (for more about shortened titles of works, see section 14.33 of the Chicago Manual of Style). **The abbreviation *ibid.* is no longer used.**
- In all footnote examples provided in this document, the last number that appears refers to the page cited. You can include more than one; in that case, they are separated by commas. Not all types of sources require a page number; please use the examples provided below as guides.
- Multiple authors: Pay attention to the order in which author names (first and last names) are indicated in footnotes as opposed to bibliography entries. Regardless of document type, use the examples provided under “Book,” just below, and combine with the appropriate document type format.
- The footnote reference numbers in the text are superscript (your word processor should do this automatically); they should go at the end of a sentence or clause, **after** the punctuation (except the dash) or quotation marks. The footnote numbers themselves are standard, full size, and followed by a period (you may have to modify this manually).
- Place an indent of 0.5 in on the first line of every footnote. Do not indent subsequent lines. See the examples provided throughout this document.
- Place the section label Bibliography centered at the top of the new page.
- Arrange the bibliography entries in alphabetical order by author.
- Bibliography entries are double-spaced, but single-spacing is used within each entry.
- Bibliography entries have a hanging indent of 0.5 in (meaning all lines except the first one are indented). See the examples provided throughout this document.

BOOK

For books consulted online, include a DOI, a URL, or the name of the database at the end of the footnote or bibliography entry (DOI is preferable). For other types of e-books, name the format (e.g., Kindle).

ONE AUTHOR Footnote

1. Martin Israel, *The Spirit of Counsel: Spiritual Perspectives in the Counselling Process* (London: Hodder & Stoughton, 1983), 34.

Shortened footnote

16. Israel, *Spirit of Counsel*, 29, 55.

Bibliography entry

Israel, Martin. *The Spirit of Counsel: Spiritual Perspectives in the Counselling Process*. London: Hodder & Stoughton, 1983.

TWO OR THREE AUTHORS**Footnote**

2. Paul Cummins, Ian O’Boyle, and Tony Cassidy, *Leadership in Sports Coaching: A Social Identity Approach* (London: Routledge, 2017), 188, <https://doi.org/10.4324/9781315267005>.

Shortened footnote

18. Cummins, O’Boyle, and Cassidy, *Leadership*, 188.

Bibliography entry

Cummins, Paul, Ian O’Boyle, and Tony Cassidy. *Leadership in Sports Coaching: A Social Identity Approach*. London: Routledge, 2017. <https://doi.org/10.4324/9781315267005>.

FOUR OR MORE AUTHORS**Footnote**

3. Wanda M. L. Lee et al., *Introduction to Multicultural Counseling for Helping Professionals*, 2nd ed. (New York: Routledge, 2007), 132, <https://doi.org/10.4324/9780203941485>.

Shortened footnote

22. Lee et al., *Multicultural Counseling*, 87, 109.

Bibliography entry

Lee, Wanda M. L., John A. Blando, Nathalie D. Mizelle, and Graciela L. Orozco. *Introduction to Multicultural Counseling for Helping Professionals*, 2nd ed. New York: Routledge, 2007. <https://doi.org/10.4324/9780203941485>.

CHAPTER OF EDITED BOOK

Note the location of the page range for the chapter in the bibliography entry.

Footnote

4. Jerrold J. Katz, “The Realm of Meaning,” in *Communication, Language, and Meaning: Psychological Perspectives*, ed. George A. Miller (New York: Basic Books, 1973), 37.

Shortened footnote

12. Katz, “Realm of Meaning,” 46.

Bibliography entry

Katz, Jerrold J. “The Realm of Meaning.” In *Communication, Language, and Meaning: Psychological Perspectives*, edited by George A. Miller, 36-48. New York: Basic Books, 1973.

TRANSLATED BOOK**Footnote**

5. Michel Foucault, *The Birth of the Clinic: An Archeology of Medical Perception*, trans. Alan Mark Sheridan (London: Routledge, 2003), 45.

