

Chicago: Citation and Formatting Guide

Note: These reference guides do not take the place of assignment guidelines



There are two different styles of Chicago format: Notes and Bib & Author-Date.

Notes and Bib style uses a Bibliography to list all of your sources at the end of the paper and uses footnotes at the end of each page in place of in-text citations.

Author-Date style uses a Reference page to list all of your sources at the end of your paper and uses in-text citations after each citation throughout your paper.

Always check with your professor and assignment guidelines regarding which formatting style you are using.

Helpful Hints for Chicago Formatting in Both Styles

- Your paper should:
 - Be Times New Roman
 - Be in 12 pt. font
 - Be Double-spaced
 - Have 1" margins
- Indent the first line of new paragraphs
- If a URL or DOI has to be broken at the end of a line, the break should be made **after** a colon (:), or double slash (//); **before** a single slash (/), a tilde (~), a period, a comma, a hyphen (-), an underline (_), a question mark, a number sign (#), or a percent symbol (%); or **before or after** an equals sign (=) or an ampersand (&).
- When citing a publication that is available in more than one medium, always cite the specific source that you consulted (i.e., if you consult the pdf version of the article, do not cite the html version).
- Use proper title-case capitalization (i.e., all major words are capitalized in addition to the first and last words of titles and subtitles. Do not capitalize prepositions or articles).
- If there is no date for a source, write "n.d." in your citation.
- If there is no publication location for a source, write "N.p." in your citation.
- If there is no publisher listed for a source, write "n.p." in your citation.
- If there are unnumbered or no page numbers for a source, write "n.p." in your citation.
- Spell out all whole numbers that are less than or equal to one hundred.
- Spell out all whole numbers from zero to one hundred when followed by "hundred," "hundred thousand," "million," and so on.
- Always use Arabic numerals (1, 2, 3...) over Roman numerals (I, II, III...).
- Do not indent the first lines of citations. Instead, use a hanging indent to indent all consecutive lines of a source by ½ inch.
- All citation entries should be single-spaced but with a blank space in between each entry.

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Citing Sources in Chicago (Notes & Bibliography)

Book with One Author

1st foot/endnote: FirstName LastName, *Title in Italics* (City of Publication: Publisher, Year), Page(s)Cited.

J. K. Rowling. *Harry Potter and the Prisoner of Azkaban* (New York: Arthur A. Levine Books, 1999), 99-100.

2nd foot/endnote: LastName, *Abbreviated Title in Italics*, Page(s)Cited.

Rowling, *Harry Potter*, #.

Bibliography: LastName, FirtName. *Title in Italics*. City of Publication: Publisher, Year.

Rowling, J.K. *Harry Potter and the Prisoner of Azkaban*. New York: Arthur A. Levine Books, 1999.

Book with Two Authors

1st foot/endnote: FirstName LastName and FirstName LastName, *Title in Italics* (City of Publication: Publisher, Year), Pages(s)Cited.

Neil Gaiman and Terry Pratchett. *Good omens: The Nice and Accurate Prophecies of Agnes Nutter, Witch : A Novel*. (New York: Workman Pub., 1990), 45-52.

2nd foot/endnote: LastName and LastName, *Abbreviated Title in Italics*, Page(s)Cited.

Gaiman and Pratchett, *Good Omens*, 49.

Bibliography: LastName, FirstName and FirstName LastName. *Title in Italics*. City of Publication: Publisher, Year.

Gaiman, Neil and Terry Pratchett. *Good omens: the nice and accurate prophecies of Agnes Nutter, witch : a novel*. New York: Workman Pub., 1990.

Book with Three Authors

1st foot/endnote: FirstName LastName, FirstName LastName, and FirstName LastName, *Title in Italics* (City of Publication: Publisher, Year), Page(s) Cited.

Danika Cornelius, Ali Ayala, and Matthew Jacobson. *The Secret Lives of Cannibalism*. (New York: Penguin Pub., 2014), 37-43.

2nd foot/endnote: LastName, LastName, and LastName, *Abbreviated Title in Italics*, Page(s)Cited.

Cornelius, Ayala, and Jacobson, *Secret Lives*, #.

Bibliography: LastName, FirstName, FirstName LastName, and FirstName LastName. *Title in Italics*. City of Publication: Publisher, Year.

Cornelius, Danika, Ali Ayala, and Matthew Jacobson. *The Secret Lives of Cannibalism*. New York: Penguin Pub., 2014.

