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### **The Notes System**

In the Notes System, use either “footnotes” at the bottom of each page or as “endnotes” at the end of your document. You should include a supplemental bibliography with the footnotes or endnotes, as it is preferred by many professors and publishers. If you decide not to have a bibliography, then the first time you cite a source, complete bibliographic information must be given in a “long note.” Each subsequent mention of that source can use a “short note.” If you include a bibliography at the end of your document, there is no need to use long notes.

### **Note Insertion**

A superscript Arabic number should be placed at the end of the sentence, clause, or quotation, following punctuation. (To insert a note using Microsoft Word, click the “Insert” menu. Select “Reference,” then “Footnote.” Under “Location,” choose either endnotes or footnotes.)

### **Long Notes**

Separate information in long notes with commas. The bibliographic information should be presented as follows: author names (first last), title, publication information (in parentheses), and pages cited:

1. Herman Gray, *Cultural Moves: African Americans and the Politics of Representation* (Los Angeles: University of California Press, 2005), 148.

### **Short Notes**

These notes include only the last name of the author or authors, an abbreviated title (usually no more than four words), and pages cited. When two or more subsequent notes reference the same source, use *Ibid.* after the first note and provide changed page numbers as necessary.

4. Gray, *Cultural Moves*, 148.
5. *Ibid.* 150.

### **Bibliographic Entries**

If you include a Bibliography, you will need to create a page titled “Bibliography” with entries that contain the same information as your long notes. In bibliographic entries, separate elements with periods, not commas: the first author name is inverted and alphabetized; page numbers are written for only book or journal selections; subsequent lines are indented; repeated author names are represented by a 3-em dash. Put the year of publication at the end of the bibliographic entry.

Gray, Herman. *Cultural Moves: African Americans and the Politics of Representation*. Los Angeles: University of California Press, 2005.

**Bibliography**

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|------------------------------------|--|
| <b>book</b>                        | Gray, Herman. <i>Cultural Moves: African Americans and the Politics of Representation</i> . Los Angeles: University of California Press, 2005.   |
| <b>journal article</b>             | Weheliye, Alexander. "'Feenin': Posthuman Voices in Contemporary Black Popular Music." <i>Social Text</i> 71, vol. 20, no. 2 (2002): 22-47.  |
| <b>online article</b>              | Lewis, George. "Foreword: After Afrofuturism." <i>Journal of the Society for American Music</i> vol. 2, no. 2 (May 2008): 139-153. Accessed May 5, 2016. doi: 10.1017/S1752196308080048  |
| <b>selection from an anthology</b> | Monson, Ingrid. "Jazz as Political and Musical Practice," in <i>Musical Improvisation: Art, Education, and Society</i> , edited by Gabriel Solis and Bruno Nettl, 21-37. Urbana and Chicago: University of Illinois Press, 2009. |