The Writing Center

The Chicago Manual of Style

- **Footnotes / Endnotes:**

  - As with any citation, use the superscript/note form for any *quote, paraphrase, or general concept* that is not your own.
  - The superscript appears at the end of the sentence and after all punctuation.
  - *Simple notes* contain the same basic information as the corresponding bibliography entry but arranged differently.
  - *Discursive notes* contain relevant information not included in your text.
  - Notes reduce in content/size with repetition, employing shortened versions of the original note form, or “Ibid” to denote consecutive identical entries.

**Examples:** (See corresponding footnotes)

*Quotes:* A Jesuit priest hires John Hu to accompany and assist him in translating Chinese texts for the Pope.¹ The French Royal Librarian invited his predecessor “to assist with the cataloguing of the Chinese books.”² However, unlike Hu, he accepted the invitation.³ Where the other man accepted his fame, he turns down the offer that Father Foucquet asserts could “be the making of Hu.”⁴ ⁵

- Notice the formatting of the footnotes (below).
  - 1: Footnote entry for a *book*.
  - 2: Entry for an *online journal article*.
  - 3: Repeats the entry directly before it with *no other entries* in between.
  - 4: Repeats an earlier entry in shortened form.
    - Only last name and pg. are necessary unless other works by same author are present in paper (then add shortened title).

- Notice the use of citation with quotes, paraphrase, and summary in the example.
  - Note the difference between bibliographical and discursive notes.

- Notice the difference in order and punctuation from a standard bibliography entry in the footnotes.
  - Note that the first and last names are not reversed.
  - Note the use of commas in place of periods.
  - Note the use of parentheses for dates and publisher information.

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³ Ibid., 152.


⁵ This assertion is unverified and related only through Spence’s translations.