**This is an overview. **ALWAYS** 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:*  

**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:

More Than One Author:

Unknown Author:

Editor:

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:

Article in a Journal Paginated by Issue:

Article in a Magazine:

Article in a Newspaper:

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)


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.


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:

More Than One Author:
Unknown Author:  

Editor:  

**Article in a Journal Paginated by Volume:**  

**Article in a Journal Paginated by Issue:**  

**Article in a Magazine:**  

**Article in a Newspaper:**  

**Website:**  

**Document from a Website:**  

**Material from a Database:**  

**Article from an Online Periodical:**  