

## 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 main body of the document, quoted material, the two citation styles used in Chicago format, and both bibliography and reference pages. For more information, see *The Chicago Manual of Style*, 16th edition, or Kate L. Turabian’s *A Manual for Writers of Research Papers, Theses, and Dissertations*, 8th edition.

### Essay Body

#### General Guidelines

- Margins should be at least 1.”
- 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.

#### Direct Quotes

Direct quotes should be enclosed with double quotation marks if four lines or fewer 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.”<sup>8</sup> or (Braque 1917, 72).

#### Block Quotes

A quotation of at least five lines or at least two paragraphs should be placed in block format without quotation marks. Indent the entire quotation 0.5”—the same as a standard paragraph indent. According to Kate L. Turabian’s *A Manual for Writers*, block quotes should be single spaced (Turabian 2013, 349). Insert a blank line before and after the block quotation to separate it from the rest of your text.

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). Unlike the parenthetical citation for an inline quotation, the parenthetical citation for a block quotation does not require the publication year. For more information, see chapter 25 of *A Manual for Writers*, 8th edition (page 346).

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.<sup>5</sup> or (Wölfflin, 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. 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, both for quotations and 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 (for the endnote).

In exploring the divide between Classical thought and Romantic thought, Pirsig notes, “The classic and romantic split is between two separate worlds.”<sup>1</sup>

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. If you cite the same source again later in the document, you should shorten all future notes.

The Digital Object Identifier (DOI) number should be cited for a journal article, if available. If no DOI is available, include a URL instead.

Book with single  
author →

1. Robert M. Pirsig, *Zen and the Art of Motorcycle Maintenance: An Inquiry into Values* (New York: Bantam, 1974), 108.

Book with  
multiple authors →

2. Geoffrey C. Warn and Ken Burns,\* *The War: An Intimate History, 1941-1945* (New York: Knopf, 2007), 52.

Article with DOI  
number →

3. William J. Novak, “The Myth of the ‘Weak’ American State,” *American Historical Review* 113 (June 2008): 758, doi:10.1086/ahr.113.3.752.

Article without  
DOI number →

4. Peter Kurrild-Klitgaard and Gert Tinggaard Svendsen, “Rational Bandits: Plunder, Public Goods, and the Vikings,” *Public Choice* 117 (December 2003): 258, <http://www.jstor.org/stable/30025905>

Shortened notes →

5. Pirsig, *Zen*, 162.

6. Kurrild-Klitgaard and Svendsen, “Rational Bandits,” 260.

\*(Geoffrey C. Warn et al., *The War...* for 4+ authors)

## 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. Note that pieces of information are separated by periods instead of commas and that the name of an entry’s first author is listed in inverted order (i.e., lastname, firstname); all other names are listed in standard order (i.e., firstname lastname). In bibliographies, list all authors’ names.

## Bibliography

- Kurrild-Klitgaard, Peter, and Gert Tinggaard Svendsen. “Rational Bandits: Plunder, Public Goods, and the Vikings.” *Public Choice* 117 (December 2003): 255-272. <http://www.jstor.org/stable/30025905>
- Pirsig, Robert M. *Zen and the Art of Motorcycle Maintenance: An Inquiry into Values*. New York: Bantam, 1974.

Each entry has  
a hanging  
indentation.

Entries appear in  
alphabetical order  
by author name.

For more examples and variations of notes and bibliography entries, see chapter 14 of *The Chicago Manual of Style*, 16th Edition (page 660), or chapter 16 of *A Manual for Writers*, 8th edition (pages 146-148).

## Parenthetical Citations-Reference List Style Basics

### Parenthetical Citations

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

#### *Example of 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).

#### *Example of 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

#### References

- Kurild-Klitgaard, Peter, and Gert Tinggaard Svendsen. 2003. “Rational Bandits: Plunder, Public Goods, and the Vikings.” *Public Choice* 117:255-272.  
<http://www.jstor.org/stable/30025905>
- Pirsig, Robert M. 2006. *Zen and the Art of Motorcycle Maintenance: An Inquiry into Values*. New York: Bantam.

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 except that the publication date will be listed immediately following the author’s name. Also, the page should be titled as “References” instead of “Bibliography.”

For more examples and variations of parenthetical citations and reference entries, see chapter 15 of *The Chicago Manual of Style*, 16th Edition (page 787), or chapter 18 of *A Manual for Writers*, 8th edition (pages 218-220).

## References

Turabian, Kate L. 2013. *A Manual for Writers of Research Papers, Theses, and Dissertations: Chicago Style for Students and Researchers*. 8th ed. Chicago: University of Chicago

Press.

University of Chicago Press. 2010. *The Chicago Manual of Style*, 16th ed. Chicago: University of Chicago Press.