

Chicago notes-bibliography style requires the writer to use either footnotes or endnotes in addition to bibliographic citations. Footnotes appear at the bottom of every page that references one or more sources, whereas endnotes are placed at the end of the document on a separate page. Notes tell readers where information is coming from, providing comprehensive source details so that readers can locate the sources on their own. Page 1 of this guide explains how to insert notes in a document, while the remainder provides a model for how they should look.

Every time writers quote or paraphrase a source's words, they must cite it using a note. To do this, follow these steps:

Inserting a footnote using MS Word

1. Place the cursor directly after the quote or paraphrase (outside the quotation mark or punctuation).
1. In Microsoft Word, click the "References" tab.
2. Select "Insert footnote." A superscript numeral will appear after the sentence or phrase, and your cursor will automatically shift to the notes section at the bottom of the page
3. Where the corresponding numeral appears at the bottom of the page, type out a full citation for the source. (For what to include, please see our citations handout).

NOTE: Writers only need a full citation the first time they cite a source. Instructions for shortening subsequent notes of the same source are described below.

Shortening notes

After citing a source for the first time, writers should shorten the note when citing it again. Below are the two conditions for doing so and how to handle each.

1. Future citations of the same source require only the author's name, a shortened version of the source title (no more than four words), and page number(s). If there is no author, use a shortened version of the source title.
2. When citing the same source in consecutive notes, the writer can replace the full citation in consecutive notes with the word, "Ibid.," followed by the page number (if

page number is different from the previous citation).

An example paragraph with footnotes:

Garza notes that although cats appear to be more intelligent than dogs, dogs actually use similar problem solving strategies.¹ Moreover, self-proclaimed “cat ladies” often admit that they have never owned dogs, and their “cat lady” traits were inherited from either parent or both.² Garza goes on to explain that “Preference of either dogs or cats is indicative of other personality traits and underlying morals.”³ In addition, the author describes cats as almost always being significantly less loyal than dogs. She goes on to describe the occasional affectionate behaviors of cats as a ploy to get what they want from their owners.⁴ On the contrary, there have been documented cases in which cats protect infant children from perilous situations.⁵ Further, although these cases are rare, they do demonstrate that cats can be trustworthy companions.⁶ Thus, perhaps the reason that Garza’s depiction of cat and dog people has been proclaimed as one of the best 100 animal science books of all time is that she views the topic from both

¹1. Ashly Garza, *Dog People Versus Cat People* (San Antonio: Animal University Press, 2007), 1.

²2. *Ibid.*, 2.

³3. *Ibid.*, 4-5.

⁴4. *Ibid.*, 14.

⁵5. *Ibid.*, 15.

⁶6. *Ibid.*, 16.

perspectives:⁷

Both dogs as well as cats can be great companions. Dogs can typically be counted on to bring positive energy and happiness to the home, while cats, although very independent, can provide a similar level of comfort as dogs to their owners. If you are wondering whether you should adopt a dog or a cat, personality is key. There are exceptions, but generally, dogs tend to be active, vocal companions, whereas cats are often quieter pets that value their naps. Matching your pet's personality to your lifestyle can help ensure a successful owner-pet relationship that is fulfilling to both you and your pet.⁸

⁷7. National Animal Science Association, "Teacher's Top 100 Animal Science Books for Professionals in the Field," accessed July 2, 2014, <http://www.asa.org/grants/teachers-top-100-animal-science-books-for-professionals.html>.

⁸8. Garza, *Dog People versus Cat People*, 17.

The writer must also use a bibliography like the one shown below. The entries will have the same information as the notes, but they will be in alphabetical order and have different formatting (most notably, the author's last name appears first).

Bibliography

Garza, Ashly. *Dog People versus Cat People*. San Antonio: Animal University Press, 2007.

National Animal Science Association. "Teacher's Top 100 Animal Science Books for Professionals in the Field." Accessed July 2, 2014. <http://www.asa.org/grants/teachers-top-100-animal-science-books-for-professionals.html>.