Chicago NB (Notes & Bibliography) Style: A Quick Reference

Why Do We Do This?

Scholarship happens in community. Careful citation serves three functions:

- it allows you to thank the community of writers and creators that you have consulted in your writing;
- it preserves academic integrity by specifying your sources; and
- it enables the further growth of the scholarly community by helping your readers locate and use the sources that you have found helpful.

And Why Do We Do It This Way?

Following the rules of a citation style carefully helps citation do its work. Sloppy or incomplete citation often prevents your reader from understanding what sources you have used or how they might follow your footsteps. I realize that the rules can seem excessively picky and detail-oriented. Isn't it enough if your reader understands basically what you were doing?

Well, sometimes. But other times, the details matter; in my own scholarly research, I have run into frustrating situations when I can't find a source or a passage because of someone else's sloppy citation, and I have been grateful that good editors have occasionally prevented me from making similar mistakes in my own work.

Citation styles such as Chicago, MLA, and APA remove the guesswork. You don't have to wonder what information your reader might need because the rules of the style have made those decisions for you. And when you follow the rules, a scholar who knows the style will be able to understand your references quickly and effectively. You speak the language of the scholarly community.

Chicago NB style provides good practice in using footnotes and constructing a bibliography. (The "NB" stands for "Notes and Bibliography.") Many of the leading journals in literary studies use this style. I ask you to use only Chicago NB style not because I think it is the best in some way but because using a style requested by a teacher or editor is itself a valuable skill. I have used that skill all the time in my life as a scholar, of course—for my publications, I have had to apply many variations of many styles, often with detailed instructions specific to a publishing house. But writing in many other situations will also require you to use a "house style" of citation; the quirkiest one I ever learned was for my job at an insurance company! My training in English prepared me for that challenge, too.

How Should I Use These Examples?

These examples provide models for using Chicago NB style to cite some of the most common kinds of sources. You can copy the format of these citations to create your own. You may also encounter other kinds of sources or individual sources that raise specific questions or problems. In those cases, you can try finding more information from online guides to Chicago NB style, or you can ask me for help. I am always happy to answer questions that help you manage citations correctly.

Sample Paper Introduction

Stu Dent
English 120: Literary Analysis
Professor Simpson
April 1, 2038

First footnote! Chicago NB style uses notes AND a bibliography; that's the "NB" in the name. The combination helps the reader by making it easy to understand your source in two different ways: first, attached to the point where you use it in the paper, and second, as part of an alphabetized list at the end.

Not (Only) *The Onion*:
Samuel Beckett's Blank Spaces

In 2006, *The Onion* published a memorable nugget of literary satire under the title "Scholars Discover 23 Blank Pages That May As Well Be Lost Samuel Beckett Play."[1] The force of the satire comes from its close kinship to non-satirical commentaries on literary minimalism. The piece in *The Onion* calls the blank pages "a natural progression from his earlier works, including 1969's *Breath,* a [...] and play with no characters, and 1972's *Not I,* in which the only illuminated part of the stage is [...] mouth."[2] Writing in the *New York Times* in 1986, John Barth writes that "in 20th-century [...] the minimalist succession leads through Hemingway's 'new theory' to the shorter ficciones [...] Luis Borges and the ever-terser texts of Samuel Beckett, perhaps culminating in his play [...] (1969)."[3] *The Onion* shifts from standard literary history to satire by taking one small [...] step along a well-worn path. In doing so, it participates in satire's traditional ability to [...] to a shared sense of normal conduct from which vice and folly were seen to stray"—a sense of normality that involves plays with certain kinds of characters, settings, and so forth.[4] Does Beckett's minimalism really bring his plays close to meaninglessness, as the satire suggest? To investigate that question, this essay will explore the connection between stillness and thought in Beckett, ultimately proposing that his late plays—contrary to the implications of the satire—imply methods of political resistance in their progression away from conventional dialogue.

Footnote marks come at the end of sentences, and come *after* punctuation, including quotation marks.

The first two footnotes cite the same source, so the second one can be shortened. Instead of repeating all the information from the first citation, it uses the shortened form, and the reader who wants all the details can look for the first citation or go straight to the bibliography.

