

Chicago Style Footnotes/Endnotes

This handout describes the basics of footnotes and endnotes as defined in the Chicago Manual of Style (16th Ed.). Footnotes and endnotes are used to cite materials when writing a paper. They indicate the writer is using information from an external source rather than from his/her own knowledge. Furthermore, they enable the reader to fact-check a writer's work or provide the reader with a list of other materials related to the paper's subject matter.

How to Insert Footnote/Endnotes

PC Microsoft Word

1. Place the cursor where a citation is needed
2. Click on References ribbon/tab
3. Choose "Insert Footnote" or "Insert Endnote"

MAC Microsoft Word

1. Place the cursor where a citation is needed
2. Click on Insert menu
3. Choose "Footnote" or "Endnote"

The citations take the form of superscripted numbers (e.g., ²) usually placed after the end of the sentence. The numbers are sequential and do not repeat. Each number corresponds to a detailed entry at the bottom of the page (footnote) or on a page at the end of the document (endnote).

First Citation of a Source: when citing a source for the first time it is necessary to include the full citation.

Example: Robert B. Edgerton, *Death or Glory: The Legacy of the Crimean War* (Boulder: Westview Press, 1999): 11.

Further Citations of a Source: for all further citations of a source, only the author's last name and the page number(s) are necessary.

Example: Edgerton, 22.

Consecutively Citing a Source: When consecutively referencing information from the same source, it is possible to shorten the succeeding citations. *Ibid*, a Latin term meaning “the same place,” is used to provide an endnote or a footnote citation for a source that was cited in the preceding footnote or endnote.

Example:

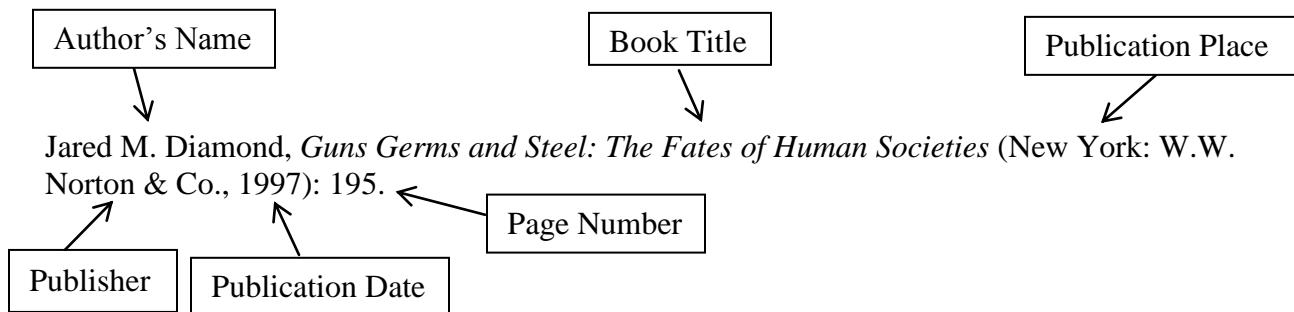
1st time: Robert B. Edgerton, *Death or Glory: The Legacy of the Crimean War* (Boulder: Westview Press, 1999): 11.

2nd time: *Ibid.*, 14.

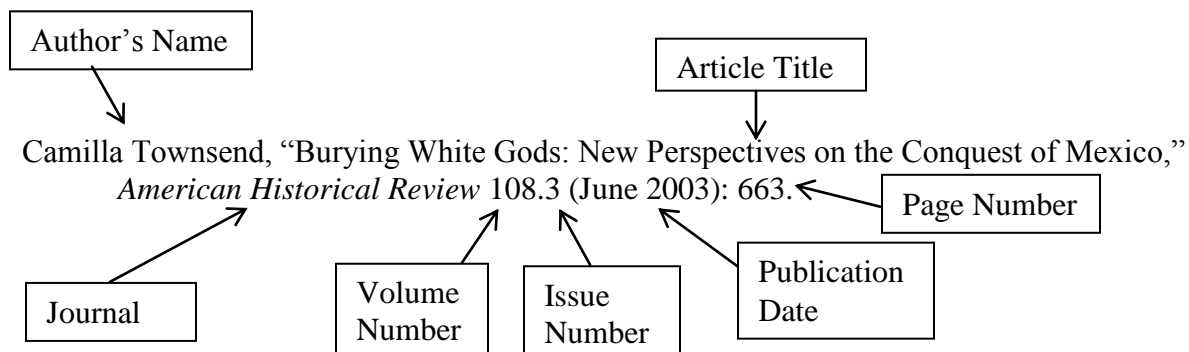
Explanatory footnotes: While not often used by history students, explanatory footnotes provide the reader with important background information that is not easily integrated into the subject matter of a paragraph. Typically, they include a standard footnote of source along with a few sentences of information that helps the reader better understand a paragraph or serve as context for the writer’s argument.

