

# Chicago Style Guidelines

This handout provides simple guidelines for using Chicago style. See the Chicago Manual of Style in the Writing Lab for further instructions.

## 1. Title Page (section 1.9)

- The title page presents the full title of the paper; the subtitle, if any; your name; the course title; the instructor's name; and the date.
- The title and subtitle should appear centered and double-spaced 1/3 down from the top of the page. If you are using a subtitle, end your title with a colon.
- Your name should appear in the middle of the page.
- Near the bottom of the page and centered should appear the course title. Double-spaced and centered below the course title is the instructor's name, and double spaced and centered below the instructor's name is the date.

## 2. Margins (sections 2.10 – 2.13)

- Use at least one-inch margins on all sides of all pages. All information should be within these margins.

## 3. Spacing (sections 2.12, 2.14, 6.11, 11.11, and 11.12)

- All text should be double-spaced, including all notes and bibliography. (However, see "Block quotations" below.)
- Indent the first line of a new paragraph by using the tab key.
- Block quotations (quotes of at least one hundred words *or* eight lines *or* more than one paragraph, even if the paragraphs are very short) always start a new line and may be indented or set in smaller type or a different font from the text; they may have less space between lines. Quotation marks are not used in block quotations.
- One space, not two (in other words, a regular word space), follows *any* mark of punctuation that ends a sentence: a colon, a question mark, an exclamation mark, or closing quotation marks.

## 4. Notes (sections 16.19 – 16.35, 16.59)

- Use the endnote or footnote function of the word processor to create notes.
- Use superscript for reference numbers *in* the text.
- The reference numbers (followed by a period) in the notes themselves are normal size.
- Number notes consecutively throughout the paper.
- A reference number in the text appears at the end of a sentence or clause. It will precede a dash but follow any other punctuation, including a parenthesis.
- A note number usually follows a quotation.

### 4a. Endnotes (sections 16.23, 16.59)

- Endnotes appear at the end of a paper/article on a "Notes" page, after any appendices but before the bibliography.
- Endnotes work best for tables, quoted poetry, and matters requiring special typography.

### 4b. Footnotes (section 16.19)

- Footnotes appear at the bottom of the page.

**5. Bibliography** (sections 16.71 – 16.89 and Figure 16.3 on page 627)

- Entries in the bibliography are alphabetized by the last name of the author(s) or, if no author is given, by the title or a keyword readers are most likely to seek.
- The bibliography is double-spaced with the first line of each entry flush left and the subsequent lines indented ½” from the left margin (hanging indent).

**6. Miscellaneous** (sections 1.71-75, 1.100, 2.24, 2.53, 9.3, 16.11, 16.15)

- In bibliographies, authors’ names are inverted to put the last name first. In footnotes, however, names are given in the normal order.
- In bibliographies, the main elements are separated by periods. In footnotes, they are separated by commas.
- Chicago’s general rule for **numbers** is that in nontechnical contexts, the following numbers are spelled out: whole numbers from one through one hundred, round numbers, and any number beginning a sentence. All other numbers are written as figures.
- Pages are numbered consecutively (typically top right), and pages without numbers on them, such as the title page, count in the pagination.
- When mentioning a source author in the text, use the first and last name the first time. Thereafter, the last name alone is sufficient.
- Section headings are short, meaningful, and parallel in structure and tone. If a section is divided into subheadings, at least two such subheadings must be used, each subheading on its own line separate from the following text, with one or two lines of space above the subheading.