

Footnotes Guide based on the *The Chicago Style*

General Rules & Punctuation

Footnotes:

- A subscript number is placed within the text (usually at the end of a sentence) that matches the footnote of the source at the bottom of the page.
- When citing a source for the first time, always cite in full.
- Subsequent footnotes of the same source are shortened.
- When citing a primary source for the first time, always cite in full. Subsequent footnotes of the same source are abbreviated, e.g., National Archives, Department of State [hereafter NADS].
- The title of a book/article in other than the four languages (English, French, German, Italian) should be followed by an English translation in parenthesis (in roman). The title of a review/journal or a newspaper is not translated. The author's name should be written in Latin alphabet.
- For the titles of works published in English maximum capitalization should be used, e.g., *A Curious Mind: The Secret to a Bigger Life*. For the titles of works published in Greek, French, etc., minimum capitalization should be used, e.g., *Μελετήματα γύρω από τον Βενιζέλο και την εποχή του*.
- The title of a book, article, journal, etc., inside the text follows the footnotes system. For example, the title of a book, a journal or a newspaper is italicized. Respectively, the title of a journal article is written in quotation marks (“ ”).
- No bibliography is added in the end of the articles.

Punctuation:

- Subscript numbers are always placed after punctuation (e.g., full stops, brackets and commas).
- Omissions are indicated by [...].
- Footnotes should always end with a full stop (except in the case of where a URL or DOI are inserted).
- All punctuation marks should appear in roman, except for punctuation that belongs to a title that is italicized.
- Acceptable abbreviations include:
 - vol.** for volume
 - chap.** for *chapter*
 - ed./eds.** for *editor(s), edition & edited by*
 - et al.** for *and others*
 - ibid.** for subsequent footnotes of the same **primary source**
 - n.d.** for *no date*
 - pt.** for part
 - rev.** for *revised, revised by, revision & review*

The following examples illustrate the footnotes system. Sample notes show full citations followed by shortened citations for the same sources.

Book

Notes

1. Zadie Smith, *Swing Time* (New York: Penguin Press, 2016), 315-6.
2. Brian Grazer–Charles Fishman, *A Curious Mind: The Secret to a Bigger Life* (New York: Simon & Schuster, 2015), 12.

Shortened notes

1. Smith, *op.cit.*, 320. (in case only one book/article by the author is cited)
 1. Smith, *Swing Time*, 320. (in case of multiple books/articles by the same author are cited)
 2. Grazer–Fishman, *op.cit.*, 37. (in case only one book/article by the author is cited)
 2. Grazer–Fishman, *Curious Mind*, 37. (in case of multiple books/articles by the same author are cited)
- For a book with four or more authors, cite all the authors for the first time. Word order and punctuation are the same as for two or three authors. In subsequent footnotes, cite only the name of the first-listed author, followed by *et al.*
 - A book with an editor in place of an author includes the abbreviation *ed.* for editor or *eds.* for more than one editor. Note that the shortened form does not include *ed.*

Notes

1. Joel Greenberg, ed., *Of Prairie, Woods, and Water: Two Centuries of Chicago Nature Writing* (Chicago: University of Chicago Press, 2008), 42.

Shortened notes

1. Greenberg, *op.cit.*, 326-7.
1. Greenberg, *Of Prairie, Woods, and Water*, 326-7.

Chapter or other part of an edited book

- When citing for the first time, include the page range for the chapter or part, followed by specific pages. In subsequent footnotes, cite specific pages only.

Notes

1. Henry David Thoreau, “Walking”, in *The Making of the American Essay*, ed. John D’Agata (Minneapolis: Graywolf Press, 2016), 167-95, 177.

Shortened notes

1. Thoreau, *op.cit.*, 182.
1. Thoreau, “Walking”, 182.

Journal article

- When citing for the first time, include the page range for the chapter or part, followed by specific pages. In subsequent footnotes, cite specific pages only.

- For articles consulted online, include a URL or DOI, followed by an access date.

Notes

1. Susan Satterfield, “Livy and the *Pax Deum*”, *Classical Philology* 111, no. 2 (April 2016): 165-95, 172-3.
2. Shao-Hsun Keng–Chun-Hung Lin–Peter F. Orazem, “Expanding College Access in Taiwan, 1978-2014: Effects on Graduate Quality and Income Inequality”, *Journal of Human Capital* 11, no. 1 (Spring 2017): 6-35, 23, <https://doi.org/10.1086/690235> (accessed 5-7-2019).

Shortened notes

1. Satterfield, op.cit, 172-3.
1. Satterfield, “Livy”, 172-3.
2. Keng–Lin–Orazem, op.cit., 23.
2. Keng–Lin–Orazem, “Expanding College Access”, 23.

Newspaper

Notes

1. *New Yorker*, 1-4-2017.

- Citing the author’s name or the title of the article is optional.

2. Farhad Manjoo, “Snap Makes a Bet on the Cultural Supremacy of the Camera”, *New York Times*, 3-8-2017.

Shortened notes

2. Manjoo, “Snap”.

Thesis or dissertation

Notes

1. Cynthia Lillian Rutz, “King Lear and Its Folktale Analogues” (PhD diss., University of Chicago, 2013), 99-100.

Shortened notes

2. Rutz, “*King Lear*”, 158.