

The Chicago Manual of Style, 18th Edition (Notes and Bibliography System)

Material Type	First footnote	Shortened footnote	Reference list:
Book: one author	1. Lee Strongman, <i>Academic Writing</i> (Cambridge Scholars Publishing, 2013), 45.	2. Strongman, <i>Academic Writing</i> , 45	Strongman, Lee. <i>Academic Writing</i> . Cambridge Scholars Publishing, 2013.
Book: two authors	1. Aviva Prevatt-Goldstein and David Mallows, <i>Critical Perspectives on Academic Writing: The Politics and Practices of Writing Development in UK Higher Education</i> (UCL Press, 2026), 85	2. Prevatt-Goldstein and Mallows, <i>Critical Perspectives on Academic Writing</i> , 85.	Prevatt-Goldstein, Aviva, and David Mallows. <i>Critical Perspectives on Academic Writing: The Politics and Practices of Writing Development in UK Higher Education</i> . UCL Press, 2026.
Book: three authors	1. Robert D. Anderson, Alison Jones, and William E. Kovacic, <i>Combatting Corruption and Collusion in Public Procurement: A Challenge for Governments Worldwide</i> (Oxford University Press, 2024), 25.	2. Anderson, Jones, and Kovacic, <i>Combatting Corruption and Collusion in Public Procurement</i> , 25.	Anderson, Robert D., Alison Jones, and William E. Kovacic. <i>Combatting Corruption and Collusion in Public Procurement: A Challenge for Governments Worldwide</i> . Oxford University Press, 2024.

Book: four – six authors	1. Will Abberley et al., <i>Modern British Nature Writing, 1789–2020: Land Lines</i> (Cambridge University Press, 2022), 25.	2. Abberley et al., <i>Modern British Nature Writing</i> , 25.	Abberley, Will, Peter Coates, Richard Irvine, and David Matless. <i>Modern British Nature Writing, 1789–2020: Land Lines</i> . Cambridge University Press, 2022.
Book: six and more authors For books with more than six authors, list the first three authors, followed by “et al.,” in the bibliography.	1. Robert L. Nelson et al., <i>The Making of Lawyers’ Careers: Inequality and Opportunity in the American Legal Profession</i> (University of Chicago Press, 2023), 25.	2. Nelson et al., <i>The Making of Lawyers’ Careers</i> , 25.	Nelson, Robert L., Ronit Dinovitzer, Bryant G. Garth, et al. <i>The Making of Lawyers’ Careers: Inequality and Opportunity in the American Legal Profession</i> . University of Chicago Press, 2023.
Book: (Second Edition or later)	1. Christian Henderson, <i>The Use of Force and International Law</i> , 2nd ed. (Cambridge University Press, 2023), 11.	2. Henderson, <i>Use of Force and International Law</i> , 11.	Henderson, Christian. <i>The Use of Force and International Law</i> . 2nd ed. Cambridge University Press, 2023.
Book: (editors)	1. Charles A. MacArthur, Steve Graham, and Jill Fitzgerald, eds., <i>Handbook of Writing Research</i> , 3rd ed. (Guilford Press, 2025).	2. MacArthur, Graham, and Fitzgerald, eds., <i>Handbook of Writing Research</i>	MacArthur, Charles A., Steve Graham, and Jill Fitzgerald, eds. <i>Handbook of Writing Research</i> . 3rd ed. Guilford Press, 2025
Book / report-type book: (Corporate	If a work is created by an organization and no individual author is identified, the organization is treated as the author (a corporate author). Corporate authors may include organizations, government agencies, institutions, companies, associations, and other groups.		

