Chicago Documentation Style

1. For the title page: Center the title one-third down and write in ALL CAPS. Name + course + date followed several lines down (also centered). There is no page number on title page, unless the instructor determines otherwise.
2. Double-space text. Use legible font size (10-12 point). Number pages beginning on the first page of text as page number 1.

Documentation

Three formats are offered by Chicago style. Consult your instructor as to preferred style:

1. **Name-year** requires the last name of the author and year of publication in parentheses whenever the source is cited.

Example:

Advances have clarified the role of carotenoids in determining the color of flowers (Groteworld 2006).

Groteworld (2006) states that scientific advances have clarified the role of carotenoids in determining the color of flowers.

1. There are many rules for creating in-text citations, e.g., multiple authors, corporations, etc. Check Purdue Owl (<https://owl.english.purdue.edu/owl/resource/717/01/>) for the complete list.
2. **Citation-sequence** and **citation-name** systems use a superscript (above the line) number to refer to the full or abbreviated bibliographic information in a footnote or endnote. The same number is used each time the source is cited. Place the superscript reference number inside punctuation marks, except with exact quotations. When using multiple sources, separate superscript reference numbers by commas, with no spaces in between.
3. When using the **citation-sequence** system, arrange sources in your reference list in the order of their mention in your research.
4. When using the **citation-name** system, alphabetize sources and then number them, i.e., the first alphabetical work is number 1, the second is number 2, etc.
5. Footnotes are placed at the bottom of the page with source information that corresponds to the in-text reference. A superscript numeral (above the line) is placed after the in-text citation and the source information is placed at the bottom of the page.
6. In place of footnotes, a new page headed **Notes** may follow the last page of text.Number the bibliographic notes in the order they were used in the text.
7. If you are using a bibliography, the endnotes or footnotes should only include the surname of the author, a shortened form of the title (if more than four words), and page number(s). The bibliography will include all relevant information about the source.
8. If you are not using a bibliography page, the first footnote or endnote for each source should include all relevant information about the source: author’s full name, source title, and facts of publication.
9. If you cite the same source again, the note need only include the surname of the author, a shortened form of the title (if more than four words), and page number(s).
10. “Ibid” is used when the source cited is in the footnote above. (“Ibid” is short for the Latin *ibidemn*, which means in the same place.)
11. Example of footnotes at the bottom of a page of text:

The Admiralty had instructed him “to search for, and to explore, such Rivers or inlets …towards Hudson or Baffins Bay.”1 Cook made anchor…and then ventured north…until he put in at Prince William Sound.”2

1.Cook, James. *The Journals of Captain James Cook on His Voyages of Discovery.* Edited by J.C. Beaglehole. Vol. 3. Cambridge: Cambridge University Press, 1967, 220-24.

2. Ibid., 230.

Example of endnotes on a separate page:

Notes

1. Cook, *The Journal,* 220-224.
2. Ibid.
3. Ibid., 235.
4. Rose, “Captain Cook,” 102-9.

Reference, Works Cited, or Bibliography Page

The bibliography provides an alphabetical list of all sources used in a given work. This page, most often titled Bibliography, is usually placed at the end of the work. It should include all sources cited within the work.

1. Entries should be formatted with a hanging indent (reverse indent: first line at margin, second and subsequent lines indented 5 spaces).
2. Alphabetize by author’s last name.
3. Double space.

Electronic Books and Books Consulted Online (N=Note B=Bibliography)

Electronic books are cited exactly as their print counterparts are cited with the addition of a media marker at the end of the citation: Kindle edition, PDF e-book, Microsoft Reader e-book, Palm e-book, CD-ROM, etc. Books consulted online are also cited exactly as their print counterparts are cited with the addition of a DOI (or URL) at the end of the citation.

**Note:** Stable page numbers are not always available in electronic formats; therefore, you may, instead, include the number of chapter, section, or other easily recognizable locator.

Lemon, Rebecca, Emma Mason, Johnathan Roberts, and Christopher Rowland, ed. *The*

*Blackwell Companion to the Bible in English Literature*. West Sussex: Wiley-Blackwell,

2009. PDF e-book.

**N:**

      1. Grant Ian Thrall, *Land Use and Urban Form* (New York: Methuen, 1987), http://www.rri.wvu.edu/WebBook/Thrallbook/Land%20Use%20and%20Urban%20Form.pdf.

**B:**

Thrall, Grant Ian. *Land Use and Urban Form*. New York: Methuen, 1987.

http://www.rri.wvu.edu/WebBook/Thrallbook/Land%20Use%20and%20Urban%20Form.pdf.

Online Periodicals (Journal, Magazine, and Newspaper Articles)

Online periodicals are cited exactly as their print counterparts are cited with the addition of a DOI or URL at the end of the citation. Also keep in mind that while access dates are not required for formally published electronic sources (journal articles), they can be useful for informally published electronic sources or may be required by some disciplines for all informally and formally published electronic sources. Access dates should be located immediately prior to the DOI or URL.

**N:**

      1. Kirsi Peltonen, Noora Ellonen, Helmer B. Larsen, and Karin Helweg-Larsen, “Parental Violence and Adolescent Mental Health,” *European Child & Adolescent Psychiatry*19, no. 11 (2010): 813-822, doi: 10.1007/s00787-010-0130-8.

**B:**

Peltonen, Kirsi, Noora Ellonen, Helmer B. Larsen, and Karin Helweg-Larsen. “Parental Violence

and Adolescent Mental Health.” *European Child & Adolescent Psychiatry* 19, no. 11

(2010): 813-822. doi: 10.1007/s00787-010-0130-8.

Web Page with Known Author and Date

**N:**

      7. 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.

**B:**

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>.

Web Page with Known Date but without Known Author

**N:**

      8. “Illinois Governor Wants to 'Fumigate' State's Government,” *CNN.com*, last modified January 30 2009, http://edition.cnn.com/2009/POLITICS/01/30/illinois.governor.quinn/.

**B:**

"Illinois Governor Wants to 'Fumigate' State's Government.” *CNN.com*. Last modified  January 30, 2009. <http://edition.cnn.com/2009/POLITICS/01/30/illinois.governor.quinn/>.

Web Page with Unknown Publication Date and Author

**N:**

      9. “Band,” *Casa de Calexico*. accessed January 30, 2009, http://www.casadecalexico.com/band.

**B:**

“Band.” *Casa de Calexico*. Accessed January 30, 2009. http://www.casadecalexico.com/band.

Reference: Purdue Owl (<https://owl.english.purdue.edu/owl/resource/717/01/>)