Shortened footnote

13. Foucault, *Birth of the Clinic*, 63.

Bibliography entry

Foucault, Michel. *The Birth of the Clinic: An Archeology of Medical Perception*. Translated by Alan Mark Sheridan. London: Routledge, 2003.

JOURNAL ARTICLE

For journal articles that have more than one author: follow the format used in the book examples provided above.

Footnote

6. Patrick G. Lowery and John D. Burrow, “Concentrated Disadvantage, Racial Disparities, and Juvenile Institutionalization Within the Context of Attribution Theory,” *Criminal Justice Studies* 32, no. 4 (2019): 344, <https://doi.org/10.1080/1478601X.2019.1660964>.

Shortened footnote

18. Lowery and Burrow, “Concentrated Disadvantage,” 350.

Bibliography entry

Lowery, Patrick G., and John D. Burrow. “Concentrated Disadvantage, Racial Disparities, and Juvenile Institutionalization Within the Context of Attribution Theory.” *Criminal Justice Studies* 32, no. 4 (2019): 330-355. <https://doi.org/10.1080/1478601X.2019.1660964>.

NEWSPAPER OR NEWS WEBSITE ARTICLE

Use this format for articles from newspapers, news sites, magazines, blogs, etc. Page numbers are not always available; if this is the case, you can omit them.

Footnote

7. Bruce Deachman, “Parents March, Sing in Support of Teachers,” *Ottawa Citizen*, March 8, 2020, <https://ottawacitizen.com/news/local-news/parents-march-sing-in-support-of-teachers>.

Shortened footnote

11. Deachman, “Parents March.”

Bibliography entry

Deachman, Bruce. “Parents March, Sing in Support of Teachers.” *Ottawa Citizen*, March 8, 2020. <https://ottawacitizen.com/news/local-news/parents-march-sing-in-support-of-teachers>.

THESIS OR DISSERTATION**Footnote**

8. Alyssa Max, “The Experiences of Individuals with Psychological Disabilities in Attending Counselling: A Phenomenological Investigation” (master’s thesis, University of Ottawa, 2017), 55, https://ruor.uottawa.ca/bitstream/10393/37047/5/Max_Alyssa_2017_thesis.pdf.

Shortened footnote

17. Max, “Individuals with Psychological Disabilities,” 43.

Bibliography entry

Max, Alyssa. “The Experiences of Individuals with Psychological Disabilities in Attending Counselling: A Phenomenological Investigation.” Master’s thesis, University of Ottawa, 2017. https://ruor.uottawa.ca/bitstream/10393/37047/5/Max_Alyssa_2017_thesis.pdf.

WEBSITE CONTENT

If a source does not have a date of publication or revision, include an access date.

Footnote

9. “Services,” Saint Paul University, accessed February 27, 2020, https://ustpaul.ca/en/jean-leon-allie-omi-library-services_474_273.htm.

Shortened footnote

14. “Services.”

Bibliography entry

Saint Paul University. “Services.” Accessed February 27, 2020. https://ustpaul.ca/en/jean-leon-allie-omi-library-services_474_273.htm.

GOVERNMENT PUBLICATION OR REPORT

Government publications and reports come in many different formats and can therefore be very difficult to cite. Moreover, the Chicago Manual of Style does not provide a unique, one-size-fits-all template or method for students to use. The example below was structured using multiple guides and examples; it will not necessarily work for all government documents, but it can be used as a starting point. Remember: the goal is to provide the reader with as much information as possible so that they can easily find the document.

Footnote

10. Statistics Canada, *Canada's Black Population: Education, Labour and Resilience*, (Statistics Canada, 2020), <https://www150.statcan.gc.ca/n1/en/pub/89-657-x/89-657-x2020002-eng.pdf?st=v7OEaeqo>.

Shortened footnote

17. Statistics Canada, *Canada's Black Population*, 12.

Bibliography entry

Statistics Canada. *Canada's Black Population: Education, Labour and Resilience*. Ethnicity, Language and Immigration Thematic Series. Catalogue no. 89-657-X2020002. Statistics Canada, 2020. <https://www150.statcan.gc.ca/n1/en/pub/89-657-x/89-657-x2020002-eng.pdf?st=v7OEaeqo>.

