

## CHICAGO MANUAL OF STYLE CITATION GUIDE

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- For your note, use either the **Insert Footnote** or **Insert Endnote** command under the **References** tab in Microsoft Word to insert the note at the end of a sentence or end of the paper to indicate that you have used a source for material that you have referenced, summarized, or paraphrased in the sentence. Microsoft Word will also automatically create a space at the bottom of the page for you to enter the bibliographic information. For an endnote, Microsoft Word will automatically create a place for the endnote at the end of your paper.
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  1. Last name, *Shortened Title of Book if More than Four Words*, Page.
- Bibliography with translator (trans.) or editor (ed./eds.)  
Last name, First name. *Title of Book*, Edited by First name Last Name. Place of publication: Publisher, Year of publication.
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**Electronic books:** They're cited the same way as printed books, but you will include what kind of electronic book it is (e.g., Kindle edition, PDF, etc.). Add the DOI or URL to the end of the citation. Use a comma to separate the DOI/URL from previous text in the foot/endnote; use a period to separate the DOI/URL from previous text in the bibliography.

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  1. First name Last name, "Article Title," *Journal* Volume Number, no. Issue Number(year): page.
- Footnote/Endnote (Subsequent use)
  1. Last name, *Shortened Title of Article*, page number.

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