

# The Chicago Manual of Style - 17th Edition

## Author-Date Style Formatting and Style Guide



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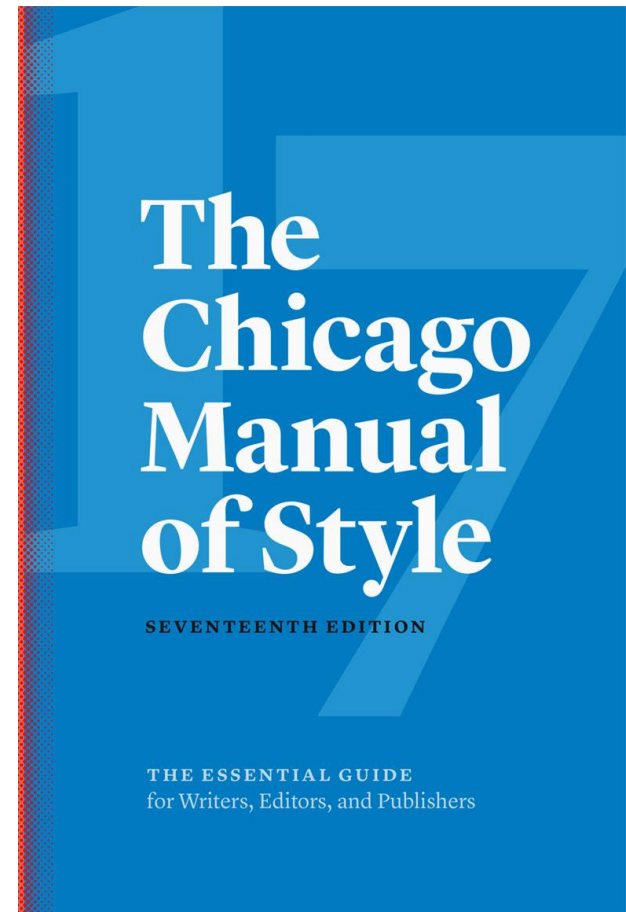


What is Chicago style?

**Chicago Style** formatting for notes and bibliography is often used in the humanities, especially in history, literature, and the arts.

The University of Chicago also offers **The Chicago Manual of Style Online**, a website that provides additional resources:

[www.chicagomanualofstyle.org](http://www.chicagomanualofstyle.org)

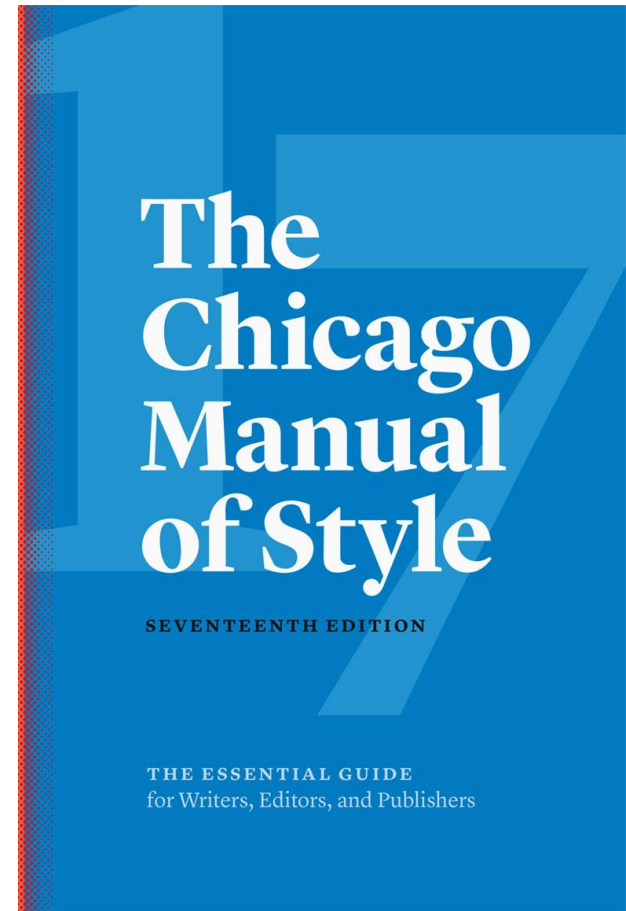




What does Chicago regulate?

**Chicago** regulates:

- Stylistics and document format
- in-text citations (notes)
- End-of-text citations  
(bibliography)

