

Chicago Style: The Basics

This handout is designed to provide details about **Chicago Manual of Style's (CMOS) 18th edition**. It addresses the basic elements of a Chicago paper, including source documentation and general formatting. This handout should **not** be considered a substitute for more complex or thorough style guides, but rather as a general overview of CMOS.

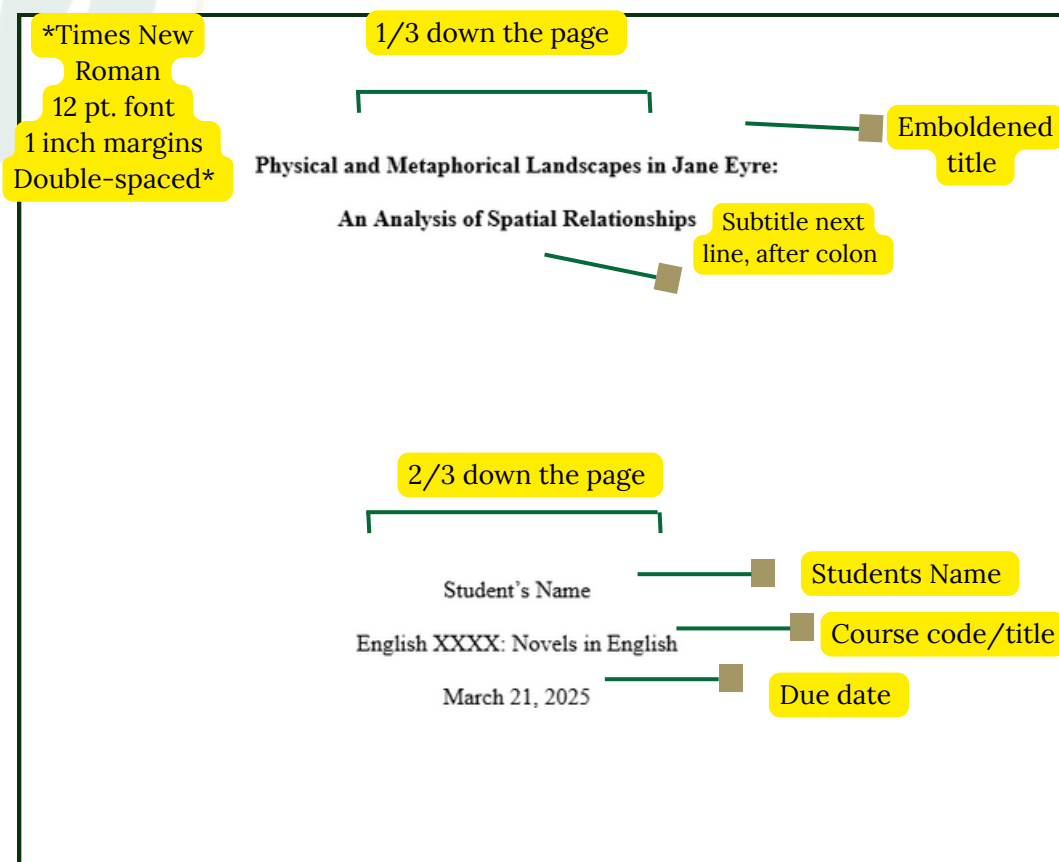
General Formatting

- 1" margins
- 12 point font
- Times New Roman (unless otherwise instructed)
- Double-spaced (except for block quotations, notes, bibliography entries, and table/figure captions)
- Page numbers in the top right corner starting on the first page of writing



Title Page

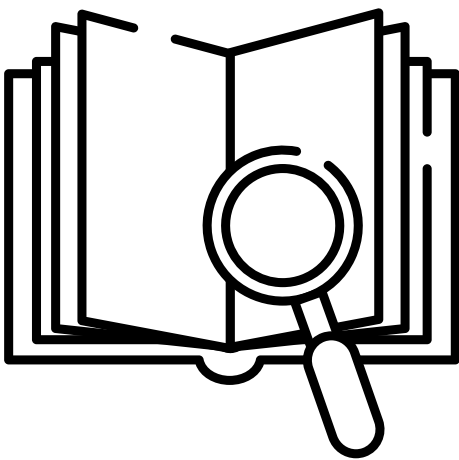
- The **Title Page** is where you will introduce your topic.
- Title pages feature the title, subtitle (if applicable), and author information (name, course code/title, due date).
- Title pages are not always included in CMOS papers, so double-check with your instructor's requirements.
- If not required, a title can appear on the first page of writing.



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Notes-Bibliography (N-B) System

- The notes-bibliography system is typically used by the humanities, including literature, history, and the arts.
- Notes-bibliography citations within the paper are in the form of footnotes and short notes. Short notes are shortened versions of footnote citation entries.



Notes-Bibliography System

- A system in which sources are referenced in footnotes/endnotes and a bibliography.
- Each time a source is used, the author includes a footnote/endnote on the page of the mention.
- All sources are included in a bibliography at the end of the paper.

