This handout describes the basics of footnotes and endnotes as defined in the Chicago Manual of Style (16th Ed.). Always check with your instructor for course-specific guidelines.

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:


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:

2nd time: Ibid., 14.

Explanatory Footnotes
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 (followed by a period), then a few sentences that help the reader better understand something or serve as context for the writer’s argument.
Breaking Down the Endnote/Footnote

**Book**

- **Author’s Name**: Jared M. Diamond
- **Book Title**: Guns Germs and Steel: The Fates of Human Societies
- **Publisher**: W.W. Norton & Co.
- **Publication Date**: 1997
- **Page Number**: 195

**Journal Article**

- **Author’s Name**: Camilla Townsend
- **Article Title**: “Burying White Gods: New Perspectives on the Conquest of Mexico,”
- **Journal**: American Historical Review
- **Volume**: 108
- **Issue**: 3
- **Publication Date**: June 2003
- **Page Number**: 663
Bibliography

Bibliographies are generally included in addition to footnotes/endnotes. Bibliographic entries are formatted differently than notes.


Forming Example Page

Smith

23 January 2011

John Smith

FORMING PAGE 1
<table>
<thead>
<tr>
<th>Source</th>
<th>Bibilographic Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Website</td>
<td>&quot;Chicago Style October 2000: UNBC Academic Success Centre, December 19th, 2011.&quot;</td>
</tr>
</tbody>
</table>