Breaking Down the Endnote/Footnote

Book



Journal Article



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Hist. 111
Dr. Jones
23 January 2011

Lessons Learned: Why Egypt and Syria were successful in the Yom Kippur War

Israel routed the Arab countries in the 1948 Civil War because the Arab air forces were a non-factor compared to the powerful IAF. Israel's *Haganah* began training pilots in the 1930's before formally establishing the IAF in 1947.¹ The IAF had new, powerful planes, but more importantly, they were flown by American and Canadian pilots with combat experience from the Second World War.² Comparatively, the Arab air forces were unprepared and unorganized for the war.³ They had inferior planes and their pilots were not sufficiently trained to compete with Israel in an aerial war.⁴ The Arab air forces were no match for the technologically advanced and experienced IAF. Israeli planes could easily out maneuver Arab fighters and the combat experience of the IAF pilots was a significant advantage for Israel. These pilots were capable in both dogfights and bombing raids while the Arab air forces had no experience in either of these aspects of war. Essentially, the untrained and ill-equipped Arab air forces were no match for the competent and prepared IAF, and this resulted in a decisive Israeli victory in 1948.

While the Egyptian Air Force (EAF) significantly improved after the 1948 Civil War, it was completely unprepared for the initial Israeli air strike in 1967 Six Day War, and this led to a resounding Israeli victory. The IAF's bombing of EAF bases on 5 June

Hanns, Gregory and Todd Ferry. *The Palestine-Israel Conflict: A Basic Introduction*.
London: Ann Arbor, 2005.

Morris, Benny. *Righteous Victims: A History of the Zionist-Arab Conflict: 1881-2001*.
New York: Vintage Books, 2001.

¹ Benny Morris, *Righteous Victims: A History of the Zionist-Arab Conflict: 1881-2001* (New York: Vintage Books, 2001): 188.

² *Ibid.*, 218.

³ Gregory Hanns, Todd Ferry, *The Palestine-Israel Conflict: A Basic Introduction* (London: Ann Arbor, 2005): 93.

⁴ Morris, 218.

Source	Footnotes/Endnotes	Bibliographical Reference
Book with a Single Author	1. Jared M. Diamond, <i>Guns, Germs and Steel: The Fates of Human Societies</i> (New York: W.W. Norton & Co., 1997): 195.	Diamond, Jared M. <i>Guns, Germs, and Steel: The Fates of Human Societies</i> . New York: W.W. Norton & Co., 1997.
Book with more than one Author	2. Roderick Whitfield, Susan Whitfield, and Neville Agnew, <i>Cave Temples of Dunhuang: Art and History on the Silk Road</i> (London: British Library, 2000): 11.	Whitfield, Roderick, Susan Whitfield, and Neville Agnew. <i>Cave Temples of Dunhuang: Art and History on the Silk Road</i> . London: British Library, 2000.
Book with an Author and Editor(s)	3. Samuel Pepys, <i>The Diary of Samuel Pepys</i> , vol. 4, 1663, eds. Robert Latham and William Matthews (Berkeley: University of California Press, 2000): 78.	Pepys, Samuel. <i>The Diary of Samuel Pepys</i> . vol. 4, 1663. Edited by Robert Latham and William Matthews. Berkeley: University of California Press, 2000.
Article in a Book	4. Sylvia Van Kirk, "The Role of Native Women in the Fur Trade Society of Western Canada, 1670-1830," in <i>Rethinking Canada: The Promise of Women's History</i> , ed. Veronica Strong-Boag and Anita Clair Fellman (Toronto: Copp Clark Pitman, 1986): 61.	Van Kirk, Sylvia. "The Role of Native Women in the Fur Trade Society of Western Canada, 1670 – 1830," pg 59-66. In <i>Rethinking Canada: The Promise of Women's History</i> , ed. Veronica Strong-Boag and Anita Clair Fellman. Toronto: Copp Clark Pitman, 1986.
Journal Article	5. Camilla Townsend, "Burying the White Gods: New Perspectives on the Conquest of Mexico," <i>American Historical Review</i> 108.3 (June 2003): 663.	Townsend, Camilla. "Burying the White Gods: New Perspectives on the Conquest of Mexico." <i>American Historical Review</i> 108.3 (June 2003): 659-687.
Newspaper Article	6. "Stiff Sentences For Attempt at Railway Wreck," <i>Prince George Citizen</i> , 31 October 1935, 4.	"Stiff Sentences For Attempt at Railway Wreck." <i>Prince George Citizen</i> . 31 October 1935.
Thesis	7. Erik Anderson, "'Ready for the Religious Relationship:' Carrier Negotiations with Christianity through Fur Traders, Prophets, and Missionaries to 1885" (MA Thesis, University of Northern British Columbia, 1996): 28.	Anderson, Erik. "'Ready for the Religious Relationship:' Carrier Negotiations with Christianity through Fur Traders, Prophets, and Missionaries to 1885." MA Thesis, University of Northern British Columbia, 1996.
Book Review	Jonathan Swainger, review of <i>On the Edge of Empire: Gender, Race, and the Making of British Columbia, 1849-1871</i> , by Adele Perry, <i>The Pacific Historical Review</i> 72.1 (February 2003): 142.	Swainger, Jonathan. Review of <i>On the Edge of Empire: Gender, Race, and the Making of British Columbia, 1849-1871</i> , by Adele Perry. <i>The Pacific Historical Review</i> 72.1 (February 2003): 141-42.
Website	9. "Chicago Style October 2001," Academic Success Centre, http://www.unbc.ca/assets/asc/handouts/chicago2001.pdf (accessed December 19th, 2011).	"Chicago Style October 2001." UNBC Academic Success Centre. http://www.unbc.ca/assets/asc/handouts/chicago2001.pdf (accessed 19 December 2011).