

# The Chicago Manual of Style - 17th Edition

## Notes & Bibliography Formatting and Style Guide



Adapted from the Purdue Online Writing Lab style guide

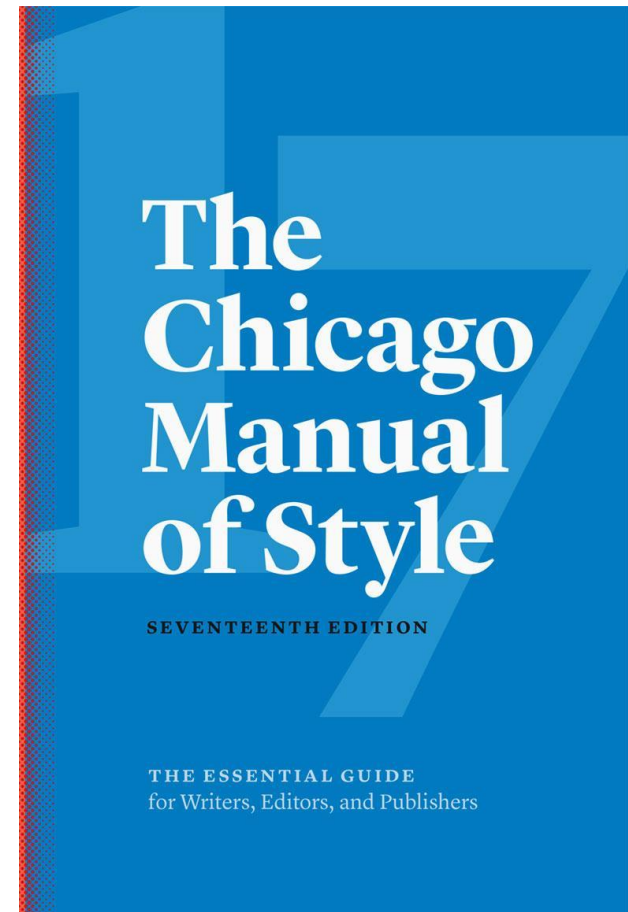


## What is Chicago style?

**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](http://www.chicagomanualofstyle.org)

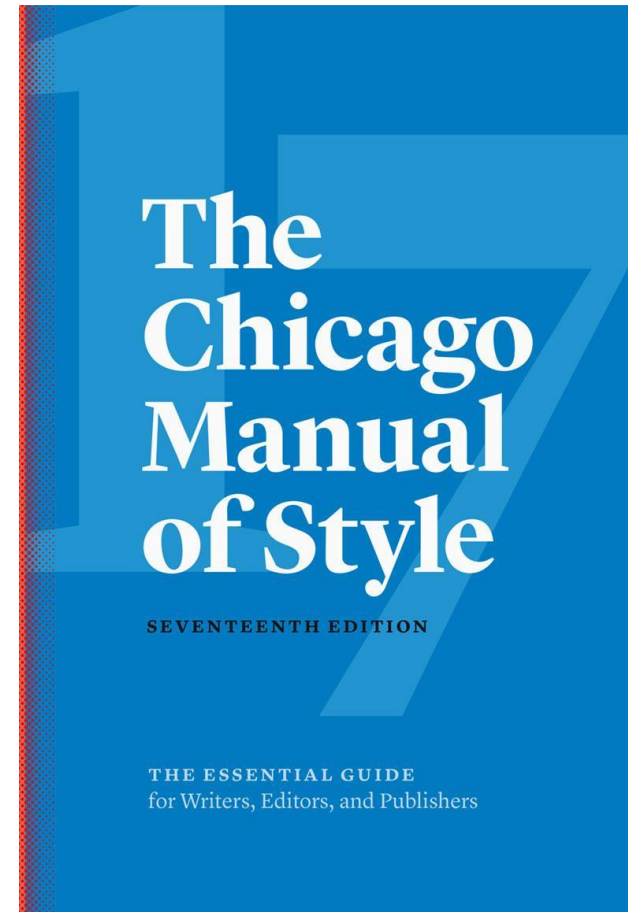




What does Chicago regulate?

