

Chicago Style Bibliography Rules

- “Bibliography” (for Notes and Bibliography style) or “References” (for Author Date style) should be the title at the top of a new page. It should be centered and should not be bolded, underlined, or italicized. It should not be a larger sized font.
- There should be two blank lines between the title and the first entry.
- Sources should be listed in alphabetical order by author’s last names (or whatever appears first in the full citation)
- DOIs should be used whenever possible instead of URLs.

Basic Bibliography Citation Format for Common Sources in Chicago Style

Journals

Lastname, Firstname Middlename. “Article Title.” *Journal Title* Volume Number, no. IssueNumber (Year): Pages.
Canfield, Brian S. “Cultural Immersion as a Learning Method for Expanding Intercultural Competencies.” *The Family Journal* 17, no. 4 (2009): 318-322.

Books

Lastname, Firstname. *Title of Book*. Place of publication: Publisher, Year of publication.

Jackson, Jane. *Studies in Applied Linguistics: Language Identity, and Study Abroad: Sociocultural Perspectives*. Oakville: Equinox, 2008.

Sources with more than one author

Lastname, Firstname, and Firstname Lastname

Braskamp, Larry, and Mark Engberg. “How Colleges Can Influence the Development of a Global Perspective.” *Liberal Education* 97, no. 3 (2011): 34-39.

Additional Citation Rules for Chicago Style

- If more than one work by the same author has been used, the entries for that author should be ordered alphabetically by title. Instead of using the author’s name each time, use three hyphens.
 - Example: McMillan, B. *Gentoos of Antarctica*.
--- *Penguins at Home*.
- Access dates for electronic sources are optional, not required.
- All names should be written out in the bibliographic citations.
- If there is no author, the source should be cited by the title on the bibliography page.
- If there is no date for a printed work, “n.d.” should be used in place of the date in the citation.
- If page numbers cannot be found, other abbreviations can be used to help specify where information was found:
 - Section (sec), equation (eq), volume (vol), or note (n)

How to Insert a Hanging Indent

- Highlight the citation(s) that need a hanging indent
- Open the “Paragraph” menu from the Home or Page Layout tab of Microsoft Word (You could also right-click and select “Paragraph”)
- Under “Indents and Spacing,” go to “Indentation”
- Where it says “Special,” select “Hanging Indent” from the list. Click “OK”