

# How to Make Footnotes and Citations

The standard citation style in Art History is the Chicago Manual of Style (Notes and Bibliography) style. Chicago style uses footnotes to cite sources.

**Footnotes** Place footnote numbers in the text at the end of sentences, after the period, like so.<sup>1</sup> Use your word processor to insert a footnote so that each footnote gets its own number. A Google search can help if you're not sure how to insert a footnote: <http://bit.ly/2xbKXrV>.

**When to Cite** Insert a citation every time you include information, ideas, or phrases from a source other than yourself. For instance, when writing about the Book of Kells, I would have to consult a published source to find out that it was made around the year 800.<sup>2</sup> Direct **quotes** need footnotes, too. Marilyn Stokstad and Michael W. Cothren describe the Book of Kells as “spectacular.”<sup>3</sup> Use quotations whenever you copy words or phrases directly from a source. But use quotation sparingly; professors are more interested in *your* ideas.

**Types of Sources** The information you include in a footnote, and the order you put it in, changes based on the kind of source you are citing. A book is cited one way, as footnote 2 shows. Some books have chapters written by different authors; these citations need additional information, like the name of the chapter and the editor of the overall volume.<sup>4</sup> A journal article, another type of source, needs the name of the journal and the volume number.<sup>5</sup> A website needs the website name and URL.<sup>6</sup> After you cite a source for the first time, you can use shortened citations. Shortened citations contain just the author's last name, a short title, and page number.<sup>7</sup>

**Page Numbers** Footnote citations must always contain a page number. The exception is for sources from the web, which must instead have URLs or Internet addresses.

**Bibliography** Sources should also be listed in a bibliography at the end of your paper. A sample bibliography follows. What differences do you see in how each source is formatted between the footnotes and the bibliography?

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<sup>1</sup> “Notes and Bibliography: Sample Citations,” *The Chicago Manual of Style Online*, accessed August 22, 2019, [https://www.chicagomanualofstyle.org/tools\\_citationguide/citation-guide-1.html](https://www.chicagomanualofstyle.org/tools_citationguide/citation-guide-1.html).

<sup>2</sup> Marilyn Stokstad and Michael W. Cothren, *Art: A Brief History* (Boston: Pearson, 2016), 233.

<sup>3</sup> Stokstad and Cothren, *Art: A Brief History*, 233.

<sup>4</sup> Michael King, “Besette swinlicum: sources for the iconography of the Sutton Hoo shoulder-clasps,” in *The Anglo-Saxons: The World through their Eyes*, ed. Gale R. Owen-Crocker and Brian W. Schneider (Oxford: Archaeopress, 2014), 93-94.

<sup>5</sup> Nicholas Saunders, “Biographies of Brilliance: Pearls, Transformation of Matter and Being,” *World Archaeology* 31:2 (October: 1999): 243.

<sup>6</sup> Alex Brey, “Folio from a Qur’an,” in *Smarthistory*, August 8, 2015, <https://smarthistory.org/folio-from-a-quran/>.

<sup>7</sup> Saunders, “Biographies of Brilliance,” 244-245; Brey, “Folio from a Qur’an.”

## Bibliography

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| Brey, Alex. "Folio from a Qur'an." In <i>Smarthistory</i> . August 8, 2015.<br><a href="https://smarthistory.org/folio-from-a-quran/">https://smarthistory.org/folio-from-a-quran/</a> .                                                                                                           | Website         |
| "Notes and Bibliography: Sample Citations." <i>The Chicago Manual of Style Online</i> . Accessed August 22, 2019.<br><a href="https://www.chicagomanualofstyle.org/tools_citationguide/citation-guide-1.html">https://www.chicagomanualofstyle.org/tools_citationguide/citation-guide-1.html</a> . | Website         |
| King, Michael. "Besette swinlicum: sources for the iconography of the Sutton Hoo shoulder-clasps." In <i>The Anglo-Saxons: The World through their Eyes</i> , ed. Gale R. Owen-Crocker and Brian W. Schneider, 89-102. Oxford: Archaeopress, 2014.                                                 | Book chapter    |
| Saunders, Nicholas. "Biographies of Brilliance: Pearls, Transformation of Matter and Being." <i>World Archaeology</i> 31:2 (October: 1999): 243-257.                                                                                                                                               | Journal article |
| Stokstad, Marilyn, and Michael W. Cothren. <i>Art: A Brief History</i> . Boston: Pearson, 2016.                                                                                                                                                                                                    | Book            |