**Chicago** regulates:

- Stylistics and document format
- in-text citations (notes)
- End-of-text citations (bibliography)

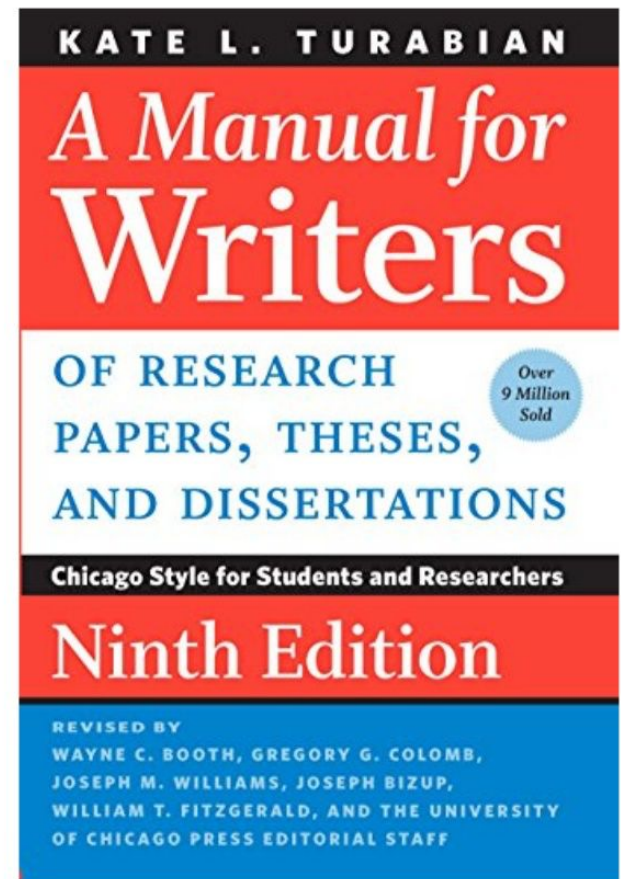




## Chicago style (con't)

Kate L. Turabian's *A Manual for Writers of Research Papers, Theses, and Dissertations* (9<sup>th</sup> ed.) offers more specific Chicago style information for students and researchers.

This presentation draws on the 9<sup>th</sup> edition of *A Manual*, as well as the most recent changes to the 17<sup>th</sup> edition *CMOS*.





## Overview

### **This presentation will cover:**

- How to format a paper in Chicago Style (17<sup>th</sup> 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 17<sup>th</sup> edition.



## Significant Changes 17<sup>th</sup> Ed.

The **17<sup>th</sup> edition CMOS** updates and adds to the 16<sup>th</sup> 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; more so 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)



Caveat

**Basic rule for any formatting style:**

**Always follow your instructor's  
guidelines**



## Formatting: General Guidelines

### Chicago recommendations:

- 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





## Formatting: Title Page

Title is centered one-third of the way down the page and written in ALL CAPS.

No page numbers on title page

MOVING "NETWORKS" INTO THE COMPOSITION CLASSROOM

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

Jessica Clements  
English 626: Postmodernism, Rhetoric, Composition  
March 7, 2010



## Formatting: Body Text

Body text should be double-spaced, with no break between paragraphs or sections.

Footnotes and endnotes are single-spaced.

2

his rebus satis multa in nostris de re publica libris sunt dicta a Laelio. Saepe ab Aristotele, a Theophrasto mirabiliter est laudata per se ipsa rerum scientia; Ea, quae dialectici nunc tradunt et docent, nonne ab illis instituta sunt aut inventa sunt? Idemque diviserunt naturam hominis in animum et corpus.<sup>1</sup>