Author)	1. United Nations Children’s Fund, <i>The State of the World’s Children 2026: Digital Futures</i> (UNICEF, 2026), 25.	2. United Nations Children’s Fund, <i>State of the World’s Children 2026</i> , 25.	United Nations Children’s Fund. <i>The State of the World’s Children 2026: Digital Futures</i> . UNICEF, 2026.
Material Type	First footnote	Shortened footnote	Reference List
Book: (No Author) If no individual author is given, the reference entry begins with the title of the work.	1. United Nations Development Programme, <i>Human Development Report 2023/2024: Breaking the Gridlock</i> (UNDP, 2024), 25.	2. United Nations Development Programme, <i>Human Development Report 2023/2024</i> , 25.	United Nations Development Programme. <i>Human Development Report 2023/2024: Breaking the Gridlock</i> . UNDP, 2024.
Book: (Translated Book)	1. Jostein Gaarder, <i>Sophie's World: A Novel about the History of Philosophy</i> , trans. Paulette Møller (Phoenix House, 1994), 25.	2. Gaarder, <i>Sophie's World</i> , 25.	Gaarder, Jostein. <i>Sophie's World: A Novel about the History of Philosophy</i> . Translated by Paulette Møller. Phoenix House, 1994. Originally published 1991.
E-Book	1. Ian Rupp, <i>A Guide to Academic Writing: How to Tame Your Essay</i> (Routledge, 2025), https://doi.org/10.4324/9781032650135 .	2. Rupp, <i>A Guide to Academic Writing</i> , 25.	Rupp, Ian. <i>A Guide to Academic Writing: How to Tame Your Essay</i> . Routledge, 2025. https://doi.org/10.4324/9781032650135 .
Chapter in a Book	1. Daniel M. Haybron, “Philosophy and the Science of Subjective Well-Being,” in <i>The Science of Subjective Well-Being</i> , ed. Michael Eid and Randy J. Larsen (Guilford Press	2. Haybron, “Philosophy and the Science of Subjective Well-Being,” 25.	Haybron, Daniel M. “Philosophy and the Science of Subjective Well-Being.” In <i>The Science of Subjective Well-Being</i> , edited by Michael Eid and Randy J. Larsen, 17–43. Guilford Press, 2008.

Material Type	First footnote	Shortened footnote	Reference List
Journal Article: one author	Include the DOI in the citation if it is available. If the article does not have a DOI but has a URL, include the URL at the end of the citation. A DOI should be given as a URL beginning with https://doi.org/.		
	1. Natalie Blas, “Embedded Librarianship: What Every Academic Librarian Should Know,” <i>Technical Services Quarterly</i> 31, no. 3 (2014): 315–16, https://doi.org/10.1080/07317131.2014.908658 .	2. Blas, “Embedded Librarianship,” 315.	Last Name, First Name. “Title of Article.” <i>Title of Journal Volume</i>, no. Issue (Year): full page range. DOI or URL. Blas, Natalie. “Embedded Librarianship: What Every Academic Librarian Should Know.” <i>Technical Services Quarterly</i> 31, no. 3 (2014): 315–16. https://doi.org/10.1080/07317131.2014.908658.
Journal Article: two authors	1. Sofia Jusslin and Charlotta Hilli, “Supporting Bachelor’s and Master’s Students’ Thesis Writing: A Rhizoanalysis of Academic Writing Workshops in Hybrid Learning Spaces,” <i>Studies in Higher Education</i> 49, no. 4 (2024): 712–29, https://doi.org/10.1080/03075079.2023.2250809 .	2. Jusslin and Hilli, “Supporting Bachelor’s and Master’s Students’ Thesis Writing,” 715.	Jusslin, Sofia, and Charlotta Hilli. “Supporting Bachelor’s and Master’s Students’ Thesis Writing: A Rhizoanalysis of Academic Writing Workshops in Hybrid Learning Spaces.” <i>Studies in Higher Education</i> 49, no. 4 (2024): 712–29. https://doi.org/10.1080/03075079.2023.2250809.
Journal Article: three authors	In bibliography entries, include authors’ names as they appear in the source, generally using the full given name. For works with three authors, list the first author followed by “et al.” in footnotes; list all three authors in the bibliography.		
	1. Marija Jovanović et al., “The Hierarchy of Victimhood: Prisons and States’ Responsibility to Protect Every Victim of Modern Slavery and Human Trafficking,” <i>International Criminology</i> 4 (2024): 390, https://doi.org/10.1007/s43576-024-00152-2 .	2. Jovanović et al., “The Hierarchy of Victimhood,” 390.	Jovanović, Marija, Vanessa Topp, and Franziska Fluhr. “The Hierarchy of Victimhood: Prisons and States’ Responsibility to Protect Every Victim of Modern Slavery and Human Trafficking.” <i>International Criminology</i> 4 (2024): 383–95.

