



Academic Success

ALAMO COLLEGES DISTRICT
San Antonio College



Chicago Format

NOTE: Use either Author/date or Footnote/endnote styles, but when in doubt, *Ask Your Professor*.

General Guidelines

- Double space paper
- Times new roman font, 12-point font
- Margins should be 1-1.5 inches
- Longer essays should have a title page and sub-heading if applicable

Titles in text Guidelines

- Books and Periodicals: *Italics*
- Articles, Chapter titles, and most poems: "Double Quotations"
- Plays and Long Poems (like *The Odyssey* or *Paradise Lost*): *Italicized*

Quotations

- Quotations should use "quotation marks" (see citation FAQ below)
- Prose quotes of 5 or more lines should be blocked.
 - No quotation marks
 - Offset block quote with an indent (one tab)
 - Can also offset quote(s) with different/smaller font

Citation FAQ

When do I use Author/Date or Footnote/Endnote?

Generally speaking, the Author/Date system should be used in papers about Science (Bio, Chem, Physics) and Social Science (Sociology, Psychology). Papers in arts, humanities, or history should **generally** use Footnote/Endnote style. When in doubt, *Ask Your Professor*.

AUTHOR/DATE:

Citations are **in text, (in parenthesis)**

In text citations should include the author's last name, year of publication, page or page range (Estes, 2021, 5-15).

Citation should be at end of sentence before period (see above and below).

If the author is named in a sentence, only include date and page numbers (2021, p. 5-15).

Multiple sources in one sentence should be in one set of parentheses separated by a semicolon (;): (first source; second source; third source; etc.).



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FOOTNOTES AND ENDNOTES:

Use superscript numbers in numerical order. (1,2,3, etc.)

Numbers should be placed at the end of a sentence or the part of the sentence where information cited is.

If at the end of the sentence, the superscript number should be after any punctuation. Quotes, and periods included.

FULL/SHORT FOOTNOTES:

Full notes: used when first citing a source. Should include all information needed in citation type (author, title, URL, etc.)

Short notes: Used when citing sources in succession or after the first time. Should contain Author's last name, title (if longer than four words the title should be shortened), and page number

DO I USE FOOTNOTES OR ENDNOTES? WHAT IS THE DIFFERENCE?

Footnotes are included at the bottom of the page where the citation appears.

Endnotes have their own page before the bibliography.

Use either or, but check with your Professor first.

BIBLIOGRAPHY OR REFERENCE LIST?

Do I use a Bibliography for a reference list?

Generally speaking, you should use Author/Date with a Reference List and Footnote/Endnotes should be used with a Bibliography. When in doubt, *Ask Your Professor*.

When using Author-date:

Use a Reference list.

List should be headed "References"

Entries should be in alphabetical order, date included in citation should be right after author name

When using footnote/endnote:

Use Bibliography

List should be headed "Bibliography"

Entries should be in alphabetical order, date should appear towards end of entry (location will depend on source type)



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References

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<https://www.scribbr.com/category/chicago-style/>.

Purdue Writing Lab. "Chicago Manual of Style 17th Edition // Purdue Writing Lab."

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https://owl.purdue.edu/owl/research_and_citation/chicago_manual_17th_edition/cmose_formatting_and_style_guide/chicago_manual_of_style_17th_edition.html.