Chicago Style Guidelines

Example Essay

You can download a sample essay describing and adhering to Chicago Style here:

https://admin.brainfuse.com/curriculumupload//1515449742906.pdf

General Layout

Use the following information as guidelines for general format:

Title Page:

- The title of the paper should be centered in all CAPS at about 1/3 down from the top of the page.
- If the title includes a subtitle, follow the initial title line with a colon and place the subtitle on the next line below the title.
- Your name, class information and date should follow centered as a single spaced block several lines later, so that it appears about 1/3 from the bottom of the page.

Page Numbering:

- Using the header feature, add numeric page numbers to the top, right-hand corner of each page beginning with the first page of text.
- The title page does not receive a page number.

Text Style:

- Use a readable font (preferably serif-style like Times or Palatino); ideally font size should be 12 pt and can be no smaller than 10 pt.
- In the text, longer works such as books and journal titles should be italicized. Shorter works such as article and chapter titles should be in quotation marks.
- Capitalize only true proper nouns. Apply a "minimalist" principle when determining what constitutes a proper noun or should be capitalized.

Spacing:

- Double-space text throughout with the exception of blocked quotations.
- Long quotes should be block indented ½ inch; single-spaced and printed without quotation marks. If using the NB system, the footnote should follow after the final period. If using the Author-Date system, the parenthetical citation for block quotes appears after the final period, as in this example. (32)

Headings:

- Initial headings are centered, bold (or italicized) with main words capitalized.
- Secondary headings are centered, regular type with main words capitalized.
- Third level headings are flush left, bold (or italicized consistent with the pattern chosen for initial headings) with main words capitalized.

Citations and References

There are two Chicago styles for providing citations: **Notes and Bibliography (NB)** and **Author-Date**. Each one has different conventions. Be sure to refer to the style appropriate for your work.

Notes and Bibliography (NB)

The NB system uses a superscripted footnote to identify cited material. The footnote number matches to a brief bibliography of the source at the bottom of the page. A full bibliographic entry then appears on the reference page at the end of the work.

Footnote numbers in the text:
- Superscript footnotes at the end of the clause or sentence to which they refer.
- Superscripted footnotes should come after any and all punctuation marks.
- Start with the number 1 and move in order throughout your paper.

Notes at the bottom of the page:
- Separate the notes from the text with a solid line approximately 1 ½ inches long beginning at the left margin.
- Indent the first line of each footnote ½ inch. Successive lines of the same footnote should return to the left margin.
- Footnotes are single spaced internally, with an extra line space between notes.
- The note begins with the corresponding number, not superscripted, with a period (i.e., 1.)

- The first reference of a source includes the first and last name of the author (in that order), the title of the work, publication information, and page numbers referenced. The note itself will conform to the specific format required for the type of work referenced.
- When the same source is referenced thereafter, an abbreviated form of the note is provided with last name (only), title or short title in italics, and page accessed.

Reference page:
- Title the page Bibliography.
- Center the title on a new page in plain type; leave two blank lines after the title.
- Single-space entries internally; initial lines are flush left, successive lines are indented ½ inch.
- Add an extra line space between entries.

Bibliographic entries:
- Notes referenced in the text should have a corresponding bibliographic entry.
- Entries are listed alphabetically by last name, not in numeric order.
- When an entry has no identifiable author, refer to it by its title.
- The bibliographic entry includes much of the same information as appeared in the note at the bottom of the text, but the format is different. The format depends on the type of source referenced. Sample NB notes and bibliography citations are offered below.

Sample NB Notes and Bibliography Citations

For information on citing sources not listed below, refer to the Chicago Style citation guidelines. After accessing the link, be sure to select the tab consistent with the style you are using, either: 1) Notes and Bibliography (NB) style, or 2) Author-Date style.Visit:
http://www.chicagomanualofstyle.org/tools_citationguide.html

Book

- The second reference to the same source uses an abbreviated note.

