

The Chicago Style Guide (17th Edition)

Notes and Bibliography

The Chicago Notes and Bibliography (NB) system is often used in the humanities to provide writers with a system for referencing their sources through the use of footnotes/endnotes, and a bibliography.

General Guidelines

- Your paper should be consistently double-spaced, except for block quotations, footnotes, bibliography entries, table titles, and figure captions.
- Page numbers begin in the header of the first page of text with Arabic number 1.
- Subheadings should be used for longer papers.
- Margins should be set at no less than 1 inch.
- Typeface should be something readable, such as Times New Roman.
- Font size should be preferably, 12 pt., but no less than 10 pt.

Title Page

- The title of your paper should be centered a third of the way down the page.
 - Your title is all uppercase letters
- Your name, teacher's name, class information, and the date should follow several lines later.
- For subtitles, end the title line with a colon and place the subtitle on the line below the title.
- Double-space each line of the title page.

Main Body

- Titles mentioned in the text, notes, or bibliography are capitalized “headline-style,” meaning first words of titles and subtitles and any important words should be capitalized.
- Titles in the text as well as in notes and bibliographies are treated with quotation marks or italics based on the type of work they name.
 - Book and periodical titles (titles of larger works) should be *italicized*.
 - Article and chapter titles (titles of shorter works) should be enclosed in “double quotation marks.”
 - The titles of most poems should be enclosed in double quotation marks, but the titles of very long poems should be *italicized*.
 - Titles of plays should be *italicized*.
- For block quotations:
 - A prose quotation of five or more lines, or more than 100 words, should be blocked.
 - The block quotation font should match the surrounding text
 - A blocked quotation does not get enclosed in quotation marks.
 - A blocked quotation must always begin a new line.
 - All blocked quotation lines should be indented with the Tab tool.

Block Quotation Example:

Rose eloquently sums up his argument about the ways individuals manage their behaviour when part of a society:

In a society of control, a politics of conduct is designed into the fabric of existence itself, into the organization of space, time, visibility, circuits of communication. And these enwrap each individual life decision and action—about labour, purchases, debts, credits, lifestyle, sexual contracts and the like—in a web of incitements, rewards, current sanctions and foreboding of future sanctions which serve to enjoin citizens to maintain particular types of control over their conduct. These assemblages which entail the securitization of identity are not unified, but dispersed, not hierarchical but rhizomatic, not totalized but connected in a web or relays and relations.³⁹

Bibliography

- Label your list of sources, “Bibliography”
- Leave two blank lines between “Bibliography” and your first entry.
- Leave one blank line between remaining entries.
- List entries in **alphabetical order** according to the first word in each entry, be that the author's name or the title of the piece.
- 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 footnotes.
 - When a source has no identifiable author, cite it by its title, both on the bibliography and in shortened form (up to four keywords from that title) in footnotes throughout the text.
 - Write out publishers’ names in full.
 - Do not use access dates unless publication dates are unavailable.
 - If you can’t find the publication date of a *printed* work, use abbreviation “n.d.”
 - Provide DOIs (digital object identifiers) instead of URLs whenever possible.
 - If no DOI is available, provide a URL.
 - If you cannot name a specific page number when called for, you have other options: section (sec.), equation (eq.), volume (vol.), or note (n.).

Bibliography

- Agamben, Giorgio. *Homo Sacer: Sovereign Power and Bare Life*. Translated by Daniel Heller-Roazen. Stanford: Stanford University Press, 1998.
- Dean, Jodi. *Democracy and Other Neoliberal Fantasies: Communicative Capitalism and Left Politics*. Durham: Duke University Press, 2009.
- DeLanda, Manuel. *A New Philosophy of Society: Assemblage Theory and Social Complexity*. London: Continuum, 2006.
- Ede, Lisa and Andrea A. Lunsford. "Collaboration and Concepts of Authorship." *PMLA* 116, no. 2 (March 2001): 354-69. <http://www.jstor.org/stable/463522>.
- Foucault, Michel. "The Means of Correct Training." In *The Foucault Reader*, 188-205. Edited by Paul Rabinow. New York: Pantheon, 1984.
- Foucault, Michel. "Panopticism." In *The Foucault Reader*, 206-13. Edited by Paul Rabinow. New York: Pantheon, 1984.
- Foucault, Michel. "What is an Author?" In *The Foucault Reader*, 101-20. Edited by Paul Rabinow. New York: Pantheon, 1984.
- Foucault, Michel. "What is Enlightenment?" In *The Foucault Reader*, 32-50. Edited by Paul Rabinow. York: Pantheon, 1984.
- Hardt, Michael and Antonio Negri. "Postmodernization, or the Informatization of Production." In *Empire*, 280-303. Cambridge, MA: Harvard University Press, 2000.
- Harvey, David. "Modernity and Modernism." In *The Condition of Postmodernity: An Enquiry into the Origins of Cultural Change*, 10-38. Malden, MA: Blackwell, 1990.
- Ijessling, Samuel. "Who is Actually Speaking Whenever Something is Said?" In *Rhetoric and Philosophy in Contact: An Historical Survey*, 127-36. Translated by Paul Dunphy. Hague, Netherlands: Martinus Nijhoff, 1976.
- Kant, Immanuel. "An Answer to the Question: What is Enlightenment?" In *Perpetual Peace and Other Essays*, 41-48. Translated by Ted Humphrey. 1784. Reprint, Indianapolis: Hackett, 1983.

