

CHICAGO STYLE

GENERAL FORMATTING

The Chicago Manual of Style, 15th edition, details all aspects of preparation of manuscripts. The most recent information about electronic sources is available on its website (<http://www.press.uchicago.edu>) and via links on the Carson-Newman Library website (<http://library.cn.edu>). For specific questions and for manuscripts submitted for publication, the student should consult these resources. Some basic guidelines are listed below.

- The paper is typed in a serif font such as Times New Roman 10 or 12 point (avoid using sans serif).
- Double spacing should be used throughout the paper including between notes and bibliography entries (the latter, however, are single-spaced within entries).
- Justify only on the left-hand margin.
- Single space after periods and colons.
- Have at least one-inch margins on all four sides.

CHICAGO CITATION STYLE

The Chicago style uses a system of either **footnotes** or **endnotes**; a **bibliography** may be optional.

In-Text Citation: First Reference to a Source

For **footnotes**, the superscript number goes at the end of the sentence (go to “Format” in Microsoft Word and click on “superscript”. Using the “Insert” command, click onto “Footnote” and it will appear at the bottom of your page).

Example:

The campaigns of modern political parties have been discussed in depth by Edwin Harvell.²

- If a bibliography is used at the end of the paper with full publication information, a shortened form of a footnote can be used in the paper: just the author’s last name, a short form of the title, and the specific page number.

²Harvell, *American Political*, 10-22.

- If, however, a bibliography is not used, full publication information is given the first time the source is referenced in the footnote.

² Edwin Harvell, *American Political Parties* (Chicago:

University of Chicago Press, 1992), 10-22.

Subsequent References to the Same Source

- If the author and title of a reference is the same as the one immediately preceding it, use “Ibid” (Latin meaning “in the same place”) followed by a period and a comma with the new page number: ²Ibid., 14.
- If the author, title, and page number are all the same as an immediately preceding note, simply use Ibid: ²Ibid.
- For references to previously cited sources that are not immediately following, just give the author’s last name followed by a comma and the page number cited (do not use “p.” or “pp.”): ⁶Harvell, 35.

Endnotes

For **endnotes**, list all on a separate sheet of paper at the end of your paper. The entries themselves should be single-spaced, but double-space between entries. Use a number on the line (not superscript) followed by a period and one space; number entries sequentially.

- Indent the first line of each entry three or five spaces.
- Give the author’s full name in normal order followed by a comma and the title of the work.
- Use quotation marks for titles of articles and italics for titles of books and periodicals.
- Capitalize all words in the titles of books, periodicals, and articles except articles, coordinating conjunctions, *to* in an infinitive, and prepositions; use capitals for all first words in titles and subtitles.
- After the book title, give publication information in parentheses (city followed by a colon, name of publisher, comma, year of publication).
- Put a comma after the closing parenthesis and give the page number(s) referenced; do not use “p.” or “pp.”
- After an article title, give the name of the periodical and publication information (volume, issue, date, page numbers). Months are not abbreviated.
- Major parts of the citation are separated with commas, not periods.
- For online sources, give the URL and end with the date accessed in parentheses: for example (accessed May 31, 2005).

Outline Form for Common Types of Entries in Chicago Style

Books (Print Source)

note

¹First Name and Last Name of Author, *Title of Book* (City of publication: Name of publisher, year of publication), xx. [xx means page number]

Note: Electronic source books use same footnote form as for print source, but add comma and URL after publication information in parentheses.

bibliography

Last Name of Author, First Name. *Title of Book*. City of publication: Name of publisher, year published.

Articles (Print Source)

note

²First Name and Last Name of Author, "Title of Article," *Title of Periodical* vv (year): xx.

Articles (Electronic Source)

From an online database:

¹⁴First Name and Last Name of Author, "Title of Article," *Title of Periodical* vv (year), <http://www.infotrac.galegroup.com>

From a web page or document from a web site:

¹⁵Author's first and last names, if known, "Title of Document," Sponsor of site, <http://URL> (accessed month day, year).

