

Chicago Manual of Style Step-By-Step

The biggest difference between Chicago Manual of Style and the other style guides is the way one creates in-text citations. Instead of including an author and page number, the writer gives each reference an Arabic numeral in superscript format. From there, the writer creates a coordinating Notes page for each numbered reference, followed by a Bibliography. See the examples attached.

Paper Layout

Use 1" margins all around. The first page of your text will be page 2 because the Title Page counts as Page 1. Use the automatic header feature to put your last name and the page number in the top right corner. Use Arabic numbering: 1, 2, 3, etc. Double space your paper. Use New Times Roman font size 12 or as the instructor directs.

Title Page or Cover Sheet

- Center the following information, starting at least 1/3 of the way down the page.
- Include the full title of your paper, your name, the course title, the instructor's name, and the date.
- Do not number this page as page 1, although it will count in your page count.
- For an example of title page, see *A Writer's Reference* page 571.¹

Documenting Sources: Endnotes versus Footnotes

PURPOSE

- Depending on which ending note style the professor wants created, you will use the Arabic numerals (1, 2, 3) in superscript right after the quotation marks for every in-text reference.
- Then you will create either a coordinating endnote or footnote. These notes tell the reader what source the referenced superscript addresses.

FORMAT

- Footnotes will appear at the bottom of each page.
- Endnotes will appear on a separate page after the body's text.
- Use regular font Arabic numbers (1, 2, 3) to list each ^{superscript} number you are referencing.

Endnotes

- Center the title, "Notes," on a new page.
- These will be single spaced.
- Use the Arabic numbers (1, 2, 3) in order to list each reference used.
- Indent the first line and not following lines.
- Authors' names will be listed first name first then last name.
- Double space between citations.
- Terms such as editor/edited by, translator/translated by volume, and edition are abbreviated.
- Parentheses are used around the publishing information.

Example from citation 1:

1. Diana Hacker and Nancy Sommers, *A Writer's Reference* (Boston: Bedford/St.Martin's, 2018), 571.

- The first time you cite a source, the note should include publication information for that work as well as the page number.
- For later references to a source you have already cited, you may simply give the author's last name, short form of the title, and the page(s) cited.² A short form of a title of an article or another short work is put in quotation marks: "The Lottery." A short form of the title of a book or another long work is italicized: *Of Mice and Men*.

Example of a short title citation in notes:

2. Diana Hacker and Nancy Sommers, *Writer's Reference*, 571.

- When there are two notes **in a row** from the **same source** give the author's last name and page(s) cited.³

Example of subsequent cites from same source:

3. Hacker and Sommers, 571.

Bibliography

- This goes at the end of the paper if the author is using a bibliography, it goes after the body text (and Endnotes, if the author is using them) on its own page.
- Center the title, Bibliography, on the new page.
- Single space and begin the citations.
- The writer needs no page numbers because they were revealed on the Endnotes page.
- No parenthesis are used around publisher information.
- Noun forms such as editor, translator, volume, and edition are abbreviated.
 - However, verb forms, such as edited by and translated by (abbreviated in a note), are spelled out in a bibliography.
- As with MLA formatting, the following items are the same:
 - List alphabetically by last name first.
 - Use a hanging indent for second and more lines.
 - Double space between citations.

Examples of Notes versus Bibliography citations. (Notes appear first):

One author book:

1. Ima Justice, *Title of book*. (Boston/New York: Bedford/St.Martin's, 2018), 571.

Justice, Ima, *Title of book* Boston: Bedford/St. Martins, 2018.

Two or three authors:

2. Shanda Luther and Nancy Sommers, *Title of book* (New York: Holt, 2015), 45.

Luther, Shanda, and Nancy Sommers, *Title of Book*, New York: Holt, 2015.

Four or more authors:

3. Lynn Prochaska et al., *Title of Book*, 6th ed. (Boston: Bedford/St. Martin's, 2016), 452.

Prochaska, Lynn, Pat Nodland, Effie May Brown, and Gaylen Simms. *Title of Book*. 8th ed. Boston: Bedford/St. Martin's, 2016.

