ESSENTIALS OF CHICAGO STYLE

Formatting the Essay
- Double-spaced; 1” (2.54 cm) margins on all sides
- Indent the first line of each paragraph
- Times New Roman or similar font
- Font size 12 point
- Page numbers on first page; not title page

Components and Structure of the Essay
1) Title Page
2) Body of Essay (with footnotes or endnotes)
3) Bibliography (list of sources cited in essay)

*Follow formatting guidelines as shown below*

Title Page

ESSAY TITLE

Your Name
Course code and Name
Date

Body of Essay

1

Begin with an introduction to the topic that outlines the significance of the problem you would like to address. Use footnotes/endnotes throughout your paper to cite your sources.

Be conscious of word choice, voice, capitalization, grammar, spelling, consistency of tense and proper citation guidelines.

Be sure to support your argument with footnotes from authoritative sources.

References

Bibliography

List each source (ie. book, article, etc) that you cited in the essay.

Alphabetize the reference entries by Author’s last name. If there is no author, then by title.

Entries are single spaced with a space in between each new entry.

Indent the second and following lines of each reference entry using a hanging indent.
NOTE: Punctuation, capitalization, and italicization must be completed exactly as written in the examples below.

Book
Footnote: Author’s First Name Last Name, Title of Book (City of Publication: Publisher, Year), p #.
Bibliography: Author’s Last Name, First Name. Title of Book. Location: Publisher, Year.

E-book
Footnote: Author’s First Name Last Name, Title of E-book (City of Publication: Publisher, Date), p #, URL.
Bibliography: Author’s Last Name, First Name. Title of E-book. City of Publication: Publisher, Date. URL.

Chapter in an edited book/Anthology
Footnote: Author’s First Name Last Name, "Chapter Title," in Title of Book, ed. Editor’s First Name Last Name (City of Publication: Publisher, Year), p#.
Bibliography: Author’s Last Name, First Name. "Chapter Title." In Title of Book. Edited by First, Last Name, page numbers. City of Publication: Publisher, Year.

More than 3 authors (books)
Footnote: Author’s First Name Last Name et al., Title of Book, (City of Publication: Publisher, Year), p #.
Bibliography: Author’s Last Name, First Name, First Name Last Name, First Name Last Name, and First Name Last Name. Title of Book. Edited by First Name Last Name. City of Publication: Publisher, Year.

Journal Article
Footnote: Author’s First Name Last Name, “Title of Article,” Title of Journal volume #, issue no. # (Year), pages, doi or permalink URL.
Bibliography: Author’s Last Name, First Name. “Title of Article.” Title of Journal volume #, issue no. # (Year): pages. doi or permalink URL.

More info about journal articles
1) DOI codes are usually found on the first page of the article. Also see the database record.
2) Access dates are not usually included in Chicago Style, however, some disciplines require them. Please consult with your teacher for clarification.
3) If there is no doi, use the permanent link of the journal article.

Online Newspaper Article
Footnote: Author’s First Name Last Name, “Title of Article,” Title of Newspaper, Month Day, Year, URL.
Bibliography: Author’s Last Name, First Name. “Title of Article.” Title of Newspaper, Month Day, Year. URL.
*NOTE: If the URL is too long, just use the URL for the main homepage of the newspaper.
Online Magazine Article

Footnote: Author’s First Name Last Name, “Title of Article,” *Title of Magazine*, Month Day, Year, URL.
Bibliography: Author’s Last Name, First Name. “Title of Article.” *Title of Magazine* volume number, issue no. (Month Year): page numbers. URL.

Website

Footnote: Author’s First Name Last Name, “Title,” last modified or accessed Month Day, Year, URL.
Bibliography: Author’s Last Name, First Name. “Title of document.” Last modified or Accessed Month Day, Year. URL.
http://www.tcu.gov.on.ca/eng/adultlearning/

*NOTE: If there is no last modified date available, provide an access date (Example Accessed Month Day, Year).
If the URL is too long, just use the URL for the main homepage of the newspaper.

Group or Corporate Authors (Websites)

Footnote: Group or Corporate Name, “Title of page,” last modified or accessed Month Day, Year, URL.
Bibliography: Group or Corporate Name. “Title of page.” Last modified or Accessed Month Day, Year. URL.

DVD

Footnote: *Title of Film*, directed by First Name Last Name (Original Release Year; Location: Distributor/Studio, DVD Release Year), DVD.
Bibliography: *Title of Film*, directed by First Name Last Name. Original Release Year; Location: Distributor/Studio, DVD Release Year. DVD.

Streaming or YouTube Video

Footnote: *Title of Video*, Name of Website, duration, posted by, Month Day, Year, URL.
Bibliography: *Title of Video*. Name of Website, duration. Posted by, Month Day, Year. URL.
https://youtu.be/G1MzEbtsbec

Image from Library Database

Footnote: Artist’s First Name Last Name, “Name of Image,” Type of Image, Year, *Database Name*, URL.
Bibliography: Artist Last Name, First Name. “Name of Image.” Type of Image. Publication Year. *Database Name*, URL.

*NOTE: Type of image includes photograph, painting, etc.

Classroom Lecture and Notes

Footnote: Instructor’s First Name Last Name, “Title of Lecture,” (lecture, Name of Institution, City, Province, Month Day, Year of Lecture).
Bibliography: Instructor’s Last Name, First Name. “Title of Lecture.” Lecture, Name of Institution, City, Province, Month Day, Year of Lecture.

*NOTE: Cite classroom lectures like conference proceedings, oral presentations, or poster presentations.
GENERAL INFO ABOUT CITING IN CHICAGO STYLE

There are two different ways of crediting your sources in Chicago/Turabian style. This guide will provide examples for the Notes/Bibliography style.

(1) Notes/Bibliography style – most commonly used in the Humanities discipline

(2) Author/Date style – most commonly used in the Sciences discipline

This guide is providing examples in the Notes/Bibliography style.

More Chicago Style Tips

- Provide DOIs instead of URLs if possible
- Do not use access dates unless publication dates are unknown.
- When a source has no author, cite by title
- If you do not know a publication date of a printed work (such as a book), use the words, n.d.
- If you cannot locate a page number use the option section (sec.), volume (vol.), or note (n.).
- Quotations that are less than 5 lines long are included in the body of the paragraph with quotation marks.

Footnotes

a. Included information: Author’s first name and last name (listed as John Smith, rather than Smith, John), titles, publishers, dates (check guidelines to see what information is in parenthesis), page numbers of the article

b. Use the word “Ibid” and a specific page number to repeat the same citation on the same page. Example: Ibid., 4.

c. Numbers should start at 1 and following consecutively throughout the paper

d. Should be placed at the end of the sentence or clause and after any punctuation.

e. The first line of a footnote is indented .5” from the left margin

f. Leave a space between footnotes

g. Four to ten authors, include the name of the first author only followed by et al.

Bibliography

a. Your bibliography is the last page of your paper

b. Bibliography is listed in alphabetical order by author’s last name

c. Leave two lines between the words Bibliography and your first entry

d. Leave a line between each entry

e. For two to three authors, include all of the author’s names.

f. For four to ten authors, include all author’s names.

Block Quotations

Long quotations: When a quote is 5 lines or longer.

Display the quote as a freestanding block of text. A quotation of five or more lines should be “blocked.” This block quotation is single-spaced and requires no quotation marks. You should leave an extra line space immediately before and after. Indent the entire quotation 0.5cm. You can do this by selecting page layout, paragraph and changing the left indentation to 0.5 cm.