

Campus Academic Resource Program: Chicago Manual of Style (CMS) Handout

This is a handout will:

- Discuss Chicago Style page formats
- Explain different forms of Chicago Style citations
- Provide formats and examples of reference source citations by type
- Provide formats and examples of bibliographical source citations by type
- Give general guidelines of Chicago Style

Take Note: Always consult with your professor about formatting requirements for the paper.

Format of the Title Page

Title is roughly 1/3 down the page. If the paper has a subtitle, use a colon after the main title.

Several lines after the title, include your Name, Professor's Name, Class, Month, Day, Year in single-space.

The Chicago Manual of Style
Handout:
How to Format your Paper,
Notes, and Bibliography

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Dr. Stevens
Introduction to History 101
June 24, 2013

Page count and header do not start until the first page of the actual paper.

Maintain the same fonts, margins, etc. for normal class papers. For longer research projects, professors will tell you what else they need. Consult the bibliography for more information.

Format of the Paper

Margins need to be 1".

Indent Paragraphs .5".

The most common fonts are Times New Roman or Palatino. 10 point font can be acceptable, but professors usually prefer 12 point font.

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A paper will begin with an introduction like many styles of writing. Follow the instructions on the side to properly format your paper **unless otherwise stated by the professor.**

Begin with a topic sentence that balances specificity and vagueness while capturing the entire idea of the paragraph. Continue with context, length depends on paper requirements. Then move to evidence and analysis important for a solid paper.

The header is comprised of your last name and/or the current page number on the top right of the page. The header should be .5" from the top.

The paper needs to be double-spaced in the body of the paper, EXCEPT for: Single-space block quotes, and table titles or figure captions.

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Citing Your Information

You must cite your sources in order to tell readers where you received your information. There are two main ways to cite in CMS: the *notes-bibliography style* (aka *bibliography style*) and *parenthetical citations – reference list style* (aka *reference list style*). **As always, consult with your professor about specific formatting and citation requirements.**

Notes-Bibliography Style

For longer research papers, you will probably use notes-bibliography style. This style is characterized by citing a source with a superscript number at the end of the sentence, which refers to a footnote or an endnote.

Example for quoting 4 lines or fewer:

Quote is integrated into the text. Also, maintain double-spacing and the other rules for the general body of the paper.	White argues that in order to maintain a persuasive, yet firm presence in business, the entrepreneur must be “the one who knocks.” ¹	For the superscript, start at 1 and follow consecutively throughout the paper or chapter.
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Example for quoting 5 or more lines:

Introduce the quote in your own words. If you introduce the quote with a complete sentence, use a quotation. If you use an attribution phrase, end the phrase with a comma. If the quote is weaved in, do not use any punctuation.	White suggests that businesses can change a person’s disposition: There will be a point in your business career in which you cease being a layperson and become the embodiment of your business. At this moment, the business will be big enough to be listed in the NASDAQ. Once this happens, the business will cease without its owner. At this moment, others may not know who you are. Kindly remind these people that you are the danger, because you are the one who knocks. ¹	Maintain double-spacing until the actual quote. The actual quote is single spaced.
		Indent entire block quote .5”.

The numbered superscripts correspond to a numbered note that provides information about the source (such as the author, title of the chapter and/or work, the publisher, and the relevant page numbers.) Notes can either be at the bottom of the page (footnotes) or on a list at the end of the paper (endnotes). Footnotes and endnotes have the same form. Begin the note with the number. Indent the first line .5”. The other lines are not indented.

Once you cite a source fully in your notes, you can use a shortened version that includes the author’s last name, shortened title, and page number.

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- Take Note:**
1. Indicates the full note for the citation.
 2. Indicates the shortened version of a note that has already been cited.

How to Format Notes

Whether your notes are in footnotes or endnotes, the formatting for these sections are almost the same.

- Indent the first line of the note by .5”.
- Each note is single-spaced, but double-space between different notes.
- Each piece of information in a note is separated by a comma.

Footnotes:

Footnotes are separated by a line at the bottom of your page. Maintain the same font and margins for the entire page. Footnotes should be in 10 point font (you can see if your word processor has a function or command to automatically create a footnote or endnote.).

and then the rabid hamster ran into the room and caused complete and utter mayhem.

1. Rick Grimes, “Dealing with Un-undead Beings,” in *Humans vs. Humans vs. Zombies* (Woodbury: Philip Blake’s Publishing House, 2010), 768.
2. Ibid., 800.
3. Walter White, *Effective Business Models in Pharmaceuticals* (Albuquerque: Los Libros Hermanos, 2013), 200-201.
4. Grimes, “Dealing,” 768.

Endnotes:

Put the notes a separate page after the body of the paper, but before the bibliography. Maintain the same font and margins for this page.

