



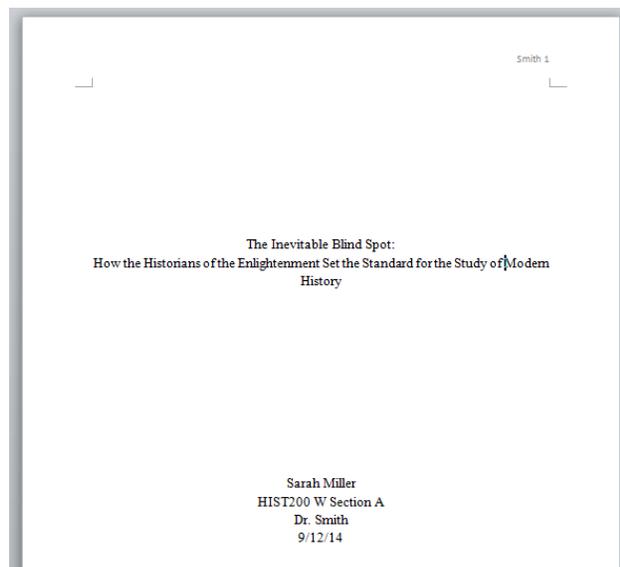
WRITING IN CHICAGO STYLE

“Chicago Style” is a method of citing sources based on the *Chicago Manual of Style*, a documentation guide commonly used in the humanities and social sciences but generally applicable to papers in any discipline. This handout refers to the *Chicago Manual of Style (16th Edition)*.

The *Chicago Manual of Style* is extremely comprehensive and contains information on many forms of citation that other style guides may ignore. Because Chicago has such a wide scope of information it’s somewhat difficult to summarize, but knowing the basics is helpful.

Overall Formatting

- Papers written in Chicago Style should have a title page with the titled centered a third of the way down the page, and your name, class, professor and date about two-thirds of the way down the page.



- Titles should be referred to either with quotation marks or italics depending on the type of work being referred to.
 - Titles of books and periodicals should be *italicized*
 - Articles and chapter titles should be enclosed in double quotation marks

Footnotes and Citations

- Shorter quotes can remain within the main body of the text and can include either an entire sentence or an excerpt of one. All quotations should be cited with footnotes, which can be added in Microsoft Word by going to the “References” tab. When citing something in footnotes, the first citation need only be given once, after which an abbreviated form may be used. For books, it would look like this:

Author, *Title* (City: Publisher, Year of publication), page number.

Would become:

Author's last name, *Title*, page number.

In *What Is History?*, E.H. Carr makes the claim that it is impossible to view history from a completely objective standpoint because “our answer, consciously or unconsciously, reflects our own position in time, and forms part of our answer to the broader question, what view we take of the society in which we live.”¹ In effect, Carr is saying that it’s inevitable that the historian will always be influenced by their surroundings, and it is impossible to come up with just the facts. 19th century historians, he says, rely on a “cult of facts”² and consider them more important than historical interpretation. While some of these historians may admit that facts are not all there is to history, there is definitely a trend among them to use facts as guidelines in an

¹ Edward Hallett Carr, *What Is History?* (New York: Random House Inc., 1961), 5

² Carr, *What Is History?*, 5.

- Note that numbers should be superscripted and come at the end of each sentence or clause, after all punctuation.
- The first line of a footnote is indented .5” from the left margin.
- Subsequent lines within a footnote should be formatted flush left.
- Leave an extra line space between footnotes.
- Like citations found in the bibliography, footnote citations are different for every medium.
- To allow for extra space, quotations of five or more lines should be blocked: single-spaced, indented, and a font size down.
 - *Example:*

F. Scott conveys Gatsby’s charisma through more than just words:

He smiled understandingly—much more than understandingly. It was one of those rare smiles with a quality of eternal reassurance in it, that you may come across four or five times in life. It faced—or seemed to face—the whole eternal world for an instant, and then concentrated on you with an irresistible prejudice in your favor. It understood you just as far as you wanted to be understood, believed in you as you would like to believe in yourself, and assured you that it had precisely the impression of you that, at your best, you hoped to convey.

References

- The list of sources should be labeled either “Bibliography” or “References.”
- List entries in alphabetical order according to the first word of each entry.
- Each citation found on the bibliography/reference page must be formatted differently according to what medium the source is in.
- A full list of how each source is cited can be found in the *Chicago Manual*. If you’re writing a history paper, consider using Mary Lynn Rampolla’s *A Pocket Guide to Writing in History*.

Bibliography (in Chicago Style)

The Chicago Manual of Style Online. "Chicago-Style Citation Quick Guide." Accessed 15 November 2014. http://www.chicagomanualofstyle.org/tools_citationguide.html

Purdue OWL. "General CMS Guidelines." Access 15 November 2014. <https://owl.english.purdue.edu/owl/resource/717/02/>

Quick and Dirty Tips. "Why Would Anyone Use the Chicago Manual of Style?" Accessed 15 November 2014. <http://www.quickanddirtytips.com/education/grammar/why-would-anyone-use-the-chicago-manual-of-style>