The Chicago Manual of Style - 17th Edition
Notes & Bibliography Formatting and Style Guide

Brought to you by the Purdue Online Writing Lab
Chicago Style formatting for notes and bibliography is often used in the humanities, especially in history, literature, and the arts.

The University of Chicago also offers The Chicago Manual of Style Online, a website that provides additional resources: www.chicagomanualofstyle.org
Chicago regulates:

• Stylistics and document format
• in-text citations (notes)
• End-of-text citations (bibliography)
Kate L. Turabian’s *A Manual for Writers of Research Papers, Theses, and Dissertations (8th ed.*) offers more specific Chicago style information for students and researchers.

This presentation draws on the 8th edition of *A Manual*, as well as the most recent changes to the 17th edition *CMOS*. 
This presentation will cover:

- How to format a paper in Chicago Style (17th ed.)
  - General guidelines
  - Title page
  - Section headings

- In-text citations (notes)
  - Footnotes and endnotes
  - Formatting quotations

- Documenting sources (bibliography)
  - Core elements
  - Formatting best practices

Each element will be identified with its section number in the 17th edition.
The 17th edition CMOS updates and adds to the 16th edition. Here are some significant changes and additions:

- Techniques for achieving gender-neutral language (5.255-5.256)
- Italics are the preferred form of emphasis in a text; moreso than boldfaced or underscored text (7.51)
- *Internet* should now be styled as *internet* (7.80)
- *E-mail* should now be styled as *email* (7.89)
- Use of *ibid.* for repeated citations is discouraged in favor of shortened citations (14.34)
- Use of the 3-em dash for repeated names in a bibliography is discouraged for authors (14.67)
Basic rule for any formatting style:

Always follow your instructor’s guidelines
Chicago recommends:

• Typing on white, standard-sized paper (8.5” x 11”)
• Using 1”-1.5” margins on all sides
• Using a readable typeface (e.g., Times New Roman) at no less than 10 pt. font (preferably 12 pt.)
• Double-spacing all text, with one space after punctuation between sentences
• Numbering pages beginning with Arabic numeral “1” on the first page of text
Title is centered one-third of the way down the page and written in ALL CAPS.

Name, course, and date follow several lines later, and are also centered.

No page numbers on title page.
Body text should be double-spaced, with no break between paragraphs or sections.

Footnotes and endnotes are single-spaced.
Chicago has an optional system of five heading levels:

<table>
<thead>
<tr>
<th>Chicago Headings</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Level</strong></td>
</tr>
<tr>
<td>1</td>
</tr>
<tr>
<td>2</td>
</tr>
<tr>
<td>3</td>
</tr>
<tr>
<td>4</td>
</tr>
<tr>
<td>5</td>
</tr>
</tbody>
</table>
Here is an example of the five-level heading system:

Contemporary Literature (Level 1)

What Are the Major Movements? (Level 2)

Beat Generation (Level 3)

Significant figures, events, and elements (Level 4)

Kerouac as the leader. The role of founding Beat Generation poet was filled by Jack Kerouac . . . (Level 5)
• A prose quotation of five or more lines should be “blocked.”

• The block quotation is singled-spaced and takes no quotation marks, but you should leave an extra line space immediately before and after. Indent the entire quotation .5” (the same as you would the start of a new paragraph).
• Position **tables** and **figures** after the paragraph in which they’re described.

• Number tables and figures separately, in the order you mention them in the text.

• In the text identify tables and figures by number.

  Ex. “in figure 3” rather than by location (“below”).
• Every **table** should have a number and a (short and descriptive) title, flush left on the line above it.
  
  Table 1. Title without a terminal period

• Every **figure** should have a number and a caption, flush left on the line below the figure.

  Figure 2. Caption with or without a terminal period.
• Cite the source of table and figure information with a “source line” at the bottom of the table or figure.

  – Source lines are introduced by the word ‘Source(s),’ followed by a colon, and end with a period.

  – Cite a source as you would for parenthetical citation, minus the parentheses, and include full information in an entry on your Bibliography page.

  – Acknowledge reproduced or adapted sources appropriately (i.e., data adapted from ___ ).
Center the title, “Bibliography,” at the top of the page. Do not bold, italicize or enclose in quotation marks.

Flush left the first line of the entry and indent subsequent lines.


