

Chicago Style: General Formatting

The following information is an abridged version of the style and formatting guidelines found in the lengthy and detailed *Chicago Manual of Style*, 16th ed. (2010). Professors may prefer a format which differs from the basic rules included here. Always consult your professor's instructions first. This sheet provides a brief overview of the two systems of Chicago Style Format: the Notes & Bibliography System and the Author-Date System.

There are two basic systems of citation preferred by Chicago Style:

- Notes & Bibliography System – used in literature, history, and the arts
- Author-Date System – used in the physical, natural, and social sciences

Notes & Bibliography System

In this system, sources are not cited in the text. Rather, sources are acknowledged by placing a superscript number at the end of the sentence containing the quote or paraphrase. The corresponding number at the bottom of the page (footnote) or at the end of a paper (endnote) contains the full citation. Ask your professor whether footnotes or endnotes are preferred.

Author-Date System

The Author-Date System is comprised of two indispensable parts: a complete list of sources cited, called the Reference List, and in-text citations, usually in parentheses.

Page Format

The following page format is used with both systems of Chicago Style citation, unless noted:

- **Margins** – Margins should be set to between one inch and 1.5 inches all four sides, using left hand justification only.
- **Line Spacing** – The entire text, including block quotes, should be double-spaced. (Some professors prefer block quotes single-spaced.) *If you are using the Notes & Bibliography System, the notes and bibliography are typically single-spaced. Do not include extra spaces between paragraphs.
- **Paragraphs** – The first line of each paragraph should be indented one-half inch on the left (or five spaces.) Block quotes are also indented one-half inch on the left.
- **Spacing between Sentences** – Single space (not double) after periods and colons.
- **Font** – Type in black ink on one side of the paper. Use a plain serif font, like Times New Roman.
- **Title Page** – A paper longer than five pages requires a title page. The title should be meaningful, giving the reader a sense of what the paper is about and should be between seven and fifteen words long.
- **Page Numbers** – The number appears on the bottom center of the first page of text and on the top right corner of subsequent pages. Include the number only (no word “page” in front and no name, unless required by the professor.)

Sample Title Page

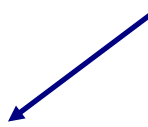
Note: Papers less than five pages do not need a separate title page (unless your professor requires it.) In this case, the following information should be included on the top left corner of the first page: name, professor, class, and date. The title should be centered above the text.

Meaningful title (7-15 words)



HOW THE CHESAPEAKE BAY WAS RESTORED

Your name
Course name and title
Date



John Smith
Environmental Science 101: Global Perspectives
July 19, 2015