

Chicago Style Guide Quick Reference

This reference sheet is intended to provide assistance while using the 15th edition of *The Chicago Manual of Style*. For more detailed information and specific examples, please reference the full text.

The Chicago Manual of Style must be followed for headings and subheadings, tables and figures, text citations, and references (i.e., notes and bibliography, reference list). However, regarding **overall document considerations** (i.e., margins, pagination, etc.) the *Format Manual* requirements **supersede** those of Chicago.

Headings/Subheadings (pp. 25, 63-64)

Generic chapter titles (e.g., “Chapter 1”) should appear flush left in roman type (i.e., not underlined, bolded, italicized, or in full capitals) and in title case. If applicable, the chapter subtitle should follow the title with a colon or you may place the subtitle on a subsequent line, flush left. Subheadings can be formatted as you see fit, however, your selected formatting must be used consistently throughout your document. Please see below for two examples.

Chapter 1: Title of Chapter
Initial Subhead
<i>Second Subhead</i>

1. Title of Chapter
1.1. Initial Subhead
1.1.1 Second Subhead

Block Quotations (p. 64, 447)

Block quotations should be used when quoting more than 100 words or 8 lines of text. The quotation should be indented from the left and double-spaced per formatting requirements.

Figures (p. 473-493)

Figures should be placed as close as possible to the text to which they refer. Label all drawings, photos, charts, graphs, maps, etc. as “Figure” or “Fig” below the image, followed by an Arabic numeral, a period, and a caption. For example:

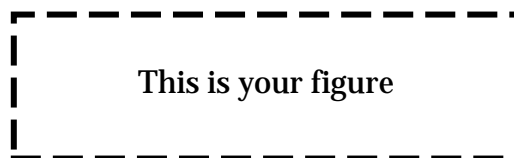
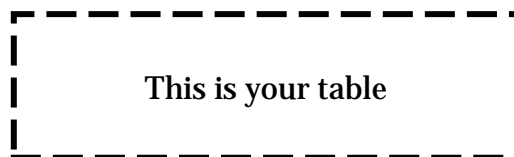


Figure 1. Caption of figure inserted here

Tables (p. 496-522)

Tables should be placed as close as possible to the text to which they refer. Place the word “Table” followed by an Arabic numeral above the table. The table title can be either sentence or title case and may be flush left or centered. For example:

Table 1. Title of table inserted here



Note: Both figure captions and table titles must be the same font and size as the main text of your document, even if the font inside the figure/table differs.

References (p. 594-597)

You may choose one of the two basic systems: 1) author-date style or 2) notes-and-bibliography style.* Consult your chair as to which style is most appropriate for your field.

1) Author-Date Style

In-text Citation: Parenthetical References (p. 620-624)

In parentheses, cite the author's last name, followed directly by the publication year with no punctuation between. Where the author's name is mentioned in the sentence, cite the publication date in parentheses after the author's last name wherever it appears in the sentence and before a mark of punctuation. To cite a particular part of a source, include the last name and publication year, a comma, and page number(s); for journals, include the last name and publication year, a comma, the volume number, a colon, and page number(s).

References

Arranged alphabetically by author's last name with a hanging indent.

Books (p. 647-687): author's last name, comma, first name (regular order for co-authors), followed by a period, the publication year, and a period. Insert book title in italics and sentence case, followed by a period, city of publication, a colon, name of publisher, and a period.

Journal Articles (p. 687-705): author's last name, comma, first name (regular order for co-authors), followed by a period, the publication year, and a period. Insert article title in sentence case without quotation marks, a period, the journal title in italics and headline capitalization, followed by the volume (issue number in parentheses, if applicable), a colon, the page number(s), and a period.

Websites (p. 714-715): Author/owner of site, period, page title inside quotation marks and title case, period, title of the site, period, URL, period.

2) Notes-and-Bibliography Style

In-text Citation: Notes (p. 594-606)

Place a superscript Arabic numeral at the end of a sentence, clause, and/or quotation. You may use either: (1) detailed notes with an abbreviated bibliography or (2) an extensive bibliography with abbreviated notes. For option 1, use a full citation the first time a source is cited, condensing subsequent note citations. For option 2, use a brief notation: author's last name, a comma, title of work in italics and headline capitalization (i.e., title case), and page number.

Bibliography

Arranged alphabetically by author's last name, with a hanging indent, and single-spaced per formatting requirements. The bibliography may also be divided into subsections according to media type.

Books (p. 647-687): Notes: author's first and last name (same order for co-authors), followed by a comma, the book title in italics and headline capitalization, in parentheses—the city of publication, a colon, the publisher, comma, and publication year—a comma and page number after the parentheses (optional), and a period. **Bibliography:** author's last name, comma, first name (with subsequent authors in regular order), followed by the book title (in italics and headline capitalization), a period, city of publication, colon, publisher, publication year, and a period.

Journal Articles (p. 687-705): Notes: author's first and last name (same order for co-authors), followed by a comma, article title in quotation marks and headline capitalization, comma, journal title in italics and headline capitalization, volume number, publication date in parentheses, a colon, page number(s), and a period. **Bibliography:** author's last name, comma, first name (with subsequent authors in regular order), followed by a period, article title in quotation marks and headline capitalization, period, journal title in italics and headline capitalization, volume number, publication date in parentheses, a colon, page number(s), and a period.

Website (p. 714-715): Notes and Bibliography: Author/owner of site, period, page title inside quotation marks and title case, period, title of the site, period, URL, period.

* If you use notes-and-bibliography style, you will also need to determine whether you will use footnotes, endnotes, or chapter notes (p. 599-600)