

## Overview of Chicago style

**Where is it used?** – The Chicago Manual of Style (CMS) is typically used in professional publications of history, religion, and other humanities. It is often adapted for university student use, but when student-specific concerns arise, refer to the Turabian style, which is the student version of CMS.

**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 in Chicago?** – Chicago does not require the use of headings. They are useful in longer papers but discouraged in shorter ones. If you would like to use headings to organize your paper, consult with your professor first.

**Should I include a title page?** – The CMS does not have official guidelines for university-level title pages, but we recommend following the Turabian style of formatting. Bold and centre the title of your paper around 1/3 of the way down the page. Leave several spaces between the title and your name. Then list the code and name of your course, followed by the date of submission. Do NOT number your title page.

**Is the Chicago Manual of Style online?** – Yes, here is a link to Tyndale's subscription:  
<https://ezproxy.mytyndale.ca:2443/login?url=http://www.chicagomanualofstyle.org/home.html>

Interacting with Shults and Sandage's Theory of Mind and Body:

A Person as a Relation in Relation

John Doe

PHIL 3013: Metaphysics

November 28, 2017

## Other formatting tips

- Include a page number in the top right corner of all pages, excluding the title page.
- Double-space all paragraphs and indent the first line of each paragraph by one-half inch.

## Footnotes or endnotes

Each time you use a source, whether as a direct quotation (enclosed in quotation marks), a paraphrase, or a summary, you must include an endnote or footnote in your paper. (Use the "Insert Footnote/Endnote" function under the *References* tab in Word).

This is a paraphrased sentence that contains ideas or facts that you want to cite, and you construct its footnote by starting with the author's first name, followed by last name, the title of the work, and its publication information.<sup>1</sup>

1. John Doe, *Why Pizza is Amazing* (Toronto: A Publishing Company, 2018), 42.

For a long quote of 5 or more lines or 100+ words of prose OR of 2 or more lines of poetry, you need to use block formatting. First, introduce the quotation with a signal phrase and colon. Forgo quotation marks (except to note quotations within the quotation), and set off the quoted material with an indentation of 1 half-inch from the left margin. Single-space the quotation, leaving 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.<sup>3</sup>

## Bibliography

- On a new page, centre and title your list of sources Bibliography. Leave two blank lines between the title and the first entry. Alphabetize entries by authors' surnames. Start each entry at the left margin, leaving 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 the author(s) 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.

## Changes to the 17<sup>th</sup> Edition of The Chicago Manual of Style

Previously, Chicago recommended using the abbreviation *Ibid.* to refer to the previous footnote used. As of the 17<sup>th</sup> Edition, this is now discouraged, with a shortened reference being preferred (see footnotes 5-7 below).

## Sample footnotes or endnotes (numbers) and bibliography entries

One author	2. 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.
Two or Three authors	3. James M. Robinson and Helmut Koester, <i>Trajectories through Early Christianity</i> (Philadelphia: Fortress, 1971), 237. Robinson, James M., and Helmut Koester. <i>Trajectories through Early Christianity</i> . Philadelphia: Fortress, 1971.
Four or more authors	4. Eugene Toy et al., <i>Case Files: Pediatrics</i> , 3 <sup>rd</sup> 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 <sup>rd</sup> ed. New York: McGraw-Hill, 2009.
Reference to a source cited earlier	5. Foisy, "Preparing the Quebec Church," 18. <b>Note:</b> Shorten titles longer than four words. Italicize titles for books and long works, and use quotation marks for articles or short works. Drop the shortened title for consecutive citations of the same source. 6. Truss, <i>Eats, Shoots and Leaves</i> , 203. 7. Truss, 206.
eBook (e.g., Kindle, EPUB, Google Play, etc.)	8. Henning Graf Reventlow, <i>From the Old Testament to Origen</i> . Vol. 1 of <i>History of Biblical Interpretation</i> , trans. Leo G. Perdue (Atlanta: Society of Biblical Literature, 2009), Nook edition, ch. 13. <b>Note:</b> When a source has no page number, use the clearest identifiable locator instead (e.g. paragraph or chapter number, section name, etc.). Reventlow, Henning Graf. <i>From the Old Testament to Origen</i> . Volume 1 of <i>History of Biblical Interpretation</i> . Translated by Leo G. Perdue. Atlanta: Society of Biblical Literature, 2009. Nook edition.
Work in an anthology or edited volume	9. 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	10. 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.
The Bible	Biblical references are placed as an in-text parenthetical citation e.g., (Rom. 8:28). Include the translation in the <u>first</u> Scripture reference only e.g. (Rom. 8:28 English Standard Version). See pp. 597-599 in the Chicago manual for a list of accepted abbreviations. The Bible and other sacred texts are not normally listed in bibliographies.
Biblical commentaries in a series	11. Peter Enns, <i>Exodus</i> , The NIV Application Commentary Series (Grand Rapids: Zondervan, 2000), 126. Enns, Peter. <i>Exodus</i> . The NIV Application Commentary Series. Grand Rapids, Zondervan, 2000. <b>Note:</b> Do not include general editors when citing commentaries in a series. <b>Note:</b> If you are citing a commentary in an Edited/Multivolume work that is NOT part of a series, cite it like a work in an anthology (see above).
Entry from a reference work	*12. <i>Encyclopaedia Britannica</i> , 14 <sup>th</sup> ed., s.v. "Cold War." 13. Chris Baldick, <i>Oxford Dictionary of Literary Terms</i> , 3 <sup>rd</sup> ed. (Oxford: Oxford University Press, 2008), s.v. "pathetic fallacy." Baldick, Chris. <i>Oxford Dictionary of Literary Terms</i> . 3 <sup>rd</sup> ed. Oxford: Oxford University Press, 2008. <b>Note:</b> "s.v." means "sub verbo" or "under the word." * Well-known reference works do not require publication information in the note, nor must they be listed in bibliographies.
Short work from a website	14. "What does the Bible say about women pastors?," <i>Got Questions</i> , accessed Nov. 12, 2019, <a href="https://www.gotquestions.org/women-pastors.html">https://www.gotquestions.org/women-pastors.html</a> . "What does the Bible say about women pastors?" <i>Got Questions</i> . Accessed Nov. 12, 2019. <a href="https://www.gotquestions.org/women-pastors.html">https://www.gotquestions.org/women-pastors.html</a> . <b>Note:</b> Include the following if possible: author/authoring organization (when provided), title of page, title of site, publishing/revision/access date, and URL. Use the phrase "Last modified" before the revision date. Use the phrase "Accessed" before the date you visited the source if there is no publishing or revision date.
Journal article (electronic)	15. 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. <b>Note:</b> Not all professors and disciplines require an access date for journal articles, but if required, they should precede the URL. If possible, provide a DOI instead of an URL (as pictured). If there is no DOI, use a Permalink assigned to the article (if applicable) instead of the URL listed at the top of the webpage.
Lecture or public address	16. Margaret Farrell, "Revising the Essay" (lecture, Queen's University, Kingston, ON, October 16, 2009). Farrell, Margaret. "Revising the Essay." Lecture presented at Queen's University, Kingston, ON, October 16, 2009.
Indirect source	17. 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. <b>Note:</b> Cite Costello only in the bibliography. However it is preferred that you locate and cite the original source.

For info on how to cite other kinds of sources, visit [www.chicagomanualofstyle.org](http://www.chicagomanualofstyle.org) or drop by Writing and Tutoring Services.