

# Chicago Manual of Style Step-By-Step

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 a title page, see *A Writer's Reference* page 301.<sup>1</sup>

## Documenting Sources: Endnotes versus Footnotes

Depending on which ending note style the instructor 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. If a work includes a bibliography, then it is okay to shorten all notes, including your first reference (*A Writer's Reference* p. 280). **The information included will be the same for endnotes as for footnotes.**

## Footnotes

- Footnotes will appear at the bottom of each page on which the number appears in a footer.
- Use regular font Arabic numbers (1, 2, 3) to list each <sup>superscript</sup> number you are referencing.
- Footnotes are single-spaced with double spacing between entries.

## Endnotes

- Endnotes will appear on a separate page after the body's text.
- Center the title, "Notes," on the new page.
- Endnotes are organized by the order of <sup>superscript</sup> numbers as they appeared in the text.
- Use regular font Arabic numbers (1, 2, 3) to list each <sup>superscript</sup> number you are referencing.
- Endnotes are single-spaced with double spacing between entries.
- Indent the first line and **not** the following lines.
- Authors' names will be listed **first name**, last name.
- Terms such as editor/edited by, translator/translated by, volume, and edition are abbreviated.
- Parentheses are used around the publishing information.

### Notes example from citation <sup>1</sup> on the previous page:

1. Diana Hacker and Nancy Sommers, *A Writer's Reference* (Boston: Bedford/St. Martin's, 2018), 301.
  - 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.<sup>2</sup>
2. Diana Hacker and Nancy Sommers, *A Writer's Reference*, 305.
  - When there are two notes **in a row** from the **same source**, give the author's last name and page(s) cited.<sup>3</sup>
3. Hacker and Sommers, 305.

## Bibliography

- This goes on a separate page after the body text (and after Endnotes if the author is using them as well).
- Center the title, "Bibliography," on the new page.
- Single space-citations and double-space between entries.
- Organize by alphabetizing the list by **last names** of authors.
- Use a hanging indent for second and more lines.
- No parenthesis is used around publisher information.
- In bibliographies, **no page numbers** are given to cite **whole** books. \*However, if you are citing an article in a journal, or a **part** of a book, the beginning to ending pages are cited. (\**The Chicago Manual of Style*, 17<sup>th</sup> ed.).
- Noun forms such as editor, translator, volume, and edition are abbreviated. However, verb forms, such as edited by and translated by (abbreviated in notes), are spelled out in a bibliography.

### Examples of Notes versus Bibliography citations. (Notes appear first, bibliography underneath):

#### One author book:

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

\*Justice, Ima, *Title of book*, 568-72. Boston: Bedford/St. Martins, 2018.

#### Two or three authors:

2. Shanda Luther and Nancy Sommers, *Title of book* (New York: Holt, 2015), 73.

\*Luther, Shanda, and Nancy Sommers, *Title of Book*, New York: Holt, 2015: 73-75.

#### Four or more authors:

3. Lynn Prochaska et al., *Title of Book*, 6<sup>th</sup> ed. (Boston: Bedford/St. Martin's, 2016).

Prochaska, Lynn, Pat Nodland, Effie May Brown, and Gaylen Simms. *Title of Book*. 6<sup>th</sup> ed. Boston: Bedford/St. Martin's, 2016.

**Journal article from a database:**

4. Mark Evan Bonds, "Absolute Music: The History of an Idea," *Music and Letters* 96, no. 3 (2015): 345, <https://muse.jhu.edu/srticle/597807>.

Bonds, Mark Evan. "Absolute Music: The History of an Idea." *Music and Letters* 96, no. 3 (2015): 344-89. <https://muse.jhu.edu/srticle/597807>.

**Journal article from the web:**

5. Alan Lightman, "What Came Before the Big Bang?," *Science*, January (2016), <http://science.s.org/archive/2016/01/what-cam-before-the-big-bang>.

Lightman, Alan. "What Came Before the Big Bang?," *Science*, January (2016). <http://science.org/archive/2016/01/what-cam-before-the-big-bang>.

**Work in an anthology or collection:**

6. Ben Merriman, "Lessons of Arkansas," in *City by City*, ed. Keith Gessen and Stephen Squibb (New York: Farrar, Straus and Giroux, 2015), 142.

Merriman, Ben. "Lessons of Arkansas." In *City by City*, edited by Keith Gessen and Stephen Squibb 142-56. New York: Farrar, Straus and Giroux, 2015.

**Unknown author:**

7. *Title of Book* (London, 1912), 23.

*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).

----- *Title of Book*. New York: Holt, 2010. (it is 6 dashes).

**Organization as the author:**

8. Sierra Club, "Land Conservation," <https://www.sierraclub.org/land-conservation>.

Sierra Club, "Land Conservation," <https://www.sierraclub.org/land-conservation>.

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

1. Diana Hacker and Nancy Sommers, *A Writer's Reference*. (Boston/New York: Bedford/St. Martin's, 2018), 301.
2. Patrick Zuk, "Nikolay Myaskovy and the Events of 1948," *Music and Letters* 93, no. 6 (2012): 61, <https://muse.jhu.edu/article/597807>.
3. Steve Hill, ed., *The Iliad of Homer* (Chicago: University of Chicago Press, 2012), 91.
4. Hill, 105.
5. *Argo*, directed by Ben Affleck (2012; Burbank, CA: Warner Bros. Pictures, 2013), DVD.
6. NASA. "This galaxy is a whirl of color," *Instagram* (photo), September 23, 2017, <https://www.instagram.com/p/BZY8adminZQJ/>.
7. United States Senate, Committee on Foreign Relations, *The U.S. Role in the Middle East: Hearing before the Committee on Foreign Relations, United States Senate, 114<sup>th</sup> Cong., 1<sup>st</sup> sess.* (Washington, DC: GPO, 2015), 35.

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\*On a separate paper after notes\*

### Bibliography

- Affleck, Ben, dir. *Argo*. 2012; Burbank, CA: Warner Bros. Pictures, 2013. DVD.
- Hacker, Diana, and Nancy Sommers, *A Writer's Reference*. Boston/New York: Bedford/St. Martin's, 2018. 301-11.
- Hill, Steve, ed. *The Iliad of Homer*. Chicago: University of Chicago Press, 2012.
- NASA. "This galaxy is a whirl of color." *Instagram* (photo), September 23, 2017. <https://www.instagram.com/p/BZY8adminZQJ/>.
- United States Senate. Committee on Foreign Relations. *The U.S. Role in the Middle East: Hearing before the Committee on Foreign Relations, United States Senate, 114<sup>th</sup> Cong., 1<sup>st</sup> sess.* Washington, DC: GPO, 2015.
- Zuk, Patrick. "Nikolay Mysakovy and the Events of 1948." *Music and Letters* 93. No. 6 (2012): 61-77. Project Muse. Accessed February 23, 2017. <https://muse.jhu.edu/article/597807>.