

# Chicago Style

## A Quick and Easy Guide



College research can be taxing; sometimes it seems like you are getting new information thrown at you just when you're starting to have things figured out. This scenario is probably familiar for many students: you've finally figured out the basics of citing sources, you've done English papers in MLA format, and you even went out on a limb and did that sociology paper in APA format like your instructor asked. Now, just as you've gotten that down, your history instructor says he wants your paper to be in Chicago style, and he wants you to include footnotes. While it's easy to despair and give in to the urge to just give up, step back and take a deep breath instead – you managed APA and MLA, so you can manage Chicago style. While it appears more complex than MLA or APA on the surface, Chicago style can still be broken down into three key parts, just like any other citation style:

- How the paper looks
- How the sources are cited
- How the citations are acknowledged

The complete rules for Chicago style are defined by *The Chicago Manual of Style* (16<sup>th</sup> ed., 2010), and they are simplified for students in Turabian's *A Manual for Writers* (8<sup>th</sup> ed., 2013), but this guide provides an overview of the parts that community college students are most likely to use. If you encounter a scenario that requires more specific information than this guide contains, you should consult your instructor, the aforementioned manuals, or the Writing Center (in that order).

## Format (How the Paper Looks)

The Chicago style has a fairly specific set of instructions for how the paper should look. This is how you should format your paper in Chicago style:

- Type and print your paper on white, letter-sized (8.5 x 11-inch) paper.
- Double-space your paper by setting the line spacing options in your word processing software.
  - Do not double-space block quotes, footnotes, or your bibliography. (This is different from APA and MLA formats, in which such items are double-spaced.)
- Set your text in Palatino Linotype, size 12.
  - Your instructor may specify a different typeface, such as Times New Roman or Helvetica.
- If you are using a word processor other than Microsoft Word, make sure all margins are set to one inch.
  - This is the default setting in Microsoft Word for all versions 2007 and later.
- Indent the first line of each paragraph of the main text by half an inch.
  - Indent your paragraphs by using the Tab key or, even better, by setting the indents on the ruler in your word processing software. Do not use the spacebar to create paragraph indents.
- Create a plain page number in the header, using Arabic numerals and aligned to the right.

- Do not include the title page in your page numbering.
- Type the title at the top of your first main page (after the title page), centered.
- Capitalize each word in the title except for articles (*a*, *an*, and *the*), conjunctions (*and*, *or*, etc.), and prepositions (*of*, *to*, etc.).
- Use the same size and typeface for the title as the rest of your paper; do not use any special formatting other than centering the text of the title.
- Use italic text to emphasize words and when giving the names of complete works by other authors.

## Front Matter

Like APA format (and unlike MLA format), papers written in Chicago style usually include a cover page with the paper's front matter. Your instructor may not want a cover page; if this is the case, simply include your front matter on the first page in accordance with your instructor's specific guidelines.

The cover page for Chicago style papers is considerably more simple than in APA style. The cover page should be *single-spaced*, in the same font as the rest of the paper, and centered. It should include the following:

- In the top third of the page, type the title in all capital letters.
  - If there is a subtitle, put a colon after the title and type the subtitle on a separate line using a *soft return* (Shift + Enter), still in all capital letters.
- Near the bottom of the page, type your name, class, and the due date of the paper (using the American form, as in "January 15, 2016").
- Put each piece of information on a separate line, using soft returns (press Shift + Enter instead of just pressing Enter).

## Footnotes (How the Sources Are Cited)

As with any other research format, papers formatted in Chicago style must acknowledge their sources of information. Unlike APA and MLA formats, however, Chicago style generally uses footnotes instead of parenthetical citations. You can easily insert footnotes in Microsoft Word by clicking on "Insert Footnote" under the "References" tab on the ribbon (you should *completely ignore* the "Citations and Bibliography" section, because it *will not cite your sources correctly*). All footnotes should be single-spaced, and should be in size 10. The information you include in a footnote depends on whether you're citing a particular source for the first time or a source you've already cited elsewhere in the paper.

## Citing a Source for the First Time

If you're writing the first footnote for a particular source, include the following information in this order, as available, in the footnote:

1. Author's first name and last name (e.g. *John Smith*), followed by a comma.
2. Title of the article, in quotation marks, followed by a comma.
3. Title of complete work, in italic text.
4. In parentheses, the city of publication (followed by a colon), then the publisher's name (followed by a comma), then the year of publication (followed by the close-parenthesis, and then a comma).

5. For online sources, the date of access, followed by a comma.
6. For online sources, the DOI (if available) or URL (web address, if requested by the instructor).
7. The page number where the cited information appears in the source.

So a typical footnote for the first citation of a particular source might look something like this:

Steven M. Stanley, "Major Chemical Cycles," *Earth System History* (New York: W.H. Freeman and Company, 2009), p. 215

If you're citing a peer-reviewed academic journal or some other type of periodical, include the volume, issue, and page number immediately after the title of the periodical, and include the year in parentheses after the issue number. For example:

Earl Raab. "Antisemitism, Anti-Israelism, Anti-Americanism," *Judaism* 51, no. 4 (2002): 392. *MasterFILE Premier*, EBSCOhost.

Some sources have very little information available. While it's usually better to find alternative sources in such cases, that is sometimes not possible. If that happens, the simple rule is that you can't give information you don't have. So you might have a short footnote that looks something like this:

Human Rights Watch, *Israel: Excessive Force against Protestors*. 2013

In the above example, which comes from an article on a special-interest organization's website, there is no specific author, so the authoring organization's name is given. The article doesn't belong to a larger publication, so it is considered a complete work on its own and therefore italicized. The only other information available is the year of publication. If the instructor required it, you would also give the access date and the URL at the end of the citation.

