The Chicago Manual of Style allows for a shortened citation when the reference has a full bibliography reference. Shortened citations are also used for subsequent footnotes (see below). Full citation examples are given below as well as “following footnote” or short citation examples.

Shortened Citations (footnotes) should contain the following: 1. Author(s) last name, 2. Shortened version of the title, and 3. A pointer to the information (i.e. pages numbers)

Example Shortened Citations

Important note regarding the use of “Ibid.” versus shortened citations
The Chicago Manual of Style now discourages the use of Ibid. in favor of shortened citations. Though, you may still use Ibid. when referring to a “single work cited in the note immediately preceding.”

How to Cite Subsequent Notes to the Same Work
● When citing a work of one author in a subsequent note, use only the author’s last name and the page number. The title of the work can be omitted. Example: (Valero, 55).
● For two authors, use both last names. Example: (Craig and Karl, 36).
● In case of more than two authors, use the first author’s last name and the abbreviation “et al.” for the remaining authors. Example: (James, et al., 5).
● In the case of an article or book without an author, use a shortened title and page number.

If your bibliography includes more than one work by the same author, the shortened form must also include the title or keywords from the title.

Journals (Print & Electronic)
Basic Example
Note:
1. First Name Last Name, “Title of Article,” Name of Journal, volume number, issue number (year): page number.

Bibliography:
Last Name, First Name. “Title of Article.” Name of Journal volume number, issue number.

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Revised: 4/2/2018
Chicago Manual of Style recommends furnishing all elements of a citation (volume, issue number or month, year, page numbers) when possible as a hedge against an error in one or another of these elements. However, the issue number can be left out if the paging is continuous throughout the volume.

Note:

Following footnote:

Bibliography:

**Online Article from Academic Search Complete or another database**

Use the Digital Object Identifier (DOI) for the article when available. When there is no DOI and the URL is not stable, treat as a print journal (example above).

*Use access date only if required by your professor.*

Note:

Following footnote:

Bibliography:

**Books**

Basic Example

Note:
6. First Name Last Name, *Title of Book* (City, State Abbreviation: Publisher, year): page number.

Bibliography:
Last Name, First Name. *Title of Book*. City, State Abbreviation: Publisher, year.

Revised: 4/2/2018
Book with Single Author (14.75)

Note:

Following footnote:

Bibliography:

Book with Two or Three Authors or Editors (14.76)

Note:

Following footnote:

Bibliography:

Book with Four to Ten Authors or Editors (14.76)

Note:

Following footnote:

Bibliography:

Online Sources

Website (14.207)

*Include an access date when available, or the date of the last revision or update.*

Note:

Bibliography:

*When you need to divide a URL in a citation, break the URL before a slash (/).*

Revised: 4/2/2018
Social Media Post (14.209)

Note:

Bibliography:

Streaming Video (14.267)

Note:

Bibliography:

Citations Taken from Secondary Sources (14.260)
The Chicago Style discourages using a secondary source. However, when the original source is not available, references to the work of one author as quoted in that of another must cite both works.

Ask for assistance in the Research & Writing Studio on Haggard 2, when you need help locating an original work. We may be able to get the source through Summit or Interlibrary Loan.

Example Note:

Following footnote:
17. Moore, Geographical Reader, 53.

Example Bibliography:

If you have any questions about this guide or would like to suggest a change
Email the Research & Writing Studio at rws@wwu.edu

Revised: 4/2/2018