Chicago Style Guidelines

The following models are consistent with guidelines set forth in *The Chicago Manual of Style*, 15th ed. For each type of source, a model note appears first, followed by a model bibliography entry. The model note shows the format you should use when citing a source for the first time. For subsequent citations of a source, use shortened notes.

The first time you cite a source, the note should include publishing information for that work as well as the page number on which the passage being cited may be found.


For subsequent references to a source you have already cited, you may simply give the author’s last name, a short form of the title, and the page or pages cited. A short form of the title of a book is italicized; a short form of the title of an article is put in quotation marks.


When you have two consecutive notes from the same source, you may use "Ibid." (meaning "in the same place") and the page number for the second note. Use "Ibid." alone if the page number is the same.


6. Ibid., 174

*Source:*  [http://www.dianahacker.com/resdoc/p04_c10_s1.html#p04_c10_s1_s1](http://www.dianahacker.com/resdoc/p04_c10_s1.html#p04_c10_s1_s1)

**Books (print and online)**

1. BASIC FORMAT FOR A PRINT BOOK

2. BASIC FORMAT FOR AN ONLINE BOOK


3. TWO OR THREE AUTHORS


4. FOUR OR MORE AUTHORS


5. UNKNOWN AUTHOR


6. EDITED WORK WITHOUT AN AUTHOR


7. EDITED WORK WITH AN AUTHOR


8. TRANSLATED WORK


9. EDITION OTHER THAN THE FIRST


10. VOLUME IN A MULTIVOLUME WORK


11. WORK IN AN ANTHOLOGY


12. LETTER IN A PUBLISHED COLLECTION


13. WORK IN A SERIES


14. ENCYCLOPEDIA OR DICTIONARY


**NOTE:** The abbreviation "s.v." is for the Latin *sub verbo* ("under the word"). Reference works are usually not included in the bibliography.

15. SACRED TEXT

15. Matt. 20.4-9 (Revised Standard Version).

The Bible and other sacred texts are usually not included in the bibliography.

**Articles in periodicals (print and online)**

16. ARTICLE IN A JOURNAL For an article in a print journal, include the volume and issue numbers and the date; end the bibliography entry with the page range of the article.


For an article accessed through a database service such as EBSCOhost or for an article published online, include a URL. If the article is paginated, give a page number in the note.
and a page range in the bibliography. For unpaginated articles, page references are not possible, but in your note you may include a "locator," such as a numbered paragraph or a heading from the article, as in the example for an article published online.

*Journal article from a database service*


**Journal article published online**


**17. ARTICLE IN A MAGAZINE** For a print article, provide a page number in the note and a page range in the bibliography.


For an article accessed through a database service such as *FirstSearch* or for an article published online, include a URL. If the article is paginated, give a page number in the note and a page range in the bibliography. For unpaginated articles, page references are not possible.

**Magazine article from a database service**


**Magazine article published online**


18. **ARTICLE IN A NEWSPAPER** For newspaper articles - whether in print or online - page numbers are not necessary. A section letter or number, if available, is sufficient.


For an article accessed through a database such as *ProQuest* or for an article published online, include a URL.

**Newspaper article from a database service**


**Newspaper article published online**


19. **UNSIGNED ARTICLE** When the author of a periodical article is unknown, treat the periodical itself as the author.


**20. BOOK REVIEW**


Gabin, Nancy. Review of *The Other Feminists: Activists in the Liberal Establishment*, by Susan

**Web sites and postings**

21. **WEB SITE** Include as much of the following information as is available: author, title of the site, sponsor of the site, and the site’s URL. When no author is named, treat the sponsor as the author.


**NOTE:** *The Chicago Manual of Style* does not advise including the date you accessed a Web source, but you may provide an access date after the URL if the cited material is time-sensitive: for example, http://www.historychannel.com/today (accessed May 1, 2005).

**22. SHORT DOCUMENT FROM A WEB SITE** Include as many of the following elements as are available: author’s name, title of the short work, title of the site, sponsor of the site, and the URL. When no author is named, treat the site's sponsor as the author.


22. PBS Online, "Media Giants," *Frontline: The Merchants of Cool,*


**23. ONLINE POSTING OR E-MAIL** If an online posting has been archived, include a URL, as in the following example. E-mails that are not part of an online discussion are treated as personal communications (see item 26). Online postings and e-mails are not included in the bibliography.