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Notes

1. Rick Grimes, “Dealing with Un-undead Beings,” in *Humans vs. Humans vs. Zombies* (Woodbury: Philip Blake’s Publishing House, 2010), 768.
2. Ibid., 800.
3. Walter White, *Effective Business Models in Pharmaceuticals* (Albuquerque: Los Libros Hermanos, 2013), 200-201.
4. Grimes, “Dealing,” 768.

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Parenthetical Citations:

Parenthetical citations refer to a source listed on the bibliography/reference page. The citation usually includes the author's name, the date of publication, the page number, and other important information (usually depends on special circumstances). The information *must* match the information on the bibliography/reference page.

(Author's Last Name, Year of Publication, Page number)

If you are citing a quotation, put the parenthetical citation after the text.

Example:

White argues that in order to maintain a persuasive, yet firm presence in business, the entrepreneur must be “the one who knocks” (2013, 200-201).

Take Note:

- If there is no author, use the title in place of the author's name.
 - Example: (“Dealing with Un-dead Beings” 2010, 768).
- If there is no date for the work, use “*n.d.*” in place of the publication year in both your reference list and citations.
 - Example: (Grimes *n.d.*, 444).
- If the author is already mentioned in the text, do not include the author's last name in the citation.

Ibid.:

For citations that use the same source consecutively, you *may* use the term “*ibid.*” and the page number. *Ibid. only* refers to the last cited source and *must* be used if citing the same source consecutively.

Example:

1. Rick Grimes, “Dealing with Un-dead Beings,” in *Humans vs. Humans vs. Zombies* (Woodbury: Philip Blake's Publishing House, 2010), 768.
2. *Ibid.*, 800.

However, consult with your professor before using “*ibid.*,” as some professors may or may not accept this form. If the professor does not allow “*ibid.*,” use a shortened form of the note consecutively.

Note-Reference Citation Formats

Books:

1. Author's First and Last Name, *Title of the Work* (Publishing City: Publisher, Year of Publication), Page Numbers.
2. Author's Last Name, *Shortened Title of Work*, Page numbers.

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Example:

1. Walter White, *Effective Business Models in Pharmaceuticals* (Albuquerque: Los Libros Hermanos, 2013), 200-201.
2. White, *Effective Business Models*, 200-201.

Take Note:

- For two authors or three authors, list all authors in first and last name format:
 - Example: Walter White and Jesse Pinkman, *Transitioning from a Small to Big Business*

Book with an Editor, Translator, Compiler, and Reviser:

1. Author's First and Last Name, *Title of the Work*, trans./ed./rev./comp. First and Last Name of editor/editor/translator/reviser/compiler (Publishing city: Publisher, Year of Publication), Page numbers.
2. Author's Last Name, *Shortened Title of Work*, Page numbers.

Example:

1. David Hayter, "A Snake in War" in *Solid Battle Tactics*, ed. Hal Emmerich. (Chicago: Ocelot Press 2010) 77.
2. Hayter, "Snake in War" 77.

Chapter or Essay from a Book:

1. Author's First and Last Name, "Title of the Chapter or Essay," in *Title of the Book* (Publishing City: Publisher, Year of Publication), Page numbers.
2. Author's Last Name, "Shortened Title of Chapter or Essay," Page Numbers.

Example:

1. Rick Grimes, "Dealing with Un-dead Beings," in *Humans vs. Humans vs. Zombies* (Woodbury: Philip Blake's Publishing House, 2010), 768.
2. Grimes, "Dealing," 768.

Journal Article (Published in Print):

1. Author's First and Last Name, "Title of the Article," *Name of the Journal* Volume Number, no. Issue Number (Date of Publication): Page numbers.
2. Author's Last Name, "Shortened Title of the Article," Page Numbers.

Example:

1. Barney Stinson, "How to be Legend...wait for it... dary!" An in-depth analysis of why I'm awesome," *Bro Academy Journal* 55, no. 7 (May 24, 2013): 49.

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2. Stinson, "How to be Legend," 49.

Journal Article (Published Online):

1. Author's First and Last Name, "Title of the Article," *Name of the Journal* Volume Number, no. Issue Number (Date of Publication), URL (accessed Month Day, Year).
2. Author's Last Name, "Shortened Title of the Article," Page numbers (if applicable).

Example:

1. Anthony Stark, "From Zero to Hero," *American Journal of Egocentric Studies* 5, no. 5 (July 2007), <http://americanjournalofegocentricstudies.edu> (accessed December 7, 2010).
2. Stark, "From Zero."

Online Source (Excluding Online Journals):

1. Author's First and Last Name, "Title of the Page," Title or Owner of the Site, URL (accessed Month Day, Year).
2. Author's Last Name, "Shortened Title of the Page."

Example:

1. Bruce Wayne, "I am not a Hero," Wayne Enterprises, <http://www.batmanisnotbrucewayne.com>, (accessed June 22, 2010).
2. Wayne, "not a Hero."

