Top 10 Chicago Basics

**Use this as a quick reference guide only. Use The Chicago Manual of Style, 16th Edition, as your authoritative guide.**

For specific instructions on formatting, according to The Chicago Manual of Style, one should always defer to the publisher, instructor, or university department guidelines, which can vary greatly (59).

1) **Font** (TUR A.1.2)
   - Chicago doesn’t specify, so defer to publisher or professor’s guidelines. That said, Times New Roman, 12-point font is often a safe choice. Never use smaller than 10-point font.

2) **Margins** (CMS 2.10, OWL “General Format”)
   - At least one inch but no greater than 1.5 inches

3) **Justification/Spacing** (CMS 2.8, 2.10; TUR A.1.3)
   - Left-justified
   - Publishers have customarily required that any printout be double-spaced (including throughout all notes and the Works Cited or Bibliography). Turabian’s A Manual for Writers, however, states that block quotations; table and figure captions; tables of contents; lists of figures, tables, and abbreviations; footnotes and endnotes; and bibliography entries should be “single-spaced internally but with a blank line between items.” Therefore, ask your publisher or professor for guidance.
   - If additional space between sections is desired (and those sections are not titled and do not feature subheadings), such space should be indicated by three centered asterisks on their own line.

4) **Page numbering and title page** (TUR A.1.4, A.2.1)
   - Chicago Manual of Style leaves page number placement and the use of running headers to the publisher’s discretion. However, Turabian’s guide notes that page numbers traditionally appear in one of three places: centered in the header, centered in the footer, or flush right in the header.
   - Use Arabic numerals (1, 2, 3, etc.) for the body of your paper and the back matter (e.g., end notes or bibliographies). If your paper has a title page, do not number that page. Page numbers begin on the first page of the text.
   - If you are working on a longer piece, such as a dissertation or book-length work that includes front matter (e.g., tables of contents, lists of illustrations or tables, etc.), these pages are usually numbered with lowercase roman numerals.
   - While The Chicago Manual of Style does not require a title page for papers, if your professor or publisher does require such a page, the title should be centered and written in all caps 1/3 of the way down the page. If your title has a subtitle, the main title should appear on the first line and end with a colon. The subtitle
appears on the line directly beneath. Place your name two-thirds of the way down the page, centered. Beneath, place your course number and course title, and below that, include the date (e.g., September 25, 2013). All information on the title page is single-spaced.

5) Quotations (CMS 6.9-6.10, 13.10)
- Quotation punctuation: periods and commas go inside the quotation marks, unless followed by a parenthetical citation (see “Citation: Author-Date Format”).
  
  “Hello,” he said.

- Colons, semicolons, question marks and exclamation points follow closing quotation marks unless a question mark or exclamation point belongs within the quoted matter.

  I was asked to state my “name and serial number”; I have no serial number.

  Which of Shakespeare’s characters said, “All the world’s a stage”?

- Long quotations (100 words or more – or at least six to eight lines within the body of the text): indent the entire quote as far as you indent the first line of a paragraph; no quotation marks; punctuation after the quote, before the citation.


- Use words:
  - For whole numbers one through one hundred
  - When the number begins the sentence (try to avoid this and reword the sentence)
  - When a whole number is followed by “hundred,” “thousand,” or “hundred thousand” (e.g., seven hundred spectators, more than two hundred thousand). Note: This rule often does not apply in the sciences.
  - For common fractions (i.e., one-fifth of the class, two-thirds majority)

- Use numerals:
  - For numbers 100 and above
  - If an abbreviation or symbol is used for the unit of measure (e.g., 55 m.p.h., 3 g, 25%, 35 mm film)
  - For whole numbers plus fractions (e.g., 8½ x 11” paper)
  - For pages, chapters, parts, volumes, and numbers referring to illustrations or tables
  - The date (e.g., September 25, 2013)
  - Years that stand alone: 1776 (except at the beginning of a sentence)
• Hyphenate numbers twenty-one through ninety-nine
• A note about US currency: If a number expressing an amount of money is spelled out, so are the words “dollars” or “cents.” If numerals are used, they should be accompanied by the symbols “$” or “¢”.

CMS recognizes and offers guidelines on two different citation styles: Notes and Bibliography Format and Author-Date Format. To know which style you should use, you must consult with the publisher, professor, or university department guidelines.

7) Citation: Notes and Bibliography Format (TUR 16.2, CMS 14.18-21, 14.29)
• According to Turabian’s guide, “unless you have only a handful of sources or your instructor tells you otherwise, always include both notes and a bibliography in your papers. If you do not include a bibliography, make sure that your notes present complete information for each source, at least the first time you cite it.”
• Find out if you need to use footnotes or endnotes. For some guidance on this topic, consult CMS 14.38-14.43.
• Reference numbers should be set as superscript (in Word, use Insert→Footnote). Number footnotes or endnotes consecutively, and place the note number at the end of the sentence, following the end punctuation.
• Footnote or endnote citation for a work by a single author: First, include the author’s first and last name. Then give the title (use title capitalization and put book-length works in italics. Put articles or essays in quotation marks, no italics). Next, in parentheses, provide the publication details. Lastly, include the page number. Example:


• Example of a book citation that includes an editor (ed.) or translator (trans.):


• Example of a journal article citation:


• Citing a journal article consulted online (with DOI):

Historical Review 113 (June 2008): 758, doi:10.1086/ahr.113.3.752

- Citing a journal article consulted online (no DOI):


- If you quote from the same source later in your paper, use a simplified form of the endnote, including the author’s last name, the title (often simplified if it is longer than four words and includes a subtitle or article such as “A” or “The”), followed by the page number. Example:

6 Pollan, Omnivore’s Dilemma, 136.

- Footnote or endnote for a work by two to three authors: include all authors’ names, the title, publication details, and page number. Example:


   OR, simplified version: 8 Ward and Burns, The War, 63.