Quid enim de amicitia statueris utilitatis causa expetenda vides. Bona autem corporis huic sunt, quod posterius posui, similiora. Ut scias me intellegere, primum idem esse dico voluptatem, quod ille don. Age nunc isti doceant, vel tu potius quis enim ista melius? -, sed ut hoc iudicemus, non esse in iis partem maximam positam beate aut secus vivendi. Cum autem progrediens confirmatur animus, agnoscit ille quidem naturae vim, sed ita, ut progredi possit longius, per se sit tantum inchoata. Est autem etiam actio quaedam corporis, quae motus et status naturae congruentis tenet; Scripta sane et multa et polita, sed nescio quo pacto auctoritatem oratio non habet. Addo etiam illud, multa iam mihi dare signa puerum et pudoris et ingenii, sed aetatem vides. Tu enim ista lenius, hic Stoicorum more nos vexat.

Hoc uno captus Erillius scientiam summum bonum esse defendit nec rem ullam aliam per se expetendam. Introduci enim virtus nullo modo potest, nisi omnia, quae leget quaecque reiciet, unam referentur ad summam. Neque enim civitas in seditione beata esse potest nec in discordia dominorum domus; Ad quorum et cognitionem et usum iam corroborati natura ipsa praeunte deducimur. Atqui iste locus est, Piso, tibi etiam atque etiam confirmandus, inquam; Si longus, levis dictata sunt. Cum autem in quo sapienter dicimus, id a primo rectissime dicitur. An dubium est, quin virtus ita maximam partem optineat in rebus humanis, ut reliquas obruat?

---

<sup>1</sup> Mihi vero ista valde probata sunt, quod item fratri puto. Itaque rursus eadem ratione, qua sum paulo ante usus, haerebitis.



## Formatting: Section Headings

Chicago has an optional system of five heading levels:

Chicago Headings	
Level	Format
1	<b>Centered, Boldface or Italic Type, Headline-style Capitalization</b>
2	Centered, Regular Type, Headline-style Capitalization
3	<b>Flush Left, Boldface or Italic Type, Headline-style Capitalization</b>
4	Flush left, roman type, sentence-style capitalization
5	<b>Run in at beginning of paragraph (no blank line after), boldface or italic type, sentence-style capitalization, terminal period.</b>



## Formatting: Section Headings

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)



## Formatting: Quotes

- 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).
- Block quotations may be preceded with a period rather than a colon.

Nam sed commodo nulla, et malesuada orci.<sup>2</sup> Duis blandit auctor risus, vitae fermentum orci viverra et. Phasellus bibendum risus id augue mattis venenatis. Vestibulum portitor, iacus at malesuada pulvinar, sem libero placerat iacus, malesuada gravida dui sem id leo. Duis volutpat risus est, vitae pulvinar quam iaculis eu. Maecenas sit amet leo id quam adipiscing lobortis. Quisque eleifend nisi sit amet congue adipiscing. Vivamus urna arcu, rhoncus in sollicitudin et, vestibulum ut diam. Cras viverra sit amet ipsum fringilla malesuada. Sed vehicula quis purus in gravida. In-volutpat odio at metus condimentum,<sup>3</sup> sed portitor ante pretium.

In pellentesque viverra eros pulvinar tincidunt. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Donec elementum, odio non molestie imperdiet, eros leo scelerisque ipsum, nec auctor mauris mauris vel nisi. Pellentesque elementum tortor vitae metus pharetra sollicitudin. Curabitur sed odio in enim scelerisque ornare a non sem.<sup>4</sup>

Nulla facilisi. Ut in lectus nec musc sagittis porta. Mauris at justo vel nulla fringilla placerat quis sed enim. Mauris interdum, eros ac tincidunt portitor, erat justo interdum enim, vitae vehicula mi ante nec nisi. Mauris tincidunt eros metus, eu posuere lorem tincidunt ut. Ut faucibus dignissim nisi, ut mollis neque dignissim a. Aenean neque magna, semper in turpis ut, mattis faucibus nisi. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nullam felis odio, portitor et mattis vel, vulputate sit amet orci. Mauris nunc dui, tempor quis varius ac, congue quis arcu.

