

CHICAGO STYLE QUICK GUIDE



WHAT IS CHICAGO STYLE?

The Chicago Manual of Style (CMOS) is a standardized system for writing and citing sources with two citation systems: **Author–Date**, commonly used in the sciences and social sciences, and **Notes–Bibliography**, preferred in literature, history, and the arts.



IN-TEXT CITATIONS

- Sources are cited in the text using raised (superscript) numbers placed after punctuation.¹
- Numbers correspond to a **footnote** at the bottom of the page or an **endnote** at the end of the paper.
- The **first note** for a source provides a **full citation**.
 - First Name Last Name, “Title of Article,” *Title of Journal* volume number, no. issue number (Year): page number.
- Subsequent notes use a **shortened form**.
 - Last Name, “Shortened Article Title,” page number.



GENERAL FORMAT

- Double-spaced text—except for block quotations, table titles, and figure captions, which should be single-spaced.
- 1-inch margins, 12-pt Times New Roman (or similar sans-serif font)
- Page numbers in the top-right corner of each page
- Title page optional (follow instructor guidelines)
- If no title page: place your name, instructor’s name, course title, and date at the top left, and center title below



BIBLIOGRAPHY

- Lists all sources cited in the paper
- Appears on a new page titled Bibliography (centered)
- Alphabetical by author’s last name
- Use a hanging indent
- **Bibliography entries use a different format from notes.**
- Basic format (book):
 - Last Name, First Name. *Title of Book*. Place of Publication: Publisher, Year.

OTHER QUESTIONS? NEED HELP FINDING, CITING, OR INTEGRATING YOUR SOURCES?

SCAN THE QR CODE TO BOOK AN APPOINTMENT WITH A COACH!

