Chicago Manual of Style

The *Chicago Manual of Style* includes two documentation systems: the notes-bibliography style (or humanities style) and author-date/in-text referencing.

The bibliography style is used primarily in the humanities. This style presents citation information in footnotes or endnotes, and a bibliography.

The author-date style includes sources briefly cited in parentheses in the text by author’s last name and date of publication. The full citation information of the parenthetical citations are then included in a list of references at the end of the paper.

Below are examples of materials cited in both styles. Each example is given first in bibliography style (Note, then bibliographic (Bib)), followed by the author/date style (In-text, then Ref for the reference list entry).

This handout is intended for students who are instructed to use the *Chicago Manual of Style* when writing research papers. Consult the *Chicago Manual of Style, 16th* edition for more detailed information and talk to your professor about formatting specifications for your class.

**Manuscript Formatting**

- **Text formatting** – Text font should be no less than 10pt. (preferably, 12pt). Text should be consistently double-spaced, except for block quotations, table titles, and figure captions. **Exception:** Notes and references should be single-spaced with an extra line between note and bibliographic entries.
- **Margins** - Margins should be set at no less than 1” and no more than 1.5”.
- **Page numbers** – begin in the header of the first page of text with Arabic number 1.
- **Title page** – Follow the guidelines your instructor provides. Papers will include a title page or will include the title on the first page of text. Title pages include: title of paper, name and class information.
- **Notes** - should be numbered consecutively throughout the essay with superscript Arabic numerals and included at the bottom of the essay page.

**Book Examples**

**Book with One Author**


**Following footnote:** 2. Anderson, *Warning Signs*, 84.


**In-text:** (Anderson 2013, 73)

**Book with Two Authors**


**Following Note:** 8. Garcia and McManimon, *Gendered Justice*, 152.


**In-text:** (Garcia and McManimon 2011, 293-7)


**Book with Four or More Authors**


**Following Note:** 5. Belenky et al., *Women’s Ways*, 134.


**In-text:** (Belenky et al., 1986, 123)


**Chapter in Book**


**In-text:** (Hamington, 2004, 220)


**Journal Articles**

**Online Journal Article with One Author (example without DOI)**

For additional information, please refer to the *Chicago Manual of Style Quick Guide*


In-text: (Carozzi 2013, 33)


Online Journal Article with Two Authors (example with DOI)


In-text: (Barraket and Henry-Waring 2008, 150-1)


Newspaper & Magazine Articles

Newspaper and magazine articles may be cited in running text (“As William Niederkorn noted in a *New York Times* article on June 20, 2002, . . . “) instead of in a note or a parenthetical citation, and they are commonly omitted from a bibliography or reference list as well. The following examples show the more formal versions of the citations. Check which is required by your professor.

Magazine Article


In-text: (Pryce-Jones 2006, 24)


Newspaper Article


For additional information, please refer to the *Chicago Manual of Style Quick Guide*

In-text: (Amundsen 2013)


Web Site


In-text: (Spalter-Roth 2013)


Dissertations & Theses


In-text: (Jia 2012, 215)


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