From an online magazine, newspaper, or journal:

⁶Cite as for print publication, but add comma after the year and URL.

Examples

a book with one author

note

²Merrill M Hawkins, Jr. *Will Campbell: Radical Prophet of the South* (Macon: Mercer UP, 1997), 12.

bibliography

Hawkins, Merrill M., Jr. *Will Campbell: Radical Prophet of the South*.
Macon: Mercer UP, 1997.

a book with more than three authors

note

²Ray, Jamison et al., *Religion in American Colleges*, Blaine College Invitation Lecture Series (New York: Oxford Press, 1976), 34.

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bibliography

Jamison, Ray; Large, R. D.; Pike, W. S.; Raden, J. K.; Walden, R.; and Zambra, K. *Religion in American Colleges*. Blaine College Invitation Lecture Series. New York: Oxford Press, 1976.

institution, association, or the like, as “author”

note

⁸ American Library Association, *Directory of Caldecott Recipients* (New York: American Library Association, 1975), 37.

bibliography

American Library Association. *Directory of Caldecott Recipients*. New York: American Library Association, 1975.

book in a series

note

¹⁴ Carolyn D. Blevins, *How Do Southern Baptists Respond to a Changing World?* Understanding Southern Baptists Series (Nashville: SBC Historical Commission, 1993), 2.

bibliography

Blevins, Carolyn D. *How Do Southern Baptists Respond to a Changing World?* Understanding Southern Baptists Series. Nashville: SBC Historical Commission, 1993.

edition other than the first

note

¹⁶ Willis J. Harper, *Politics*, 5th ed. (New York: Graves, 1987), 62.

bibliography

Harper, Willis J. *Politics*. 5th ed. New York: Graves, 1987.

component part by one author in a work edited by another

note

²³ David B. Howell, “Why Listen to Jesus? The Legitimation of Jesus as Interpreter of God's Will, Matthew 5:17-20,” *The Sermon on the Mount: Studies and Sermons*, ed. Scott Nash (Greenville, SC: Smith & Helwys, 1992), 75.

bibliography

Howell, David B. “Why Listen to Jesus? The Legitimation of Jesus as Interpreter of God's Will, Matthew 5:17-20.” *The Sermon on the Mount: Studies and Sermons*. Ed. Scott Nash. Greenville, SC: Smith & Helwys, 1992. 73-83.

journal article

note

¹ Kitty R. Coffey, “The Place of Family and Consumer Sciences in the Small, Private College,” *Kappa Omicron Nu Forum* 8.1 (Spring 1995): 63-64.

bibliography

Coffey, Kitty R. “The Place of Family and Consumer Sciences in the Small, Private College.” *Kappa Omicron Nu Forum* 8.1 (Spring 1995), 63-71.

newspaper article

note

⁴ “Amazing Animals,” *New York Times*, 18 January 1981, sec. B, p. 12.

bibliography

“Amazing Animals.” *New York Times*, 18 January 1981, sec. B, p. 12.

multiple references contained in a single footnote

note

⁷ See James Earl, *The Great Smoky Mountains* (Knoxville: University of Tennessee Press, 1984), 34-36; Paul Riley, *The Smoky Mountain Trails* (Asheville: Woods, 1987.), 21-23; William Ware, *Trails of the Southeast* (Nashville: Border & Sons, 1980), 4.

bibliography—the bibliographical entries would be alphabetized separately:

Earl, James. *The Great Smoky Mountains*. Knoxville: University of Tennessee Press, 1984.

Riley, Paul. *The Great Smoky Mountain Trails*. Asheville: Woods, 1987.

Ware, William. *Trails of the Southeast*. Nashville: Border & Sons, 1980.

interview

note

⁹ Jeff Swaight, personal interview, Detroit, Michigan, 18 July 1975.

bibliography

Swaight, Jeff. Personal interview. Detroit, Michigan. 18 July 1975.

The Bible

³Gen. 25: 5. RSV.

(Note: The Bible is not included in your bibliography.)