Journal article from a database:

4. Patrick Zuk, "Nikolay Myaskovy and the Events of 1948," *Music and Letters* 93, no. 6 (2012): 61, Doi: 10.1086/599247 (or HTML address in place of DOI).

Zuk, Patrick. "Nikolay Mysakovy and the Events of 1948." *Music and Letters* 93 no. 6 (2012): 61. Doi: 10.1086/599247 (or HTML address in place of DOI).

Web or online library:

5. Charles Hursthouse, *Title of Book* (1857; Hathi Trust Digital Library, n.d.), 2:356, <http://catalog.hathitrust.org/Record/00653666>.

Hursthouse, Charles. *Title of Book*. 2 vols. 1857. Hathi Trust Digital Library, n.d. <http://catalog.hathitrust.org/Record/00653666>.

Work in an anthology or collection:

6. Ben Merriman, "Lessons of Arkansas," in *City by City*, ed. Keith Gessen and Stephen Squibb (New York: Farrar, Straus and Giroux, 2015), 142.

Merriman, Ben. "Lessons of Arkansas." In *City by City*, edited by Keith Gessen and Stephen Squibb 142-56. New York: Farrar, Straus and Giroux, 2015.

Unknown author:

7. *Title of Book* (London, 1912), 23.

Title of Book. London, 1912.

Multiple works by the same author:

- In the bibliography, arrange the entries alphabetically by title. Use six hyphens in place of the author's name starting with the second entry.

Smith, Tobius. *Title of Book* (New York: Bloomsbury USA, 2010).

-----, *Title of Book*. New York: Holt, 2010.

Organization as the author:

8. Sierra Club, "Land Conservation," <https://www.sierraclub.org/land-conservation>.

Sierra Club, "Land Conservation," <https://www.sierraclub.org/land-conservation>.

Shopping Local and the Effect of Wal-Mart's Low Prices

Valerie Smith

History 214
Professor Milken
August 16, 2018

Notes versus Bibliography page layouts:

On a separate page after the body

NOTES

1. Diana Hacker and Nancy Sommers, *A Writer's Reference*. (Boston/New York: Bedford/St.Martin's, 2018), 571.
 2. Patrick Zuk, "Nikolay Myaskovy and the Events of 1948," *Music and Letters* 93, no. 6 (2012): 61, *Project Muse*. Accessed February 23, 2017. Doi: 10.1086/599247.
 3. Steve Hill, ed., *The Iliad of Homer* (Chicago: University of Chicago Press, 2017), 91-93.
 4. Hill, 95.
 5. *Argo*, directed by Ben Affleck (2012: Burbank, CA: Warner Bros. Pictures, 2013), DVD.
 6. NASA (@nasa), "This galaxy is a whirl of color," Instagram photo, September 23, 2017. <https://www.instagram.com/p/BZY8adminZQJ/>.
 7. United States Senate, Committee on Foreign Relations, *The U.S. Role in the Middle East: Hearing before the Committee on Foreign Relations*, United States Senate, 114th Cong., 1st sess. (Washington, DC: GPO, 2015), 35.
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On a separate paper after notes

Bibliography

- Affleck, Ben, dir. *Argo*. 2012, Burbank, CA: Warner Bros. Pictures, 2013. DVD.
- Hacker, Diana, and Nancy Sommers, *A Writer's Reference*. Boston/New York: Bedford/St.Martin's, 2018.
- Hill, Steve, ed. *The Iliad of Homer*. Chicago: University of Chicago Press, 2017, 2012.
- NASA. "This galaxy is a whirl of color," Instagram photo, September 23, 2017. <https://www.instagram.com/p/BZY8adminZQJ/>.
- United States Senate. Committee on Foreign Relations. *The U.S. Role in the Middle East: Hearing before the Committee on Foreign Relations*, United States Senate, 114th Cong., 1st sess. Washington, DC: GPO, 2015, 35.
- Zuk, Patrick. "Nikolay Mysakovy and the Events of 1948." *Music and Letters* 93. No. 6 (2012): 61. Project Muse. Accessed February 23, 2017. Doi: 10.1086/599247.