The biggest difference between Chicago Manual of Style and the other style guides is the way one creates in-text citations. Instead of including an author and page number, the writer gives each reference an Arabic numeral in superscript format. From there, the writer creates a coordinating Notes page for each numbered reference, followed by a Bibliography. See the examples attached.

**Paper Layout**

Use 1” margins all around. The first page of your text will be page 2 because the Title Page counts as Page 1. Use the automatic header feature to put your last name and the page number in the top right corner. Use Arabic numbering: 1, 2, 3, etc. Double space your paper. Use New Times Roman font size 12 or as the instructor directs.

**Title Page or Cover Sheet**

- Center the following information, starting at least 1/3 of the way down the page.
- Include the full title of your paper, your name, the course title, the instructor’s name, and the date.
- Do not number this page as page 1, although it will count in your page count.
- For an example of title page, see *A Writer’s Reference* page 571.

**Documenting Sources: Endnotes versus Footnotes**

**PURPOSE**

- Depending on which ending note style the professor wants created, you will use the Arabic numerals (1, 2, 3) in superscript right after the quotation marks for every in-text reference.
- Then you will create either a coordinating endnote or footnote. These notes tell the reader what source the referenced superscript addresses.

**FORMAT**

- Footnotes will appear at the bottom of each page.
- Endnotes will appear on a separate page after the body’s text.
- Use regular font Arabic numbers (1, 2, 3) to list each superscript number you are referencing.

**Endnotes**

- Center the title, “Notes,” on a new page.
- These will be single spaced.
- Use the Arabic numbers (1, 2, 3) in order to list each reference used.
- Indent the first line and not following lines.
- Authors’ names will be listed first name first then last name.
- Double space between citations.
- Terms such as editor/edited by, translator/translated by volume, and edition are abbreviated.
- Parentheses are used around the publishing information.
Example from citation 1:
1. Diana Hacker and Nancy Sommers, A Writer’s Reference (Boston: Bedford/St.Martin’s, 2018), 571.

- The first time you cite a source, the note should include publication information for that work as well as the page number.
- For later references to a source you have already cited, you may simply give the author’s last name, short form of the title, and the page(s) cited.² A short form of a title of an article or another short work is put in quotation marks: “The Lottery.” A short form of the title of a book or another long work is italicized: “Of Mice and Men.”

Example of a short title citation in notes:
2. Diana Hacker and Nancy Sommers, Writer’s Reference, 571.

- When there are two notes in a row from the same source give the author’s last name and page(s) cited.³

Example of subsequent cites from same source:
3. Hacker and Sommers, 571.

Bibliography

- This goes at the end of the paper if the author is using a bibliography, it goes after the body text (and Endnotes, if the author is using them) on its own page.
- Center the title, Bibliography, on the new page.
- Single space and begin the citations.
- The writer needs no page numbers because they were revealed on the Endnotes page.
- No parenthesis are used around publisher information.
- Noun forms such as editor, translator, volume, and edition are abbreviated.
  - However, verb forms, such as edited by and translated by (abbreviated in a note), are spelled out in a bibliography.
- As with MLA formatting, the following items are the same:
  - List alphabetically by last name first.
  - Use a hanging indent for second and more lines.
  - Double space between citations.

Examples of Notes versus Bibliography citations. (Notes appear first):

**One author book:**
1. Ima Justice, Title of book. (Boston/New York: Bedford/St.Martin’s, 2018), 571.


**Two or three authors:**

Four or more authors:


Journal article from a database:

Doi: 10.1086/599247 (or HTML address in place of DOI).

Web or online library:

http://catalog.hathitrust.org/Record/006536666.

Work in an anthology or collection:


Unknown author:

Title of Book, London, 1912.

Multiple works by the same author:
- In the bibliography, arrange the entries alphabetically by title. Use six hyphens in place of the author’s name starting with the second entry.

Smith, Tobius. *Title of Book* (New York: Bloomsbury USA, 2010).


Organization as the author:

Shopping Local and the Effect of Wal-Mart’s Low Prices

Valerie Smith

History 214
Professor Milken
August 16, 2018
Notes versus Bibliography page layouts:

*On a separate page after the body*

NOTES


*On a separate paper after notes*

Bibliography


NASA. “This galaxy is a whirl of color,” Instagram photo, September 23, 2017. https://www.instagram.com/p/BZY8adminZQJ/.
