

Using Chicago Manual of Style for Kelley School of Business

- Use endnotes formatted using Chicago Manual of Style.
- Within the text you represent an endnote using a number in superscript format as shown at the end of this sentence.¹
- Endnotes must be listed in **chronological order** as they appear within the text. *No skipping around or reusing a note number.*
- At the very end of your document label your bibliography or reference page “Endnotes”. Insert a space before starting your endnote citations. It is not necessary to include a separate bibliography listing articles alphabetically by author.
- Each time you refer to an outside source you must add an endnote. However, in your endnotes at the end of the document you can refer to a prior note if you used that source before.

Example:

Endnotes

1. Louis Columbus, “Where Big Data Jobs Will Be In 2016,” *Forbes*, November 16, 2015, accessed February 22, 2016, <http://www.forbes.com/sites/louiscolumbus/2015/11/16/where-big-data-jobs-will-be-in-2016/>.
 2. Regina Henry and Santosh Venkatraman, “Big Data Analytics the Next Big Learning Opportunity,” *Journal of Management Information and Decision Sciences* 18, no. 2 (2015): 17–29.
 3. Sam Ransbotham, David Kiron, and Pamela Kirk Prentice, “Minding the Analytics Gap,” *MIT Sloan Management Review* 56, no. 3 (Spring 2015): 63–68.
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10. See note 1 above.
 11. See note 3 above, 65. *(This is referring to the source in note 3, but referring to page 65 of that source.)*

- If you are using the same source in two consecutive endnotes, you can use the abbreviation *Ibid.*

Example:

5. Betsy Burton and David A. Willis, “Gartner’s Hype Cycles for 2015: Five Megatrends Shift the Computing Landscape,” *Gartner.com*, August 12, 2015, <https://www.gartner.com/doc/3111522/gartners-hype-cycles-megatrends-shift>.
6. *Ibid.* *(if there is a relevant page number to refer to you include it e.g. Ibid., 125 indicates that the note is referring to prior note but page 125)*

- Refer to Chapter 14 (http://www.chicagomanualofstyle.org/16/ch14/ch14_toc.html) to find formats for full notes for different types of resources (i.e. books, articles, databases) and how to cite more than one author. Sections 14.68 – 14.317 provide details on note citation. For quick reference you can refer to: http://www.chicagomanualofstyle.org/tools_citationguide.html. If using the quick guide, be sure to use the “notes and bibliography” page. When looking at examples use the full citation format not the short citation format.

Sample Endnote Formats Chicago Manual of Style, 16th Edition

Source Type	Examples
Book Page number refers to page referenced. Always provide.	1. Firstname Lastname, <i>Title of Book</i> (Place of publication: Publisher, Year of publication), page number.
E-Book* Indicate the edition you are reading (e.g. Kindle Edition, PDF e-book, etc.). If page numbers are not available you may use another indicator such as chapter, section, etc. Be as specific as you can and still be recognizable.	1. Rebecca Lemon, Emma Mason, Johnathan Roberts, and Christopher Rowland, ed. <i>The Blackwell Companion to the Bible in English Literature</i> . (West Sussex: Wiley-Blackwell, 2009), 20, PDF e-book. OR 1. Rebecca Lemon, Emma Mason, Johnathan Roberts, and Christopher Rowland, ed. <i>The Blackwell Companion to the Bible in English Literature</i> . (West Sussex: Wiley-Blackwell, 2009), Chapter 2, Kindle Edition.
Journal Article	1. Mark Frydenberg, "Introducing Big Data Concepts in an Introductory Technology Course," <i>Information Systems Education Journal</i> 13, no. 5 (September 1, 2015): 12.
Journal Article from Database	1. Regina Henry and Santosh Venkatraman, "Big Data Analytics the Next Big Learning Opportunity," <i>Journal of Management Information and Decision Sciences</i> 18, no. 2 (2015): 17–29, accessed February 22, 2016, ABI/INFORM Complete, ProQuest.
Newspaper or Popular Magazine Article (Example shows database)	1. Tom Coburn. "A Cancer 'Moonshot' Needs Big Data." <i>Wall Street Journal - Eastern Edition</i> , January 15, 2016., accessed January 29, 2016, A13, Business Source Complete, EBSCOhost.
Web Resources	1. Firstname Lastname, "Title of Web Page," <i>Publishing Organization or Name of Website in Italics</i> , publication date and/or access date if available, URL. 2. Keith Carter, "Big Data: What's the Big Deal?" <i>National University of Singapore Business School: Think Business</i> , June 03, 2013, accessed October 12, 2015. http://thinkbusiness.nus.sg/articles/item/135-big-data-whats-the-big-deal?
Business Databases Use your judgement. You may have to create your title (example 2) so that your user knows what you were searching. Always look to see if there is an author (analyst). <i>Provide the database name not the URL.</i>	1. Andrew Alvarez, "Online Grocery Sales in the US. IBISWorld Industry Report OD5085," July 2016, IBISWorld. 2. "List of Greek Restaurants in Wake County, NC," 2015, US Businesses, ReferenceUSA. 3. Bryant Harland, "Attitudes Toward Gaming – US- June 2016", June 2016, Mintel Academic.

*Modified citation examples from Purdue Owl Site: <https://owl.english.purdue.edu/owl/resource/717/05/>