SOCIAL MEDIA CONTENT

In place of a title, quote up to the first 160 characters of the post (including spaces).

EXAMPLE 1

Footnote

11. Barack Obama (@BarackObama), "55 years ago, when a group of civil rights organizers crossed the Edmund Pettus Bridge, they carried America with them. Today, let's honor that legacy by," Twitter, March 7, 2020, 10:18 a.m., <https://twitter.com/BarackObama/status/1236310244508254208>.

Shortened footnote

15. Obama, "55 years ago."

Bibliography entry

Obama, Barack (@BarackObama). "55 years ago, when a group of civil rights organizers crossed the Edmund Pettus Bridge, they carried America with them. Today, let's honor that legacy by." Twitter, March 7, 2020. <https://twitter.com/BarackObama/status/1236310244508254208>.

EXAMPLE 2
Footnote

12. Jean-Léon Allie Library and Archives (@bibliospu), “Vous n'avez pas eu le temps de venir voir notre vitrine thématique de la Journée internationale des femmes? Soyez sans crainte, on la garde toute la semaine,” Instagram, March 9, 2020, <https://www.instagram.com/p/B9hDC7xplne/>.

Shortened footnote

20. Jean-Léon Allie, “Vous n’avez pas.”

Bibliography entry

Jean-Léon Allie Library and Archives (@bibliospu). “Vous n'avez pas eu le temps de venir voir notre vitrine thématique de la Journée internationale des femmes? Soyez sans crainte, on la garde toute la semaine.” Instagram, March 9, 2020. <https://www.instagram.com/p/B9hDC7xplne/>.

PERSONAL COMMUNICATIONS

This refers to content that cannot be retrieved by readers and includes emails, text messages, telephone conversations, private messages sent through social media, etc. Personal communications are rarely included in a bibliography.

Provide the medium of communication and the exact date it took place.

Footnote

13. Anne-Marie Tremblay, Facebook message to author, January 23, 2020.

COURSE LECTURE OR POWERPOINT PRESENTATION

Footnote

14. Jean-François Rioux, “Lecture 2: History of Conflict Studies,” (PowerPoint presentation, Saint Paul University, Ottawa, January 20, 2020).

Shortened footnote

24. Rioux, “Conflict Studies.”

Bibliography entry

Rioux, Jean-François. “Lecture 2: History of Conflict Studies.” PowerPoint presented at Saint Paul University, Ottawa, January 20, 2020.

YOUTUBE, VIMEO, OR OTHER ONLINE VIDEO

In this case, the author is the main subject of the video, such as a presenter, interviewee, artist, journalist, director, etc. If no such person exists or can be identified, the note and the bibliography entry begin with the name of the video.

EXAMPLE 1 Footnote

15. “Discover our Indigenous Services!” Saint Paul University, August 29, 2018, YouTube video, 3:58, <https://www.youtube.com/watch?v=N76tjKpotlE>.

Shortened footnote

23. “Discover our Indigenous Services!”

Bibliography entry

“Discover our Indigenous Services!” Saint Paul University. August 29, 2018. YouTube Video, 3:58. <https://www.youtube.com/watch?v=N76tjKpotlE>.

EXAMPLE 2 Footnote

16. Mary Robinson, “Why Climate Change is a Threat to Human Rights,” filmed May 2015 at TEDWomen, TED video, 21:41, https://www.ted.com/talks/mary_robinson_why_climate_change_is_a_threat_to_human_rights.

Shortened footnote

17. Robinson, “Climate Change.”

Bibliography entry

Robinson, Mary. “Why Climate Change is a Threat to Human Rights.” Filmed May 2015 at TEDWomen. TED video, 21:41. https://www.ted.com/talks/mary_robinson_why_climate_change_is_a_threat_to_human_rights.

For more information and examples:

- **Chicago Manual of Style, 17th ed., Chapter 14** (find it at our Citing and Writing Station)
- [Chicago Manual of Style website](#)
- Citation Style Research Guide on the Library’s [website](#)

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