

Chicago Style Formatting Checklist: Notes & Bibliography Style

In General

- Margins should be set at no less than 1” and no greater than 1.5”
- It is recommended that the typeface is readable using fonts such as Times New Roman or Palatino.
- Font size should be no smaller than 10 point type, 12 point font is preferred.
- Double space is normally used, unless using single spaced block quotations.
- Page numbers begin on the first page of the actual paper, not on the title page if included.

First Page/Title Page (If required for class assignment)

- Includes a title page
- Title should be centered, 1/3 of the way down the title page and your name and course name should be placed several spaces below it

Sample First Page:

https://docs.google.com/viewerng/viewer?url=https://owl.english.purdue.edu/media/pdf/1300991022_717.pdf

In-Text Citations

- Note numbers are superscripted and then cited in the footnote area of the page. However, in the notes themselves, numbers are full sized.

In-Text Citation Examples:

https://docs.google.com/viewerng/viewer?url=https://owl.english.purdue.edu/media/pdf/1300991022_717.pdf

Works Cited Page

- Work cited page should be labeled “Bibliography”
- Two blank lines should be between the title “Bibliography” and the first cited source.
- One blank line should be placed between each cited source
- Sources should be alphabetically ordered
- For multiple authors, use the word “and” not “&”
- When journal articles are used, the DOI (Digital Object Identifier) number is preferred over the URLs (Uniform resource Locators)
- Access date of online materials not mandatory
- The “3-em” dash → --- ← should be used when authors or editors have multiple citations within the bibliography
- Hanging-indent is used

Chicago Style Formatting Checklist: Author-Date Style

In General

- Margins should be set at no less than 1” and no greater than 1.5”
- It is recommended that the typeface is readable using fonts such as Times New Roman or Palatino.
- Font size should be no smaller than 10 point type, 12 point font is preferred.
- Double space is normally used, unless using single spaced block quotations.
- Page numbers begin on the first page of the actual paper, not on the title page if included.
- Use italic to identify foreign words that the reader is not likely to know
- Words that need to be emphasized are normally put in italics, but should not be used often.

First Page/Title Page (If required for or class assignment)

- Includes a title page
- Title should be centered, 1/3 of the way down the title page and your name and course name should be placed several spaces below it

Sample First Page:

https://docs.google.com/viewerng/viewer?url=https://owl.english.purdue.edu/media/pdf/1300991022_717.pdf

In-Text Citations

- This format utilizes the parenthetical citation that includes the author’s last name, the publication date, and page number is needed.
- Footnotes can be used in this format if you want to provide additional relevant commentary. If footnote it used, the superscript should be utilized when doing in text citation.
- When the same source, but different page number, is cited more than once in the same paragraph, provide full citation the first time used and then use only the page number for the other remaining citations.
- A semicolon should be used for in-text citation if tow or ore references are used in one sentence or parenthetical citation.

In-Text Citation Examples:

https://docs.google.com/viewerng/viewer?url=https://owl.english.purdue.edu/media/pdf/1300990757_717.pdf

Chicago Style Formatting Checklist: Author-Date Style (continued)

Works Cited Page

- Work cited page should be titled “References”
- Two blank lines should be between the title “Reference” and the first cited source.
- One blank line should be placed between each cited source
- Sources should be alphabetically ordered
- When journal articles are used, the volume, issue number and/or page range should be identified.
- When journal articles are used, the DOI (Digital Object Identifier) number is preferred over the URLs (Uniform resource Locators)
- Access date of online materials not mandatory
- The “3-em” dash → --- ← should be used when authors or editors have multiple citations within the bibliography
- When several sources have the same author and written in the same year, in the references list them alphabetically by title
- Hanging-indent is used

In-Text Citation Examples:

https://docs.google.com/viewerng/viewer?url=https://owl.english.purdue.edu/media/pdf/1300990757_717.pdf

Sources and Other Resources for Chicago Style:

University of Maryland University College Chicago Citation Examples:

http://www.umuc.edu/library/libhow/chicago_examples.cfm

Purdue OWL Chicago Formatting (Notes and Bibliography) Example:

https://docs.google.com/viewerng/viewer?url=https://owl.english.purdue.edu/media/pdf/1300991022_717.pdf

Purdue OWL Chicago Formatting (Author-Date) Example:

https://docs.google.com/viewerng/viewer?url=https://owl.english.purdue.edu/media/pdf/1300990757_717.pdf

All University Writing Center Chicago Formatting Tools:

http://www.ecu.edu/cs-acad/writing/wac/resources_avoiding_plagiarism.cfm

In-person and online help through ECU's Writing Center:

<https://ecu.mywconline.com/>