Take Note:

- You may be able to omit the shortened title of the work if that author is listed one time on the bibliography for one work, and you only cite just *one* of that author's works in the paper. You need the shortened title if you cite multiple works by the same author in the paper.
- If the website does not have an author, give the name of the title or owner of the site.
- **As always, please consult with your professor for specific requirements regarding notes and other CMS matters.**

Bibliography/ Reference List Formats

Whether you use the note style citation or parenthetical citation, you need to include a bibliography or reference list at the end of your paper. Each piece of information in a bibliographical/reference list citation is separated by a period.

Book Entry:

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Author's Last Name, First Name. "Title of the Chapter or Essay." *Title of the Book*. ed./trans./comp./rev. by First and Last Name, page – page. Publishing City: Publisher, Year of Publication.

Examples:

White, Walter. *Effective Business Models in Pharmaceuticals*. Albuquerque: Los Libros Hermanos, 2013.

Grimes, Rick. "Dealing with Un-undead Beings." *Humans vs. Humans vs. Zombies*. 55-100. Woodbury: Philip Blake's Publishing House, 2010.

Hayter, David. "A Snake in War." *Solid Battle Tactics*. Edited by Hal Emmerich, 66-87. Chicago: Ocelot Press, 2010.

Journal Article Entry:

Author's Last Name, First Name. "Title of the Article: Subtitle of the Article." *Title of the Journal* Volume Number, issue no. (Date of Publication): page – page.

Example:

Stinson, Barney. "How to be Legend...wait for it.. dary!: An In-Depth Analysis of why I'm Awesome." *Bro Academy Journal* 55, no. 7 (May 24, 2013): 33-55.

Journal Article (Online) Entry:

Author's Last Name, First Name. "Title of the Article: Subtitle of the Article." *Title of the Journal* Volume Number, issue no. (Date of Publication). URL (accessed Month Day, Year).

Example:

Stark, Anthony. "From Zero to Hero." *American Journal of Egocentric Studies* 5, no. 5 (July 2007).
<http://americanjournalofegocentricstudies.edu> (accessed December 7, 2010).

Online Source (excluding online Journals):

Author's Last Name, First Name. "Title of the Page." Title or Owner of the Page. URL (accessed Month Day, Year).

Example:

Wayne, Bruce. "I am not a Hero." Wayne Enterprises. <http://www.batmanisnotbrucewayne.com> (accessed June 22, 2010).

Take Note:

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- Include as much information as possible. The above format includes chapter title, editor (or others), and specific page numbers.
 - If you do not have the information, or if the information is inapplicable, omit it.
 - For example, if citing the whole book, omit the “Title of the Chapter or Essay.”
- For sources with 2-3 authors, invert the first author’s name, and then list other authors normally.
 - Example: Hayter, David, and Walter White,.

Sample Works Cited:

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Works Cited

Bedford/St. Martins. “History: Research and Documentation Online 5th Edition.” Bedford/St. Martin’s. http://bcs.bedfordstmartins.com/resdoc5e/res5e_ch10_s1-0007.html (accessed June 17, 2013).

Purdue University. “Purdue OWL: Chicago Manual of Style 16th Edition.” The Writing Lab and The OWL at Purdue and Purdue University. <https://owl.english.purdue.edu/owl/resource/717/10> (accessed June 17, 2013)

The University of Chicago. “The Chicago Manual of Style: Chicago-Style Citation Quick Guide.” The Chicago Manual of Style Online. http://www.chicagomanualofstyle.org/tools_citationguide.html (accessed June 17, 2013).

Turabian, Kate. *A Manual for Writers of Research Papers, Theses, and Dissertations*. Revised By Wayne C. Booth, Gregory G. Colomb, Joseph M. Williams, and the University of Chicago Editorial Staff. Chicago: The University of Chicago Press, 2007.

- Alphabetize your references by author’s last name or title of the work (if there is no author).
- Do not indent the first line and keep it at the left margin. Indent any additional lines .5”.
- Single-space the entries, but double-space between entries.
- Maintain same font and margins as the rest of the paper.

For more information and examples of notes and citations, please see the works cited!

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Works Cited

- Bedford/St. Martins. "History: Research and Documentation Online 5th Edition." Bedford/St. Martin's. http://bcs.beddforstmartins.com/resdoc5e/res5e_ch10_s1-0007.html (accessed June 17, 2013).
- Purdue University. "Purdue OWL: Chicago Manual of Style 16th Edition." The Writing Lab and The OWL at Purdue and Purdue University. <http://owl.english.purdue.edu/owl/resource/717/10> (accessed June 17, 2013).
- The University of Chicago. "The Chicago Manual of Style: Chicago-Style Citation Quick Guide." The Chicago Manual of Style Online. http://www.chicagomanualofstyle.org/tools_citationguide.html (accessed June 17, 2013).
- Turabian, Kate. *A Manual for Writers of Research Papers, Theses, and Dissertations*. Revised by Wayne C. Booth, Gregory G. Colomb, Joseph M. Williams and the University of Chicago Editorial Staff. Chicago: The University of Chicago Press, 2007.