### Citing a Previously-Cited Source

If you've already footnoted a source in your paper, you don't need to include all of that information every single time you cite it. After you've cited a source once, you use a simplified citation for any other times you use that particular source. This simplified citation (which still goes into a footnote) will occur in one of two ways, depending on the circumstances.

#### Re-Citing Previous Sources

If you're citing a source that you cited earlier in the paper but you've cited other sources since then or you've moved on to a different page of your paper, give the author's last name, a shortened version of the title (the first words of the title, using only as much as necessary to prevent it from being confused with other entries on your references page), and the page number from the source. For example:

Raab, "Antisemitism." 397.

#### Citing a Source Twice in Succession

If you're citing a source that you just cited earlier on the same page (in other words, you're citing the same source twice in a row on a single page), the footnote should just include the abbreviation "Ibid." (the abbreviation for the Latin word *ibidem*, meaning "in the same place"). If you're citing the same source twice in

succession on the same page, but the information comes from a different page of the source material than in the first footnote, give the page number as well (for example, "Ibid., 67").

### Citing Scripture

Since Chicago style is often the style of choice for religion instructors, it is not altogether unusual for Chicago-style papers to include references to the Bible or the Koran. Remember that religious sources such as scripture should always be used to explain a religious viewpoint, and never to press a political point. Remember too that it's usually a bad idea to make catch-all statements about scripture such as "the Bible clearly says..." or similar, since there are usually many different scholarly interpretations of any given part of scripture. For example:

Some Christians believe same-sex marriage to be wrong because of their interpretations of Leviticus 18:22. (Right)

Same-sex marriage should be illegal because Leviticus 18:22 forbids it. (Wrong)

To do the former is to simply explain why some people believe the way they do. To do the latter is both academically dishonest (as it does not reflect a contextual view of even the verse in question) and a flawed argument (since secular laws do not rely on scripture for substance).

If you do need to cite scripture, doing so is a simple matter of citing book, chapter, and verse. For the first citation, give the full name of the translation (e.g. New Living Translation), and in subsequent citations from the same translation, use the abbreviation (e.g. NLT).

For instance:

For this is how God loved the world: He gave his one and only Son, so that everyone who believes in him will not perish but have eternal life.

Footnote: John 3:16, New Living Translation

For the Koran, do the same, but cite as "Koran" (or "Qur'an") followed by surah and verse. For example:

Let there be no compulsion in religion: Truth stands out clear from Error: whoever rejects evil and believes in Allah hath grasped the most trustworthy hand-hold, that never breaks.

Footnote: Koran 2:256

### Bibliography (How the Citations Are Acknowledged)

Although the in-text citations of Chicago style are considerably more comprehensive than those of the APA and MLA formats, papers in Chicago still need a list of references at the end so that all of the complete source information is indexed in one place.

The reference list should be on its own page, formatted as follows:

- At the top of the page, the word "Bibliography," centered and followed by a hard return
- Each entry single-spaced, arranged alphabetically by the author's name (the first word of the article's title if no author is known), followed by a hard return
- A half-inch hanging indent

- Each entry typed with the following information:
  - For non-periodical sources like books:
    - Author's full name (last name, first name – e.g. "Smith, John"), followed by a comma
      - For multiple authors, separate the names with commas and use first names first (except with the first name listed). Use "and" instead of the ampersand (&) symbol.
    - Article or chapter title (if part of a larger work) in quotation marks, followed by "in"
    - Title of complete work in italics
    - City (followed by a colon), publisher (followed by a comma), and year of publication
    - Access date (for online sources, if required)
    - DOI or URL (for online sources, if available/required)
  - For periodical sources like magazines and journals:
    - Author's full name (formatted the same way as non-periodical sources), followed by a period
    - Title of articles, in quotation marks
    - Title of publication, in italics
    - Volume number, issue number, and page numbers of article, with standard format (e.g. "16, no. 4: 146-159")
    - Database name, in italics (if retrieved from a research database)
    - Database host (if present, such as EBSCOhost), no special formatting (if retrieved from a research database)
    - Date of access in parentheses (if retrieved from an online/database source)
    - Date of publication
      - For journals, the date of publication appears in parentheses after the issue number.
      - For magazines, the date of publication appears after the name of the magazine.

Bibliography citations include much of the same information as footnote citations; it's just organized a little differently. A bibliographic reference for a non-periodical source would look something like this:

Stanley, Steven M., "Major Chemical Cycles," in *Earth System History*. New York: W.H. Freeman and Company, 2009.

A periodical source, on the other hand, would look more like this:

Raab, Earl. "Antisemitism, Anti-Israelism, Anti-Americanism." *Judaism* 51, no. 4 (2002): 387. *MasterFILE Premier*, EBSCOhost (accessed July 25, 2013).

The Bible and the Koran do not need to be included in the bibliography, but they do need to be footnoted appropriately in the paper.

## Additional Writing Center Resources

- Citing Sources
- Formatting in Microsoft Word

- APA Format: A Quick and Easy Guide

## Further Reading

- Purdue University Online Writing Lab (OWL) guide to APA format:  
<https://owl.english.purdue.edu/owl/resource/717/01>
- *The Chicago Manual of Style*, 16<sup>th</sup> Edition (2010, University of Chicago Press)
- *A Manual for Writers of Research Papers, Theses, and Dissertations* by Kate L. Turabian, 8<sup>th</sup> Edition (2013, University of Chicago Press)