



Overview of Chicago style

Where is it used?

Chicago (CMS) documentation is typically used in history, religion and other humanities courses.

What is unique about this citation style?

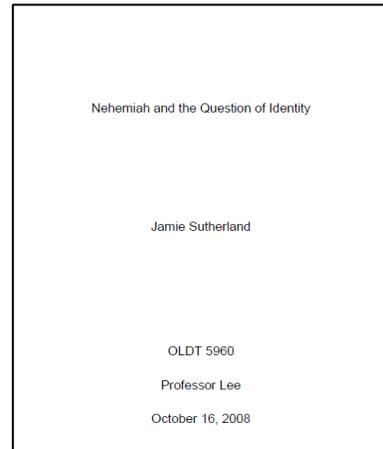
Chicago style uses superscript numbers in the body of a paper which correspond to **footnotes** (at the bottom of the page) **or endnotes** (on a separate page at the end of the paper). Chicago format also includes a **bibliography** (complete list of sources) at the end of the document.

Can I use headings to organize my paper? Should I include a title page?

Chicago style does not recommend the use of headings. If you would like to use headings to organize a long paper, consult with your instructor. Do include a title page, however.

General formatting tips

- Centre the title of your paper. Leave several spaces between the title and your name. List the title of your course, the instructor's name, and the date of submission near the bottom of the page.
- Number all subsequent pages in the upper right hand corner. You may include your last name to the left of the page number.
- Double-space your text and indent the first line of each paragraph by one-half inch.



Footnotes or endnotes

Each time you use a source, whether in a direct quote, paraphrase or summary, you must include an endnote or footnote in your paper.

(Use the "insert footnote/endnote" function under *references* in the 2010 Word menu.)

Although Statistics Canada reported a 0.8% drop in Ontario's child poverty rate in 2009, 1 out of every seven children in our province remains below the poverty line.¹

1. Laurie Monsebraaten, "Action Urged on Child Poverty," *Toronto Star*, February 6, 2012, A4.

When you borrow a source's exact words, enclose them in quotation marks.

Bullock describes quoting as "a way of weaving someone else's exact words into your text."²

2. Richard Bullock, *The Norton Field Guide to Writing* (New York: Norton, 2006), 3.

For a long quote of 4 lines or more, you may use block formatting. First, introduce the quote with a signal phrase and colon. Indent the quote by one-half inch (as far as you would indent the first line of a paragraph in your paper), and forgo the quotation marks (except to mark a quote within the quote). Single-space the quotation and leave a blank line both before and after it.

Richard Bullock explains that writing serves several purposes:

We write to explore our thoughts and emotions, to express ourselves, to entertain; we write to record words and events, to communicate with others, to try to persuade others to believe as we do or to behave in certain ways. In fact, we often have several purposes at the same time. We may write an essay in which we try to persuade an audience of something, but as we write, we may also be exploring our thoughts on the subject.³

Bibliography

- Type in bold, centre and title your list of sources **Bibliography**. Alphabetize entries by authors' surnames. Start each entry at the left margin and leave a blank line between each one. For entries that spill onto two or more lines, keep them single spaced and use a hanging indent of one-half inch.
- To cite more than one work by the same author(s), arrange entries alphabetically by title. Mention the names of authors in the first entry, but in subsequent entries, replace the name(s) with three hyphens and a period (---.) Proceed with the standard format for that entry.