**Other sources (print, online, multimedia)**

**24. GOVERNMENT DOCUMENT**

25. UNPUBLISHED DISSERTATION


26. PERSONAL COMMUNICATION

26. Sara Lehman, e-mail message to author, August 13, 2003. Personal communications are not included in the bibliography.

27. PUBLISHED OR BROADCAST INTERVIEW


28. VIDEO OR DVD


29. SOUND RECORDING


compact disc 80133.

30. SOURCE QUOTED IN ANOTHER SOURCE


*Source:* [http://www.dianahacker.com/resdoc/p04_c10_s2.html](http://www.dianahacker.com/resdoc/p04_c10_s2.html)

**CHICAGO MANUSCRIPT FORMAT**

The following guidelines for formatting a *Chicago* paper and preparing its endnotes and bibliography are based on *The Chicago Manual of Style*, 15th ed.

*Formatting the paper*

*Chicago* manuscript guidelines are fairly generic, since they were not created with a specific type of writing in mind.

**TITLE PAGE**
Include the full title of your paper, your name, the course title, the instructor's name, and the date. Do not number the title page but count it in the manuscript numbering; that is, the first page of the text will be numbered 2. Click [here](http://www.dianahacker.com/resdoc/p04_c10_s2.html) for a sample title page.

**PAGINATION**
Using arabic numerals, number all pages except the title page in the upper right corner. Depending on your instructor's preference, you may also use a short title or your last name before the page numbers to help identify pages in case they come loose from your manuscript.

**MARGINS AND LINE SPACING**
Leave margins of at least one inch at the top, bottom, and sides of the page. Double-space the entire manuscript, including long quotations that have been set off from the text. (For line spacing in notes, click [here](http://www.dianahacker.com/resdoc/p04_c10_s2.html); in the bibliography, click [here](http://www.dianahacker.com/resdoc/p04_c10_s2.html).) Left-align the text.

**LONG QUOTATIONS**
When a quotation is fairly long, set it off from the text by indenting (for a sample page with a long quotation, see page 3 of the [sample paper](http://www.dianahacker.com/resdoc/p04_c10_s2.html)). Indent the full quotation one-half inch (five spaces) from the left margin. Quotation marks are not needed when a quotation has been set off from the text.
VISUALS

*The Chicago Manual* classifies visuals as tables and illustrations (illustrations, or figures, include drawings, photographs, maps, and charts). Keep visuals as simple as possible. Label each table with an arabic numeral (Table 1, Table 2, and so on) and provide a clear title that identifies the subject. The label and title should appear on separate lines above the table, flush left. Below the table, give its source in a note like this one:

For each figure, place a label and a caption below the figure, flush left. The label and caption need not appear on separate lines. The word "Figure" may be abbreviated to "Fig."

In the text of your paper, discuss the most significant features of each visual. Place visuals as close as possible to the sentences that relate to them unless your instructor prefers them in an appendix.

**Preparing the endnotes**
Begin the endnotes on a new page at the end of the paper. Center the title Notes about one inch from the top of the page, and number the pages consecutively with the rest of the manuscript. Click [here](#) for an example.

**INDENTING AND NUMBERING**
Indent the first line of each note one-half inch (or five spaces) from the left margin; do not indent additional lines in the note. Begin the note with the arabic numeral that corresponds to the number in the text. Put a period after the number.

**LINE SPACING**
Single space each note and double-space between notes (unless your instructor prefers double-spacing throughout).

**Preparing the bibliography**
Typically, the notes in *Chicago*-style papers are followed by a bibliography, an alphabetically arranged list of all the works cited or consulted (click [here](#) for an example). Center the title Bibliography about one inch from the top of the page. Number bibliography pages consecutively with the rest of the paper.

**ALPHABETIZING THE LIST**
Alphabetize the bibliography by the last names of the authors (or editors); when a work has no author or editor, alphabetize it by the first word of the title other than *A, An, or The.*

If your list includes two or more works by the same author, use three hyphens instead of the author’s name in all entries after the first. You may arrange the entries alphabetically by title or by date; be consistent throughout the bibliography.

**INDENTING AND LINE SPACING**
Begin each entry at the left margin, and indent any additional lines one-half inch (or five spaces). Single-space each entry and double-space between entries (unless your instructor prefers double-spacing throughout).