In history and the humanities, Chicago style is a widely-used format, favored by those who prefer the traditional look of footnotes (or endnotes) rather than in-text citations. For the physical, natural, and social sciences, the Chicago Manual recommends the author-date system of in-text citations, similar to MLA and APA formats.

The sources that were used to create this handout are the 16th edition of the *Chicago Manual of Style*, which was issued in September 2010, the 7th edition of Kate L. Turabian's *Manual for Writers of Research Papers, Theses, and Dissertations*, published April 15, 2007; and the 7th edition of *A Pocket Guide to Writing in History* by Mary Lynn Rampolla, which was issued in 2012.

**Margins, Line Spacing, and Paragraphs**

Except for page numbers (see below), use margins of no less than 1 inch and no more than 1 ½ inch on all sides.

The essay, excluding block quotations, footnotes, endnotes, and the Bibliography page, should be double-spaced without extra blank lines between paragraphs.

The notes (footnotes and endnotes) and sources that are alphabetically listed on the Bibliography page should be single-spaced with an extra line space between each.

The first line of each new paragraph is indented a half-inch on the left (or five spaces if you use a typewriter). Set-off (block) quotations are indented one inch on the left.

**Font Size and Type**

Font type should be *Times Roman* or *Palatino*, or as directed by the professor.

The font size in the body is preferably 12-pt, but no less than 10.

Font size in the footnotes is preferably 10-pt, but in the same type as the body of the paper.
Page Numbers

Put page numbers a half-inch (the header) from the top edge of the paper, flush with the right margin. Use Arabic numbers as opposed to spelling them out, and do not precede them with the word "page." (Your teacher may require you to put an identifier such as your last name before the page number that resembles the MLA style of page numbering.)

If a title page is included as part of the paper, it is not numbered as page 1. Page 1 begins on the first page of text.

Spaces between Sentences

In the old days of typewriters and non-proportional fonts (in which every letter, from i to w, takes up the same space), the rule was to put two spaces between sentences to improve readability. But when typing the paper from a computer, put just one space between sentences.

Title

Usually, Chicago-style titles are between 7 and 15 words long.

Create a meaningful title that fits the body of the paper. Avoid titling the documents as Essay #1 or An Essay about Abraham Lincoln. The title should give the reader a clear idea as to what the paper is about such as An Analytical Perspective of Thomas Paine’s Pamphlet “Common Sense.”

A common academic device to create a bit of elegance is to use a title and subtitle, separating them with a colon. Place the title on one line, followed by a colon, and type the subtitle on the following line.

Title Page

Unless directly otherwise by the professor, Chicago Style papers longer than five pages need a separate title page.

Horizontally center the title about a third way down from the top margin of the page.

If it exceeds a single line, break it at a natural point.

The subtitle should go on the next line after the title, and both lines single-spaced.

Type the title in all capital letters.

A period should not be used to end the title.

Refer to next page for an example title page. (The page number in the header on that page should not be regarded as part of the document.)
SAMPLE CHICAGO STYLE PAPER

John Doe
History 2010
Dr. Johnson
July 11, 2013
Body of the Paper

The essay follows the title page and begins on the next page with no special heading.

The title of the document is not needed to begin the paper since it is indicated on the title page.

The body should be double-spaced from the top to the bottom (except for block quotes, which are single-spaced), without extra lines between paragraphs.

Use the tab key to indent paragraphs.

**Example of beginning of essay**

```
Moe 1

Thomas Paine’s pamphlet *Common Sense* was a major document that fomented the Revolutionary War and was successful in influencing the colonies to gain independence from England. The pamphlet addressed the colonies’ complaints, outlined natural rights, and proposed the basic foundations for democracy. Paine emphasized his non-alliance with individual or political sides and stressed he wrote the pamphlet not for personal gain or reasons, but for the benefit of all humankind.
```

Short Paper (no separate title page)

Short papers (no more than five pages) do not need a separate title page unless the professor requires one.

Note that with no title page, the first page includes the four lines of heading that contains
information such as the student’s name, course, professor’s name, course name and number, and date that much resembles MLA Style; however, professors may modify this heading.

Example of Short Paper without Title Page

<table>
<thead>
<tr>
<th>Moe 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Allison R. Moe</td>
</tr>
<tr>
<td>Dr. George Johnson</td>
</tr>
<tr>
<td>History 2010</td>
</tr>
<tr>
<td>July 1, 2013</td>
</tr>
</tbody>
</table>

Making Sense of Thomas Paine’s Pamphlet *Common Sense*

Thomas Paine’s pamphlet *Common Sense* was a major document that fomented the Revolutionary War and was successful in influencing the colonies to gain independence from England. The pamphlet addressed the colonies’ complaints, outlined natural rights, and proposed the basic foundations for democracy. Paine emphasized his non-alliance with individual or political sides and stressed he wrote the pamphlet not for personal gain or reasons, but for the benefit of all humankind.

