



The Chicago style is used mainly in the disciplines of history, art, the humanities, social sciences, and natural sciences. *The Chicago Manual of Style* is intended primarily for works that are going to be published; this manual refers the reader to Kate L. Turabian's *A Manual for Writers of Term Papers, Theses, and Dissertations* for materials that are not intended for publication.

Quotations

- Create a block quote if your quotation consists of two or more sentences that run to eight or more lines. Indent 4 spaces from left margin. Do not use quotation marks.
- Two or more lines of poetry should be set off from the text, line for line as in the original. Align left and center *if* lines are short enough to fit on one line. If not, indent 4 spaces from left margin.
- Poems used in-text should be surrounded by quotation marks. A slash (/) should be put between each line.
- Punctuation goes *inside* the quotation marks if it is a period or a comma, *outside* if it is a colon or a semicolon. Question marks and exclamation points go *outside* unless they are part of the quote.
- Information you insert into quotes should be set off by [brackets].

Footnotes

- The Chicago and Turabian styles recommend footnotes over endnotes and parenthetical references *for the humanities*.
 - Use superscript numbers (¹) and number citations sequentially.
 - Type superscript *after* all punctuation except the dash, and leave no space.
- Notes are indented, with all other lines flush against left margin.
 - Begin with a number (not superscripted) followed by a period.
 - Format: Author's first name last name, *Title* (Place of publication: Publisher, date), page number.
 - Single space footnotes with a blank line between each entry. Endnotes are double spaced.

Parenthetical References

- This style recommends parenthetical references with the author's name and date *for the natural and social sciences*.
- Format: (Author date) with no comma. Add commas for extra information, such as page number.
- See examples for further explanation.
- If work is unpublished, such as a collection of personal letters, write it out in the text.
- The parenthetical reference is placed before the end-punctuation. Example: The war was about to start (Butler 1861).

Bibliographies (a.k.a. works cited, selected bibliographies, sources consulted)

- Entries must be in alphabetical order by author's last name.
- Single spaced with hanging tabs, blank line between entries.
- If there is more than one author, only the first name is inverted. Place a period at the end of each main entry.
- Format: Author's last name, first name. *Title*. Place of publication: Publisher, date.
- For internet sources, the format is: Author's last name, first name. "Title of Article." *Title of Page*, date of last update. <http:// web address> (date accessed).

Examples

- **Footnotes**

In the text:

Sweig argues that Castro and Che Guevara were not the only key players.¹

In the note:

1. Julia Sweig. *Inside the Cuban Revolution* (London: Harvard University Press, 2002), 9.

- **Footnotes for various types of sources**

Books:

1. Hayden Herrera, *Frida: A Biography* (New York: Harper and Row, 1983), 356.

Chapter in a book or section in an anthology:

4. Mary Gordon, "Title of Chapter," in *Title of Book*, ed. Janet Sternberg (Place of publication: Publisher, date), page number.

Journal article:

5. Linda Hutcheon, "Title of Article," *Journal Title* volume number (year): page number.

6. John Lofty, "Title of Article," *Journal Title* volume number, issue number (year): page number.

Online source:

7. Ken Martin, "Title of article," *Title of Web Site*, date. <http:// web address> (date accessed).

Examples (continued)

- **Parenthetical References**

- With author's name and date: Text ... text (Butler 1961).
- With author's name, date, and page number: Text ... text (Butler 1961, 34).
- With author's name, date and volume: (Butler 1961, vol. 3)
- With author's name, date, volume, and page number: (Butler 1961, 3:82)
- If a work is unpublished, such as a collection of personal letters, write it out in the text:
“Yes,” she said in a letter to her sister Jane on 18 August.

- **Works Cited**

Butler, Rhett. *How to Offend Southern Gentry with Only Minimal Effort*. Atlanta: Tara Publishers, 1861.

O’Hara, Scarlett and Ashley Wilkes. *Sordid Affairs*. Atlanta: Tara Publishers, 1867.

Teague, Jason Crawford. "Frames in Action." *Kairos: A Journal for Teachers of Writing in Webbed Environments* 2, no. 1, August 20,1998. <<http://english.ttu.edu/kairos/2.1>> (7 October 1999).

Wilkes, Melanie. *Do Unto Others*. Atlanta: Tara Publishers, 1865.