

CHICAGO QUICK GUIDE



Chicago is a humanities citation and formatting style that helps writers prep manuscripts for publication. This handout provides information for the Notes–Bibliography style as opposed to the Author-Date style.

This quick reference provides formats for the most commonly cited sources and is by no means an exhaustive list.

Formatting checklist

- ☑ Margins = between 1-1.5 inches
- ☑ Times New Roman or Courier font, 12 point
- ☑ Double-spaced throughout
- ☑ Page numbers start on the first page of text or content, top right
- ☑ Quotations that are **five lines or more lines** should be **blocked, single-spaced, and indented .5 inches**. An extra line should come before and after a blocked quote.
- ☑ If you cite a source twice or more consecutively, “Ibid., page.” is the footnote.

General Bibliography/Footnote Formats

Book – Footnote:

1. First name Last name, *Title of Book* (Place of publication: Publisher, Year of publication), page.

Corresponding Bibliography Entry:

Last name, First name. *Title of Book*. Place of publication: Publisher, Year of publication.

Journal Articles – Footnote:

1. First name Last name, “Title of Article,” *Title of Journal* volume, no. issue (Year of publication), page.

Corresponding Bibliography Entry:

Last name, First name. “Title of Article.” *Title of Journal* volume, no. issue (Year of publication): page range.

Websites – Footnote:

1. First name Last name, “Title of Web Page,” *Publishing Organization or Name of Website*, publication date and/or access date if available, URL.

Corresponding Bibliography Entry:

Last name, First name. “Title of Web Page.” *Publishing Organization or Name of Website*. Publication date and/or access date if available, URL.

* All examples are adapted from the OWL at Purdue University.