WRITING CENTER
Academic Enrichment & Support Center

Chicago Documentation

This is an overview. <u>ALWAYS</u> check a complete Chicago handbook (A Manual for Writers of Research Papers, Theses and Dissertations. 7th Edition) for complete information

Chicago style is mostly used in history and other sections of arts and humanities.

Stylistic Guidelines
- Number all pages except the title page in the upper right-hand corner using Last Name, Page # format
- Include a "Notes" page for reference to endnotes and footnotes used throughout the paper
- Include a "Bibliography" page to alphabetically document your sources

In-Text Citation Rules
- Use **superscript numbers** rather than parenthetical citations as a way to document sources in the text
- Number the superscripts sequentially throughout the text
- Place superscript near cited material—either at the end of the quote or the end of the sentence
- Place the number after any punctuation mark except the dash, and don't insert any spaces between the number and the next letter or punctuation mark

Note Page Rules
- Use **footnotes** (at the bottom of the page and numbered to match the superscript number) or **endnotes** (on a separate page at the end of the entire text under the heading "Notes")
- Indent the **first line** of each citation five spaces, leaving the rest of the lines flush with the left margin
- Begin each citation with a number followed by a period and one space
- **Footnotes** are single-spaced with a double space between each note
- **Endnotes** are all double-spaced

EXAMPLE:
In the text:

> Sweig argues that Castro and Che Guevara were not the only key players in the Cuban Revolution of the 1950s.[1]

In the note:

> 1. Julia Sweig, *Inside the Cuban Revolution* (Cambridge: Harvard University Press, 2002), 9.

NOTES

Guidelines for first citation notes:

Books:
- Notes for books include four parts, separated by commas: the author's name in normal order, the title and subtitle in italics, the publication information including the city of

publication, a shortened form of the publisher's name and the date all enclosed by parentheses, and the page number(s) to which the note refers.

One Author:
    1. Hayden Herrera, *Frida: A Biography of Frida Kahlo* (New York: Harper and Row, 1983), 356.

More Than One Author:
    2. Tom Shales and James A. Miller, *Live from New York: An Uncensored History Saturday Night Live* (New York: Little, Brown, 2002), 501.

Unknown Author:
    3. *The New York Times Atlas of the World* (New York: New York Times Books, 1980), 67.

Editor:
    4. C. Vann Woodward, ed., *Mary Chesnut's Civil War* (New Haven, Conn.: Yale University Press, 1981), 214.

Periodicals:
- Notes for periodicals include the following elements, separated by commas: the author's name in normal order, the article title in quotation marks, and the periodical title italicized. The format for the rest of the publication information, including the volume and issue numbers, date of publication, and page numbers to which the note refers, varies depending on the type of periodical.

Article in a Journal Paginated by Volume:
    5. Linda Hutcheon, "She Do the President in Different Voices," *PMLA* 116 (2001): 518.

Article in a Journal Paginated by Issue:
    6. John Lofty, "The Politics at Modernism's Funeral," *Canadian Journal of Political Theory* 6, no. 3 (1987): 89.

Article in a Magazine:
    7. Claudia Kalb, "Operating on Accuracy," *Newsweek*, 30 September 2002, 59.

Article in a Newspaper:
    8. Dennis Kelly, "A Financial Report Card for Colleges," *USA Today*, 5 July 1994, sec. D, p. 1.

Electronic Sources:
- The basic entry for most sources you access on the Internet should include the following elements, separated by commas: author's name if available, title of the document in quotation marks, title of the site italicized, sponsor of site, the URL, page number or other internal division of the source if applicable.

Website: (give the author's name if available, title of the site in italics, date of publication or last revision, URL in angle brackets, and the date of access in parentheses)

    9. Kevin Rayburn, *The 1920s,* http://www.louisville.edu/~kprayb01/1920s.html (accessed January 28, 2014).

Document from a Website: (after the document title, include the title of the complete work in italics)

10. Stephanie Brail, "Newsflash!" *Spider Woman: An Online Community and Resource for Women Web Designers,* http://www.amazoncity.com/spiderwoman/web.html (accessed March 13, 2014).

