CHICAGO (CMS) GUIDE

Paper Formatting

Basics

Chicago style papers use the same font throughout, such as 12-pt. Times New Roman, with 1 in. margins and double spacing. Also, they include the writer's last name and the page number in the right corner of every page.

Page Order

Depending on what a student's instructor requires, their Chicago style paper will either begin with a title page or a header at the top of the first page that includes the essential information on a title page. This will then be followed by the paper body and a bibliography.

Title Page

If required, the title page is the first page of Chicago style papers. The following information is included in the order presented on separate lines:

- Title of Paper (if there is a subtitle, a colon will be placed after the main title, and the subtitle will be on the line below it)
- Your Name
- Your Course #: Course Name
- Your Assignment's Due Date

This information needs to be centered and in title case, meaning every word with important meaning will be capitalized and every word present for grammar purposes will be lowercase.

Also, the title of the paper should be about a third of the way down the page, and the rest of the information will be toward the bottom of the page.

An example of how this is formatted is presented below.

Example (next page)

To Try a Monarch:

The Trials Executions of Charles I of England and Louis XVI of France

Lynn Chandler

History 362: Kings, Commoners, and Constitutions

November 22, 2020

Chicago Citation Basics

Bibliography

As students are doing research for their papers, they should be creating their Chicago style bibliography to help them with their footnotes they will do later on. Every Chicago style paper that uses outside sources requires a bibliography and footnotes that are directly connected to the citations on the bibliography.

Most Common Citation Formats

Each type of source has its own citation format. In each of the sections below, there will be a general format for that type of source and then an example of the source.

Book

General Format

Last Name, First name. *Title: Subtitle*. Place of Publication: Publisher's Name, Publication Year. URL (only if accessed online).

Example

Strayer, Robert W., and Eric W. Nelson. *Ways of the World: A Brief Global History with Sources,* 5th ed. Boston, MA: Bedford/St. Martin's, 2022.

Academic Journal

General Format

Last Name, First name. "Title of the article," *Journal Name* Vol. #, Issue no. (Publication Date): Page # for whole article. URL/DOI.

Example

Frenette, Yves. "Conscripting Canada's Past: The Harper Government and the Politics of Memory." *Canadian Journal of History* 49, no. 1 (2014): 49-65.

Website

General Format

Owner of Website. "Title of Page." *Title of Entire Site*. Date of Publication or, if not available, Access Date. URL.

Example

Smithsonian Institution. "Dread History: The African Diaspora, Ethiopianism, and Rastafari." *Migrations in History*. Accessed October 6, 2014. http://www.smithsonianeducation.org/migrations/rasta/rasessay.html.

General Tips

The following are general rules and tips to follow when creating Chicago style bibliography citations:

- Bibliographies are always on their own page.
- Each citation needs to have a hanging indent. This indentation option is located under paragraph options and under special indent.
- Citations are organized in alphabetical order by the author's last name.
- Single space is used inside each citation, but a double space is used between different citations.
- The access date is not required for online sources unless there is no publication date or if an instructor requires it. If either of these are the case, it should be put before the URL/DOI.
- All citations have a period at the very end, even after URLs or DOIs.
- URLs/DOIs are only required if the source was accessed online.

Author Rules

Chicago style citations have specific rules about how to present authors on the bibliography.

Two Authors

When there are two authors, the first author should be written with their last name first, followed by a comma, and then their first name with a comma and the word and after it, while the second author will be written with their first name first and then their last name.

Example

Strayer, Robert W., and Eric W. Nelson.

No Author

When there's no author, begin with the title. If the title begins with an article (a, an, or the), alphabetize the book according to the first letter of the next word.

Example

A Workingman's Ideas of Conscription (1917). Whitefish, MT: Kessinger, 2010.

Same Author

When sources have the same author, they will be organized in alphabetical order based on the source's title. The author's name will only be listed in the first citation, and every other citation will replace the author's name with a 3-em dash and a period. A 3-em dash can be made on Windows by pressing Alt + 0151 on the number keypad and Mac by pressing Shift + Alt + the hyphen key.

Salmond, Anne. *Aphrodite's Island: The European Discovery of Tahiti*. Berkeley: University of California Press, 2009.

—. *The Trial of the Cannibal Dog: The Remarkable Story of Captain Cook's Encounters in the South Seas*. New Haven, CT: Yale University Press, 2003.

Bibliography Example (next page)

Bibliography

A Workingman's Ideas of Conscription (1917). Whitefish, MT: Kessinger, 2010.

