Chicago Style Formatting Guidelines

The Chicago style, also called “Turabian” style after the author of its most authoritative resource, *A Manual for Writers*, is a formatting and citation style guideline commonly used in the fields of science and humanities.

This handout includes guidelines for the title page, the main body of the document, quoted material, the two citation styles used in Chicago format, and both bibliography and reference pages.

**Title Page**

The title is centered a third of the way down the page.

For subtitles, place a colon after the main title; place the subtitle on the next line below the title.

Name, class information, and date follow the title several lines later.

Chicago Style does not require headers.

**Main Body**

*General Guidelines*

- Margins should be set between 1” and 1.5.”
- Typeface should be something clearly legible, such as Times New Roman or Cambria.
- Font size should be 12 pt. and no less than 10 pt.
• Text is always double-spaced, except for block quotations (see block quotation format below).

**Direct Quotes**

Direct quotes should be enclosed with double quotation marks if fewer than five lines in length. Integrate quoted material into a sentence with a footnote, endnote, or parenthetical citation at the end of the quoted passage. If you choose to include a parenthetical citation, the author’s last name, the year of publication, and the page number of the quote should be listed.

As the artist Georges Braque notes, “Writing is not describing, painting is not depicting. Verisimilitude is merely an illusion.” 8 or (Braque 1917, 72).

**Block Quotes**

A quotation of five or more lines should be placed in block format, with single-spacing and no quotation marks. Indent the quotation .5”—the same length as a standard paragraph indent. Follow the block quote with a footnote or endnote as a superscript number at the end of the quotation, or use a parenthetical citation at the end of the quotation. If you choose to include a parenthetical citation, you should provide the author’s last name and page number (as shown in the below example).

Heinrich Wölfflin describes the general representational forms of the fifteenth and sixteenth centuries:

If there is in fact a qualitative difference between the fifteenth and sixteenth centuries, in the sense that the fifteenth had gradually to acquire by labour the insight into effects which was at the free disposal of the sixteenth, the (classic) art of the Cinquecento and the (baroque) art of the Seicento are equal in point of value. The word classic here denotes no judgment of value, for baroque has its classicism too.5 or (Wolfflin, 115)

**Citation Styles**

*The Chicago Manual of Style* presents two citation styles: notes-bibliography and parenthetical citations-reference list also known as “author date” style. Notes-bibliography style is widely used in the humanities and social sciences fields, while the parenthetical citations-reference list style is used in the natural and physical sciences. The guidelines for both citation styles are outlined below.

**Notes-Bibliography Style Basics**

*Footnotes and Endnotes*

For footnotes and endnotes, place a superscript number after the source to indicate that a source has been used—for quotations or for paraphrased material. This superscript number will refer a reader to the bottom of the page (for the footnote) or to the end of the document.
Broadly defined, social change “must connote a significant variation from accustomed patterns of interaction and the generation of new loyalties resulting from new contacts.”

Your citation material for both footnotes and endnotes should be indented as you would indent a paragraph. Begin the note with its reference number (not using the superscript as you would in the text of the document) followed by the author’s name in standard order, the title of the source, the publication information, and the page number.

For journal articles:


If you cite the same source again later in the document, you may shorten all future notes:


For books, single author:


The shortened note would appear as follows:


**Bibliography**

In addition to the footnotes or endnotes, you will also list sources at the end of the document in a bibliography. The bibliography page lists each source with author name, title of publication, publisher information, and date.

For books, single author:


For journal articles:

Bibliography


Each entry has a hanging indentation.

Authors’ names are in inverted order (with the last name listed first).

Entries are single-spaced with an additional space between individual entries.

Entries appear in alphabetical order by author name.

Parenthetical Citations—Reference List Style Basics

Parenthetical Citations

In reference list style, place a parenthetical citation, including author, publication year, and page number, after a quotation or paraphrased source material referenced in a sentence. This information signals to your reader that you have used a source.

Parenthetical citation for a direct quote:

According to one scholar, “There are even indications that many of Picasso’s circle . . . already saw Picasso and Matisse as the two rival personalities most likely to influence the course of twentieth century painting” (Golding 1958, 155).

Parenthetical citation for paraphrased material:

Golding goes on to reveal that the negative response to Picasso’s Demoiselles was in part due to its harsh, angular images and the fact that the painting could not be fit into a conventional art movement at the time (Golding 1958, 156).
Reference List
In addition to parenthetical citations, you will also compile a reference list at the end of the document. This reference list will follow the same format of the bibliography page; however, it should be titled as “References” instead of “Bibliography.” (See the sample bibliography page for formatting.)

Finally, for the parenthetical citations-reference list style, the sources listed on the reference page will include the same information as outlined above for both books and journal articles.

References