Note:

1. First Last, *Main Title of Book: All Main Words Capitalized* (City: Publisher, year), 32-33.

2. Last, *Main Title*, 34.

Bibliography:

Last, First. *Title of Book: All Main Words Capitalized.* City: Publisher, year.

Journal article

- The volume number is not italicized.
- The hundreds digit is not repeated in a range of page numbers if it stays the same.

Note:

3. First M. Last, "Article Name in Quotations," *Journal in Italics* 32 (year): 340-44.

4. Last, "Article Name," 420-35.

Bibliography:

Last, First M. "Article Name in Quotations," *Journal in Italics* 32 (year): 340-435.

Web site

- If no copyright or modification date is provided, substitute the word *accessed* for the phrase *last modified*.

Note:

5. "Web Page Title," last modified Month 15, 2014, http://www.complete web address/html.

6. "Web Page Title."

Bibliography:

Author or Organization. "Web Page Title." Last modified Month 15, 2014.
   http://www.complete/web/address/html.

The author-date system provides a brief internal citation inside parentheses following the cited text. A full bibliographic entry is later provided on the References page.

Internal citations:
- Provide the last name of the author and year of publication without a comma between them; then give the page number in numeric form. For example: (Author 2009, 42).
- For two or three authors, list names using "and." For example: (Author and Author 2009, 42).
- For four or more authors, use "et al." For example: (Author et al. 2014, 54-55)
- When you use the author's name in the text, follow it with the year in parentheses and the page numbers in parentheses at the end of the sentence.
  For example: Jones (2013) discussed this topic as "vital"… (32).
- When the same source is referenced in the same paragraph, you only need to include the full citation after the last reference or at the end of the paragraph. If different pages are used for direct quotations, you may include just the changing page numbers in end parentheses at the end of each quoted sentence.

Reference page:
- Begin a new page and title it References.
- Center the title and use plain text; leave two blank lines after the word References.
- Single-space entries internally; initial lines are flush left, successive lines are indented ½ inch.
- Add an extra line space between entries.
- Bibliographic entries should be listed alphabetically.

Bibliographic entries:
- List entries alphabetically; when an author has multiple entries, use the long em-dash to replace the name followed by a period. Then continue with the citation.
- When an entry has no identifiable author, refer to it by its title.
- All formal print or journal sources referenced in the text should appear on the References page.
- Posted blog comments, casual mention of Web site information or personal communication items may be referenced with parenthetical citations but omitted from the References page.
- Entries should follow the format prescribed by their source types. Sample Author-Date bibliographies are provided below. Note that the format for the author-date system is different than the NB system.

Sample Author-Date Bibliography Entries

For information on citing sources not listed below, refer to the Chicago Style citation guidelines. After accessing the link, be sure to select the tab consistent with the style you are using, either: 1) Notes and Bibliography style, or 2) Author-Date style. Visit:
http://www.chicagomanualofstyle.org/tools_citationguide.html

Book (one author)

Last, First. Year. *Title in Italics: All Main Words Capitalized*. City: Publisher.

Book (two authors)

Last, First M., & Last, First. Year. *Title in Italics*. City: Publisher.

Journal article

Include the DOI if the journal lists one. If no DOI is available, list the URL address. The date accessed is an optional inclusion, if required.

Last, First, & Last, First. Year. Title of Article. *Journal in Italics* 115: 405-50.
        doi: 14.1058/28572.

Last, First. Year. "Article Title." *Journal* 25:32-40. Accessed Month 30, 2014. h
        http://complete.web.address.period.

Web site

Search the Web site for information on the author and the copyright (or date last modified). If no author is available, use the organization as the author. If no organization is identifiable, begin the entry with the title of the page. If no modification date is available, list the date accessed.

Author or Organization. Year. "Title of Page." Last modified Month 20.
http://www.complete/url/address.

"Title of Page." Year. Accessed Month 12, 2014. http://www.complete/web/address/period.

Blog entry

Last, First. Year. "Title of Entry or Question." *The Name of the Blog*, May 21.
http://www.complete/url.

For items not addressed or for additional information, visit:
http://www.chicagomanualofstyle.org/qanda/topicList.html