An Overview of Chicago Style

Chicago style is often used across the disciplines to make papers more consistent in appearance and help avoid plagiarism. The Chicago Manual of Style describes two distinct methods of citing sources: notes and bibliography and author-date. The notes and bibliography method shown here is preferred in the arts and humanities. For either style, attention to detail is key!

Formatting Tips:

- Your document’s margins should be set to one inch on all sides.
- Use an easy-to-read font such as "Times New Roman," size 10 or 12.
- Double-space your entire document except for block quotes, footnotes, and endnotes.
- The first page, your title page, should be centered and contain your paper’s title boldfaced in capital letters about one third of the way down the page. Another third of the way down the page, include your name, your department, the course, and the date, each on its own line.
- Insert a centered footer beginning on page 2. It should contain the page number, which you’ll have to insert from a menu command.
- Indent the first line of each paragraph.
- Leave a blank line between each footnote, endnote, and reference listing.

Using Footnotes to Cite Your Sources:

- After a direct quote, paraphrase, or summary, insert a numbered footnote to cite your source.
- If the same source is referenced more than once, subsequent footnotes may be condensed, using only last names, shortened titles, and page numbers.
- When the same source is used twice in a row on one page, type "Ibid." for the second note.
- Include an alphabetized bibliography at the end of your paper to recap your sources.

An Example Citation:
"It is too easy to think you have a clear idea when you don't. Putting a foggy idea into words is the best way to clarify it, or to discover that you can't."¹

The Associated Footnote:

A Corresponding Bibliography Entry: