**Introduction to Chicago Formatting**

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Source*:* The Purdue University Writing Lab, 2016.

For more detailed information about Chicago, visit https://owl.english.purdue.edu/owl/resource/717/01/.

Chicago style is frequently used in the social sciences. This resource focuses on the notes, which are use to cite sources within the body of the paper, and on the Bibliography, which concludes the paper and lists all sources cited therein.

**Notes**

In Chicago style, you include a note (endnote or footnote) each time you use a source, whether through a direct quote or through a paraphrase or summary. Footnotes are added at the end of the page on which the source is referenced, and endnotes are compiled at the end of each chapter or at the end of the entire document.

**Rules**

1. Note numbers should begin with “1” and follow consecutively throughout a given paper.
2. In the text, note numbers are superscripted.
3. Note numbers should be placed at the end of the clause or sentence to which they refer and should be placed after any and all punctuation.
4. In the notes themselves, note numbers are full-sized, not raised, and followed by a period (superscripting note numbers in the notes themselves is also acceptable).
5. The first line of a footnote is indented .5” from the left margin.
6. Subsequent lines within a footnote should be formatted flush left.
7. Leave an extra line space between footnotes.
8. Place commentary after documentation when a footnote contains both, separated by a period.

**In Practice**

**Basic Book Format**

1. Firstname Lastname, *Title of Book* (Place of publication: Publisher, Year of publication), page number.

**Example**

1. William Faulkner, *Absalom, Absalom!* (New York: Vintage Books, 1990), 271.

**Basic Journal Article Format**

**1.** Firstname Lastname, “Title of Article,” *Title of Journal* Volume, Edition (Year of publication): page number.

**Example**

1. Susan Peck MacDonald, “The Erasure of Language,” *College Composition and Communication* 58, no. 4 (2007): 619.

**Basic Webpage Format**

      1. Firstname Lastname, “Title of Web Page,” P*ublishing Organization or Name of Website in Italics*, publication date and/or access date if available, URL.

**Example**

1. Mister Jalopy, “Effulgence of the North: Storefront Arctic Panorama in Los Angeles,” *Dinosaurs and Robots*, last modified January 30, 2009, http://www.dinosaursandrobots.com/2009/01/effulgence-of-north-storefront-arctic.html.

**Bibliography**

According to Chicago style, you must have a Bibliography page at the end of your paper. All entries in the Bibliography must correspond to the works cited in your main text.

**Rules**

1. Label the first page of your back matter, and your comprehensive list of sources, “Bibliography” (for Notes and Bibliography style) or “References” (for Author Date style).
2. Leave two blank lines between “Bibliography” or “References” and your first entry.
3. Leave one blank line between remaining entries.
4. Indent the second and subsequent lines of citations by 0.5 inches to create a hanging indent.
5. List entries in letter-by-letter alphabetical order according to the first word in each entry.

**In Practice**

**Basic Book Format**

Lastname, Firstname. *Title of Book*. Place of publication: Publisher, Year of publication.

**Example**

Faulkner, William. *Absalom, Absalom!*. New York: Vintage Books, 1990.

**Basic Journal Article Format**

**Example**

MacDonald, Susan Peck. “The Erasure of Language.” *College Composition and Communication* 58, no. 4 (2007): 585-625.

**Basic Webpage Format**

Lastname, Firstname. “Title of Web Page.” *Publishing Organization or Name of Website in Italics*. Publication date and/or access date if available. URL.

**Example**

Mister Jalopy. “Effulgence of the North: Storefront Arctic Panorama in Los Angeles.” *Dinosaurs and Robots*. Last modified January 30, 2009. http://www.dinosaursandrobots.com/2009/01/effulgence- of-north-storefront-arctic.html.

**\*\*Notice that Notes and Bibliography entries do not share the same format. \*\***

**Miniature Example of Notes and Bibliography**

Leslie Jamison begins *The Empathy Exams* with a description of her history in medical acting. “I play sick,” she claims. “I get paid by the hour.”[[1]](#footnote-1)

Bibliography

Jamison, Leslie. *The Empathy Exams.* Minneapolis, MN, 2014.

1. Leslie Jamison, *The Empathy Exams* (Minneapolis, MN, 2014), 1. [↑](#footnote-ref-1)