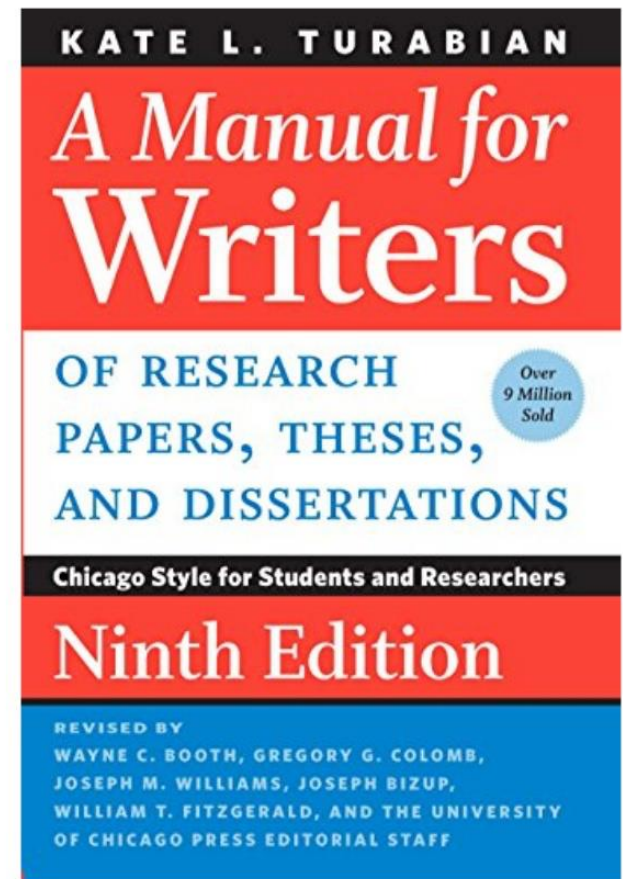




## Chicago style (con't)

Kate L. Turabian's *A Manual for Writers of Research Papers, Theses, and Dissertations* (9<sup>th</sup> ed.) offers more specific Chicago style information for students and researchers.

This presentation draws on the 9<sup>th</sup> edition of *A Manual*, as well as the most recent changes to the 17<sup>th</sup> edition *CMOS*.





## Overview

### **This presentation will cover:**

- How to format a paper in Chicago Style (17<sup>th</sup> ed.)
  - General guidelines
  - Title page
  - Section headings
- In-text citations (author-date)
- Documenting sources (bibliography)
  - Core elements
  - Formatting best practices

Each element will be identified with its section number in the 17<sup>th</sup> edition.



## Significant Changes 17<sup>th</sup> Ed.

The **17<sup>th</sup> edition CMOS** updates and adds to the 16<sup>th</sup> edition. Here are some significant changes and additions:

- Techniques for achieving gender-neutral language (5.255-5.256)
- Italics are the preferred form of emphasis in a text; more so than boldfaced or underscored text (7.51)
- *Internet* should now be styled as *internet* (7.80)
- *E-mail* should now be styled as *email* (7.89)
- Use of *ibid.* for repeated citations is discouraged in favor of shortened citations (14.34)
- Use of the 3-em dash for repeated names in a bibliography is discouraged for authors (14.67)



Caveat

**Basic rule for any formatting style:**

**Always follow your  
instructor's guidelines**



## Formatting: General Guidelines

### **Chicago recommends:**

- Typing on white, standard-sized paper (8.5" x 11")
- Using 1"-1.5" margins on all sides
- Using a readable typeface (e.g., Times New Roman) at no less than 10 pt. font (preferably 12 pt.)
- Double-spacing all text, with one space after punctuation between sentences
- Numbering pages beginning with Arabic numeral "1" on the first page of text





## Formatting: Title Page

Title is centered one-third of the way down the page and written in ALL CAPS.

No page numbers on title page

MOVING "NETWORKS" INTO THE COMPOSITION CLASSROOM

Name, course, and date follow several lines later, and are also centered.

Jessica Clements  
English 626: Postmodernism, Rhetoric, Composition  
March 7, 2010



## Formatting: Body Text

Body text should be double-spaced, with no break between paragraphs or sections.

Footnotes and endnotes are single-spaced.

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his rebus satis multa in nostris de re publica libris sunt dicta a Laelio. Saepe ab Aristotele, a Theophrasto mirabiliter est laudata per se ipsa rerum scientia; Ea, quae dialectici nunc tradunt et docent, nonne ab illis instituta sunt aut inventa sunt? Idemque diviserunt naturam hominis in animum et corpus.<sup>1</sup>

Quid enim de amicitia statueris utilitatis causa expetenda vides. Bona autem corporis huic sunt, quod posterius posui, similia. Ut scias me intellegere, primum idem esse dico voluptatem, quod ille don. Age nunc isti doceant, vel tu potius quis enim ista melius? -, sed ut hoc iudicemus, non esse in iis partem maximam positam beate aut secus vivendi. Cum autem progrediens confirmatur animus, agnoscit ille quidem naturae vim, sed ita, ut progredi possit longius, per se sit tantum inchoata. Est autem etiam actio quaedam corporis, quae motus et status naturae congruentis tenet; Scripta sane et multa et polita, sed nescio quo pacto auctoritatem oratio non habet. Addo etiam illud, multa iam mihi dare signa puerum et pudoris et ingenii, sed aetatem vides. Tu enim ista lenius, hic Stoicorum more nos vexat.

