Chicago Manual of Style

This guide will help you create citations for both in-text and bibliography citations as well as give you an overview of the formatting of a Chicago Style paper.

To view an in-depth citation guide that includes a variety of sources, visit the Chicago Manual of Style online.

FORMATTING¹

- 1" margins on all four sides
- Times New Roman; 12 pt. font
- Text should be double-spaced, with the exception of:
  - Block quotes
  - Table Titles
  - Figure Captions
- Use a 1/2" indent for paragraph beginnings, block quotes and bibliographic indents.
- Bibliographic and notation entries should be single spaced internally, but contain a space between each entry.
- Place page numbers in the header of the first page of text, beginning with number 1. Continue your page numbers until the end of your bibliography.
- Longer publications should use Subheadings.
- Assemble your paper in the following order:
  - Cover/Title page
  - Body of the paper
  - Appendix (if needed)
  - Endnotes (if using endnote style)
  - Bibliography

CITATIONS

- The following are examples of citations in-text (using a footnote or endnote) and in a bibliography.
- Definitions for types:
  - Notes: Footnotes and/or endnotes. Citations are added as footnotes or endnotes.
  - Shortened Notes: Create a shortened citation after the original full citation. This reduces bulk if you have footnotes and/or endnotes.
  - Bibliography: You add this citation to your list of references at the end of your paper. These are listed in alphabetical order by author’s last name.

**BOOKS**

**Notes**


**Shortened notes**


**Bibliography**


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E-BOOKS

Notes


Shortened notes


Bibliography


Notes


Shortened notes


Bibliography
