

**Chicago Manual of Style Citation Guide (17<sup>th</sup> Edition)**

<http://www.chicagomanualofstyle.org/home.html>

**Chicago Notes and Bibliography (NB) System****Paper and Binding**

- Use white, unlined 8.5" by 11" paper
- Use paperclips in the upper left corner rather than staples, but use what your teacher prefers
- Don't use binders or plastic covers

**Spacing and Paragraphs**

- Double space the body of your work, with no extra lines between paragraphs
- The first line of each paragraph is indented on the left (press Tab key once)
- Block quotations are single-spaced and indented one inch on the left (press Tab key twice)
- Single space footnotes/endnotes and bibliographies, leaving a blank line between entries

**Printing and Fonts**

- Print on only one side of the page, in black ink and use a plain font such as Times New Roman

**Titles of Texts**

- *Italics* are used for titles of books and journals
- Titles of articles, chapters, and poems are set in roman type; in "notes and bibliographies", they are put in "quotation marks"

**Page Numbers**

- Every page of your paper must be assigned a page number, including appendices and bibliography, **but not the title page**
- Use Arabic numerals (e.g. 1) a half inch from the top edge of the paper, flush with the right margin
- Don't spell out the numbers and don't precede them with the word "page"
- You may put an identifier like your last name before the page number
- Page one starts on the first page of text
- Word processors automate pagination, so make sure you know how to use the page number command

**Title of Paper**

- Give your work a meaningful title; it should signal to your reader what your work is about
- Chicago style titles are between seven and fifteen words long
- A common academic device to create a bit of elegance is to use a title and subtitle, separating them with a colon
- Typically the titles are balanced so that one is broad and the other more focused, or one uses a key term and the other starts to explain it
  - e.g. SLEEPING WITH AN ELEPHANT: CANADIAN AND AMERICAN RELATIONS IN POST WORLD WAR TWO

## Title Page

- The title of the paper is centred, in all CAPS, and about a third of the way down the page
- If the title exceeds a single line, break it at a natural point
- Include your name, teacher's name, course code, and date, centred, a few lines under the title
- The paper begins on the next page with no special heading

SLEEPING WITH AN ELEPHANT: CANADIAN AND AMERICAN RELATIONS  
IN POST WORLD WAR TWO

Sue Perstudent

Ms. T. Chore

CHC2D1

November 19, 2018

### Citation Appears in Two Places

- Cite sources consulted in both the body of your paper (footnotes/endnotes) and in the bibliography
- If the bibliography includes all of the works cited in the notes, then ALL notes can be formatted in the short form\*, even for the first citation

### Notes

- Wherever you incorporate another person's words, facts, or ideas, insert a footnote or endnote.
- **Single space *within*** footnotes and endnotes, **double space *between*** entries.
- **Indent** the first line of the footnote (tab once to indent).

### Footnotes/Endnotes (exact same information)

- **Footnotes** are numbered citations listed at the bottom of each page within your paper.
- **Endnotes** are numbered citations listed on a separate page at the end of the paper, before the bibliography.

### Citations: Shortened Citations\*

· **Short form notes/ Subsequent notes** may be shortened to include: author's last name, abbreviated title, and the appropriate page number/s

e.g. Jones states that "'genocide' is one of the most powerful words in the English language."<sup>1</sup>

### Short form footnote because there is a bibliography:

1. Jones, *Crimes*, 97.

### Bibliography

- The bibliography appears at the **end of your paper** – it is a list of all sources cited within your essay.
- List entries in **alphabetical order** according to the **authors' last names**. If no author is provided, then use the title instead; note that the words *the*, *a*, or *an* are ignored.
- **Single space each entry** in the bibliography and **double space between entries**.
- **Indent** the second and subsequent lines of the entry (tab once to indent).
- If you have multiple entries by the **same author**, arrange the entries chronologically from oldest to newest.

### Bibliography Examples:

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

Jones, Adam. *Crimes Against Humanity: A Beginner's Guide*. Oxford: Oneworld Publications, 2008.

Jones, Adam. *Gender Inclusive: Essays on Violence, Men, and Feminist International Relations*. New York: Routledge, 2009.

**WEBSITE: Author name(s) or organization. "Title of webpage." Name of website. Updated/Accessed Date Month Day, Year. URL.**

Government of Canada. "Canada Remembers Women on the Home Front." Veterans Affairs Canada. Last modified November 28, 2017.

<http://www.veterans.gc.ca/eng/remembrance/those-who-served/women-and-war/homefront>.

---

1. Jones, *Crimes*, 97.