Headings

The use of headings is optional in Chicago-style papers, especially for long research papers. They probably should not be used in papers that are five pages or less.
The levels of headings are formatted as shown below:

**Chicago Style Headings**

<table>
<thead>
<tr>
<th>Level</th>
<th>Format</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Centered, Boldface or Italic Type, Headline-style Capitalization</td>
</tr>
<tr>
<td>2</td>
<td>Centered, Regular Type, Headline-style Capitalization</td>
</tr>
<tr>
<td>3</td>
<td>Flush Left, Boldface or Italic Type, Headline-style Capitalization</td>
</tr>
<tr>
<td>4</td>
<td>Flush left, roman type, sentence-style capitalization</td>
</tr>
<tr>
<td>5</td>
<td>Run in at beginning of paragraph (no blank line after), boldface or italic type, sentence-style capitalization, terminal period.</td>
</tr>
</tbody>
</table>

**Example of Headings in a Chicago-style Paper:**

**Thomas Paine’s Pamphlet Common Sense** (Level 1)

**Historical Perspective of England’s Government** (Level 2)

Introduces History of England’s Rule of Monarchy  (Level 3)

**Kings rule as total governing power**  (Level 4)

**Parliament is governing body without democracy**  (Level 4)

Outlines Complaints of Colonies’ Citizens  (Level 2)

Taxation without Representation  (Level 3)

**Acts and taxes are imposed without consent of the people**  (Level 4)

**States govern themselves without a unified, centralized government**  (Level 4)

**States ruled by rich and powerful white men.** Even though each state was represented before the Congressional Committees, the representatives consisted of the elite, white men who served in the best interests of themselves rather than the citizens they represented. ……  (Level 5)
Notes (endnotes or footnotes)

In literature, history and the arts, Chicago style uses bibliographic notes rather than in-text citations.

A note is used every time a source is referred (called citing) through direct quoting, paraphrasing, or summarizing.

Neglect to cite constitutes plagiarism.

Your teacher will require you to use either

footnotes (at the foot of the page) or

endnotes (at the end of the essay) before the Bibliography page.

Footnotes

Each footnote is placed at the bottom of the page in which a source needs to be cited.

End the sentence with the period or other appropriate punctuation then insert the superscripted number at the end of the sentence in which the source was referred.

Notes begin with number 1 and are consecutively numbered each time a source needs to be cited.

Numbered: superscript versus normal text:

- The numbers in the body are superscripted
- But are in normal text in the footnote.

The first line of the note is indented a half-inch (or five spaces)

Subsequent lines are flush left.

Notes are single-spaced, and a blank line between notes should be inserted.

Format footnotes in accordance to type of source (i.e., book, journal article, etc.)

End with a period.

A blank line is inserted between notes.
The Chicago Style of writing is used for academic writing in the field of Humanities, especially history. Specific guidelines for formatting a paper in Chicago Style are outlined in manuals such as the 16th edition of the *Chicago Manual of Style*, which was issued in September 2010, and the 7th edition of *A Pocket Guide to Writing in History* by Mary Lynn Rampolla, which was issued in 2012. Papers that are written in Chicago Style should have a title page that presents the student’s information. Included on this title page should be the title of the paper, the student’s name, and the course information about the paper’s class. The margins should be one inch all the way around the page. The student’s last name and page number should appear in the top right corner of each page (excluding the title page). Typically, a Chicago Style paper is written in Times New Roman, twelve-point font.

Two basic documentation methods are used in a Chicago-Style paper. The first of these methods is the notes and bibliography method. This is the most common method and is the one history professors will most undoubtedly use. The second of these methods is the author-date method, which is far less common. This style is used in a manner that is similar to MLA wherein a citation is given by using the author’s last name and date of publication within a set of parenthesis after a quotation. For the purpose of this paper, though, the traditional notes and bibliography citation method will be discussed since it is the most widely used form of citation. The citations, through the use of superscripted numbers in the body at the end of the sentence and the number at the bottom of the page should be the corresponding footnote.

Endnotes

Instead of footnoting sources at the bottom of a page, all of the footnotes are listed on a separate page after the essay and thus called endnotes.

Endnotes are gathered together at the end of the essay, commencing on a new page regardless of whether space is available on the last page of the essay.

The endnotes page is before the Bibliography page, the last page of the document.

Pagination continues from the essay.

The word Notes is centered on the first line (If more than one endnotes page is needed, the word Notes is not used on subsequent pages. Simply continue to note the sources.).

Notes are numbered to match the superscripted numbers used to cite sources in the text.

In the endnotes, the numbers are in normal text (not superscript), and are followed by a period and a space.

The first line of the note is indented a half-inch (or five spaces);

Subsequent lines are flush left.

Notes are single-spaced, with a blank line inserted between notes.

**Example of Endnotes** *(Essay consisted of five pages of text; Notes page is page 6)*

_________________

**Notes**


3. Ibid., 148.
Formatting Initial and Subsequent Footnotes and Endnotes

The traditional Chicago citation style consists of references in notes, *either* footnotes or endnotes.

The first citation of a work requires full bibliographic information in accordance to the type of source (i.e., book, journal article, short article from the web, etc.).

Subsequent citations only require a shortened version, usually just author and page or author, shortened title of source, and page number.

Foot/end notes are accompanied at the end of the paper with a bibliography page that is a complete, alphabetized list of all sources that were used and cited within the body.

The point of Chicago style is to make it easy for readers to see at a glance the source of a citation.

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**Example of the Quoted Passage and Corresponding Footnote**

**Quoted Passage and Inserted Footnote:**

To illustrate, the following example is a quote that needs to be cited: regarding a revolt in England during the Wars of the Roses, the author notes, “But the bloodshed and looting proved the rebels’ undoing.”


**Subsequent Footnotes (citing source again after the first time): Use of Ibid.**

If the *same source and page number* is used in the very next note, use only the abbreviation Ibid.

Ibid is a shortened form of the Latin word *ibidem* which means from the same place.
Ibid is not used when another source is between the previous reference and the next. A period should always follow this abbreviation.

**Example:**


3. Ibid.

However, if the source is *the same*, but the *page number is different*, cite by Ibid. followed by the page number.

**Example:**


3. Ibid.

4. Ibid., 98.

**Subsequent footnotes (citing source again after the first time): Shortened Version**

If, for example, different sources are cited after footnote 4. and footnote 6. is the Castor source, the shortened version of this source would be used.

**Example:**


3. Ibid.

4. Ibid., 98.


The Bibliography Page

The bibliography, which is the last page of the paper, is an alphabetized list of books, articles, and other sources that were used for and cited within the paper.

In the 16th edition of Chicago Style, all sources that are listed on the Bibliography page should have been cited in the body of the paper and visa versa.

Begin the Bibliography page on a new page regardless of whether the last page of the essay or the Endnotes page has available space.

Continue page numbering from where the essay/endnotes page left off.

Formatting the Bibliography Page

The usual title is "Bibliography," although other titles (such as Works Cited or References) are permitted per the professor’s instructions.

- Center the title an inch from the top of the page.
- Double-space between the title and the first entry.
- Begin each entry flush with the left margin.
- Indent subsequent lines to the same entry half an inch.
- Entries are single-spaced, with a blank line between entries.

The formatting is almost the opposite from the footnotes format in indentation and order of writing the author’s name:

Example Footnote:


Example Bibliography:

Bibliographic References: the Basics

The point of a bibliographic reference is to allow readers to track down sources that were cited. As the examples in the above list shows, include standard bibliographic information: author, title, place of publication, publisher, and year of publication in accordance to type of source.

**Alphabetization**

Alphabetize the list by author, or for any anonymous works by title (ignoring but not deleting A, An, and The).

**Capitalization**

Capitalize all significant words, regardless of how the original source is capitalized.

Capitalize most words except articles (a, an, the), prepositions (of, to, in, against), coordinating conjunctions (and, but, for, nor, or, so, yet), and the to in infinitives.

But if any of these occurs as the first word of a title or subtitle, capitalize it.
Use of Italics and Quotation Marks for Annotating Titles of Sources

Italicize the titles of works published independently (not as smaller works within another volume).

These include books, plays, long poems published as books, pamphlets, newspapers, magazines, journals, films, radio and television programs, web sites, CDs, software, ballets, operas, paintings, and other works and artifacts that stand on their own.

Place quotation marks around titles of shorter works published within other works.

These include articles, essays, stories, short poems, chapters, encyclopedia entries, sections of online documents, songs, and individual episodes of broadcast programs.

**Titles within Titles**

**Italicized titles in quoted titles:**

Retain the italics: “The Afterlife in *Death in Venice*”

**Quoted titles in quoted title:**

Switch to single quotation marks for the inner title: “Metaphorical Imagery in Edgar Allan Poe’s poem ‘The Raven’”

**Italicized titles in italicized titles:**

Quotation marks are not necessary: *Stowe's Trumpet:* Uncle Tom's Cabin and the Civil War.

**Quoted title and an italicized title:**

Keep the quotation marks and italics: Analyzing Symbols in “The Raven” and *Hamlet*

**Exceptions**

Titles of sacred writings like the Koran or Bible (and all books therein) are not underlined or italicized:

“The story of Jesus is described in the books of Matthew, mark, Luke, and John.”

Neither are the names of laws or other political documents (the U.S. Constitution), musical compositions like symphonies or concertos (Beethoven's Symphony no. 3), series, societies, buildings, conferences, and courses.
The divisions of a work (preface, introduction, foreword, act, scene, canto, section, etc.) are not underlined or put in quotation marks; nor are they capitalized when used in the text of a paper:

"Claudius dominates act 4 of the play."

**Chicago Notes and Bibliography Templates**

Each entry below shows how to format the note citation and the bibliographic entry in accordance to the type of source and provides examples when needed.

**N**: Footnote/Endnote (Remember that the first line of each note is indented.)

**B**: Bibliography (Remember the second and subsequent lines is/are indented.)

**Single-Author Book:**

**N**

First Name Last Name of Author, *Title of Work* (City of Publication: Publishing Company, Publication Year), Page number.


**B**

Last Name, First Name of Author. *Title of Work*. City of Publication: Publishing Company, Publication Year.


**Two to Three Authors Book:**

**N**

First Name Last Name of Author, First Name Last Name of Author, and First Name Last Name of Author, *Title of Work* (City of Publication: Publishing Company, Publishing Year), Page number.


**B**

Last Name, First Name of Author and First Name Last Name of Author. *Title of Work*. City of Publication: Publication Company, Publishing Year.

**Four or More Authors Book:**

For the footnote, books with more than three authors—you can use the Latin term “et al. (“and others”) after the name of the first author instead of listing all of the authors. However, if you list all of the authors the first time, you must cite the same way for the entire paper.

**Et al. is not used on the Bibliography page.**

**N**  
First Name Last Name of First Author of list et al., *Title of Work* (City of Publication: Publishing Company, Publishing Year), Page number.


**B**  
Last Name, First Name of Author, First Name Last Name of Second Author, First Name Last Name of Third Author, First Name Last Name of Fourth Author, and First Name Last Name of Fifth Author. *Title of Work.* Publishing Place: Publishing Company, Publishing Date.


**Journal Article Paginated by Volume:**

The volume number in the example is 14; year of publication is 1979; page reference in the footnote is 180; the inclusive page numbers in the Bibliography are 175-184.

**N**  
First Name Last Name of Author, “Title of Article,” *Name of Journal* Volume Number (Month Year): Page number(s).


**B**  
Last Name, First Name of Author. “Title of Article.” *Name of Journal* Volume Number (Month Year): Inclusive Page Numbers of entire journal article.

**Journal Article Paginated by Volume and Issue:**

The volume number in the example is 14; the issue number is 5; year of publication is 1979; page reference in the footnote is 180; the inclusive page numbers in the Bibliography are 175-184.

N First Name Last Name of Author, “Title of Article,” *Name of Journal* Volume Number, Issue Number (Month Year): Page number(s).


B Last Name, First Name of Author. “Title of Article.” *Title of Journal* Volume Number, Issue Number (Month Year): Inclusive Page Numbers of entire journal article.


**Whole Website with a Known Author:**

**Use of URLs**: the URL should begin on the same line from where the citation leaves off instead of beginning on a new line. If the entire URL will not fit, break it off at a major point of punctuation, begin the next line with that punctuation, and continue the URL.

**Use of access dates**: the access date is only needed if no date of publication or “last modified” date is provided or the professor wants it.

N First Name Last Name of Author, *Title of Website*, access date, URL.


B Last Name, First Name of Author. *Title of website*. Access date. URL.


**Whole Website with an Unknown Author:**

N Name of Website, “Title of Article/Webpage,” access date, URL.

B Name of Website. Access date. URL.


Article in an Electronic Journal:

N First Name Last Name of Author, “Title of Journal Article,” Name of Journal Volume number. (Date of publication), Page Number(s), access date, URL.


B Last Name, First Name of Author. “Title of Journal Article,” Name of Journal Volume number. (Date of publication), Inclusive Page Number(s). Access date. URL.


Article Accessed from an Electronic Database:

Use of DOI: an electronic source online is sometimes listed by its DOI (Digital Object Identifier). When the DOI is available, use this number instead of the URL unless the professor wants it. The example below shows the DOI.

Use of access dates: the access date is only needed if no date of publication or “last modified” date is provided or the professor wants it. Sources with a DOI are current; therefore, the access date is usually not needed. If used, the access date is included before the DOI.

N First Name Last Name of Author, “Title of Article,” Name of Journal Volume number, Issue number (year of publication): Page Number(s), doi.


B Last Name, First Name of Author. “Title of Journal Article,” Name of Journal Volume number, Issue number (year of publication): Inclusive Page Number(s). doi.

- Remove hyperlink from URL.
- Do not abbreviate names of months.
- Write dates as August 22, 2012 rather than 22 August 2012.
- Break apart URLs at major punctuation.
- URLs are not necessary if address is stable, but use if professor wants it.