

# CHICAGO STYLE CHEAT SHEET

## PURPOSE OF CHICAGO

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Unlike APA or MLA, Chicago style uses a notes and bibliography system of citation. Of the major formatting styles, Chicago is the most flexible – it mainly requires that your paper be internally consistent. It is used by many fields in the humanities.

## GENERAL RULES

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Chicago requires text to be double-spaced (except for block quotes, notes, and the bibliography), all pages to have at least a 1-inch margin, all text to be in a readable font (like Times New Roman) no less than 10 points (preferably 12), and all pages except the title page to be numbered in the top right corner of the header.

## TITLE PAGE

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Although not always required, Chicago style papers typically have a title page. The goal is to indicate the paper's title, the author's name, the class name, and the due date.

- ◆ Six lines down the page, center the full title of your paper.
- ◆ Six lines after that, put your first and last name.
- ◆ The class name or code goes on the next line followed by another line with the due date (written like "May 24, 2019").

**Note:** The title page is double-spaced like the bulk of your paper, but do not include a page number.

## NOTES

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Chicago style uses either footnotes (at the bottom of the page where the information is referenced) or endnotes (at the end of the paper before the bibliography). Like in-text citations, notes give credit to authors for their original ideas you use in your paper. The superscript number for each note should come immediately after the clause or sentence containing the information being referenced.

- ◆ Find the footnote or endnote button in your word processor (in Word, go to the "References" tab and select either "Insert Footnote" or "Insert Endnote").
- ◆ The word processor should automatically insert a superscript number into your text with a corresponding place at the bottom of the page/paper to put your citation in the notes.
- ◆ In the space created at the bottom of the page/paper, insert the note version of the source's citation. See examples on the next page.
- ◆ The first time you reference a source, use the full note citation. For subsequent notes, use a shortened version (the author's last name, shortened title of the work, and page number).

**Note:** Notes should be inserted after punctuation (commas, periods, question marks, etc.).

## BIBLIOGRAPHY

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The purpose of the bibliography page is to clearly lay out for the reader what sources you used for the paper. Readers should be easily able to locate sources on their own based on the information you give in the bibliography. Properly organizing your bibliography page also allows your readers to easily check between the citations in your notes and the complete citations while reading.

- ◆ Unlike the rest of your paper, the bibliography page is single spaced.
- ◆ Center “Bibliography” at the top of a new page.
- ◆ Start your citations two blank lines after “Bibliography”.
- ◆ Leave one blank line in between each citation.
- ◆ All citations should include as much of the following information as is applicable: author name(s), title of source, editor/translator/compiler, title of container, edition, volume, issue, publication info (city, publisher, date), page number, and DOI/URL. See examples below.
- ◆ If a source has four or more authors, include all their names in the bibliography citation but only the first author’s last name followed by “et al.” in notes.
- ◆ Indent all lines of the citation after the first line. (The first line of a citation is not indented, but if the citation bleeds onto subsequent lines, all lines after the first are. This is called a hanging indent.)
- ◆ Alphabetize the citations from A-Z by the first word of the citation (usually the author’s last name).

**Note:** If working with sources in a database, you may find a “Cite” button which will bring up a list of the article’s citation in different formats. You may use the Chicago citation given here, but you are still responsible for making sure your citation is correct and complete.

## NOTE AND BIBLIOGRAPHY EXAMPLES:

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### 1. ONLINE JOURNAL ARTICLE WITH ONE AUTHOR:

**Note:** <sup>3</sup>George B. Bigby, “Teaching Composition in U.S. High Schools,” *English Nerds’ Periodical* 5, (2017): 152, doi:00.0101/0010.

**Bib.:** Bigby, George B. “Teaching Composition in U.S. High Schools.” *English Nerds’ Periodical* 5, (2017): 150-156. doi:00.0101/0010.

### 2. WEBSITE WITH NO AUTHOR AND NO DATE:

**N:** <sup>4</sup>“College-Level Essays: The Bane of Non-Native Speakers,” Writing Tutor Resource, accessed May 22, 2019, <http://www.writingtutorsresource.com/full/url>.

**B:** “College-Level Essays: The Bane of Non-Native Speakers.” Writing Tutor Resource. Accessed May 22, 2019. <http://www.writingtutorsresource.com/full/url>.

### 3. PRINTED BOOK WITH THREE AUTHORS:

**N:** <sup>1</sup>Lawrence A. Roberts, Yolanda Donaldson, and Charles Stephen Weston, *The Big Book of Statistics*, (San Diego: Cabaret Publishing, 2011), 11.

**B:** Roberts, Lawrence A., Yolanda Donaldson, and Charles Stephen Weston. *The Big Book of Statistics*. San Diego: Cabaret Publishing, 2011.

For specific questions not addressed in this handout, please visit the LETU Writing Center, email [WritingCenter@letu.edu](mailto:WritingCenter@letu.edu), or consult the [PurdueOWL Chicago formatting and style guide](#).