			https://doi.org/10.1007/s43576-024-00152-2 .
Journal Article: four – six authors	For works with up to six authors, list all authors, separating their names with commas and using “and” before the final author.		
	1. Cristy Clark et al., “Law and the Environment: An Act of Legal Kintsugi?” <i>Legalities: The Journal of Law and Society in Australia and New Zealand</i> 4, no. 2 (2024): 119.	2. Clark et al., “Law and the Environment.”	Clark, Cristy, Katie O’Bryan, Erin O’Donnell, John Page, and Alessandro Pelizzon. “Law and the Environment: An Act of Legal Kintsugi?” <i>Legalities: The Journal of Law and Society in Australia and New Zealand</i> 4, no. 2 (2024): 119–37. https://doi.org/10.3366/legal.2024.0070
Journal Article: six and more authors	For works with more than six authors, list the first three authors, followed by “et al.”		
	1. Christine M. Gillen et al., “Does Creative Writing Improve Scientific Writing and Learning?” <i>The FASEB Journal</i> 34, no. S1 (2020): 1, https://doi.org/10.1096/fasebj.2020.34.s1.05351 .	2. Gillen et al., “Does Creative Writing Improve Scientific Writing and Learning,” 1.	Gillen, Christine M., Andrew J. Kerkhoff, David H. Lynn, et al. “Does Creative Writing Improve Scientific Writing and Learning?” <i>The FASEB Journal</i> 34, no. S1 (2020): 1. https://doi.org/10.1096/fasebj.2020.34.s1.05351 .
	1. Peter Galison et al., “The Next Generation Event Horizon Telescope Collaboration: History, Philosophy, and Culture,” <i>Galaxies</i> 11, no. 1 (2023): 11, https://doi.org/10.3390/galaxies11010032 .	2. Galison et al., “The Next Generation Event Horizon Telescope Collaboration,” 11.	Galison, Peter, Juliusz Doboszewski, Jamee Elder, et al. “The Next Generation Event Horizon Telescope Collaboration: History, Philosophy, and Culture.” <i>Galaxies</i> 11, no. 1 (2023): 1–23. https://doi.org/10.3390/galaxies11010032 .
Magazine Article: Print	1. Daniel Lyons, “Don’t ‘iTune’ Us: It’s Geeks versus Writers. Guess Who’s Winning,” <i>Newsweek</i> , June 15, 2009, 27.	2. Lyons, “Don’t ‘iTune’ Us,” 27.	Lyons, Daniel. “Don’t ‘iTune’ Us: It’s Geeks versus Writers. Guess Who’s Winning.” <i>Newsweek</i> , June 15, 2009.

Magazine Article: Online	1. Niamh K. Schaefer and Beth Shapiro, “New Middle Chapter in the Story of Human Evolution,” <i>Science</i> 365, no. 6457 (2019): 981, https://doi.org/10.1126/science.aay3550 .	2. Schaefer and Shapiro, “New Middle Chapter in the Story of Human Evolution,” 981.	Schaefer, Niamh K., and Beth Shapiro. “New Middle Chapter in the Story of Human Evolution.” <i>Science</i> 365, no. 6457 (2019): 981–82. https://doi.org/10.1126/science.aay3550 .
Newspaper Article: Online	1. Niémah Davids, “Graduand’s PhD Brings Hope and Healing,” <i>UCT News</i> , March 23, 2026, https://www.news.uct.ac.za/article/-2026-03-23-graduands-phd-brings-hope-and-healing .	2. Davids, “Graduand’s PhD Brings Hope and Healing.”	First Name Last Name, “Title of Article,” <i>Title of Newspaper/News Site</i>, Month Day, Year, URL. Davids, N. 2026. “Graduand’s PhD Brings Hope and Healing.” <i>UCT News</i>. March 23, 2026. https://www.news.uct.ac.za/article/-2026-03-23-graduands-phd-brings-hope-and-healing
Video	1. Voynich_manuscript, “Voynich Manuscript Decipherment Part 1 2026,” YouTube, April 15, 2026, video, https://www.youtube.com/shorts/JgxxgZticxoY .	2. Voynich_manuscript, “Voynich Manuscript Decipherment Part 1.”	Voynich_manuscript. “Voynich Manuscript Decipherment Part 1 2026.” YouTube. April 15, 2026. Video. https://www.youtube.com/shorts/JgxxgZticxoY .
Entry in an Online Dictionary, Thesaurus, or Encyclopedia with a Group Author	For an online dictionary, thesaurus, or encyclopedia that is regularly updated and does not provide a publication or revision date, use an access date instead of “n.d.” Include the access date in both the footnote and bibliography entry.		
	1. Merriam-Webster, “Braggadocio,” <i>Merriam-Webster.com Dictionary</i> , accessed January 7, 2025, https://www.merriam-webster.com/dictionary/braggadocio .	3. Merriam-Webster, “Braggadocio.”	Merriam-Webster. “Braggadocio.” <i>Merriam-Webster.com Dictionary</i> . Accessed January 7, 2025. https://www.merriam-webster.com/dictionary/braggadocio .

