

Chicago Manual of Style Quick Guide



Cover Page

- Place your title about 1/3 of the way down the page and center it. If you have a subtitle, it should start in the line below your main title.
- Several lines down from the end of your title, include your name, course number and name, and any other information your professor might require.
- Here is an example cover page. ➡

A large rectangular box representing a cover page. It contains two sets of centered text. The top set consists of 'Title:' followed by a line and 'Subtitle' followed by a line. The bottom set consists of 'Name:' followed by a line, 'Course: Course Name' followed by a line, and 'Date' followed by a line.

Page Numbers

- In the header top right corner, you can include your page number. Generally, the format is Last Name Page Number. (ex: Smith 3)
- In Word, go to the “Insert” tab and then select the “Page Number” drop down menu. From there, you can select the placement of your page number.
- Type your last name in front of the page number. It will add it to each page.
- To make sure your cover page is not included in the page count, go back to the “Page Number” drop down menu and select “Format Page Numbers.”
- Under “Page Numbering” select “Start at” and set the starting number at 0, otherwise your cover page would be labeled as page 1.
- Next, double click on your page number so the header and footer editor appears along the top of the page.
- Select “Different First Page” so the page number does not appear on your cover page.

General Formatting

- Everything is double spaced except for the bibliography.
- Use Times New Roman 12-point font.

Creating a Citation

Chicago Style citations can be done in two different styles: Notes and Bibliography Style or Author-Date Style. For most purposes, you will be utilizing Notes and Bibliography Style. If you are asked to use Author-Date Style, please reach out to the library for more help.

Chicago Style Notes and Bibliography citations have two basic parts: footnotes and a bibliography. The footnotes will appear as small numbers within the body of your paper that correspond to a numbered citation at the bottom of the page they appear on. The bibliography is the very last section of your paper and lists all the sources you referenced in alphabetical order by author's last name. Let's start by forming a citation and then we will move on to formatting footnotes and the bibliography.

The examples for each source type were found on the Chicago Manual of Style website. Check it out for more examples: https://www.chicagomanualofstyle.org/tools_citationguide/citation-guide-1.html

Book Citation:

Author First Name Last Name, *Book Title* (Place of Publication: Publisher, Year Published), Page number you are referencing.

Zadie Smith, *Swing Time* (New York: Penguin Press, 2016), 315–16.

After the first time you cite a source in your footnotes, you are then allowed to shorten the footnote citation each subsequent time you use it. The shortened footnote is formatted as follows.

Author Last Name, *Title*, Page number

Smith, *Swing Time*, 320.

Note: If the title includes a subtitle, you can omit the subtitle in the shortened version.

Book Chapter or Section from an Edited Volume/Collection Citation:

Chapter Author First Name Last Name, "Title of Chapter," *Book Title*, ed. Editor First Name Last Name (Place of Publication: Publisher, Year Published), Page number.

Henry David Thoreau, "Walking," in *The Making of the American Essay*, ed. John D'Agata (Minneapolis: Graywolf Press, 2016), 177–78.

Shortened footnote:

Thoreau, "Walking," 182.

eBook Citation:

Author First Name Last Name, *Title* (Place of Publication: Publisher, Year Published), Page number, URL OR name of database.

Brooke Borel, *The Chicago Guide to Fact-Checking* (Chicago: University of Chicago Press, 2016), 92, ProQuest Ebrary.

Shortened footnote:

Borel, *Fact-Checking*, 104–5.

Journal Article:

Author First Name Last Name, "Article Title," *Journal Title* volume number, no. issue number (Publication date): page number, URL OR Database.

Shao-Hsun Keng, Chun-Hung Lin, and Peter F. Orazem, "Expanding College Access in Taiwan, 1978–2014: Effects on Graduate Quality and Income Inequality," *Journal of Human Capital* 11, no. 1 (Spring 2017): 9–10, <https://doi.org/10.1086/690235>

The URL or database is only required if you read the article online. If you're using a URL, please use the DOI address, not the link found in your address bar.

Shortened footnote:

Keng, Lin, and Orazem, "Expanding College Access," 23.

Website Content:

Author First Name Last Name, "Title of Page," Title of Website, Last Modified OR Date Accessed, URL.

"Privacy Policy," Privacy & Terms, Google, last modified April 17, 2017,
<https://www.google.com/policies/privacy/>.

Shortened footnote:

Google, "Privacy Policy."

Adding a Footnote

- At the end of a sentence where you have paraphrased, summarized, or directly quoted a source or idea that is not your own, add a footnote to cite your sources.
- In Word, go to the "References" tab at the top of your screen.
- Click "Insert Footnote" and a number will appear where your cursor is within the document and a corresponding number will appear at the bottom of the page.¹
- Insert your citation at the bottom of the page. Remember to use the long form citation if it is the first time you are referencing a source. The short form can be used each subsequent time you refer to a source.

Formatting a Bibliography

- At the very end of your paper, start on a new blank page.
- Center the title "Bibliography" at the top of the page.
- Each source you referenced in your paper should appear once in the Bibliography in alphabetical order by author's last name.
- Citations should be left aligned, single spaced, with a hanging indentation.
- To apply a hanging indentation in Word, highlight the entire citation, navigate to the "Home" tab, and click on the small arrow in the paragraph section to pop out the formatting options.
- Under the "Indents and Spacing" tab, look in the "Indentations" section. There will be a section that says, "Special" with a drop-down menu. Select "hanging" from the menu and click "OK."
- There is an example bibliography included at the end of this guide including the example citations used above. Be sure to pay attention to the formatting. In the bibliography, author's names are listed last name, first name, and some punctuation is changed such as dropping most parenthesis.

¹ Example of a footnote

Need Help? You have options!

- **Library** – If you need help finding a few more sources to back up your ideas, formatting your paper, generating citations in your bibliography, or structuring your footnotes, come see us in the library.
- **Academic Success Center** – If you need help refining your thesis statement, organizing your paper, developing transitions between paragraphs, integrating information from outside sources into your paper, or addressing grammar and mechanics, you should consider making an appointment with a writing tutor.

We encourage you to use both resources, and for best results, come early and often!

Bibliography

Borel, Brooke. *The Chicago Guide to Fact-Checking*. Chicago: University of Chicago Press, 2016. ProQuest Ebrary.

Google. "Privacy Policy." Privacy & Terms. Last modified April 17, 2017.
<https://www.google.com/policies/privacy/>.

Keng, Shao-Hsun, Chun-Hung Lin, and Peter F. Orazem. "Expanding College Access in Taiwan, 1978–2014: Effects on Graduate Quality and Income Inequality." *Journal of Human Capital* 11, no. 1 (Spring 2017): 1–34. <https://doi.org/10.1086/690235>.

Smith, Zadie. *Swing Time*. New York: Penguin Press, 2016.

Thoreau, Henry David. "Walking." In *The Making of the American Essay*, edited by John D'Agata, 167–95. Minneapolis: Graywolf Press, 2016.