Material from a Database: (in addition to the publication information, give the name of the database in italics; name of the service; and the date of access in parentheses)

11. Herman Schwartz, "Executive Restraint: Supreme Court Cases and the Presidency," *The Nation* 264, no. 25 (1997): 4, http://find.galegroup.com.ezproxy.bethel.edu/ ovrc/start.do?prodId=OVRC&userGroupName=clic_bethel (accessed May 20, 2014).

Article from an Online Periodical: (include the name of the periodical in italics; date of publication; page number; URL; and date of access in parentheses)

12. Beth Pinsker, "Want to See First-Run Indie Films? Join the Club," *New York Times,* 26 August 2002, sec. E, http://movies.nytimes.com/person/1093804/Beth-Pinsker (accessed February 3, 2012).

Guidelines for subsequent notes for previously cited sources:

After you've cited a source once, you only need to list the author's last name, shortened version of the title, and the page number. If the reference is to the same source cited in the previous note, you can use the abbreviation *Ibid.* instead of the name and title.

13. Herrera, *Frida,* 32.
14. Ibid., 23.
15. Foner and Lewis, *Black Wonder,* 138-39.
16. Kalb, "Operating on Accuracy," 59.

BIBLIOGRAPHY PAGE

- List sources alphabetically by the author's last name or by the first major word in the title if the author is unknown
- The bibliographic entry for a source will be the same as the first note for that source EXCEPT: the entries are not numbered, the second line is indented rather than the first, the author's last name comes first, followed by the first name; main elements of the entry are separated by periods instead of commas; and publication information for books and periodicals is **not** enclosed in parentheses.

Guidelines for bibliography entries:

One Author:
Herrera, Hayden. *Frida: A Biography of Frida Kahlo.* New York: Harper and Row, 1983.

More Than One Author:
Shales, Tom, and James A. Miller. *Live from New York: An Uncensored History of Saturday Night Live.* New York: Little, Brown, 2002.

Unknown Author:

The New York Times Atlas of the World. New York: New York Times Books, 1980.

Editor:

Woodward, C. Vann, ed. *Mary Chesnut's Civil War*. New Haven, Conn.: Yale University Press, 1981.

Article in a Journal Paginated by Volume:

Hutcheon, Linda. "She Do the President in Different Voices." *PMLA* 116 (2001): 518-30.

Article in a Journal Paginated by Issue:

Lofty, John. "The Politics at Modernism's Funeral." *Canadian Journal of Political and Social Theory* 6, no. 3 (1987): 89-96.

Article in a Magazine:

Claudia Kalb, "Operating on Accuracy." *Newsweek,* 30 September 2002, 59-60.

Article in a Newspaper:

Kelly, Dennis. "A Financial Report Card for Colleges." *USA Today,* 5 July 1994, sec. D, p. 1.

Website:

Rayburn, Kevin. *The 1920s,* http://www.louisville.edu/~kprayb01/1920s.html (accessed May 11, 2014).

Document from a Website:

Brail, Stephanie. "Newsflash!" *Spider Woman: An Online Community and Resource for Women Web Designers.* http://www.amazoncity.com/spiderwoman/web.html (accessed September 26, 2014).

Material from a Database:

Schwartz, Herman. "Executive Restraint: Supreme Court Cases and the Presidency." *The Nation* 264, no. 25 (1997): 4. http://find.galegroup.com.ezproxy.bethel.edu/ovrc/start.do?prodId=OVRC&userGroupName=clic_bethel (accessed April 17, 2014).

Article from an Online Periodical:

Pinsker, Beth. "Want to See First-Run Indie Films? Join the Club." *New York Times.* 26 August 2002, sec. E. http://movies.nytimes.com/person/1093804/Beth-Pinsker (accessed May 28, 2014).