<sup>2</sup> Vivamus urna arcu, rhoncus in sollicitudin et, vestibulum ut diam

<sup>3</sup> Aenean inque magna, semper in turpis ut, mattis faucibus nisi. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nullam felis odio, portitor et mattis vel, vulputate sit amet orci. Mauris nunc dui, tempor quis varius ac, congue quis arcu. Nulla curus felis in nisl vestibulum pellentesque



## Formatting: Tables & Figures

- 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”).



## Formatting: Tables & Fig. (con't)

- 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.

- Any **figure or table** that uses symbols or patterns should be accompanied with a key to identify them, either within the figure or table itself or in its caption.



## Formatting: Tables & Fig. (con't)

- 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 \_\_\_\_ ).





## Formatting: Bibliography

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

Single-space reference entries internally. Double-space entries externally.

22

Bibliography

Agamben, Giorgio. *Homo Sacer: Sovereign Power and Bare Life*. Translated by Daniel Heller-Roazen. Stanford: Stanford University Press, 1998.

Dean, Jodi. *Democracy and Other Neoliberal Fantasies: Communicative Capitalism and Left Politics*. Durham: Duke University Press, 2009.

DeLanda, Manuel. *A New Philosophy of Society: Assemblage Theory and Social Complexity*. London: Continuum, 2006.

Ede, Lisa and Andrea A. Lunsford. “Collaboration and Concepts of Authorship.” *PMLA* 116, no. 2 (March 2001): 354-69. <http://www.jstor.org/stable/463522>.

Foucault, Michel. “The Means of Correct Training.” In *The Foucault Reader*, 188-205. Edited by Paul Rabinow. New York: Pantheon, 1984.

Order entries alphabetically by the authors’ last names.



## Source Citations: the Basics

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.



## Source Citations: Bibliography

- 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. Unpublished works are also placed in quotations.

**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**



## Source Citations: Bibliography (con't)

- 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.



## Source Citations: Bibliography (con't)

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



## Source Citations: Bibliography (con't)

- 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](https://doi.org/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.



## Source Citations: Bibliography (con't)

- **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.”**



## Source Citations: In-Text NB

### 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.)

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nullam felis odio, portitor et mattis vel, vulputate sit amet eros. Mauris risus dui, tempor quis varius ac, congue quis arcu. Nulla cursus felis in nisl vestibulum pellentesque<sup>1</sup>. Donec elementum, ipsum vitae scelerisque mattis, nisl velit lobortis felis, quis vestibulum purus libero ac nunc.<sup>2</sup> Suspendisse vitae metus nisl. Nulla facilisi.

Nam sed commodo nulla, et malesuada orci.<sup>3</sup> Duis blandit auctor risus, vitae fermentum orci viverra et Phasellus bibendum risus id augue mattis venenatis. Vestibulum portitor, lacus et malesuada pulvinar,<sup>4</sup> sem libero placerat lacus, malesuada gravida dui sem id leo. Duis volupat risus est, vitae pulvinar quam iaculis eu. Maecenas sit amet leo id quam adipiscing lobortis. Quisque eleifend nisl sit amet congue adipiscing. Vivamus urna arcu, rhoncus in sollicitudin et, vestibulum ut diam. Cras viverra sit amet ipsum fringilla malesuada. Sed vehicula quis purus in gravida. In volupat odio at metus condimentum,<sup>5</sup> sed portitor ante pretium. In pellentesque viverra eros pulvinar tincidunt. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Donec elementum, odio non molestie imperdiet, eros leo scelerisque ipsum, nec auctor mauris mauris vel nisl. Pellentesque elementum tortor vitae metus pharetra sollicitudin. Curabitur sed odio in enim scelerisque ornare a non sem.