Sample footnotes or endnotes (N.) and bibliography entries

One author	4. Lynne Truss, <i>Eats, Shoots and Leaves</i> (New York: Gotham Books, 2003), 194. Truss, Lynne. <i>Eats, Shoots and Leaves</i> . New York: Gotham Books, 2003.
When the next reference is the same	5. Ibid. (If this reference is identical to the preceding one, i.e., also page 194 of <i>Eats</i>) 6. Ibid., 165. (When the reference is identical to the preceding one except for the page number)
Reference to a source cited earlier	7. Bullock, <i>Norton Guide</i> , 203. (Italicize the short form of the title of a book or other long work.) 8. Foisy, "Preparing the Quebec Church," 18. (Use quotation marks for a shortened title of an article or other short work.)
Four or more authors	8. Eugene Toy et al., <i>Case Files: Pediatrics</i> , 3 rd ed. (New York: McGraw-Hill, 2009), 39. Toy, Eugene, Robert Yetman, Rebecca Girardet, Mark Hormann, Sheela Lahoti, Margaret McNeese, and Mark Jason Sanders. <i>Case Files: Pediatrics</i> . 3 rd ed. New York: McGraw-Hill, 2009.
The Bible	*9. Rom. 8:28 (New International Version) <i>*Note: A biblical reference is normally placed instead as an in-text parenthetical citation. List the version only in the first in-text citation. e.g., (Rom. 8:28)</i> <i>The Bible and other sacred texts are not normally listed in bibliographies.</i>
Work in an anthology or edited volume	10. Mishra Pankaj, "The Train to Tibet," in <i>The Best American Travel Writing 2008</i> , ed. Anthony Bourdain (Boston: Houghton Mifflin, 2008), 173. Pankaj, Mishra. "The Train to Tibet." In <i>The Best American Travel Writing 2008</i> , edited by Anthony Bourdain, 171-177. Boston: Houghton Mifflin, 2008.
Edited work without an author	11. Helen Christiansen and Sharon Ramadevi, eds., <i>Reeducating the Educator: Global Perspectives on Community Building</i> (Albany: State University of New York Press, 2002), 14. Christiansen, Helen and Sharon Ramadevi, eds. <i>Reeducating the Educator: Global Perspectives on Community Building</i> . Albany: State University of New York Press, 2002.
Entry from a reference work	12. <i>Encyclopaedia Britannica</i> , 14 th ed., s.v. "Cold War." <i>Well-known reference works do not require publication information in the note, nor must they be listed in bibliographies.</i> 13. Chris Baldick, <i>Oxford Dictionary of Literary Terms</i> , 3 rd ed. (Oxford: Oxford University Press, 2008), s.v. "pathetic fallacy." Baldick, Chris. <i>Oxford Dictionary of Literary Terms</i> . 3 rd ed. Oxford: Oxford University Press, 2008.
Short work from a website	14. Ian Patterson, "Steve Coleman: Symbols and Language," All About Jazz, last modified February 20, 2012, accessed July 21, 2013, http://www.allaboutjazz.com/php/article.php?id=41339 . Patterson, Ian. "Steve Coleman: Symbols and Language." All About Jazz. Last modified February 20, 2012. Accessed July 21, 2013. http://www.allaboutjazz.com/php/article.php?id=41339 . <i>Include, if available, the following: author, title of work, title of site, sponsor of site, publication date, modified date, or access date*, and URL. *Note: Only include an access date if required by your discipline or professor.</i>
Journal article (print)	15. Joshua Kingston, "Tsunami Reflections and Aftershocks," <i>Critical Asian Studies</i> 43, no. 3 (2011): 468. Kingston, Joshua. "Tsunami Reflections and Aftershocks." <i>Critical Asian Studies</i> 43, no. 3 (2011): 463-475.
Journal article (electronic)	16. Joshua Kingston, "Tsunami Reflections and Aftershocks," <i>Critical Asian Studies</i> 43, no. 3 (2011): 468, accessed July 21, 2013, doi:10.11/j.150-685.2011.95.x. Kingston, Joshua. "Tsunami Reflections and Aftershocks." <i>Critical Asian Studies</i> 43, no. 3 (2011): 463-475. Accessed July 21, 2013. doi:10.11/j.150-685.2011.95.x. <i>*Note: Only include an access date if required by your discipline or professor. If the DOI is unavailable, insert the URL (http://...) in its place followed by a period.</i>
Lecture or public address	17. Margaret Farrell, "Revising the Essay" (lecture, Queen's University, Kingston, ON, October 16, 2009). Farrell, Margaret. "Revising the Essay." Lecture, Queen's University, Kingston, ON, October 16, 2009.
Indirect source	18. Louis Zukofsky, "Sincerity and Objectification," <i>Poetry</i> 37 (February 1931): 269, quoted in Bonnie Costello, <i>Marianne Moore: Imaginary Possessions</i> (Cambridge, MA: Harvard University Press, 1981), 78. <i>Cite Costello only in the bibliography.</i>

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