Entry Example: Notes-Bibliography System

1. Laura E. Ciolkowski. "Navigating the Wide Sargasso Sea: Colonial History, English Fiction, and British Empire." *Twentieth Century Literature* 43, no. 3 (1997): 342. <https://doi.org/10.2307/441916>. ——— Footnote
2. Ciolkowski, *Navigating the*, 345–348. ——— Shortnote

- Here is an example of a footnote (1), and short note (2) in the N-B system.
- Long notes are used for the first mention of the source and reference the page(s) that were used.
- Short notes use a shortened title and the range of pages used.

Ciolkowski, Laura E. "Navigating the Wide Sargasso Sea: Colonial History, English Fiction, and British Empire." *Twentieth Century Literature* 43, no. 3 (1997): 339–59. <https://doi.org/10.2307/441916>. ——— Bibliography entry

- Here is an example of a bibliography entry in the N-B system.
- Bibliography entries include all needed information.
- Footnotes, short notes, and bibliography entries are not double-spaced. (More info on footnotes and short notes to follow)

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All about Notes

As explained throughout this handout, CMOS is typically known for the use of **footnotes** and **short notes**. What follows is an explanation of when notes should be integrated into a paper. For formatting, see tips mentioned above.

Superscript

- As shown in the examples above, footnotes are used to correspond to the placement of source integration within a paper.
- The number of the note corresponds to a raised number (**superscript**) in the text.
- Superscript is placed after clauses or sentences and is after punctuation.

How to insert superscript

Google Docs: Format
→ Text → Superscript
Microsoft Word: Home
→ "x²" icon under font
size → type number

As Jane moves between settings and propels herself forward through such “portals of desire”¹ and embraces space as a transitional body, her identity and values become increasingly layered. While at Gateshead, Jane’s access to knowledge is limited; it is only through reading that “of these death-white realms [she] formed an idea of [her] own”.²

Superscript after punctuation

Footnotes and Short Notes

- For the first mention of the source in a footnote, a fuller citation is used.
- After the first mention, short notes are used.
- Short notes typically use the author’s first and last name, the first few words/keywords of a title, and exact page numbers that are being referenced.
- Below is an example of the footnotes and short notes that would follow the example above.

Footnotes

1. Nyman, Micki. 2017. “Portals of Desire in Charlotte Brontë’s *Jane Eyre* and Fanny Fern’s *Ruth Hall*.” *Brontë Studies* 42 (2): 149. doi:10.1080/14748932.2017.1280943.
2. Brontë, Charlotte. *Jane Eyre*, ed. Deborah Lutz (W.W. Norton, 2016), 10.

Short Notes

3. Nyman, “Portals of Desire,” 15.
4. Brontë, *Jane Eyre*, 56.

Page number being referenced

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Bibliography

Based on the documentation style of the assignment, CMOS uses a bibliography or references/works cited page to list all used references. For the **notes-bibliography** system, a **bibliography** is used.

Tips

- Starting on a new page, label the section “Bibliography”
- Leave two blank lines after the title before the first entry
- Leave one blank line between other entries
- Format in alphabetical order based on author’s last name, group, or title

Bibliography

Single spaced

Two spaces between title and first entry

Hanging indent

Alphabetized

One space in between citations

Ciolkowski, Laura E. “Navigating the Wide Sargasso Sea: Colonial History, English Fiction, and British Empire.” *Twentieth Century Literature* 43, no. 3 (1997): 339–59. <https://doi.org/10.2307/441916>.

Nyman, Micki. “Portals of Desire in Charlotte Brontë’s *Jane Eyre* and Fanny Fern’s *Ruth Hall*.” *Brontë Studies* 42, no. 2 (2017): 143–53. [doi:10.1080/14748932.2017.1280943](https://doi.org/10.1080/14748932.2017.1280943).

Peters, John G. “Inside and Outside: ‘Jane Eyre’ and Marginalization Through Labeling.” *Studies in the Novel* 28, no. 1 (1996): 57–75. <http://www.jstor.org/stable/29533113>.

Young, Arlene. “The Monster Within: The Alien Self in ‘Jane Eyre’ and ‘Frankenstein.’” *Studies in the Novel* 23, no. 3 (1991): 325–38. <http://www.jstor.org/stable/29532797>.

Example Entry Formats for Bibliography Page

Books

Author Last Name, First Name. *Title*. Publisher, year of publication.

Ex: Morrison, Toni. *Sula*. Knopf, 1973.

Online Journal Articles

Author Last Name, First Name. “Title.” *Journal Title* Volume #, issue # (Year of publication): page range. Link/DOI.

(See bibliography example above)

The Chicago Manual of Style is typically used for published papers, theses, and dissertations, so manuals can be supplemented with details from Kate L. Turabian’s *A Manual for Writers of Term Papers, Theses, and Dissertations*. Turabian’s manual is largely based on CMOS.