This Chicago format packet contains the following handouts: General Formatting Guidelines, Title Pages, Footnotes and Endnotes, Common Resources, and Shorter Citations.

AP Austin Peay State University

Writing Center

General Chicago Formatting Guidelines

Resources: *Chicago Manual of Style* (17th ed.); the *Manual for Writers of Research Papers, Theses, and Dissertations* (7th ed.) by Kate L. Turabian; and *A Pocket Guide to Writing in History* (7th ed.) by Mary L. Rampolla.

Margins
Margins are the borders around the page. They should be no less than 1 inch and no more than 1 ½ inch on all sides (top, bottom, left, right).

Alignment
Alignment refers to how the text is arranged across the page. The document text should be flush left, and the right margin should appear jagged (unjustified).

Font Size and Type
The font size and type are determined by the professor, but the preferred settings are Times New Roman or Palatino 12-point font. Usually, footnotes are the same font size and type as the rest of the paper, but the professor may require otherwise.

Line Spacing
The whole document requires double spacing on all pages, excluding footnotes, endnotes, and the Bibliography page. Do not have extra space between paragraphs; refer to paragraph settings. Footnotes, endnotes, and Bibliography entries are single-spaced with an extra line between each.

Paragraph Indentation
Use the TAB key to indent ½ inch for the first line of every new paragraph.

Pagination
The page number appears in a header ½ inch from the top of the paper and 1 inch from the right edge of the paper.

Title pages are not numbered. Page 1 begins on the first page of the text.

Chicago Title Pages

Pagination

Chicago title pages do not have a page number.

Key Elements

The title page requires the title, author's name, class, professor, and date.

Line Spacing

The title page is single-spaced.

Placement of Text

The title will be horizontally centered a third of the way down from the top margin. The author, class, professor, and date will be horizontally centered at the bottom of the page, taking up the last four lines of the page.

Title

The title should give the reader a clear idea of the paper's topic.

Formatting:

- Chicago recommends the title be between 7 and 15 words in length.
- Horizontally center the title a third of the way down from the top margin.
- The title may take up one or two lines.
- If using two lines, break the title in a natural place.
- A title and its subtitle may be placed on two lines separated by a colon.
- The title should be typed in capital letters.
- Do not underline, bold, or italicize the title.
- Do not end the title with a period.

Author's Name, Class, Professor, and Date:

This information allows readers to identify the author, the class, the professor for whom the paper was written, and the date the paper was due.

Formatting:

- Each element should occupy its own line.
- Horizontally center each line.
- The bottom four lines of the page will show the author's name, class, professor, and date in that order.

Chicago Citations

Chicago Style uses footnotes or endnotes instead of in-text citations.

Footnotes

Footnotes are located at the bottom of each page that contains a cited source. Footnotes are indicated with the use of a superscripted number that corresponds to the cited material. (ex. word[1])

Formatting
- End the sentence with the appropriate punctuation and insert the superscripted number at the end of the sentence containing the quote or paraphrase. Note: This function is under "References" in Microsoft Word, not "Insert."
- Notes begin with the number 1 and are consecutively listed each time a source needs to be cited.
- While numbers in the body of the paper are superscripted, numbers in the footnote are the same size as the paper's body text, followed by a period and a space.
- Indent the first line of a footnote by ½ inch (also known as a "first-line indent"). Subsequent lines of a footnote entry are flush left.
- Notes are single-spaced with a blank line between notes.
- Footnotes should be formatted in accordance with the type of source.
- End each note with a period.

Endnotes

Endnotes are located on a separate page after the essay but before the bibliography. Like footnotes, they are indicated by superscripted numbers in the text and correspond to each note.

Formatting
- End the sentence with the appropriate punctuation, and insert the superscripted number at the end of the sentence containing the quote or paraphrase.
- Notes begin with the number 1 and are consecutively listed each time a source needs to be cited.
- While numbers in the body of the paper are superscripted, numbers in the footnote are the same size as the paper's body text, followed by a period and a space.

- Indent the first line of an endnote by ½ inch (also known as a "first-line indent"). Subsequent lines are flush left.
- Notes are single-spaced, with a blank line between notes.
- Endnotes should be formatted in accordance with the type of source.
- End each note with a period.
- Pagination continues from the essay.

