

# Chicago Basic Style Guide

Official Chicago Style Guide [chicagomanualofstyle.org](http://chicagomanualofstyle.org)

## Other Citation Resources for APA, MLA, Chicago, and Vancouver:

- Owl Perdue [owl.english.purdue.edu](http://owl.english.purdue.edu)
- Curtin University <https://uniskills.library.curtin.edu.au/referencing/>

## Overview

The Chicago Manual of Style is often referred to as Turabian, CMS, or Chicago. CMS is the oldest of the academic style guides, and emphasizes all aspects of a citation by giving the reader any information they may need. CMS is commonly used in Photographic Preservation Management, History, and Art History.

CMS referencing is made up of two parts, a citation and a bibliographic entry, and can be done using one of two formats: 1) in-text or author-date citations and a reference list, or, 2) footnotes and a bibliography. The main difference between the two is the location of the date of publication. Both the bibliography and the references will contain ALL sources that you have consulted, and been inspired by, in developing your arguments and ideas for your essay. *It is essential to confirm with your professor or publisher which format is preferred.*

### 1. In-Text or Author-Date Citations and References:

- a. The citations are the direct references to the texts you have read. When using the in-text format, citations are written in the body of your work. Citations are also written in brackets or parenthesis, hence they are called parenthetical citations. Since the citation is considered part of your sentence, the period comes after the citation.

### 2. Footnotes and a Bibliography:

- a. In the footnote method, a superscript number is placed after the information you are citing. The same number is then placed in the footnote section at the bottom of your page, followed by citation information. In both cases, you must offer your reader citation information in the body of the text, and offer a list of sources at the end of the text.

## Format for Footnotes/Endnotes and Bibliography

### General Rules:

- one inch margins
- 12 point font, either Times or Arial

- main titles from sources are referred to in written body of text: style like a headline, with main words capitalized and the whole title italicized
- shorter texts, such as articles and book chapters, are written with quotation marks around them, and are not italicized
- The first line of a footnote should be indented .5" from the margins and subsequent lines will be formatted flush left
- Do not repeat the hundred digit in the page range. For example, write 253-65, NOT 253-265
- Two spaces must be given between the title (Bibliography or References) and the first entry
- All entries are listed alphabetically
- Page numbers begin in the header of the first page of text with "1"
- "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
- In the notes themselves, note numbers are full-sized, not raised, and followed by a period (superscripting note numbers in the notes themselves is also acceptable)
- Make sure to use "And," not "&" for multi-authored entries
- When a publication date is not given, use n.d., meaning no date
- If the author's name is not known, use the title of the work
- If citing a reprint or an edition of an older text put the original publication date in square brackets. For example, (Austen [1813] 2003) or Austen, Jane. *Pride and Prejudice*. New York: Wallflower, [1813] 2003.
- When using an electronic source, use the Digital Object Identifier (doi) in the references or bibliography. If there is no DOI, then a URL can be used instead. Access dates (the day that you found the source) do not need to be given
- Title on title page for assignments should be centered a third of the way down the page, and your name and course information should be centered further down the page

## Footnote or Endnote and Bibliography

Using footnotes or endnotes allows space to explain and describe unusual sources, and/or to provide commentary on sources cited. The format for both footnotes and endnotes is the same, and both are referred to as "notes." The first note must include all of the publication information. Subsequent citations can use a shortened version (see Note 3 directly below for format).

### Sample Notes and Bibliography

Entire Book

Notes:

1. Author's name, *Title of Book: Title Case for Whole Title* (Location: Publisher, Year of publication), page range.
2. Michael Pollan, *The Omnivore's Dilemma: A Natural History of Four Meals* (New York: Penguin, 2006), 99-100.
3. Pollan, *Dilemma*, 97.

#### Bibliography:

Surname, Given Name. *Title of Book*. Location: Publisher, Year of Publication.

#### Book with Multiple Authors

##### Notes:

1. Surname, Given Name, and Author's Name, *Title of Book*, (Location: Publisher, Year of Publication), page range.
2. Geoffrey C. Ward and Ken Burns, *The War: An Intimate History, 1941-1945* (New York: Knopf, 2007), 52.

For four or more authors, list all of the authors in the bibliography; in the note, list only the first author, followed by *et al.* ("and others"):

1. Dana Barnes et al., *Plastics: Essays on American Corporate Ascendancy in the 1960s* . . .

#### Bibliography:

Surname, Given Name, and Author's Name. Year of publication. *Title of Book*.

