Using Chicago (18)

> Chicago style is most commonly used in hisotry, literature, and some humanities courses. Chicago offers two systems:
>
> - **Notes and Bibliography (NB)** - uses footnotes or endnotes plus a bibliography (most common for humanities)
>
> - **Author-Date** - uses parenthetical citations and a reference list (used more often in social sciences)
>
> This handout covers the **Notes and Bibliogrpahy system**, which is what most instructors mean when they say "Chicago style."

• The Rundown •

Generally, a Chicago style paper should have the following sections:

- Title page (sometimes optional - check with your professor)

- The body of the paper

- Notes (footnotes or endnotes)

- Bibliography

• Formatting •

GENERAL FORMATTING GUIDELINES

- Use a readable 12-pt font (such as Times New Roman)

- Double-space the body of the paper

- Use 1-inch margins on all sides

- Page numbers appear in the top right corner, beginning with the first page of text

- Chicago style does not use a running head

SETTING UP PAGE NUMBERS AND THE FIRST PAGE HEADER:

Insert → Page number → Place page numbers at the top right of the page

Type your last name before the page number so it shows up on every page.

To format your first page header, select the Header option "Different First Page" and put the page number 1 on the top right.

TITLE PAGE (If Required)

Centered on the page, about one-third of the way down:

- Title of the paper (headline-style capitalization)

- Your name

- Course name and number

- Instructor's name

- Date (written out: Month Day, Year)

• Using Notes (Footnotes or Endnotes) •

Chicago (NB) uses **superscript numbers** in the text that correspond to notes.

Example in the text:

APA and Chicago styles serve different academic purposes.[1]

The note appears at the bottom of the page (footnote) or at the end of the paper (endnote).

Note: make sure to use the "Insert Footnote" or "Insert Endnote" function to ensure your notes stay in order.

• Sample Notes •

BOOK (First Note)

1. Firstname Lastname, *Title of the Book: Subtitle* (Publisher, Year), page number.

BOOK (Shortened Note)

2. Lastname, *Shortened Title*, page number.

JOURNAL ARTICLE (First Note)

1. Firstname Lastname, "Title of Article," *Journal Name* volume, no. issue (Year): page number, DOI or URL.

JOURNAL ARTICLE (Shortened Note)

2. Lastname, "Shortened Article Title," page number.

WEBSITE

1. Firstname Lastname or Organization, "Title of Page," *Website Name*, last modified or Accessed Month Day, Year, URL.

• Common Bibliography Entries •

- Start on a new page titled Bibliography (centered)
- Entries are alphabetized by Author's last name
- Use a hanging indent (first line flush left, subsequent lines indented)
- Single-space each entry, with blank line between entries

CITING A BOOK:

Lastname, Firstname. *Title of the Book: Subtitle of the Book.* Publisher, Year.

CITING A CHAPTER IN A BOOK WITH EDITOR(S):

Lastname, Firstname. "Title of the Chapter." In *Title of the Book,* edited by Firstname Lastname. Publisher, Year.

CITING AN ONLINE JOURNAL ARTICLE:

Lastname, Firstname. "Title of the Article." *Journal Name* volume, no. issue (Year): page range. DOI or URL.

CITING A NEWS ARTICLE ONLINE:

Lastname, Firstname. "Title of the Article." *Publication Name*, Month Day, Year, URL.

CITING A WEBSITE WITH NO AUTHOR:

Organization Name. "Title of Page." Website Name. Last modified or Accessed Month Day, Year. URL.

• Additional Resources •

The Chicago Manual of Style, 18th ed: https://www.chicagomanualofstyle.org/home.html

Excelsior OWL: Chicago Style (Notes & Bibliography): https://owl.excelsior.edu/citation-and-documentation/chicago-style/