Nulla facilisi. Ut in lectus nec musc saginis porta. Mauris at justo vel nulla fringilla placerat quis sed enim. Mauris interdum, eros ac tincidunt portitor, erat justo interdum enim, vitae vehicula mi ante nec nisl. Mauris tincidunt eros metus, eu posuere lorem tincidunt ut. Ut faucibus dignissim nisl, ut mollis neque dignissim a. Aenean neque magna, semper in turpis ut, mattis faucibus nisl. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nullam felis odio, portitor et mattis vel, vulputate sit amet eros. Mauris risus dui, tempor quis varius ac, congue

<sup>1</sup> Vivamus urna arcu, rhoncus in sollicitudin et vestibulum ut diam  
<sup>2</sup> Nam sed commodo nulla, et malesuada orci  
<sup>3</sup> Suspendisse vitae metus nisl  
<sup>4</sup> Vestibulum portitor, lacus et malesuada pulvinar, sem libero placerat lacus, malesuada gravida dui sem id leo  
<sup>5</sup> Donec elementum, ipsum vitae scelerisque mattis, nisl velit lobortis felis, quis vestibulum purus libero ac nunc

<sup>1</sup> Vestibulum portitor, lacus et malesuada pulvinar, sem libero placerat lacus, malesuada gravida dui sem id leo  
<sup>2</sup> Cras viverra sit amet ipsum fringilla malesuada. Sed vehicula quis purus in gravida  
<sup>3</sup> Donec elementum, ipsum vitae scelerisque mattis, nisl velit lobortis felis, quis vestibulum purus libero ac nunc

#### Bibliography

Chaucer, Geoffrey. *The Canterbury Tales*. In *The Riverside Chaucer*, edited by Larry D. Benson. Boston: Houghton Mifflin, 1987.





## Source Citations: In-Text NB (con't)

### 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.



## Source Citations: In-Text NB (con't)

### 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.
- Note reference numbers are set as superior (**superscript**) 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,”<sup>1</sup> rejecting the idea that there is such a thing as a nonhierarchical interconnectedness that structures our contemporary world and means of communication.



## Source Citations: In-Text NB (con't)

A complete “note” citation for a book, which corresponds to a slightly differently formatted bibliography entry, would look like this:

1. Jodi Dean, *Democracy and Other Neoliberal Fantasies: Communicative Capitalism and Left Politics* (Durham: Duke University Press, 2009), 30.

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:

2. Dean, *Democracy and Other Neoliberal Fantasies*, 30.



## Source Citations: In-Text NB (con't)

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.

---

3. David Harvey, "Modernity and Modernism," in *The Condition of Postmodernity: An Enquiry into the Origins of Cultural Change* (Malden, MA: Blackwell, 1990), 12.

4. Ibid.

5. Ibid., 13.

6. Immanuel Kant, "An Answer to the Question: What is Enlightenment?" in *Perpetual Peace and Other Essays*, trans. Ted Humphrey (1784; repr., Indianapolis: Hackett, 1983), 41.

7. Ibid., 44.

8. Harvey, *The Condition of Postmodernity*, 22.





## Source Citations: In-Text NB (con't)

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.**

6. Immanuel Kant, “An Answer to the Question: What is Enlightenment?” in *Perpetual Peace and Other Essays*, trans. Ted Humphrey (1784; repr., Indianapolis: Hackett, 1983), 41.



## Source Citations: In-Text NB (con't)

- 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.

75. Lisa Ede and Andrea A. Lunsford, “Collaboration and Concepts of Authorship,” *PMLA* 116, no. 2 (March 2001): 354-69, <http://www.jstor.org/stable/463522>. Ede and Lunsford note that we all agree that writing is inherently social, yet we still rely on individualistic praxis; we still ascribe to pedagogies that encourage the independent author producing concrete (original, honest and “truthful”) works.



## Additional Resources

The Purdue OWL: <http://owl.purdue.edu>

Chicago Manual of Style website:  
<https://www.chicagomanualofstyle.org/home.html>

Doane University Writing Center

- Crete Campus: Communications Building, room 144
  - Lincoln Campus: Fred Brown Building, room 204
- Composition textbooks

*Chicago Manual of Style*, 17<sup>th</sup> ed.



The End

*The Chicago Manual of Style* 17<sup>th</sup> Edition  
Formatting Style Guide

Brought to you in cooperation with the  
Purdue Online Writing Lab