[1] "Scholars Discover 23 Blank Pages That May As Well Be Lost Samuel Beckett Play," *The Onion*, April 26, 2006, https://www.theonion.com/scholars-discover-23-blank-pages-that-may-as-well-be-lo-1819568421.

[2] "Scholars Discover 23 Blank Pages," *The Onion*.

[3] John Barth, "A Few Words about Minimalism," *New York Times*, December 28, 1986, https://www.nytimes.com/1986/12/28/books/a-few-words-about-minimalism.html (accessed July 1, 2032).

[4] *Oxford Dictionary of Literary Terms*, s.v. "satire," accessed June 27, 2038, https://www-oxfordreference-com.grinnell.idm.oclc.org/view/10.1093/acref/9780198715443.001.0001/acref-9780198715443-e-1014?rskey=uVQ1cb&result=1.

The formatting is a little different here! The first obvious change is that the last name comes first, as opposed to the "John Barth" at the beginning of the footnote version.

The formatting of the heading is simple: just the word "Bibliography," centered, with no other special formatting.

Bibliography

Barth, John. "A Few Words about Minimalism." *New York Times.* December 28, 1986,

https://www.nytimes.com/1986/12/28/books/a-few-words-about-minimalism.html

(accessed July 1, 2032).

The Onion, "Scholars Discover 23 Blank Pages That May As Well Be Lost Samuel Beckett Play,"

April 26, 2006, https://www.theonion.com/scholars-discover-23-blank-pages-that-may-as-

well-be-lo-1819568421.

Oxford Dictionary of Literary Terms, s.v. "satire," accessed June 27, 2038,

https://www-oxfordreference-

com.grinnell.idm.oclc.org/view/10.1093/acref/9780198715443.001.0001/acref-

9780198715443-e-1014?rskey=uVQ1cb&result=1.

This formatting is called a "hanging indent." The first line of the entry is all the way to the left margin, and the rest of the lines are indented. This setup makes it easy for the reader to see where each entry begins.

Citation of Common Source Types

Book by a Single Author

First Footnote

[1] Firstname Lastname, Title of Book (Place of publication: Publisher, Year of publication), page number.

[1] Mary Louise Pratt, *Imperial Eyes: Travel Writing and Transculturation* (London: Routledge, 1992), 4.

Subsequent Footnotes

After the first note, you can use shorter versions. The full Chicago style sometimes uses two different ways of shortening, but for my classes, you can go straight to the abbreviated style of just the author's last name, short title, and page number:

[2] Pratt, *Imperial Eyes*, 9.

Bibliography Entry

Lastname, Firstname. *Title of Book*. Place of publication: Publisher, Year of publication.

Pratt, Mary Louise. *Imperial Eyes: Travel Writing and Transculturation*. London: Routledge, 1992.

Shorter Work (Article, Chapter, Story, Poem) in a Collection or Anthology

First Footnote

[1] Author First and Last Name, "Title of Chapter in Title Case," in *Title of Book in Title Case and Italics*, ed. Editor1 and Editor2 (Place of Publication: Publisher, year), page[s].

[1] Daniel R. Schwarz, "Gabriel Conroy's Psyche: Character as Concept in Joyce's 'The Dead,'" in *The Dead: A Case Study in Contemporary Criticism*, ed. Daniel R. Schwarz (Boston: Bedford, 1993), 107.

Subsequent Footnotes

[2] Schwarz, "Gabriel Conroy's Psyche," 113.

Bibliography Entry

Author Last Name, Author First Name. "Title of Chapter in Title Case." In *Title of Book in Title Case and Italics*, edited by Editor1 and Editor2, starting page of chapter–ending page of chapter. Place of Publication: Publisher, year.

Schwarz, Daniel R. "Gabriel Conroy's Psyche: Character as Concept in Joyce's 'The Dead.'" In *The Dead: A Case Study in Contemporary Criticism*, edited by Daniel R. Schwarz, 102-24. Boston: Bedford, 1993.

Article in a Scholarly Journal

First Footnote

¹ Author First and Last Name, "Title of Article in Title Case," *Title of Journal in Title Case and Italics* volume number, no. xxx (Month and year): page[s].

