What Is Chicago Style?


In brief, Chicago dictates the format and citation method of a particular text. 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 what you mean, 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)
Double Space

Avoid over quoting. Although it is important 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, you still need a title on your first page of text.

Avoid abbreviations sparingly. Do not use abbreviations without clear explanation.

Use valid, academic resources. Don’t cite a blog as a scholarly reference.

Use italics to highlight technical or key terms.

Avoid bias language. Be aware of gender, race, sexuality, age, and ability prejudices.

Proofread your paper thoroughly; spell check does not catch everything.

The serial comma.

- the height, width, or depth

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…

FOOTNOTES CITED

THE UNIVERSITY OF TEXAS AT SAN ANTONIO

Working with Chicago

The Chicago Documentation 411

REMEMBER:

- Numbers: Use numerals to express all numbers except
  - Numbers through one hundred and any whole
  - Numbers followed by units of measure or currency (thirty million, but 30.3 million).
  - Any number that begins a sentence or title (Five hundred and one)—adds a zero
  - Simple fractions (one-half)

- Usage Notes
  - use abbreviations sparingly.
  - use valid, academic resources.
  - use italics to highlight key terms.
  - avoid bias language.
  - proofread your paper thoroughly.

INSIDE THIS ISSUE:

Footnote Citations
Subsequent Citations
Bibliography

WHAT SHOULD YOU DO?

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- the height, width, or depth

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…
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 the full URL and, if appropriate, the date the material was last accessed.

Example: (ebook)
When references to the same work immediately follow one another, use Ibid. in the footnote.
Ibid. is not italicized or underlined.
Example:
1. Farmwinkle, Humor of the Midwest, 241.
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
Taylor, The Story of Europe, 119.

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.

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** (17.26)


**Two or more authors**—name ALL authors (11.27)


**Book with editor or translator** (17.42)


**Book with editor, no author** (17.41)


**Book with editions** (17.79)


**Work within an anthology** (17.69)


**Book online** (17.142-147)


**Journal** (17.148-203)


**Newspaper**


**Newspaper Online**


**Magazine**


**Electronic Sources**

Follow the same guidelines used for print materials, with the addition of the full URL and, if appropriate, the date the material was last accessed.

Example: (online newspaper)