

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:

TITLE:
SUBTITLE

NAME
COURSE NUMBER: COURSE NAME
DATE

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. 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 0 does not appear on your cover page.

GENERAL FORMATTING

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

Chicago Style citations can be done in two different styles: Notes and Bibliography Style or Author-Date Style.

☐ NOTES AND BIBLIOGRAPHY

These citations have two basic parts: footnotes and a bibliography.

The footnotes will appear as superscript numbers within the body of your paper that correspond to a numbered citation at the bottom of the page where they appear.

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.

Citation formats:

Book:

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

Zadie Smith, *Swing Time* (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:

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

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

Shortened footnote:

Thoreau, "Walking," 182.

☐ AUTHOR-DATE

These citations have two basic parts: in text citations and a reference list.

The in text citations will appear in parentheses within your paper when you reference others' work.

The reference list is the very last section of your paper and lists all the sources you referenced in alphabetical order by author's last name.

Citation formats:

Book:

Author Last Name, First Name. Year Published. *Book Title*. Publisher.

Yu, Charles. 2020. *Interior Chinatown*. Pantheon Books.

In-text citation:

(Author Last Name Year Published, Page Number)

(Yu 2020, 45)

Book Chapter or Section from an Edited Volume:

Author Last Name, First Name. Year Published. "Title of Chapter." In *Book Title*, edited by Editor First Name Last Name. Publisher.

Doyle, Kathleen. 2023. "The Queen Mary Psalter." In *The Book by Design: The Remarkable Story of the World's Greatest Invention*, edited by P. J. M. Marks and Stephen Parkin. University of Chicago Press.

In-text citation:

(Doyle 2023, 64)

□ NOTES AND BIBLIOGRAPHY

eBook Citation:

Author First Name Last Name, *Title* (Publisher, Year Published), Page number, URL or name of database.

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

Shortened footnote:

Borel, *Fact-Checking*, 104–5.

Journal Article Citation:

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.”

□ AUTHOR-DATE

eBook Citation:

Author Last Name, First Name. Year Published. *Title*. Publisher. Database or Format or URL.

Kurland, Philip B., and Ralph Lerner, eds. 1987. *The Founders’ Constitution*. University of Chicago Press. <https://press-pubs.uchicago.edu/founders/>.

In-text citation:

(Kurland and Lerner 1987, chap. 10, doc. 19)

Journal Article Citation:

Author Last Name, First Name. Year Published. “Article Title.” *Journal Title* volume number (issue number): page range of article, URL OR Database.

Hebert, B. T. 1925. “The Island of Bolsö: A Study of Norwegian Life.” *Sociological Review* 17 (4): 307–13. EBSCOhost.

In-text citation:

(Herbert 1925, 310)

Website Content:

Author Last Name, First Name. Year Published if available or n.d. if not. “Title of Page.” Title of Website. Last modified OR Accessed date. URL.

Wikimedia Foundation. 2023. “Wikipedia: Manual of Style.” Last modified December 19, at 21:54 (UTC). https://en.wikipedia.org/wiki/Wikipedia:Manual_of_Style.

In-text citation:

(Wikimedia Foundation 2022)

WHEN TO CITE

- 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 or in-text citation to cite your sources.
- To add a footnote 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 where you should type out your citation.
- To add an in-text citation, insert your parentheses at the end of a sentence before the period (example).

FORMATTING A BIBLIOGRAPHY OR REFERENCE LIST

- Start on a new blank page at the end of your paper. Center the title Bibliography (for notes bibliography) or Reference (for author date) at the top of the page.
- Each source you referenced in your paper should appear once in the bibliography or reference list 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.”
- Check out the example below. Pay attention to the formatting of the citations. In a bibliography, author’s names are listed last name, first name, and some punctuation is changed such as dropping most parenthesis.
- On a reference page, the citations are formatted as shown in the examples above.

Bibliography

Borel, Brooke. *The Chicago Guide to Fact-Checking*. 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*. Penguin Press, 2016.

Thoreau, Henry David. “Walking.” In *The Making of the American Essay*, edited by John D’Agata, 167–95. Graywolf Press, 2016.

NEED HELP? YOU HAVE OPTIONS!

- Library - can help with brainstorming topics, finding sources, formatting citations, and formatting your paper
- Academic Success Center - can help with thesis statements, paper organization, transitions between paragraphs, synthesizing your research, and grammar