

Quick Guide | Chicago Style

General Formatting Tips

- * One inch margins on all sides
- * Times New Roman 12 point font
- * Left justified text
- * Page numbers in the upper right (not including the title page)

Notes and Bibliography vs Author Date

Which style should you use?

- “Notes and Bibliography” style is typically used for more humanities focused classes, such as philosophy, art, history, or literature. This is the “weird” style that uses superscripts.
- “Author Date” style is commonly used for science and social science papers. This style is very similar to APA and MLA.

When in doubt, double check with your professor or a writing mentor at the PACE Center.

How do you use and format superscripts?

- Superscripts should be used any time you make a direct reference to a source or use information obtained by this source, just like citations in other writing styles. At the bottom of the page, add a line about 1.5 inches long and put the numbered sources below, followed by the proper bibliographical information (see examples on opposite side).
- Superscripts should be placed on the outside of end punctuation and quotation marks, with no space between the last word or punctuation and the superscript, like this.¹ It also can look like this,² or even like “this.”³ If you have more than one citation for one fact, the superscripts are listed in order with a comma, though no spaces are use, like this.^{3,4}

Title Page

- * Begin roughly one third of the way down the page for the title
- * No page number on title page
- * Centered, text., title is bolded
- * Everything is double spaced
- * Your name, your class, your professor’s name, and the date go at the bottom of the page.

Bibliography Page

- * Separate page at end of document titled “Bibliography” for the Notes and Bibliography style or “References” for the Author Date style
- * Add two spaces between title and first entry, and one space between each entry
- * All entries in alphabetical order, regardless of the numerical order you may have used in the notes and bibliography format.



EXAMPLES

Footnotes/Endnotes

- * While the superscript indicates the order the sources appear in, the footnotes or endnotes are where the citation information will go.
- * Footnotes go at the bottom of each page, whereas endnotes got at the end of the entire paper. Endnotes are usually used in longer works, and will appear at the end of chapters or major sections. For most university

CHICAGO STYLE SOURCE CITATION TYPES

EXAMPLES

Notes and Bibliography

This is an example of how to cite a book.¹ You will include this information in the note and bibliography.^{2,3}

_____ (< This line should be about 1.5 inches, and near the bottom of the page)

1. First Name Last Name, *Title of Book* (Place of Publication: Publisher, Year of Publication), page number.

(The above example is what you would see in the body pages themselves. Below is what you would put in the bibliography)

Last Name, First Name. *Title of Book*. Place of Publication: Publisher, Year of Publication.

Two Authors

Note: 1. First Name Last Name and First Name Last Name, *Title* (Place of Publication: Publisher, Year), Page Numbers

Bibliography: Last Name, First Name and Last Name, First Name. *Title*. Place of Publication: Publisher, Year.

Web Sources

Note: 2. First Name Last Name, "Title of Web Page," Publishing Organization or Name of Website, publication date and/or date of access, URL.

Bibliography: Last Name, First Name. "Title of Web Page." Publishing Organization or Name of Website. Publication Date and/or date of access. URL.

Journal Article

Note: 3. First Name Last Name, "Title of Article," *Journal Title* Volume Number, issue number (Year): page number

Bibliography: Last Name, First name. "Title of Article." *Title of Journal* Volume Number, issue number (Year): page number

For the issue numbers above, write it as "no. X" where "X" is the issue. So issue 3 would be "no. 3"

Sources/Additional Resources

https://www.chicagomanualofstyle.org/tools_citationguide.html

https://owl.purdue.edu/owl/research_and_citation/chicago_manual_17th_edition/general_format.html