What is Chicago NB?
Devised by the University of Chicago Press, and used across the Humanities, the Chicago NB (short for notes-bibliography) uses an in-text numbering system linked to page-by-page footnotes, and a final bibliography list.

What is distinctive about Chicago NB?
Features to note in the examples given here:
- Chicago NB uses in-text superscript numbers at the point of citation.
- A correspondingly numbered footnote (i.e. note at the bottom of the relevant page) provides details about the source.
- Some journal publications use endnotes, i.e. a numbered list again, but this time placed at the end of the whole text, just before the Bibliography list.
- Chicago NB also features end-of-text alphabetical lists of sources called Bibliography and References.

What is the difference between Bibliography and Reference List?
- Technically, a Reference List contains only items that the author of a book or journal article has actually cited. The larger Bibliography would contain also items that the author may not have referred to directly but would regard as of interest to a reader wishing to know more on the subject.
- For academic course work, you should only list works that you have cited - and you should have in-text citations at the point of use for all the works that you draw upon.

So I must list all my sources in the References/Bibliography and nothing but my sources?
Yes, follow that principle and you can't go wrong. References lists should contain a full reference for every work mentioned in your text, but should not include works which you might have come across while researching your topic but did not choose to cite. Be sure not to list any references in your final list which you have not chosen to mention in your text.

So is Chicago Style suitable for all my course work assignments?
You need to take care on selection of a Reference style. Different academic disciplines and departments use different referencing systems. That is why many Essex departments provide very full and detailed guidance on how to reference for each of their modules. So be sure to look through the relevant handbooks to find out what system you should use for your Essex course work.

This leaflet shows layout for only common types of sources – where can I find the Chicago Manual of Style?
Multiple copies of the Manual are available for reference and loan from the Sloman library. You can purchase your own copy directly from the website, www.chicagomanualofstyle.org, and other book retailers.

Several examples in this leaflet have been resourced from
www.chicagomanualofstyle.org

Essex University Skills Centre
Publication.it

Examples of quotation layout

Longer quotation: use indented paragraph(s) to distinguish from your own text

... to illustrate my point, I have therefore thought it worthwhile to set out the whole of this famous introduction to Moby Dick:

Call me Ishmael. Some years ago - never mind how long precisely - having little or no money in my purse, and nothing particular to interest me on shore, I thought I would sail about a little and see the watery part of the world. It is a way I have of driving off the spleen, and regulating the circulation. Whenever I find myself growing grim about the mouth; whenever it is a damp, drizzly November in my soul; whenever I find myself involuntarily pausing before coffin warehouses, and bringing up the rear of every funeral I meet; and especially whenever my hypos get such an upper hand of me, that it requires a strong moral principle to prevent me from deliberately stepping into the street, and methodically knocking people's hats off - then, I account it high time to get to sea as soon as I can. This is my substitute for pistol and ball. With a philosophical flourish Cato throws himself upon his sword; I quietly take to the ship.

This excerpt reveals several aspects of characterisation which Melville is keen to establish through the use of a