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Websites	1. John Smith, “Artemis Program Overview,” NASA, 2024, https://www.nasa.gov/artemis/ .	2. Smith, “Artemis Program Overview.”	For a web page with a known author, give the author, page title, website name, publication or revision date if available, and URL. If no publication or revision date is available, give an access date instead. Smith, John. “Artemis Program Overview.” NASA. 2024. https://www.nasa.gov/artemis/ .
Dissertations and Theses	1. Garcia, Maria L. 2023. <i>Digital Transformation in Public Library Services</i> . Doctoral dissertation, University of Barcelona. URL.	2. Garcia, “Digital Transformation in Public Library Services,” 83.	Chicago 18 uses the dissertation/thesis title in quotation marks, not italics, in this type of citation. The degree designation and institution follow the title. Garcia, Maria L. “Digital Transformation in Public Library Services.” PhD diss., University of Barcelona, 2023. https://diposit.ub.edu/dspace/ .
Conference Papers: Unpublished. <i>Unpublished conference papers are cited as presentations. Published conference proceedings are generally formatted like chapters in edited books.</i>	1. Giancarlo Fortino and Bin Xue, “Advances in Trustworthy Artificial Intelligence for Industrial Applications,” paper presented at the IEEE Conference on Artificial Intelligence (CAI 2026), Granada, Spain, May 2026.	2. Fortino and Xue, “Advances in Trustworthy Artificial Intelligence.”	Fortino, Giancarlo, and Bin Xue. “Advances in Trustworthy Artificial Intelligence for Industrial Applications.” Paper presented at the IEEE Conference on Artificial Intelligence (CAI 2026), Granada, Spain, May 2026.
Legal Documents <i>If no individual or institutional author is identified, begin the citation with the title of the legal document. Italicize the title and include the date of the document, , followed by the website or legal database, year, and URL, when</i>	1. European Parliament and Council of the European Union, <i>Decision No. 1194/2011/EU of the European Parliament and of the Council of 16 November 2011 Establishing a European Union Action for the</i>	2. <i>Decision No. 1194/2011/EU</i> , November 16, 2011.	<i>Title of Legal Document (italicized), Website or Legal Database, Year, URL.</i> <i>Decision No. 1194/2011/EU of the European Parliament and of the Council of 16 November 2011 Establishing a European Union Action for the European Heritage Label. 2011. EUR-Lex. https://eur-lex.europa.eu/legal-</i>

<i>applicable.</i>	European Heritage Label, November 16, 2011, EUR-Lex, https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX:32011D1194 .		content/EN/TXT/?uri=CELEX%3A32011D1194
Secondary Sources: <i>If the original source cannot be accessed, cite the original source within the footnote as “quoted in” or “cited in,” followed by the secondary source. Include only the secondary source in the bibliography.</i>			Original Author, quoted in Secondary Author, <i>Title of Secondary Source</i> (Publisher, Year), page.
	1. John Dewey, quoted in Gert J. J. Biesta, <i>World-Centred Education: A View for the Present</i> (Routledge, 2022), 71.	2. Dewey, quoted in Biesta, <i>World-Centred Education</i> , 71.	Biesta, Gert J. J. <i>World-Centred Education: A View for the Present</i> . Routledge, 2022.

❖ Footnote Organization and Formatting Guidelines:

- ❖ Footnotes are numbered consecutively throughout the text, beginning with
- ❖ 1. Each note corresponds to a superscript number in the text.
- ❖ The first citation of a source should normally provide full bibliographic information.
- ❖ When the same source is cited again, use a shortened footnote rather than repeating the full citation.
- ❖ Include a specific page number or other locator when citing a particular passage or idea.
- ❖ Do not use author–date parenthetical citations such as (Smith 2025) in the Notes and Bibliography system.
- ❖ For works with one or two authors, give the authors’ names in the footnote.
- ❖ For works with three or more authors, give the first author’s name followed by “et al.”
- ❖ Use “and,” not “&,” between two authors’ names.
- ❖ In a footnote, give an author’s name in normal order: given name followed by surname.
- ❖ Use “ed.” for one editor and “eds.” for multiple editors when identifying editors.
- ❖ Do not use “p.” or “pp.” before page numbers in standard citations. Give the page number directly.
- ❖ Place the footnote number after the punctuation of the sentence or clause to which it refers.
- ❖ Example:
- ❖ Chicago 18 provides a Notes and Bibliography system for documenting sources.¹
- ❖ First footnote:
- ❖ ¹ Daniel M. Haybron, “Philosophy and the Science of Subjective Well-Being,” in *The Science of Subjective Well-Being*, ed. Michael Eid and Randy J. Larsen (Guilford Press, 2008), 25.
- ❖ Shortened footnote:
- ❖ ² Haybron, “Philosophy and the Science of Subjective Well-Being,” 25.

