To maintain academic integrity and avoid plagiarism, you must cite sources in the text of your work and list them at the end in a Bibliography. Citation is necessary in order to give credit to the sources that you have used in your research. The Chicago Manual of Style was created to ensure uniform documentation.

The History Department uses the notes-bibliography system of Chicago.

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1. Center “Bibliography” on the first line of the page.
2. Leave two blank lines between “Bibliography” and the first entry.
3. Entries are single spaced with one space between each source.
4. Align entries to the left margin for the first line and indent all subsequent lines.
5. Alphabetize entries by author’s last name. Alphabetize by the title if there is no author.
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In-Text Citations

Footnotes are the in-text citations for Chicago. Each footnote refers to an entry in the bibliography. Footnotes start with “1” and are numbered consecutively. Numbers are superscripted and placed at the end of the information being cited.

- Use a full footnote the first time a source is referenced.
- Use a short footnote when a full note has already been used for a source.

**Full Footnote for a Book:**

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**Short Footnote for a Book:**

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Further Resources:

- Ask a librarian, or visit the Academic Resource Center (ARC).
- Purdue Online Writing Lab owl.english.purdue.edu
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1. Firstname Lastname, Title (Place of publication: Publisher, Year of publication), Page number.

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