- Footnote or endnote for a work by four or more authors: In your note, include only the first author, followed by “et al.” Example:


   OR, simplified version: 10 Morris et al., Biography of Malcolm Leonard, 43.

- The abbreviation ibid. may be used to refer to a work cited in the note immediately preceding. The abbreviation takes the place of the name of the author, the title of the work, and as much of the succeeding material as is identical. If the entire reference, including page number, is identical, you may use just ibid. on its own. Examples below:

11 Farmwinkle, Humor of the Midwest, 241.
12 Ibid., 258-59.
13 Ibid.

• A full bibliography, the type generally recommended by CMS, includes all works cited (except personal communications). In Notes and Bibliography format, you may also include relevant works you consulted but did not cite.
• Start your bibliography on a new page at the end of your paper.
• The heading should be centered and should read: Bibliography (no quotations marks, italics, underlining, or bold script). The titles “Works Cited” or “Literature Cited” may also be used if the author is not including works consulted but not cited.
• Entries are in alphabetical order.
• When alphabetizing your entries, a single-author entry precedes a multiauthor entry beginning with the same name.
• Indent the second and subsequent lines of citations five spaces so that you create a hanging indent (setting is located on the Paragraph dialog box in Microsoft Word).
• Separate the elements within each entry using commas.
• In cases of books or articles with multiple authors, invert the first author’s name only (e.g., Brooks, Daniel R., and Deborah A. McLennan).
• When listing multiple works by a single author, use a 3-em dash to denote the author’s name after its first appearance, and alphabetize the author’s entries according to the title of the work (ignoring introductory articles like “A,” “An,” or “The”). Example:


• Elements to include in your citation (if any of these elements do not apply, simply leave them out):
  • Author, last name first
  • If citing a chapter of a book, article in a journal, or piece within a larger anthology, name of the chapter or piece (in quotation marks, using headline-style capitalization). Use a comma before the end quote, then state: “in [TITLE].”
  • Title (full name of the work, capitalized headline-style)
  • Editor, compiler, or translator if one is listed on the title page in addition to the author
  • Edition (if not the first)
  • Volume: total number of volumes if multivolume work is referred to as a whole; individual number of single volume if one is cited, and title of individual volume
  • Series title and volume number within series if series is numbered
  • Facts of publication (city: publisher, date)
  • Page number or numbers (if you are citing a specific section of a book, such as a chapter or essay in an anthology)
• If you used an electronic version, the DOI or URL. Or, for other types of electronic books, indication of medium consulted (e.g., DVD, CD-ROM). You do not need to indicate the medium if the material is a printed book or journal.

• Example of a book citation:


• Book with multiple authors:


In the most recent edition of The Chicago Manual of Style (16th edition), the Notes and Bibliography format and the Author-Date format have been streamlined to be more uniform. Noted below are a few key areas where Author-Date format differs from Notes and Bibliography.

9) Citation: Author-Date Format (CMS 15.2-15.3, 15.5, 15.6, 15.9)

• When citing a source, place the source in parentheses after the end quote. The citation should include the author(s) last name followed by the year. If citing a specific passage, include the page number or range. The period marking the end of your sentence goes after the citation.

“I am a tree” (Smith 2001, 27).

As Edward Tufte points out, “A graphical element may carry data information and also perform a design function usually left to non-data-ink” (2001, 139).

OR: As Edward Tuft (2001, 139) points out, “A graphical element may carry data information and also perform a design function usually left to non-data-ink.”

• No known author: use the title of the work (leaving out any articles such as “A” or “The”) instead of an author name, followed by the year of publication, a comma and the page number. Format the title the same way it is in the reference list.

• We see so many global warming hotspots in North America likely because this region has “more readily accessible climatic data and more comprehensive programs to monitor and study environmental change…” (Impact of Global Warming 2009, 6).
• For a source with two to three authors, provide the authors’ last names, followed by the year and page number, if necessary.

(Heatherton, Fitzgilroy, and Hsu 2008, 188-89)

• For a source with four or more authors, include all authors in the reference list, but in your parenthetical citation, provide the first-listed author’s last name, followed by “et al.”

(Barnes et al. 2008, 118-19)

10) Reference list (CMS 15.3, 15.5-15.7, 15.10-15.14, 15.17)
• Label the page “References” or “Works Cited” (do not italicize or put this title in quotation marks) and center the title at the top of the page.
• Unlike the bibliography used with Notes and Bibliography format, each entry in your References list must correspond to a work cited in the text.
• The main difference between the reference list used with Notes and Bibliography format and the References or Works Cited list used with Author-Date format is the placement of the year. In Author-Date format, the year is the second element listed in each entry.
• Therefore, when you organize your entries for a repeated author name, you will use the 3-em dash as you would in Notes and Bibliography format, but you will then organize the author’s works chronologically. Example:


• Example of a book citation:


• Book with multiple authors: