Campus Academic Resource Program:
Chicago Manual of Style (CMS) Handout

This is a handout will:
- Discuss Chicago Style page formats
- Explain different forms of Chicago Style citations
- Provide formats and examples of reference source citations by type
- Provide formats and examples of bibliographical source citations by type
- Give general guidelines of Chicago Style

Take Note: Always consult with your professor about formatting requirements for the paper.

Format of the Title Page

Title is roughly 1/3 down the page. If the paper has a subtitle, use a colon after the main title.

Several lines after the title, include your Name, Professor’s Name, Class, Month, Day, Year in single-space.

The Chicago Manual of Style Handout:
How to Format your Paper, Notes, and Bibliography

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Dr. Stevens
Introduction to History 101
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Page count and header do not start until the first page of the actual paper.

Maintain the same fonts, margins, etc. for normal class papers. For longer research projects, professors will tell you what else they need. Consult the bibliography for more information.

Format of the Paper

Margins need to be 1”.

Indent Paragraphs .5”.

The most common fonts are Times New Roman or Palatino. 10 point font can be acceptable, but professors usually prefer 12 point font.

This is the body of your paper, which comes after the title page, and before the notes and reference/bibliography pages. The body should follow these rules unless otherwise stated by the professor.

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Blah blah blah blah blah blah blah blah blah blah blah blah blah blah blah blah blah blah blah blah blah blah blah blah blah blah blah blah blah blah blah blah blah blah blah blah blah blah blah.

The header is comprised of your last name and/or the current page number on the top right of the page. The header should be .5” from the top.

The paper needs to be double-spaced in the body of the paper, EXCEPT for: Single-space block quotes, and table titles or figure captions.
Citing Your Information

You must cite your sources in order to tell readers where you received your information. There are two main ways to cite in CMS: the notes-bibliography style (aka bibliography style) and parenthetical citations – reference list style (aka reference list style). As always, consult with your professor about specific formatting and citation requirements.

Notes-Bibliography Style

For longer research papers, you will probably use notes-bibliography style. This style is characterized by citing a source with a superscript number at the end of the sentence, which refers to a footnote or an endnote.

**Example for quoting 4 lines or fewer:**

<table>
<thead>
<tr>
<th>Quote is integrated into the text. Also, maintain double-spacing and the other rules for the general body of the paper.</th>
<th>White argues that in order to maintain a persuasive, yet firm presence in business, the entrepreneur must be “the one who knocks.”¹</th>
</tr>
</thead>
<tbody>
<tr>
<td>For the superscript, start at 1 and follow consecutively throughout the paper or chapter.</td>
<td></td>
</tr>
</tbody>
</table>

**Example for quoting 5 or more lines:**

<table>
<thead>
<tr>
<th>Introduce the quote in your own words. If you introduce the quote with a complete sentence, use a quotation. If you use an attribution phrase, end the phrase with a comma. If the quote is weaved in, do not use any punctuation.</th>
<th>White suggests that businesses can change a person’s disposition: There will be a point in your business career in which you cease being a layperson and become the embodiment of your business. At this moment, the business will be big enough to be listed in the NASDAQ. Once this happens, the business will cease without its owner. At this moment, others may not know who you are. Kindly remind these people that you are the danger, because you are the one who knocks.¹</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maintain double-spacing until the actual quote. The actual quote is single spaced.</td>
<td></td>
</tr>
<tr>
<td>Indent entire block quote .5”.</td>
<td></td>
</tr>
</tbody>
</table>

The numbered superscripts correspond to a numbered note that provides information about the source (such as the author, title of the chapter and/or work, the publisher, and the relevant page numbers.) Notes can either be at the bottom of the page (footnotes) or on a list at the end of the paper (endnotes). Footnotes and endnotes have the same form. Begin the note with the number. Indent the first line .5”. The other lines are not indented. Once you cite a source fully in your notes, you can use a shortened version that includes the author’s last name, shortened title, and page number.
Take Note: 1. Indicates the full note for the citation.
2. Indicates the shortened version of a note that has already been cited.

How to Format Notes

Whether your notes are in footnotes or endnotes, the formatting for these sections are almost the same.

- Indent the first line of the note by .5”.
- Each note is single-spaced, but double-space between different notes.
- Each piece of information in a note is separated by a comma.

Footnotes:
Footnotes are separated by a line at the bottom of your page. Maintain the same font and margins for the entire page. Footnotes should be in 10 point font (you can see if your word processor has a function or command to automatically create a footnote or endnote).

and then the rabid hamster ran into the room and caused complete and utter mayhem.

2. Ibid., 800.

Endnotes:
Put the notes a separate page after the body of the paper, but before the bibliography. Maintain the same font and margins for this page.

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Notes

2. Ibid., 800.
Parenthetical Citations

Parenthetical citations refer to a source listed on the bibliography/reference page. The citation usually includes the author’s name, the date of publication, the page number, and other important information (usually depends on special circumstances). The information must match the information on the bibliography/reference page.

(Author’s Last Name, Year of Publication, Page number)

If you are citing a quotation, put the parenthetical citation after the text.

Example:
White argues that in order to maintain a persuasive, yet firm presence in business, the entrepreneur must be “the one who knocks” (2013, 200-201).

Take Note:

- If there is no author, use the title in place of the author’s name.
- If there is no date for the work, use “n.d.” in place of the publication year in both your reference list and citations.
  - Example: (Grimes n.d., 444).
- If the author is already mentioned in the text, do not include the author’s last name in the citation.
  
  Ibid.

Ibid. refers to the last cited source and must be used if citing the same source consecutively.

Example:
2. Ibid., 800.

However, consult with your professor before using “ibid.,” as some professors may or may not accept this form. If the professor does not allow “ibid.,” use a shortened form of the note consecutively.

Note-Reference Citation Formats

Books:

1. Author’s First and Last Name, Title of the Work (Publishing City: Publisher, Year of Publication), Page Numbers.
2. Author’s Last Name, Shortened Title of Work, Page numbers.

Example:
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Take Note:

- For two authors or three authors, list all authors in first and last name format:
  
  o Example: Walter White and Jesse Pinkman, *Transitioning from a Small to Big Business*

**Book with an Editor, Translator, Compiler, and Reviser:**

1. Author’s First and Last Name, *Title of the Work*, trans./ed./rev./comp. First and Last Name of editor/editor/translator/reviser/compiler (Publishing city: Publisher, Year of Publication), Page numbers.

2. Author’s Last Name, *Shortened Title of Work*, Page numbers.

*Example:*


**Chapter or Essay from a Book:**

1. Author’s First and Last Name, “Title of the Chapter or Essay,” in *Title of the Book* (Publishing City: Publisher, Year of Publication), Page numbers.

2. Author’s Last Name, “Shortened Title of Chapter or Essay,” Page Numbers.

*Example:*


**Journal Article (Published in Print):**

1. Author’s First and Last Name, “Title of the Article,” *Name of the Journal* Volume Number, no. Issue (Date of Publication): Page numbers.

2. Author’s Last Name, “Shortened Title of the Article,” Page Numbers.

*Example:*


2. Stinson, “How to be Legend,” 49.

**Journal Article (Published Online):**
1. Author's First and Last Name, “Title of the Article,” Name of the Journal Volume Number, no. Issue Number (Date of Publication), URL (accessed Month Day, Year).
2. Author's Last Name, “Shortened Title of the Article,” Page numbers (if applicable).

Example:
2. Stark, “From Zero.”

Online Source (Excluding Online Journals):

1. Author's First and Last Name, “Title of the Page,” Title or Owner of the Site, URL (accessed Month Day, Year).
2. Author's Last Name, “Shortened Title of the Page.”

Example:
2. Wayne, “not a Hero.”

Take Note:

- You may be able to omit the shortened title of the work if that author is listed one time on the bibliography for one work, and you only cite just one of that author's works in the paper. You need the shortened title if you cite multiple works by the same author in the paper.
- If the website does not have an author, give the name of the title or owner of the site.
- As always, please consult with your professor for specific requirements regarding notes and other CMS matters.

Bibliography/ Reference List Formats

Whether you use the note style citation or parenthetical citation, you need to include a bibliography or reference list at the end of your paper. Each piece of information in a bibliographical/reference list citation is separated by a period.

Book Entry:

Author’s Last Name, First Name. “Title of the Chapter or Essay.” Title of the Book. ed./trans./comp./rev. by First and Last Name, page – page. Publishing City: Publisher, Year of Publication.
Examples:


Journal Article Entry:

Author’s Last Name, First Name. “Title of the Article: Subtitle of the Article.” *Title of the Journal* Volume Number, issue no. (Date of Publication): page – page.

Example:


Journal Article (Online) Entry:

Author’s Last Name, First Name. “Title of the Article: Subtitle of the Article.” *Title of the Journal* Volume Number, issue no. (Date of Publication). URL (accessed Month Day, Year).

Example:


Online Source (excluding online Journals):

Author’s Last Name, First Name. “Title of the Page.” Title or Owner of the Page. URL (accessed Month Day, Year).

Example:


Take Note:

- Include as much information as possible. The above format includes chapter title, editor (or others), and specific page numbers.
  - If you do not have the information, or if the information is inapplicable, omit it.
    - For example, if citing the whole book, omit the “Title of the Chapter or Essay.”
For sources with 2-3 authors, invert the first author’s name, and then list other authors normally.

- Example: Hayter, David, and Walter White.

**Sample Works Cited:**


- Alphabetize your references by author’s last name or title of the work (if there is no author).
- Do not indent the first line and keep it at the left margin. Indent any additional lines .5”.
- Single-space the entries, but double-space between entries.
- Maintain same font and margins as the rest of the paper.

*For more information and examples of notes and citations, please see the works cited!*