Footnotes

- Note numbers should begin with “1” and follow consecutively throughout a given paper.
- In the text:
 - Note numbers are superscripted.
 - Note numbers should be placed at the end of the clause or sentence to which they refer and should be placed after all punctuation, except for the dash.
- In the footnotes:
 - Note numbers are full-sized, not raised, and followed by a period.
 - First line of a footnote is indented.
 - Second and subsequent lines within a footnote should be formatted flush left.
 - Do not repeat the hundreds digit in a page range if it does not change from the beginning to the end of the range.

Tables and Figures

- Position tables and figures after they are first referenced. Present them after the paragraph in which they are described.
- For figures, include a caption of the figure or illustration, directly after the figure number.
- Cite the source of the table and figure information with a “credit line” at the bottom of the table or figure and, if applicable, after the caption. The credit line should be distinguished from the caption by enclosing in parenthesis or written in different type.
 - Cite a source as you would for parenthetical citation, and include full information in an entry on your Bibliography page.
 - Acknowledge reproduced or adapted sources appropriately (i.e., photo by; data adapted from; map by...).
 - If a table includes data not acquired by the author of the text, include an unnumbered footnote. Introduce the note by the word *Source(s)* followed by a colon, then include the full source information, and end the note with a period.

Citing Books

- **FOOTNOTE (N):**

1. First name Last name, *Title of Book* (Place of publication: Publisher, Year of publication), page number.

SHORT FORM NOTES/SUBSEQUENT NOTES

When all sources are cited in full in a bibliography, the shortened version can and should be used from the first note forward. Shortening includes just the author's last name, abbreviated title of text (if more than four words), and page number(s).

CORRESPONDING BIBLIOGRAPHICAL ENTRY (B):

Last name, First name. *Title of Book*. Place of publication: Publisher, Year of publication.

- **BOOK BY ONE AUTHOR**

N: 1. Jack Kerouac, *The Dharma Bums* (New York: Viking Press, 1958), 128.

Shortened Note: 1. Kerouac, *The Dharma Bums*, 128.

B: Kerouac, Jack. *The Dharma Bums*. New York: Viking Press, 1958.

- **BOOK BY MULTIPLE AUTHORS**

Two or more authors should be listed in the order they appear as authors, and not necessarily alphabetically.

N: 2. Scott Lash and John Urry, *Economies of Signs & Space* (London: Sage Publications, 1994), 241-51.

Shortened Note: 2. Lash and Urry, *Economies*, 241-51.

B: Lash, Scott, and John Urry. *Economies of Signs & Space*. London: Sage Publications, 1994.

ELECTRONIC JOURNALS

N: 1. Henry E. Bent, "Professionalization of the Ph.D. Degree," *College Composition and Communication* 58, no. 4 (2007): 141, accessed December 4, 2017, <http://www.jstor.org/stable/1978286>.

Shortened N: 1. Bent, "Professionalization," 141.

B: Bent, Henry E. "Professionalization of the Ph.D. Degree." *College Composition and Communication* 58, no. 4 (2007): 0-145. Accessed December 4, 2017. <http://www.jstor.org/stable/1978286>.

WEB SOURCES

FOOTNOTE (N):

1. First name Last name, "Title of Web Page," Name of Website, Publishing Organization, publication or revision date if available, access date if no other date is available, URL.

CORRESPONDING BIBLIOGRAPHICAL ENTRY (B):

Last name, First name. "Title of Web Page." Name of Website. Publishing organization, publication or revision date if available. Access date if no other date is available. URL.

WEB PAGE WITH KNOWN AUTHOR AND DATE

N: 7. Richard Kimberly Heck, "About the Philosophical Gourmet Report," last modified August 5, 2016, <http://rgheck.frege.org/philosophy/aboutpgr.php>.

Shortened N: 7. Heck, "About the Philosophical."

B: Heck, Richard Kimberly. "About the Philosophical Gourmet Report." Last modified August 5, 2016. <http://rgheck.frege.org/philosophy/aboutpgr.php>.

WEB PAGE WITH KNOWN DATE BUT WITHOUT KNOWN AUTHOR

N: 8. "Illinois Governor Wants to 'Fumigate' State's Government," *CNN* online, January 30, 2009, <http://edition.cnn.com/2009/POLITICS/01/30/illinois.governor.quinn/>.

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