TITLE OF THE CHICAGO FORMATPAPER

Student first and last name

Course number (including section number) Date (Month Day, Year)

This essay demonstrates the format elements required by the Chicago style. This format is used for history, political science, and some art and humanities courses. There are several key elements to set up in the document at the start of the paper. Set the document format for doublespacing, one inch margins all around, 12-point font size, and a font type of Times New Roman. In addition, indent each new paragraph using the TAB key (an automatic indent of seven spaces) and provide only one space after every period. After setting up the document format, the paper begins with a cover sheet or title page that contains the paper’s title, student’s name, course number, and date of submission (some instructors also want their name included before the date -- ask your instructors for what they prefer).

As this sample shows, the cover page is not numbered, but all other essay pages include a page number in a header in the right corner of the top margin. Some instructors also want your last name to be included in this header. Additionally, some instructors will not want the header included in the Bibliography or Endnotes page. Ask your instructors for what they prefer. The first page of your essay text should start on page 1. To do this, go to the “Insert” tab, click on “Page Number” and choose “Top of Page” from the drop-down menu. Select “Plain Number 3” because it will place your number in the top right corner. This action will automatically open the header, and you should see shaded page numbers and your cursor right in front of a number. If needed, type your last name and a space right here. Look up at your green “Header and Footer Tools” tab and click the box next to “Different First Page” to clear the numbering from the cover page. Then, click the “Page Number” button (look left) and choose “Format Page Numbers,” which will open a small window. Under “Page Numbering” in this window, change the setting to “Start at” and click the number to 0 in the box. Click “Okay,” because everything is.

Citations in Chicago work very differently from those in Modern Language Association (MLA) or American Psychological Association (APA). Instead of parenthetical citations with page numbers, footnotes are used, or, in some cases, endnotes; ask the professor which he or she prefers. Footnotes appear at the bottom of the page, and endnotes appear at the end of the paper before the Bibliography. When activating the footnote feature in Word, a small superscript number will appear in the document with an accompanying number at the bottom of the page. Footnotes need to be indented, so move the cursor in front of the number and press the Tab key to accomplish this. According to the *Chicago Manual of Style*, “a basic requirement for all footnotes is that they at least begin on the page on which they are referenced.”[[1]](#footnote-0)[[2]](#footnote-1) Footnotes allow easy reference to a citation entry within the paper, as well as “immediate knowledge of the sources…essential to readers.”2

As for endnotes, they are on a separate page at the end of the paper, titled Notes. Each endnote is indented, numbered, and followed by a period, a space, and the citation information. Endnotes are listed in the order in which they occur. That is, they are not listed alphabetically. "If the choice is left up to you, weigh the advantages of each form. Footnotes allow your reader to refer easily and quickly to the sources cited on a given page, but they can be distracting."[[3]](#footnote-2)

Follow the superscript to the note below to see how this citation is written according to Chicagoformat. Notice the author's name is arranged with the first name first and the last name last, and the publishing information is located within parentheses. It is also automatically resized at 10-point rather than 12-point. There is a period placed only at the end of the footnote; commas are used to designate separations of information within the footnote. If the next footnote(s) refers to the same source, it is possible to use “Ibid.” (although CMS discourages this), an abbreviation for *Ibidem*, which is Latin for "in the same place,” followed by a comma and a page number if different.[[4]](#footnote-3)[[5]](#footnote-4) Be sure to capitalize the word Ibid. and follow the word with a period. If referencing a different page from the same source, Ibid. should be followed by a comma, the page number, and end with another period. Ibid. is used only when the same source in the previous note is referenced. Rampolla states, “In subsequent notes, however, use a shortened form: cite the author’s last name, followed by a comma; the key words from the main title; and the page or

pages cited."[[6]](#footnote-5) It is not necessary to include the publishing information.

To avoid plagiarism, citations are necessary to ensure credit is given where it is due. This is true whether using the exact words or ideas that come from someone else or rephrasing those words and ideas in your own words. Occasionally, some citations are too large to insert into body paragraphs and must be off-set with formatting known as a block. However, you should avoid using block quotations whenever possible. “Frequent use of long quotations suggests that you have not really understood the material well enough to paraphrase. Moreover, a long quotation can be distracting and cause readers to lose the thread of your argument. Use a lengthy quotation only if you have a compelling reason to do so.”[[7]](#footnote-6) Block quotes should be used when your quote extends beyond four typed lines of prose.[[8]](#footnote-7) When signaling the blocked quotation, be sure to use a colon to indicate such:

The entire block quote is indented, but the first line of this paragraph is not further indented. However, if there are additional paragraphs, they are indented as they appear in the original text. In Chicago, the blocked quote is single-spaced, with double-spaces before and after the quote, and no quotation marks around the quotation, unless there is another quote within the block quote such as “What these families have left is to understand them are business records, letters, and reports written in the form of letters,” writes Anne. F. Hyde.[[9]](#footnote-8) The footnote number comes at the end of a quote in all cases including the block.[[10]](#footnote-9)

Resume normal margins once returning to the paragraph. There should almost always be additional text after the blocked quotation in order to avoid having a quotation floating within the body paragraph and to demonstrate analysis. This means that you would not indent the first line after your block quotation.