Book with Four or more Authors

1st foot/endnote: FirstAuthor'sFirstName FirstAuthor'sLastName et al., *Title in Italics* (City of Publication: Publisher, Year), Page(s)Cited.

Carol Bledsoe et al., *Writing Across the Disciplines*. (New York: Penguin, 2014). 98-103.

2nd foot/endnote: FirstAuthor'sFirstName et al., *Abbreviated Title in Italics*, Page(s)Cited.

Bledsoe et al., *Writing Across the Disciplines*. 57.

Bibliography: LastName, FirstName, FirstName LastName, FirstName LastName, and FirstName LastName. *Title in Italics*. City of Publication: Publisher, Year.

Bledsoe, Carol, Emily Vallier, Lori Cornelius, and Angel Taylor. *Writing Across the Disciplines*. New York: Penguin, 2014.

Chapter or Other Part of a Book

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1st foot/endnote: FirstName LastName, "Title of Chapter in Quotation Marks," in *Title of Book in Italics*, ed. Editor'sFirstName LastName (City of Publication: Publisher, Year), Page(s)Cited.

Billy B. Legon, "The Moral Economy" in *America at War*, ed. Sydeny J. Calhoun et al. (Chicago: University of Chicago Press, 1987), 36.

2nd foot/endnote: LastName, "Abbreviated Title of Chapter," Page(s)Cited.

Legon, "The Moral Economy," 81–82.

Bibliography: LastName, FirstName, "Title of Chapter in Quotation marks." In *Title of Book in Italics*, edited by FirstName LastName, Pages of Chapter. City of Publication: Publisher, Year.

Legon, Billy B. "The Moral Economy." In *America at War*, edited by Sydeny J. Calhoun, Jeremy Walters, Burton S. Guster, and Yuri Kawasaka, 36-82. Chicago: University of Chicago Press, 1987.

Article in an Online Journal with a DOI

1st foot/endnote: FirstName LastName, "Title of Article," *Title of Journal in Italics* VolumeNumber, no. IssueNumber (Year): Page(s)Cited, accessed Month Day, Year, doi: DOI#Here

Georgia Watts and Wesley Smith, "The Evolution of Gaming," *International Journal of Video Games* 103 (2013): 415, accessed January 25, 2014, doi:10.1083/375156.

2nd foot/endnote: LastName, "Abbreviated Title of Article," Page(s)Cited.

Watts and Smith, "Evolution of Gaming," 427.

Bibliography: LastName, FirstName. "Title of Article." *Title of Journal in italics* VolumeNumber, no.IssueNumber (Year): Page(s). Accessed Month Day, Year. Doi: DOI#Here.

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Watts and Smith, "Evolution of Gaming," 427.

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Watts, Georgia and Wesley Smith, "The Evolution of Gaming." *International Journal of Video Games* 103 (2013): 415-27. Accessed January 25, 2014 from <http://www.url.com>

Blog Entries or Comments

1st Foot/endnote:

Matthew Jacobson, "Comma Rodeo: Quick Tips for Wrangling Commas," *FGCU Writing Center Blog*, April 14, 2014 <http://blogs.fgcu.edu/writingcenter/2014/04/14/comma-rodeo-quick-tips-for-wrangling-commas/>

2nd Foot/Endnote:

Jacobson, "Comma Rodeo"

Bibliography:

FGCU Writing Center Blog. <http://blogs.fgcu.edu/writingcenter/2014/04/14/comma-rodeo-quick-tips-for-wrangling-commas/>

Citing Sources in Chicago (Author-Date)

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(Rowling 1999, 99-100).

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(Cornelius, Ayala, and Jacobson, 37-43)

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(Bledsoe, et al. 2014)

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Legon, Billy B. 1987. "The Moral Economy." In *America at War*, edited by Sydeny J. Calhoun, Jeremy Walters, Burton S. Guster, and Yuri Kawasaka, 36-82. Chicago: University of Chicago Press.

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(Legon 1987, 36)

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In-text: (LastName Year, Page(s)Cited).
(Watts and Smith 2013, 417).

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Jacobson, Matthew. 2014. "Comma Rodeo: Quick Tips for Wrangling Commas," *FGCU Writing Center Blog*, April 14. <http://blogs.fgcu.edu/writingcenter/2014/04/14/comma-rodeo-quick-tips-for-wrangling-commas/>

In-Text: (LastName Year)
(Jacobson 2014)