Bibliography

The bibliography is the alphabetized list of books, articles, and other sources cited within the paper. The bibliography is the last page of the paper.

Formatting
- Begin the bibliography on a new page.
- Continue pagination from where the essay or endnotes ended.
- Center the word "Bibliography" (without quotations) 1 inch from the top of the page. This title is typically on the first line. Put an extra line or two of space between the page title and the first entry.
- Entries are single-spaced with a blank line between each entry.
- Begin each entry flush with the left margin. Indent subsequent lines of the entry by ½ inch (also known as a "hanging indent").

Common Resources for Chicago

Books

Basic Format

Footnote/Endnote

　　1. Firstname Lastname, *Title of Book* (Place of Publication: Publisher, Publication Year), page number.

Bibliography

Last Name, First Name. *Title of Work*. Place of Publication: Publisher, Publication Year.

Footnote/Endnote Example:

　　1. John Hope Franklin, *George Washington Williams: A Biography* (Chicago: University of Chicago Press, 1985), 67.

Bibliography Example:

Franklin, John Hope. *George Washington Williams: A Biography.* Chicago: University of Chicago Press, 1985.

Journal Articles Accessed Electronically

Basic Format

Footnote/Endnote
     1. Firstname Lastname, "Title of Article," *Title of Journal* Volume Number, Issue Number (Publication Year): Page Number, Date of Access, DOI or URL.

Bibliography
Last Name, First Name of Author. "Title of Article." *Title of Journal* Volume Number, Issue
     Number (Year of Publication): Inclusive Page Numbers of Entire Journal Article. Date of
     Access. DOI or URL.

Footnote/Endnote Example:
     1. Richard Jackson, "Running down the Up-Escalator: Regional Inequality in Papua New
Guinea," *Australian Geographer* 14, no. 5 (1979): 177, accessed July 29, 2014,
doi:10.2897/687324.

Bibliography Example:
Jackson, Richard. "Running down the Up-Escalator: Regional Inequality in Papua New Guinea."
     Australian Geographer 14, no. 5 (1979): 175-184. Accessed July 29, 2014.
     doi:10.2897/687324.

Pages on a Website

Basic Format

Footnote/Endnote:
     1. Firstname Lastname, "Title of Web Page," *Publishing Organization or Name of
Website in Italics*, Modification Date and/or Access Date, URL.

Bibliography
Lastname, Firstname. "Title of Web Page." *Publishing Organization or Name of Website in
     Italics*. Modification Date and/or Access Date. URL.

Footnote/Endnote Example:
     1. Tim Lynch, "DS9 Trials and Tribble-ations Review," *Bradley University*, last modified
1996, http://www.Bradley.edu/campusorg/psiphi/DS9/edu.

Bibliography Example:
Lynch, Tim. "DS9 Trials and Tribble-ations Review." *Bradley University*. Last modified 1996.
     http://www.Bradley.edu/campusorg/psiphi/DS9/edu.

<div align="center">**Websites without Known Authors**</div>

Basic Format

Footnote/Endnote
      1. "Title of Webpage," *Name of Website*, Modified Date or Access Date, URL.

Bibliography
"Title of Webpage." *Name of Website*. Modified Date or Access Date. URL.

Footnote/Endnote Example:
      1. "The Scopes Trial," *The Ohio State Department of History*, Accessed May 1, 2014, http://History.osu.edu/Projects/Clash/Scopes/scopes-page1,edu.

Bibliography Example:
 "The Scopes Trial." *The Ohio State Department of History*. Accessed May 1, 2014.
      http://History.osu.edu/Projects/Clash/Scopes/scopes-page1,edu.

Shortened Citations in Chicago

A single work is often referenced multiple times in a paper, and it must be cited each time. The first citation of a work, in either a footnote or an endnote, must contain full bibliographic information in accordance with its source type. Subsequent citations of that work require a shortened citation.

Formatting
- Includes the author's last name, shortened title of source, and page number.
- The 17th edition of Chicago Style discourages the use of "Ibid." However, some professors still allow it. "Ibid." may be used if you consecutively reference the same source in the paper and pull your quote or paraphrase from the same page. If you reference the same source but use a different page, you may use "Ibid., page #." instead.

Examples:
1. Austen, *Pride and Prejudice*, 45.
2. Ibid.
3. Ibid., 49.