The last page of the essay is the Bibliography page; it should *not* have a last name or page number in the top right hand corner. You can create the bibliography as a separate document to do this, if you wish. However, if you prefer to keep your work in one document, follow these instructions (applicable to Word 2010): Place your cursor at the end of your essay text, i.e. the end of the page right before your bibliography. Go to the “Page Layout” tab. From the “Breaks” drop down menu, select “Next Page” under “Section Breaks.” Then, double click in the header space on your Bibliography page to open the header. Under the header dotted line, a left-side box should say “Header -Section 2-,” and a right-side box should say “Same as Previous.” Look up at your green highlighted “Header and Footer Tools” tab (you should already be in this tab) and find the “Navigation” section. Click the “Link to Previous” button, which should go from highlighted yellow to normal color because you are turning the action *off*. Once you do this, the

“Same as Previous” tag should disappear. Now you can delete your name and number on the

Bibliography without altering any other headers. How does it feel to be a Word ninja?

Create the text of the bibliography page by centering the word “Bibliography” on the first line, and then include all of the information about the sources used to write the paper. A Bibliography page is different from a Works Cited page in that it should also identify sources that are not cited in the work. These are arranged alphabetically by the authors’ last names.[[11]](#footnote-10) The format for each entry differs depending on the kind of source used, such as an electronic book.[[12]](#footnote-11) An example of a footnote entry from an online source can be seen below.[[13]](#footnote-12) The Bibliography includes any book, article, film, website, interview, lecture, magazine, periodical, or newspaper – anything – that contributed to the understanding and to the development of ideas for the paper.

Therefore, always consult a Chicago style reference manual before writing citations, either the 17th edition of the *Chicago Manual of Style Online,* available in the PPCC library, the

*Purdue* *OWL* website, or Rampolla’s *A Pocket Guide to Writing in History*. Each citation should begin at the left margin, and all subsequent lines should be indented. In many word processing programs, this is called a hanging indent; it can usually be found in the paragraph format menu of the word processing software. Use single spacing within a citation, but double space between entries. Also, be sure the entries are arranged in alphabetical order according to the first letter of the first part of each entry; typically, this is the first letter of the author's last name, but not always, especially with sources where the author is unknown.

On a final note, avoid contractions in academic papers (such as: won’t, it’s, and haven’t); instead keep words separated (will not, it is, and have not). While the *Chicago Manual of Style* does not expressly forbid contractions, individual professors in some CMS disciplines do forbid the use of contractions. In addition, while this guide is intended to help students use the Chicago conventions in their college courses, individual instructors may require specific features that differ from those summarized here and detailed in *The Chicago Manual of Style Online.* Therefore, students are advised to consult with their instructors regarding specific course requirements related to Chicago style papers. Keep in mind the campus Learning Commons tutoring is a resource available to students.

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*(This style guide was adapted for Pikes Peak Community College, Summer 2012, SDK and RHP.*

*It was updated Spring 2019, AFO & SH.)*

1. University of Chicago Press, “Chapter 14,” in *The Chicago Manual of Style Online,* 16th ed. (Chicago: U of Chicago Press, 2010), 39. [↑](#footnote-ref-0)
2. Ibid. [↑](#footnote-ref-1)
3. Mary Lynn Rampolla, A *Pocket Guide to Writing History,* 9th ed. (Boston: Bedford/St. Martin’s, 2018), 118.

   [↑](#footnote-ref-2)
4. “Chicago Manual of Style 17th Edition,” *Purdue Online Writing Lab*, Purdue University, January 31, [↑](#footnote-ref-3)
5. https://owl.english.purdue.edu/owl/resource/717/01/. [↑](#footnote-ref-4)
6. Rampolla, *A Pocket Guide*, 121. [↑](#footnote-ref-5)
7. Rampolla, *A Pocket Guide*, 117. [↑](#footnote-ref-6)
8. Rampolla, *A Pocket Guide*, 116.

   [↑](#footnote-ref-7)
9. Anne F. Hyde, *Empires, Nations, and Families: A History of the North American West, 1800-1860.*

   *(Lincoln: University of Nebraska Press, 2011)*, 37. [↑](#footnote-ref-8)
10. Rampolla, *A Pocket Guide*, 117.

    [↑](#footnote-ref-9)
11. Rampolla, *A Pocket Guide*, 122. [↑](#footnote-ref-10)
12. Lewis H. Lapham, *Gag Rule: On the Suppression of Dissent and the Stifling of Democracy,* (New York: Penguin Press, 2004). E-book Collection EBSCO. [↑](#footnote-ref-11)
13. “General Format,” *Purdue Online Writing Lab*, Purdue University, February 16, 2018, https://owl .english.purdue.edu/owl/resource/717/02/.

    [↑](#footnote-ref-12)