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This guide is designed to get you started with the Chicago citation style. For more information, please consult the official source, *The Chicago Manual of Style, 16th ed. (2010)*, available in Rosen REF Z253 .U69 2010.

**In-Text Citations and Formatting the Bibliography**

- Chicago style generally recommends that you use **footnotes** (notes that appear at the bottom of each page) in the text of your paper along with a **bibliography** at the end of your paper. For other methods (parenthetical notes, etc.), please refer to the *Chicago Manual*.
- Most word processing programs handle footnotes automatically, including font size and spacing. In Microsoft Word, go to the *References* tab and select *Insert Footnote* in the *Footnotes* section.
- The bibliography includes information for all works cited in the notes, so you can generally use shortened forms for the footnotes: the last name of the author(s), a shortened form of the title, and the relevant page number(s) (or section). For example:

For more information on shortened citations, see p. 667-670 of the *Chicago Manual*.

- Formatting the bibliography:
  - Arrange the entries alphabetically by author (if no author is given, then start with the title).
  - According to professor preference, spacing for the bibliography may be double-spaced throughout, or entries may be single-spaced with double-spacing between each entry.
  - Use a "hanging indent" (indent the second and following lines) for entries longer than one line.

**Bibliography Forms – Selected Common Source Types**

**BOOK**

**Bibliography Form**: Last, First M. *Title of Book*, ed. [if other than 1st]. Place: Publisher, Date.


**CHAPTER FROM A BOOK OR AN ENTRY IN A REFERENCE BOOK**

**Bibliography Form**: Last, First M. "Chapter Name." In *Book Title*, edited by First M. Last, Pages. Place: Publisher, Date.

JOURNAL OR MAGAZINE ARTICLE

- **Print version:**

  Bibliography Form: Last, First M. "Article Title." *Title of Journal* volume, number (Date): Pages.


- **Electronic version – accessed through a library database with a DOI or PURL:**

  Bibliography Form: Last, First. M. "Article Title." *Journal Title* vol, number (Date): Pages. doi or PURL.


  doi:10.3727/152599510X12901814778140.

WEBSITE

Bibliography Form: Last, First M. [or Organization]. "Title." Document type [if necessary], Organization [if different than author], Date. URL.


  http://factfinder.census.gov/servlet/ACSSAFFFacts?_submenuId=factsheet_1&_sse=on.

PERSONAL COMMUNICATIONS

The *Chicago Manual* states that "Unpublished interviews are best cited in the text or the notes, though they occasionally appear in bibliographies." If you need to cite them, the following formats are recommended:

- **Interviews – phone or in-person:**

  Bibliography Form: Last, First M (title/position if applicable). In discussion with the author, Date.

  Valastro, Buddy (owner, Carlo's Bakery). In discussion with the author, May 2, 2011.

- **Email:**

  Bibliography Form: Last, First M. Email message to the author, Date.


  For further assistance with formatting or citing a source not listed above, please see the *Chicago Manual* p. 655-784.

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