The Chicago NB system is often used in the humanities and provides writers with a system for referencing their sources through footnote in their writing and through bibliography pages. It also offers writers an outlet for commenting on those cited sources. The NB system is most commonly used in the discipline of history.

The proper use of the NB system can protect writers from accusations of plagiarism, which is the intentional or accidental uncredited use of source material created by others. Most importantly, properly using the NB system builds credibility by demonstrating accountability to source material.

In the NB system, you should include a note (endnote or footnote) each time you use a source, whether through a direct quote or through a paraphrase or summary. Add Footnotes at the end of the page on which the source is referenced.

In either case, a superscript number corresponding to a note with the bibliographic information for that source should be placed in the text following the end of the sentence or clause in which the source is referenced. How?

Create superscript or subscript text or numbers using keyboard...

1. Select the text or number that you want.
2. For superscript, press Ctrl, Shift, and the Plus sign (+) at the same time. For subscript, press Ctrl and the Equal sign (=) at the same time. (Do not press Shift.)
3. Alternately, you can use the little x² button. To turn it on and off as you type.

General Information about Notes

- **Adding a number to a sentence to indicate the presence of a note.** To acknowledge a source in your paper, place a superscript number (raised slightly above the line) immediately after the end punctuation of a sentence containing the quotation, paraphrase, or summary. Do not put any punctuation after the number.
  - Example: This is an example of how to cite a source.¹
- **Multiple references to a source.** In the Chicago note system, the first note for a source provides full documentation information. When a source is used a second time, its reference is given in a shorter form. See example on next page.
- **Location of notes.** Notes come at the bottom of each page, separated from the text with a typed line, 1 1/2 inches long.
EXAMPLE of Chicago style footnotes at the end of a page of writing:

Here is a typical paragraph of your essay where you are going on for most of a page about the implications of a court case and you suddenly paraphrase something. The lower federal court decided that Dennis violated the law in wah wah wah.¹

You then go on to reflect what the court said, etc… As you are writing your essay, you bring another case that is similar and paraphrase from that case. However in the case of Eaton the judge implied kah kah kah.² You then go on to directly quote from these cases. I see a convergence of issues here because in the first case “blah blah blah.”³ and in the second the judge said, “gah gah gah!”⁴

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1. United States v. Dennis, 183 F. 201 (2nd Cir. 1950).
4. Eaton, 682 F. Supp. 2nd at 1292