What is Chicago Style?
Used most commonly in publishing, especially scholarly books and journals.
In brief, Chicago dictates the format and citation method of a particular text.

Why Do We Do It?
As a professional, it is important to cite all information that is not your own work.
Chicago uses footnotes, which emphasizes the work of the scholar or researcher who wrote the publication. To explain, the footnote method allows the body text, the author’s final product, to be unencumbered by citations.

General Instructions for your Chicago Paper
Type (12-pt Times New Roman)
Margins (1 in. all sides)
Running head should include an identifier, such as author’s last name, and a page number

Title Page Includes
Name of the University
Full title of paper
Author’s name
Course department or number
Instructor’s name
Date
Double Space

Avoid over quoting. Although it is important to be able to support your own work with the research of others, your work should primarily be your own. Especially limit block quotes.

Include your title on the first page. Even though you have a title page, your still need a title on your first page of text.
Try to avoid passive language.
Use valid, academic resources. Don’t cite a blog as a scholarly reference.

Use abbreviations sparingly. Do not use etc.; explain what you mean.
Use colons between a complete introductory clause and a final phrase; do not use after an introductory phrase that is not a complete sentence.
- Freud (1930/1961) wrote of two urges: an urge toward union with others and...
- The formula is r = e + a. (correct)
- The formula is: r = e + a. (incorrect).

Use italics to highlight technical or key terms.
Avoid biased language. Be aware of gender, race, sexuality, age, and ability prejudices.
Proofread your paper thoroughly; spell-check does not catch everything.
Always cite!
Display quotation of fewer than 100 words in double quotation marks.

- Benjamin Franklin admonishes us to “plough deep while sluggards sleep.”

Display quotation of 100 or more words, at least eight lines, or more than a paragraph in a block quotation, without quotation marks. Format matters are normally decided by the publisher.

- In discussing the reasons for political disturbances Aristotle found that revolutions also break out when opposite parties, e.g. the rich and the people, are equally balanced, and there is little or no middle class, for, if either party were manifestly superior, the other would not risk an attack upon them. And, for this reason, those who are eminent in virtue usually do not . . .

Omitting Material

- Insert . . .

Inserting Material

- Use brackets [ ]

Adding Emphasis

- Use brackets to explain emphasis.

Use superscript numbers to mark your footnotes.

- “… time or place.”

Footnote/endnote Citations

One Author


Two or three authors

- Full name of all authors in normal order.

More than three authors

- Cite only the author given first on the title page and follow it with, et al. or and others.
- Please note in the bibliography ALL authors are named.

Book with editor or translator


Book with editor, no author


Book with editions


Work within an anthology


Journal


Newspaper


Magazine


Electronic Sources

Follow the same guidelines used for print materials, with the addition of a DOI or, if the DOI is not given, a full URL. Also include, if appropriate, the date the material was last accessed placed BEFORE the DOI or the URL in the reference.

Example: (electronic journal article)

Subsequent citations

When references to the same work immediately follow one another, use Ibid. in the footnote.

Ibid. is not italicized or underlined.
Example:
2. Ibid., 258–59.
3. Ibid.
4. Ibid., 333–34.

When references to the same work do not immediately follow one another:
Author’s last name, Title of book, chapter, or article (sometimes shortened), Specific page reference.
Examples:

**Book**

**Journal**

**Newspaper**
Martinez, “Flooding.”

**Magazine**
Collins, “Cultural Mecca,” 68.

Footnotes/Endnotes sample

Place notes in numerical order at the foot of the page (footnotes) below a separator or on a separate page at the end of the paper (endnotes).
Notes are single-spaced.
Font size is smaller than the body text of the work.
Example: (footnotes)
“Nonrestrictive relative clauses are parenthetic, as are similar clauses introduced by conjunctions indicating time or place.”¹

Example: (endnotes)
Through this process, attributes have been incorporated into the civil service rules that have had long-term consequences for the governance and performance of the federal bureaucracy. As this book makes clear, the bureaucratic structure put into place at the behest of these three parties has created the “problem of bureaucracy,” and changes in this system will occur at best incrementally.²

Notes

Title, Bibliography, at top of page.
Alphabetize by author or editor’s last name.
If there is no author, use title to determine proper alphabetical order.
Use hanging indent (indent second and subsequent lines within an entry).
Single-spaced.

One author

Two or more authors—name ALL authors

Book with editor or translator

Book with editor, no author

Book with editions

Work within an anthology

Book online

Journal

Newspaper

Newspaper Online

Magazine

Electronic Sources
Follow the same guidelines used for print materials, with the addition of a DOI or, if the DOI is not given, a full URL. Also include, if appropriate, the date the material was last accessed placed BEFORE the DOI or the URL in the reference.
Example: (electronic book)