

# Chicago: A Quick and Easy Guide

## Formatting:

Margins: 1 inch

Font: Times New Roman, 12 pt. or Courier, 12 pt

Paragraph: Double-space

Alignment: Left

Header: Page numbers start on the second page with page number two (2).

## Headings:

The heading for Chicago belongs on the title page of the document. (*Example below*)  
Instructors might require different information.

TITLE:  
SUBTITLE

Student's name  
Course and section number  
Date (month day, year)

## Headings within the Document:

(Information below is directly from Purdue OWL)

Chicago has an optional system of five heading levels.

### **Chicago Headings**

Level Format

- 1. Centered, Boldface or Italic Type, Headline-style Capitalization**
2. Centered, Regular Type, Headline-style Capitalization
- 3. Flush Left, Boldface or Italic Type, Headline-style Capitalization**
4. Flush left, roman type, sentence-style capitalization
- 5. Run in at beginning of paragraph (no blank line after), boldface or italic type, sentence-style capitalization, terminal period.**

## Block quotes:

Formatted like APA, but block quotes for Chicago start at 100 words or more—or at least eight lines. Set new text off from the text by beginning a new line, indenting one inch from the left margin, and typing it single-spaced, without adding quotation marks. The parenthetical reference for a block quotation sits at the very end in parentheses after the closing punctuation.

#### Capitalizations:

“Capitalize the first word in a direct quote. Do not capitalize a direct quotation when it is blended into the main sentence” (Houghton 2008, 16).

Above citation is an example of Turabian Author-Date Style. Full citation would be found in a reference list:

Houghton, Peggy M. 2008. *The Chicago Manual of Style: The Easy Way*.  
Flint, MI: Baker College.

#### Ellipses:

Omissions are indicated using ellipses free of brackets.

#### Author-Date Style

Full source following quote:

“Ex: ...” (Robert K. Yin, *Case Study Research: Design and Methods* [Thousand Oaks: SAGE Publications, 2003], 83).

Ex: As stated in Yin’s *Case Study Research: Design and Methods* (SAGE Publications, 2003), the design of the study is extremely important.

#### Ibid:

“Used [to replace the] bibliographic information in the second parenthetical reference if the passage is from the same source and is cited closely to the first” (Peggy M. Houghton, *The Chicago Manual of Style: The Easy Way* [Flint, MI: Baker College, 2008], 20).

Ex: (ibid., 85)

#### Citation Information Breakdown for Chicago:

Title the Bibliography “References”

(Below direct examples from *CSM: The East Way*)

Paraphrase in text:

In the military, publicly berating a subordinate in order to achieve positive behavioral change is accepted.<sup>1</sup>

Footnote:

1. Anthony J. Bonanno, *Argumentative Strategies in the Military*, (Chicago: Sinclair Books, 2008), 212.

Bibliography:

Bonanno, Anthony J. *Argumentative Strategies in the Military*. Chicago: Sinclair Books, 2008.

Bibliography:

(Below from Purdue OWL)

- Leave two blank lines between “Bibliography” or “References” and your first entry.
- Leave one blank line between remaining entries.
- List entries in letter-by-letter alphabetical order according to the first word in each entry.
- Use “and,” not an ampersand, “&,” for multi-author entries.
- For two to three authors, write out all names.
- For four to ten authors, write out all names in the bibliography but only the first author’s name plus “et al.” in notes and parenthetical citations.
- When a source has no identifiable author, cite it by its title, both on the references page and in shortened form (up to four keywords from that title) in parenthetical citations throughout the text.
- Write out publishers’ names in full.
- Do not use access dates unless publication dates are unavailable.
- If you cannot ascertain the publication date of a *printed* work, use the abbreviation “n.d.”
- Provide DOIs instead of URLs whenever possible.
- If you cannot name a specific page number when called for, you have other options: section (sec.), equation (eq.), volume (vol.), or note (n.).