¹ Emer Nolan, "'The Tommy Moore Touch': Ireland and Modernity in Joyce and Moore," *Dublin James Joyce Journal* 2 (2009): 64-77.

> *Note: in this example, the journal has only a volume number and year (no issue number or publication month), so the entry includes only the available details.*

Subsequent Footnotes

² Last Name, "Shortened Title," page[s] of specific citation.

² Nolan, "'The Tommy Moore Touch,'" 67.

Bibliography Entry

Author Last Name, Author First Name. "Title of Article in Title Case." *Title of Journal in Title Case and Italics* volume number, no. xxx (Month and year published): starting page of article–ending page of article.

Nolan, Emer. "'The Tommy Moore Touch': Ireland and Modernity in Joyce and Moore." *Dublin James Joyce Journal* 2 (2009): 64-77.

> *Note: in this example, the journal has only a volume number and year (no issue number or publication month), so the entry includes only the available details.*

Film

First Footnote

¹ *Title of Film in Title Case and Italics,* directed by Director (year originally released; Place of Publication: Publisher, year published of the copy you are using), medium **or** DOI **or** URL.

¹ *North by Northwest*, directed by Alfred Hitchcock (1959), Grinnell College Pioneer Web.

Subsequent Footnotes

² *North by Northwest.*

Bibliography Entry

Director Last Name, Director First Name, dir. *Title of Film in Title Case and Italics.* Year originally released; Place of Publication: Publisher, year published of the copy you are using. Medium **or** DOI **or** URL.

Hitchcock, Alfred, dir. *North by Northwest.* 1959. Grinnell College Pioneer Web.

Article in a Newspaper (Online Source)

First Footnote

[1] Author First and Last Name, "Title of Article in Title Case," *Title of Newspaper*, Month Day, Year. url (accessed Month Day, Year).

[1] John Barth, "A Few Words about Minimalism," *New York Times*, December 28, 1986, https://www.nytimes.com/1986/12/28/books/a-few-words-about-minimalism.html (accessed July 1, 2032).

Subsequent Footnotes

[2] Last Name, "Shortened Title."

[2] Barth, "A Few Words."

Bibliography Entry

Author Last Name, Author First Name. "Title of Article in Title Case." *Title of Newspaper*, Month Day, Year. url (accessed Month Day, Year).

Barth, John. "A Few Words about Minimalism." *New York Times*. December 28, 1986, https://www.nytimes.com/1986/12/28/books/a-few-words-about-minimalism.html (accessed July 1, 2032).

Reference Source

Note: "s.v." in the following entries stands for the Latin "sub verbo," meaning "under the word"; you use it to say which entry you used in the reference source. For more details on print and web sources, as well as reference sources that have article authors, see this page from Simon Fraser University.

First Footnote

[1] *Name of Reference Source*, s.v. "term," access date, URL.

[1] *Oxford English Dictionary*, s.v. "ostensible," accessed June 27, 2021, https://www-oed-com.grinnell.idm.oclc.org/view/Entry/133097.

Subsequent Footnotes

[2] "Ostensible," *Oxford English Dictionary*.

Bibliography Entry

Name of Reference Source, s.v. "term," access date, URL.

Oxford English Dictionary, s.v. "ostensible," accessed June 27, 2021, https://www-oed-com.grinnell.idm.oclc.org/view/Entry/133097.

Web Page (No Author)

First Footnote
1 "Title, Section, or Page Name in Title Case," Organization, full date given on page, URL.

1 "Scholars Discover 23 Blank Pages That May As Well Be Lost Samuel Beckett Play," *The Onion*, April 26, 2006, https://www.theonion.com/scholars-discover-23-blank-pages-that-may-as-well-be-lo-1819568421.

Subsequent Footnotes
2 "Scholars Discover 23 Blank Pages," *The Onion*.

Bibliography Entry
Organization. "Title, Section, or Page Name in Title Case." Full date given on page. URL.

The Onion. "Scholars Discover 23 Blank Pages That May As Well Be Lost Samuel Beckett Play."
     April 26, 2006. https://www.theonion.com/scholars-discover-23-blank-pages-that-may-
     as-well-be-lo-1819568421.