Abbreviations in Chicago 18th Edition (Notes and Bibliography System)

General Principles

Use abbreviations consistently and only when appropriate.
Follow Chicago punctuation and formatting conventions throughout the citation.
Do not abbreviate terms that Chicago requires to be written in full.
Abbreviations may differ between footnotes and bibliography entries.

❖ Chapter

- ❖ The word “chapter” may be abbreviated as “chap.” when referring to a specific chapter in a footnote.
- ❖ Example:
- ❖ Arundhati Roy, *The God of Small Things* (Random House, 2008), chap. 6.
- ❖ Page numbers should normally be used when available. Chapter numbers are particularly useful when page numbers are unavailable, such as in some electronic books. Chicago 18 provides “chap.” in its Notes and Bibliography examples.



❖ ed. / eds. (editor / editors)

- ❖ The word “chapter” may be abbreviated as “chap.” when referring to a specific chapter in a footnote.
- ❖ Example:
- ❖ Arundhati Roy, *The God of Small Things* (Random House, 2008), chap. 6.
- ❖ Page numbers should normally be used when available. Chapter numbers are particularly useful when page numbers are unavailable, such as in some electronic books. Chicago 18 provides “chap.” in its Notes and Bibliography examples.

❖ no. (number)

- ❖ Used for journal issue numbers and similar numbered designations.
- ❖ For journal articles, no. follows the volume number.
- ❖ Example:
- ❖ Natalie Blas, “Embedded Librarianship: What Every Academic Librarian Should Know,” *Technical Services Quarterly* 31, no. 3 (2014): 315.
- ❖ For numbered reports, no. may be used as part of the report designation when applicable.
- ❖ Example:
- ❖ Samuel Christus, *Exploring the Impact of Artificial Intelligence on Students’ Skills for Sustainable Development in Education*, Research Report no. 3 (Publisher, 2025).

❖ **para. (paragraph)**

- ❖ para. may be used to identify a specific paragraph when page numbers are unavailable, particularly for online sources.
- ❖ In a footnote, it follows the relevant citation information.
- ❖ Use paras. for multiple paragraphs.
- ❖ If paragraphs are not numbered, identify the paragraph descriptively only when useful. Chicago also allows the paragraph symbol ¶.
- ❖ Example:
- ❖ Allison and Davids, “Article Title,” website name, para. 4.

❖ **Suffixes (Jr., Sr., II, III, etc.)**

- ❖ Include a suffix when it forms part of the author’s name.
- ❖ Place the suffix after the given name in a footnote.
- ❖ In a bibliography, the suffix remains with the author’s given name.
- ❖ Example:
- ❖ Footnote:
- ❖ Paul Anderson Jr. and Robert T. Anderson III, *Historical Narratives* (Publisher, 2025).
- ❖ Bibliography:
- ❖ Anderson, Paul Jr., and Robert T. Anderson III. *Historical Narratives*. Publisher, 2025.

❖ **DOI (Digital Object Identifier)**

- ❖ Include a DOI when one is available, particularly for journal articles.
- ❖ Present the DOI as an active URL using the format <https://doi.org/>.
- ❖ Place the DOI at the end of the citation.
- ❖ **Example:**
- ❖ **Footnote:**
- ❖ Natalie Blas, “Embedded Librarianship: What Every Academic Librarian Should Know,” *Technical Services Quarterly* 31, no. 3 (2014): 315, <https://doi.org/10.1080/07317131.2014.908658>.
- ❖ **Bibliography:**
- ❖ Blas, Natalie. “Embedded Librarianship: What Every Academic Librarian Should Know.” *Technical Services Quarterly* 31, no. 3 (2014): 315–16. <https://doi.org/10.1080/07317131.2014.908658>.