Location: Publisher.

Ward, Geoffrey C., and Ken Burns. *The War: An Intimate History, 1941-1945*.

New York: Knopf, 2007.

#### Translated Book:

##### Notes:

1. Author's Name, *Title of Book*, trans. Translator's Name (Location: Publisher, Year of Publication), page range.
2. Gabriel García Márquez, *Love in the Time of Cholera*, trans. Edith Grossman (London: Cape, 1988), 242–55.

#### Bibliography:

Surname, Given Name. *Title of Book*. Translated by Translator's Name. Location: Publisher, Year of Publication.

García Márquez, Gabriel. *Love in the Time of Cholera*. Translated by Edith Grossman. London: Cape, 1988.

#### Chapter or Part of Book

##### Notes:

1. Author's Name, "Name of Chapter in the Book," in *Title of Book*, ed. Editor's Name (Location: Publisher, Year of Publication), page range.
2. John D. Kelly, "Seeing Red: Mao Fetishism, Pax Americana, and the Moral Economy of War," in *Anthropology and Global Counterinsurgency*, ed. John D. Kelly et al. (Chicago: University of Chicago Press, 2010), 77.

##### Bibliography:

Surname, Given Name. "Title of Chapter." In *Title of Book*, edited by Editor's Name, page range. Location: Publisher, Year of Publication.

Kelly, John D. "Seeing Red: Mao Fetishism, Pax Americana, and the Moral Economy of War." In *Anthropology and Global Counterinsurgency*, edited by John D. Kelly, Beatrice Jauregui, Sean T. Mitchell, and Jeremy Walton, 67-83. Chicago: University of Chicago Press, 2010.

#### Journal Article

##### Notes:

1. Author's Name, "Title of Article," *Title of Journal* Volume (Year of Publication): page number(s).
2. Joshua I. Weinstein, "The Market in Plato's *Republic*," *Classical Philology* 104 (2009): 440.

##### Bibliography:

Surname, Given Name. "Title of Article." *Publication* Volume (Year of Publication): pages.

Weinstein, Joshua I. "The Market in Plato's *Republic*." *Classical Philology* 104 (2009): 439-58.

#### Newspaper (Print and Online)

##### Notes:

1. Author's Name, "Title of Article," *Title of Magazine/Newspaper*, Month Day, Year, page number.
2. Author's Name, "Title of Article," *Magazine/Newspaper*, Month Day, Year, accessed Month Day, Year, <http://www.website.com>.

## Bibliography:

Mendelsohn, Daniel. "But Enough about Me." *New Yorker*, January 25, 2010.

Stolberg, Sheryl Gay, and Robert Pear. "Wary Scientists Posing Challenge in Health Care Vote." *New York Times*, February 27, 2010..

<http://www.nytimes.com/2010/02/28/us/politics/28health.html>.

## Website

## Notes:

1. Author's Name, "Title of Web Page," *Publishing Organization or Name of Website*, last modified Month Day, Year, URL.

If there is no author, leave it out.

2. "Google Privacy Policy," last modified March 11, 2009, <http://www.google.com/intl/en/privacypolicy.html>.

## Bibliography:

Google. "Google Privacy Policy." Last modified March 11, 2009,

<http://www.google.com/intl/en/privacypolicy.html>.

## Block Quotes

A quotation of more than a hundred words, or five or more lines, is formatted in a block. The text is single spaced, without quotation marks. Leave an extra line space before and after the quotation. Left indent the entire quotation, and the reference comes after the punctuation.

Hulchanski claims that:

The City of Toronto is becoming increasingly divided by income and socio-economic status. No longer a city of neighbourhoods, modern-day Toronto is a city of disparities. In fact, Toronto is now so polarized it could be described as three geographically distinct cities. This study analyzed income and other data from the 1971 to the 2006 censuses, and grouped the city's neighbourhoods based on whether average income in each one had increased, decreased, or stayed the same. (567)

## **Headings**

- Level 1 – Centered, Bold or Italic, Headline-style Capitalization
- Level 2 – Centered, Regular Type, Headline-style Capitalization
- Level 3 – Left Justify, Bold or Italic, Headline-style Capitalization
- Level 4 – Left justify, regular type, Sentence-style capitalization
- Level 5 – At paragraph, Bold or italic, sentence-style capitalization