Frenette, Yves. "Conscripting Canada's Past: The Harper Government and the Politics of Memory." *Canadian Journal of History* 49, no. 1 (2014): 49-65.

Salmond, Anne. *Aphrodite's Island: The European Discovery of Tahiti*. Berkeley: University of California Press, 2009.

—. *The Trial of the Cannibal Dog: The Remarkable Story of Captain Cook's Encounters in the South Seas.* New Haven, CT: Yale University Press, 2003.

Smithsonian Institution. "Dread History: The African Diaspora, Ethiopianism, and Rastafari." *Migrations in History*. Accessed October 6, 2014. http://www.smithsonianeducation.org/migrations/rasta/rasessay.html.

Strayer, Robert W., and Eric W. Nelson. *Ways of the World: A Brief Global History with Sources,* 5th ed. Boston, MA: Bedford/St. Martin's, 2022.

In-text Citations

As students begin writing their Chicago style papers, they will need to include in-text citations, specifically a type called footnotes, that connect to the sources in their bibliography whenever they use information from the sources. Doing so helps prevent students from plagiarizing another person's work.

When Should I Cite?

Students often struggle with knowing when they should cite information by inserting an in-text citation. The following are the most common instances of when to do so:

- You should cite when the information you are presenting is not common knowledge amongst everyday people.
- You should cite when you use technical language.
- You should cite when you are including information that is not your own claims or thoughts.

Footnotes

In contrast to other citation styles, Chicago style papers use footnotes to link outside source material to what is being written about. Footnotes have two parts: a superscript number that appears after the cited material in the writing and a citation that directly connects to that superscript number at the bottom of the page. Guidelines on how to create each portion of the footnote are listed below.

In-text Notation

In contrast to other citation styles, Chicago style uses superscripts, small numbers that are above the normal text line, that are connected to a footnote at the bottom of a page. All footnotes and corresponding superscripts should be numbered consecutively from the beginning to the end of the paper in the order that they appear.

To insert a footnote with a superscript in a Word document, go to the References tab and select Insert Footnote. From there, the page will shift to the bottom of the screen where a superscript number will appear. This superscript at the bottom of the page will need to be deleted, and instead, replaced by a full-size number that corresponds with the superscript number inside the paper followed by a period.

The in-text superscript goes outside punctuation and quotation marks.

Example

"If one day they break the treaties and invade our frontiers, who will be able to defend us against them?"[7]

Footnote Structure

The format of a Chicago style footnote is very similar to the formatting of Chicago style bibliography citations. Both use the same information, but the information is presented in a different order.

Book

General Format

Footnote #. First Name Last Name, *Title: Subtitle* (Place of Publication: Publisher's Name, Publication Year), Page #.

Example

2. Robert W. Strayer and Eric W. Nelson, *Ways of the World: A Brief Global History with Sources*, 5th ed. (Boston, MA: Bedford/St. Martin's, 2022), 249.

Journal Article

General Format

Footnote #. First Name Last Name, "Title of Article," *Journal Name* volume #, issue # (Publication Date): Specific page # referencing, URL/DOI.

Example

3. Yves Frenette, "Conscripting Canada's Past: The Harper Government and the Politics of Memory," *Canadian Journal of History* 49, no. 1 (2014): 50-51.

Website

General Format

Footnote #. "Title of Page," *Title of Entire Site,* Owner of Website, Publication Date or, if not available, Access Date, URL.

Example

4. "Dread History: The African Diaspora, Ethiopianism, and Rastafari," *Migrations in History,* Smithsonian Institution, accessed October 6, 2014, http://www.smithsonianeducation.org/migrations/rasta/rasessay.html.

General Tips

The following are general rules and tips to follow when creating Chicago style footnote citations:

- The first line of a footnote should be indented ½ inch. This should happen automatically when a footnote is inserted.
- For e-books, include a chapter number or other locator instead of a page number.
- When the author's name appears in a book title, start the footnote with the title of the book.
- When there is no author, begin with the title.
- URLS/DOIs are only required if the source was accessed online.

- When citing the same source multiple times, footnotes should be shortened after the first one. The shortened version only has the author's last name, keywords from the main title, and the page number.

Example

Original

1. Anne Salmond, *Aphrodite's Island: The European Discovery of Tahiti* (Berkeley: University of California Press, 2009), 316.

Shortened

2. Salmond, *Aphrodite's Island*, 73.