Chicago Manual of Style Guide

The Chicago Manual of Style is a citation style most commonly used in the humanities, particularly history. Some classes here at the University of Bridgeport will require that you utilize this style. Chicago Manual of Style involves the general format of a paper, footnotes and/or endnotes within the body of a paper, and the bibliography at the end. It is important to note that, in most cases, every reference should have a footnote and/or endnote. Inversely, every footnote and/or endnote should correspond to a reference in the bibliography.

General Format

Chicago Manual of Style style requires the following formatting rules for writing assignments:

- Text should be double-spaced, but with the following exceptions:
  - Block quotes, table titles, and figure captions are single-spaced
    - A quote of five or more lines should be blocked
    - A blocked quote is not enclosed in quotation mark
    - After a block quote, put an extra line of space before writing again
    - Block quotes should be indented as a whole an additional .5"
  - Notes and bibliographies should be single-spaced internally. Leave an extra line space between notes and bibliographic entries
- Margins should be no less than 1" and no greater than 1.5"
- Font size should be no less than 10-point, with 12-point being preferred
- Font should be readable, such as Times New Roman or Arial
- Title page:
  - For class papers you will either be required to include a title page, or you will put the title on the first page of the paper itself. Ask your professor for clarification as to what they want.
  - Title of paper. Centered. All letters capitalized. One-third of the way down the page
  - Your name. First name, last name. This should be several lines below the title
  - Course code: Name of class
- Header:
  - Page number. First page of text (not title page), right-hand side. Arabic numeral 1
• When mentioning a title within the text of a paper capitalize it "headline-style". That is, capitalize the first word of titles and subtitles, as well as any important words thereafter.

• Titles within the text, as well as within notes and bibliographies use quotation marks or italics based on the type of work they are.
  o Bookes and periodical titles (titles of journals) are italicized
  o Article or chapter titles should be enclosed in quotation marks

Endnotes or Footnotes

In-text citations are placed within sentences and paragraphs of assignments to make it clear that the information being quoted or paraphrased is coming from a specific source in the Bibliography. Chicago Manual of Style handles in-text citations differently than APA or MLA. You should include a note (endnote or footnote) each time you use a source, regardless of whether you've directly quoted that source or you've paraphrased it. Footnotes are added at the end of the page in which the source is used. Endnotes are compiled at the end of each chapter or at the end of the entire document. If you are unsure of whether you should be using footnotes or endnotes, consult your professor.

The following formatting rules apply to both endnotes and footnotes:

• Note numbers should begin with "1." and follow consecutively throughout the paper
• Within your paper, note numbers are superscripted
  o Note numbers should be placed at the end of the sentence in which the information from an external source was used
  o Note numbers should be placed after the period at the end of the sentence
• In the note itself, note numbers are full-sized and followed by a period
• The first line of a footnote is indented .5" from the left margin. Subsequent lines of the footnote should be flush left
• Leave a blank line between footnotes

Examples of superscript numbers within the body of a paper

<table>
<thead>
<tr>
<th>A single source at the end of a sentence</th>
</tr>
</thead>
</table>
| admitting you need help is the first step.

2
### Multiple sources at the end of a sentence
admitting you need help is the first step. ²⁻³

### Books

#### One author


#### Multiple authors


#### Author and editor


#### Article, chapter, section in an edited collection


### Journal article, magazine, newspaper

#### An article in a scholarly journal with issue numbers but no volume numbers


#### An article in a scholarly journal with volume and issue numbers

### A magazine article


### A newspaper article


### Website

#### Website with known author and date


#### Website with known date but with no known author


#### Website with no known date and no known author


### Bibliography

The bibliography page should be formatted with the following rules:

- "Bibliography" or "References" is written at the top-center of the page
- It needs to start at the top of the following page after the paper ends
- Leave two blank spaces between "Bibliography" or "References" and the first entry
- Leave one blank between entries
- Entries should be ordered alphabetically by the first word in each entry
• Use "and" and not an ampersand (&) for entries with multiple authors

Below are examples for the types of sources you will most commonly use. When creating a reference, pay attention to all of the details. What needs to be italicized? How should things be capitalized? When and where do you need a period? All of this important to creating a perfectly formatted reference.

**Journal article, magazine, newspaper**

If you don't see an issue number, don't assume it doesn't have one. A quick Google search for the title of the article can help you verify if the issue number is missing, or if it doesn't have one. This is also handy if you don't know the page numbers.

<table>
<thead>
<tr>
<th>An article in a scholarly journal with issue numbers but no volume numbers</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>An article in a scholarly journal with volume and issue numbers</th>
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</table>

<table>
<thead>
<tr>
<th>A magazine article</th>
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</table>

<table>
<thead>
<tr>
<th>A newspaper article</th>
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</table>

**Books**

When it comes to books, make sure you know whether someone is an author or editor. It can sometimes be unclear when looking at the cover of a book. As stated above, a Google search can be a great place to confirm the information you have, or
find the information you are missing. For example, the Amazon page where a book is sold will often provide all of the information you need to create a reference for a book.

<table>
<thead>
<tr>
<th>One author</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Multiple authors</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Author and editor</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Article, chapter, section in an edited collection</th>
</tr>
</thead>
</table>

**Website**

If you use multiple pages from a single website, create one reference for the homepage of the website. Do not create separate references for each page that you use.

<table>
<thead>
<tr>
<th>Website with known author and date</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Website with known date but with no known author</th>
</tr>
</thead>
</table>
Website with no known date and no known author