Chicago Style

MANUSCRIPT FORMAT

Use 8 1/2 by 11-inch paper. Except for page numbers, leave a one-inch margin on the top, bottom, left, and right margins of your paper. Indent paragraphs 5 spaces. Double space throughout the paper. The title page should “include the name of the university or college (usually centered near the top of the sheet), the full title of the paper, the course, [...] the date, and the name of the writer.” The title page should not be numbered.

REFERENCE CITATIONS IN TEXT

Chicago style can follow one of two systems of documentation: Author-Date or Notes. Check with your instructor for the system they would prefer.

Author-Date System
Parenthetical citations for direct quotes include the author’s last name, the year of publication, and the page number(s), if applicable. Use n.d. for manuscripts not dated. All parenthetical citations appear at the end of the sentence.

Single author: (Franklin 1985, 54).
A work of two or three authors: (Lynd and Lynd 1929, 67).
A work with more than three authors: (Greenberger et al. 1974, 50).
Author unknown: (The Lottery 1732).
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Notes System
Citations in notes will take two forms: full citation and shortened citation. Shortened citations will be used if the citation has previously been cited in full or if an included bibliography has the full citation. Elements in notes are separated by commas and parentheses.

Book with Single Author:
18. Pollan, Omnivore’s Dilemma, 3.

Book with Author Plus Editor or Translator:
18. García Márquez, Cholera, 33.
Chapter in an Edited Book:

Journal Article:

Journal Article via Online Databases:
With Data Object Identifier (DOI) Number

Without DOI Number

Email/Perso nal Communication
2. Constance Conlon, e-mail message to author, April 17, 2000.

BIBLIOGRAPHY

The list of sources is titled “Bibliography” and appears on a new page after the body of the essay and before the appendices and is centered at 1” in upper and lower case. Bibliographies are arranged alphabetically by the author’s last name [or, if there is no author, by the first main word of the title] followed by the year of publication, the title of the reference, the location of publication, and the name of the publisher.

The reference list is double spaced within and between all entries including the title and uses a hanging indent of 5-7 spaces or .5 inch (note: The citation examples on this page are not double-spaced due to space constraints). These are basic guidelines; use the following examples for specific citation formats. Sometimes when using Notes instead of Author-Date, a bibliography is not required, but check with your instructor to be sure.

Book with a single author

Book with two or more authors

Book with an editor (Ed.) or editors (Eds.)

An anonymous book

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Article in a Journal

Electronic Journal Articles

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CITING ONLINE SOURCES

IN-TEXT
The basic format for citing online works in a paper is similar to printed sources. Use the author or organization, if available, followed by the year of publication. If the author/organization is not available then use the name of the website/web page or the title/description of the work or article.

Example: . . . bread” (Doe 2004). If no publication date is available, put n.d. in place of the date.

Example: . . . bread” (Doe n.d.).

Bibliography
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1. Author’s last name, first name (or organization)
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The Chicago Manual of Style Online
http://www.chicagomanualofstyle.org/