Quick Guide for Chicago Format

General Formatting

Title Page

Should include the following:

*Centered in the middle*

- Full title of paper
- Your name

*Centered at the bottom*

- Name and number of course
- Name of instructor
- Date submitted

Font

- Size 10-12
- Times New Roman or Palantino

Spacing and Margins

- Double-spaced
- 1 inch by 1 inch margins

Page Numbers

- All pages should be numbered, other than the title page
- These should be placed in the heading at the top right corner next to your last name (Example: Last Name 1)

Paragraphs

- Do not leave an extra space (do not hit “Enter” twice)

Quotations

- For a long quotation, indent five spaces with no quotation marks, include page numbers in in-text citation

Citations

In-Text Citations

Do not include the page numbers if you do not directly quote specific information from the text

One author

(Smith 2016) or
Smith (2016) argues “quote” (12).

Two authors

(Grazer and Fishman 2015) or

Three or more authors

(Bay et al. 2017) or
Bay et al. show “quote” (14).

No author

If a source does not list an author, use the first few words of the title in place of the author. Use double quotation marks around the title of an article or chapter and italics for the title of a periodical, book, brochure, or report.

“What is Anthropology?” (2009) defines anthropology as “quote” (23).
End-Text Citations

Place at the end of your paper under the title, References Cited. List your citations on a separate page.

Book by one author

Erickson, Paul. *Book Title*. City of publication: Publisher’s name, 2004.

Book by two or more authors

Davis, Steven A., Catherine Cottreau, and Laird Niven. *Book Title*. City of publication: Publisher’s name, 1984.

Article or chapter in an edited book

Davis, Steven A. “Chapter Title.” In *Book Title*, edited by (first name followed by last name), Page #–Page#. City of publication: Publisher’s name, 1997.

Article for scholarly journal

Molls, Luis C. “Article Title.” *Journal Title* Volume#, Issue# (Month & Year Published): Page#–Page#. URL.

Reprint or Translation

Bakhtin, Mikhail. *Book Title*. Translated by (first name followed by last name), City of publication: Publisher’s name, 1981.

Article in Newspaper or Popular Magazine

Pai, Tanya. “Article Title.” *Website Title*, April 11, 2017. URL.

Film

*Movie Title*. 2011. Directed by First Name Last Name. Publisher Location: Publisher, Medium.

Television Program

Show Title. “Episode Title.” Episode number. Directed by First name Last name. Written by First name Last name. Name of network, Month Date, Year of original air date.

For works with no date, put n.d. in place of the date.

For works with no author, use the title of the book, article, or chapter in place of the author’s name.