Chicago Style Format

This brief handout was compiled using the Chicago Manual of Style, sixteenth edition. Examples were adapted from various sources, including the Purdue OWL, and revised March, 2013. For further information, please refer to the Chicago Manual of Style.

General Format

- Margins should be set at no less than 1” and no greater than 1.5”.
- Typeface should be easy to read, such as Times New Roman or Palatino.
- Font size should be no less than 10 pt. (preferably, 12 pt.).
- Text should be consistently double-spaced, except for block quotations, table titles, and figure captions, which should be single-spaced.
- Notes and bibliographies should be singled-spaced internally; however, leave an extra line space between note and bibliographic entries.
- Page numbers begin in the header of the first page of text with Arabic number 1.

Title Page

Class papers will either include a title page or include the title on the first page of the text. Use the following guidelines for a title page:

- The title should be centered a third of the way down the page, in all caps.
- For subtitles, end the title line with a colon and place the subtitle on the line below the title.
- Your name and class information should follow several lines later.
Main Body

Titles mentioned in the text, notes, or bibliography are capitalized “headline-style,” meaning first words of titles and subtitles and any important words thereafter should be capitalized. Otherwise, take a minimalist approach to capitalization. Lowercase terms used to describe periods, for example, except in the case of proper nouns (e.g., “the colonial period,” vs. “the Victorian era”).

Titles in the text, as well as in notes and bibliographies, are treated with quotation marks or italics based on the type of work they name. Book and periodical titles (titles of larger works) should be italicized. Article and chapter titles (titles of shorter works) should be enclosed in double quotation marks.

Block Quotations

- A prose quotation of five or more lines should be blocked.
- A blocked quotation does not get enclosed in quotation marks.
- An extra line space should immediately precede and follow a blocked quotation.
- Blocked quotations should be indented .5” as a whole and single spaced.

Rose eloquently sums up his argument in the following quotation:

In a society of control, a politics of conduct is designed into the fabric of existence itself, into the organization of space, time, visibility, circuits of communication. And these enwrap each individual life decision and action—about labour [sic], purchases, debts, credits, lifestyle, sexual contracts and the like. (246)

In addition to Rose’s understanding of how individuals instate their own risk management (a new form of “surveillance”) in noncentered, . . .

Subheadings

Subheadings should be used for longer papers. Put an extra line space before and after subheadings, and do not end them with periods (level five headings should end with a period, though you may not need that many levels of headings).

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

- Position tables and figures after the paragraph in which they’re described.
- Cite the source of the table and figure information with a “source line” at the bottom of the table or figure.
  - Source lines are introduced by the word Source(s), followed by a colon, and ended with a period.
  - Cite a source as you would for parenthetical citation, minus the parentheses, and include full information in an entry on your References page.
  - Acknowledge reproduced or adapted sources appropriately (i.e., data adapted from; map by . . . ).
  - Every table should have a number and (a short and descriptive) title flush left on the line above the table.
  - Every figure should have a number and a caption flush left on the line below the figure.
  - Number tables and figures separately by the order you mention them in the text. In the text, identify tables and figures by number (“in figure 3”) rather than by location (“below”).

Table Example:

<table>
<thead>
<tr>
<th>Year</th>
<th>President</th>
<th>First Lady</th>
</tr>
</thead>
<tbody>
<tr>
<td>1829-37</td>
<td>Andrew Jackson</td>
<td>Rachel Donelson Jackson</td>
</tr>
<tr>
<td>1837-41</td>
<td>Martin Van Buren</td>
<td>Hannah Hoes Van Buren</td>
</tr>
<tr>
<td>1841</td>
<td>William Henry Harrison</td>
<td>Anna Tuthill Symmes Harrison</td>
</tr>
<tr>
<td>1841-45</td>
<td>John Tyler</td>
<td>Letitia Christian Tyler, Julia Gardiner Tyler</td>
</tr>
</tbody>
</table>


Bibliography and Citations

In the Notes/Bibliography system, the bibliography provides an alphabetical list of all sources used in a given work. It should include all sources cited within the work and may sometimes include other relevant sources that were not cited but provide further reading.

Entries in the bibliography list should be arranged alphabetically by the author’s last name. If no author or editor is listed, the title or keyword by which the reader would search for the source may be used instead.

The bibliography should be formatted with the word “Bibliography” centered on the first line, followed by two blank lines. The bibliography entries, as well as the footnotes, should be single spaced and followed by a blank line. The footnotes should be indented, and the bibliographic entries should have a hanging indent.
Footnotes

- Note numbers should begin with “1” and follow consecutively throughout a given paper.
- In the text, note numbers are superscripted.
  - Superscripts can be added in Word using the superscript button in the “Font” box, or pressing the “Ctrl,” “Shift,” and “+” keys at the same time.
  - Note numbers should be placed at the end of the clause or sentence to which they refer and should be placed after any and all punctuation.
  - In the notes themselves, note numbers are full-sized, not raised, and followed by a period (superscripting note numbers in the notes themselves is also acceptable).
  - The first line of a footnote is indented .5” from the left margin. Subsequent lines within a footnote should be formatted flush left.
  - Leave an extra line space between footnotes.
  - Place commentary after documentation when a footnote contains both, separated by a period.
    - In parenthetical citation, separate documentation from brief commentary with a semicolon.
    - Do not repeat the hundreds digit in a page range if it does not change from the beginning to the end of the range.

In Democracy and Other Neoliberal Fantasies, Jodi Dean argues that “imagining a rhizome might be nice, but rhizomes don’t describe the underlying structure of real networks,” rejecting the idea that there is such a thing as a nonhierarchical interconnectedness that structures our contemporary world and means of communication.


Bibliography

- Label the first page of your back matter, and your comprehensive list of sources, “Bibliography.”
- Leave two blank lines between “Bibliography” and your first entry.
- Leave one blank line between remaining entries.
- List entries in alphabetical order according to the first word in each entry.
- Use “and,” not an ampersand, “&,” for multi-author entries.
  - For two to three authors, write out all names.
  - For four to ten authors, write out all names in the bibliography but only the first author’s name plus “et al.” in notes and parenthetical citations.
  - When a source has no identifiable author, cite it by its title, both on the references page and in shortened form (up to four keywords from that title) in parenthetical citations throughout the text.
- Write out publishers’ names in full.
- Do not use access dates unless publication dates are unavailable.
- If you cannot ascertain the publication date of a printed work, use the abbreviation “n.d.”
- Provide DOIs instead of URLs whenever possible.
Bibliography


For more information on Chicago style citations, please see our “Using Chicago Style” handout, available in the Information Commons or through Learning Support Services.