Chicago Manual Style General Guidelines

General Formatting

- Margins should be set no less than 1” and no greater than 1.5”.
- Font should be readable, preferably Times New Roman or Palatino.
- Font size should be no less than 10 pt., preferably 12 pt.
- Text should be double-spaced, with the exception of the following:
  - Block quotations, table titles, and figure captions should be single-spaced.
    - A block quotation is five lines or more
    - A block quotation does not get enclosed in quotation marks (".
    - An extra line space should immediately precede and follow a blocked a quotation.
- Notes and bibliographies should be single-spaced internally; however, leave an extra line space between note and bibliographic entries.
- Page numbers begin in the header of the first page of text with Arabic number 1.

Major Paper Sections

Title Page

- Class papers will either include a title page or include the title on the first page of the text. Use the following guidelines should your instructor or context require a title page:
  - The title should be centered a third of the way down the page.
  - Your name and class information should follow several lines later.
  - For subtitles, end the title line with a colon and place the subtitle on the line below the title.

Main Body
• Titles mentioned in the text, notes, or bibliography are capitalized “headline-style,” meaning first words of titles and subtitles and any important words thereafter should be capitalized.
• Titles in the text as well as in notes and bibliographies are treated with quotation marks or italics based on the type of work they name.
  o Book and periodical titles (titles of larger works) should be italicized.
  o Article and chapter titles (titles of shorter works) should be enclosed in double quotation marks.
  o Otherwise, take a minimalist approach to capitalization.
    • Lowercase terms used to describe periods, for example, except in the case of proper nouns (e.g., the “colonial period”, vs. “the Victorian era”).
• A quotation of five or more lines should be “blocked”. The block quotation is single-spaced and takes no quotation marks, but you should leave an extra line space immediately before and after. Indent the entire quotation .5” (the same as you would the start of a new paragraph).

Example:

One of the most famous of Eleanor’s exploits was her participation in the Second Crusades. As Bernard Cook states,

The desire or need to represent her Aquitainian subjects led Eleanor to the most controversial action of her career: when her husband vowed in 1147 to go on the Second Crusade, Eleanor did as well. She took part in the crusade as the lord of the Aquitainian contingent, without a spokesperson at the crusade councils, they would have had little standing, and apparently the Aquitainian knights had held back from joining the crusade for that reason. Medieval chroniclers, eager to verify an excessively manly woman, told that Eleanor set out on crusade garbed as an Amazon, with 300 ladies similarly dressed—this story is highly unlikely. Eleanor left daily command of her troops to a man but did indeed play an active role in councils.¹

References

• Label the first page of your back matter, and your comprehensive list of sources, “Bibliography” (for Notes and Bibliography style) or “References” (for Author Date style).
• Leave two blank lines between “Bibliography” or “References” and your first entry.
• Leave one blank line between remaining entries.
• List entries in letter-by-letter alphabetical order according to the first word in each entry.
• Use “and”, not an ampersand, “&”, for multi-author entries.
  o For two to three authors, write out all names.
  o For four to ten authors, write out all names in the bibliography but only the first author’s name plus “et al.” in notes and parenthetical citations.
  o When a source has no identifiable author, cite it by its title, both on the references page and in shortened form (up to four keywords from that title) in parenthetical citations throughout the text.
  o Write out publishers’ names in full.
  o Do not use access dates unless publication dates are unavailable.
  o If you cannot ascertain the publication date of a printed work, use the abbreviation, “n.d.”
  o Provide DOIs instead of URLs whenever possible.
  o If you cannot name a specific page number when called for, you have other options: section (sec.), equation (eq.), volume (vol.), or note (n.).

Footnotes

• Note numbers should begin with “1” and follow consecutively throughout a given paper.
• In the text, note numbers are superscripted.
  o Note numbers should be placed at the end of the clause or sentence to which they refer and should be placed after any and all punctuation.
  o In the notes themselves, note numbers are full-sized, not raised, and followed by a period.
  o The first line of a footnote is indented .5” from the left margin.
  o Subsequent lines within a footnote should be formatted flush left.
  o Leave an extra line space between footnotes.
  o Place commentary after documentation when a footnote contains both, separated by a period.
    ▪ In parenthetical citation, separate documentation from brief commentary with a semicolon.
    ▪ Do not repeat the hundreds digit in a page range if it does not change from the beginning to the end of the range.

Examples of Formatting

Footnote or Endnote (N):

1. Contributors’ Names, “Title of Resource,” Publishing Organization/Web Site Name, last edited date/publication date, URL.

**Corresponding Bibliography Entry (B):**

Name, Contributor 1, Contributor 2 Name, and Contributor 3 (etc.) Name. “Title of Resource.” *Publishing Organization/Web Site Name*. Last edited date/publication date. URL.


**Author Date In-Text Citation:**

(Contributors’ Surnames year of publication, page or section number when available).

(Clements et al. 2013).

**Author Date References Page Citation:**

Name, Contributor 1, Contributor 2 Name, and Contributor 3 Name. Year of Publication. “Title of Resource.” *Publishing Organization/Web Site Name*, Month and date last edited. URL.

All examples shown and other examples for Chicago Manual Style citation, 16th edition, can be found at https://owl.english.purdue.edu/owl/resource/717/01/

The following books can be found in Daley and AVI stacks at the bold call number listed.

The Chicago Manual of Style
(16th ed.)

Z253.U69 2010

A Manual for Writers of Research Papers, Theses, and Dissertations
(8th ed.)

LB2369.T8 2013

For more help, including citing sources not listed here, please ask a librarian:

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