Order entries alphabetically by the authors’ last names.
Authors are required to identify source material for direct quotations, paraphrases, and “any facts or opinions not generally known or easily checked” (14.1).

**Notes-Bibliography Style:**

- Requires *footnotes* and/or *endnotes* to cite sources and/or provide relevant commentary *within* the text.

- Includes each source cited within the text as an entry in the *bibliography* at the *end* of the paper.
• Invert authors’ names—last name followed by first name—and alphabetize reference list entries by the last name of the first author of each work.

  Ex. Agamben, Giorgio

• Use headline-style capitalization for titles.

  Ex. A Tale of Two Cities

• Italicize titles of longer works such as books and journals.

• Put quotation marks around the titles of shorter works such as journal articles or essays in edited collections.

  Ex. A Tale of Two Cities vs. “An Essay on Dickens’ A Tale of Two Cities”

• Publishers’ names are generally written out in full but may be abbreviated.

  Ex. Purdue University Press OR Purdue UP
• For **multiple authors**, use the conjunction “**and**,” not the ampersand (&) symbol.

• For **two to three** authors or editors
  - write out all names in the order they appear on the title page of the source in both your notes and bibliography.

• For **four to ten** authors:
  - write out all names in the bibliography but use just the first author’s name and “et al.” in the notes.
When determining the appropriate formatting for a citation on the bibliography page:

1. Identify the source type (book; journal article; online article)

2. Find the appropriate citation on the Purdue OWL Chicago Guide: 
   http://owl.english.purdue.edu/owl/resource/717/01/

3. “Mirror” the sample entry on your bibliography page, replacing the sample information with the new entry’s information
• For electronic journal articles and other web sources, **DOIs** (Digital Object Identifiers) are preferred to URLs (Uniform resource Locators).

• DOIs are to be prefaced with the letters “doi” and a colon. ex: DOI: 10.1353/art.0.0020

• While DOIs are assigned to journal articles in any medium, you only need to include a DOI if you access the electronic version of the source.

• If you must use a URL, look for the ‘stable’ version assigned by the journal.
• **No access date is required** to be reported for electronic sources.
  - Access dates cannot be verified; therefore, only resort to using access dates when the date of publication is unavailable.

• If you cannot ascertain the publication date of a *printed* work, use the abbreviation “**n.d.**”
In-Text Citations:
• Each time a source is used in the text, it must be cited by note: footnote or endnote.
  • **Footnotes** appear at the foot (bottom) of the page and are preferred.
  • **Endnotes** appear at the end of the paper before the bibliography. (Endnotes are useful when footnotes have become exorbitant.)
In-Text Citations:

A combination of footnotes and endnotes and even author-date style can be used:

- Use footnotes for substantive commentary and cite sources with endnotes.

- Use footnotes for substantive commentary and cite sources with author-date parenthetical style.
Formatting notes:
• Place note numbers at the end of the clause or sentence to which they refer. (After any and all punctuation except the dash.)
• Begin note numbers with "1" and follow consecutively throughout the paper.
• Superscript note numbers in the text.

In *Democracy and Other Neoliberal Fantasies*, Jodi Dean argues that "imagining a rhizome might be nice, but rhizomes don’t describe the underlying structure of real networks," rejecting the idea that there is such a thing as a nonhierarchical interconnectedness that structures our contemporary world and means of communication.
A complete “note” citation for a book, which corresponds to a slightly differently formatted bibliography entry, would look like this:


Subsequent note citations can and should be shortened, using the author’s last name and a shortened version of the title. Subsequent citations of Dean would be shortened to:

The first line of a footnote is indented .5” from the left margin. Subsequent lines, within a note, should be formatted flush left.

Leave an extra line space between notes.
When an editor’s or translator’s name appears in addition to an author’s, the former appears after the latter in notes and in the bibliography.

Bibliographic “Edited by” or “Translated by” should be shortened to “ed.” and “trans.” in notes.

Plural forms, such as “eds.,” are never used.

**EX:**
When a note contains both source documentation and commentary, the latter should follow the former.

Citation and commentary are usually separated by a period, but such comments as “emphasis added” are usually enclosed in parentheses.

**EX:**
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Heavilon 226

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Phone: (765) 494-3723
Email: owl@owl.english.purdue.edu
The End


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