Hoc uno captus Erillus scientiam summum bonum esse defendit nec rem ullam aliam per se expetendam. Introduci enim virtus nullo modo potest, nisi omnia, quae leget quaecque reiciet, unam referentur ad summam. Neque enim civitas in seditione beata esse potest nec in discordia dominorum domus; Ad quorum et cognitionem et usum iam corroborati natura ipsa praeunte deducimur. Atqui iste locus est, Piso, tibi etiam atque etiam confirmandus, inquam; Si longus, levis dictata sunt. Cum autem in quo sapienter dicimus, id a primo rectissime dicitur. An dubium est, quin virtus ita maximam partem optineat in rebus humanis, ut reliquas obruat?

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<sup>1</sup> Mihi vero ista valde probata sunt, quod item fratri puto. Itaque rursus eadem ratione, qua sum paulo ante usus, haerebitis.



## Formatting: Section Headings

**Chicago has an optional system of five heading levels:**

Chicago Headings	
Level	Format
1	<b>Centered, Boldface or Italic Type, Headline-style Capitalization</b>
2	Centered, Regular Type, Headline-style Capitalization
3	<b>Flush Left, Boldface or Italic Type, Headline-style Capitalization</b>
4	Flush left, roman type, sentence-style capitalization
5	<b>Run in at beginning of paragraph (no blank line after), boldface or italic type, sentence-style capitalization, terminal period.</b>



## Formatting: Headings (con't)

**Here is an example of the five-level heading system:**

**Contemporary Literature** (Level 1)

What Are the Major Movements? (Level 2)

*Beat Generation* (Level 3)

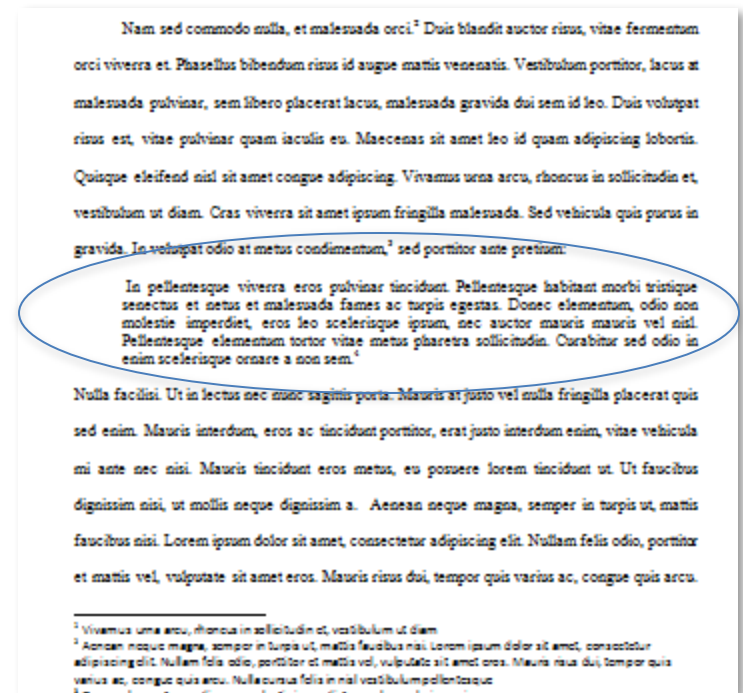
Significant figures, events, and elements (Level 4)

*Kerouac as the leader.* The role of founding Beat Generation poet was filled by Jack Kerouac . . . (Level 5)



## Formatting: Quotes

- A prose quotation of five or more lines should be “blocked.”
- The block quotation is singled-spaced and takes no quotation marks, but you should leave an extra line space immediately before and after. Indent the entire quotation .5” (the same as you would the start of a new paragraph).
- Block quotations may be preceded with a period rather than a colon.





## Formatting: Tables & Figures

- Position **tables** and **figures** after the paragraph in which they're described.
- Number tables and figures separately, in the order you mention them in the text.
- In the text identify tables and figures by number.

Ex. "in figure 3" rather than by location ("below").



## Formatting: Tables & Fig. (con't)

- Every **table** should have a number and a (short and descriptive) title, flush left on the line above it.

Table 1. Title without a terminal period

- Every **figure** should have a number and a caption, flush left on the line below the figure.

Figure 2. Caption with or without a terminal period.

- Any **figure or table** that uses symbols or patterns should be accompanied with a key to identify them, either within the figure or table itself or in its caption.



## Formatting: Tables & Fig. (con't)

- Cite the [source](#) of table and figure information with a “source line” at the bottom of the table or figure.
  - Source lines are introduced by the word ‘Source(s),’ followed by a colon, and end with a period.
  - Cite a source as you would for parenthetical citation, minus the parentheses, and include full information in an entry on your Bibliography page.
  - Acknowledge reproduced or adapted sources appropriately (i.e., data adapted from \_\_\_\_ ).





## Formatting: Bibliography

Center the title, "Bibliography," at the top of the page. Do not bold, italicize or enclose in quotation marks.

Flush left the first line of the entry and indent subsequent lines

Single-space reference entries internally. Double-space entries externally.

Order entries alphabetically by the authors' last names.

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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.



## Source Citations: the Basics

Authors are required to identify source material for direct quotations, paraphrases, and “any facts or opinions not generally known or easily checked” (14.1).

### **Author-Date Style:**

- Requires using **parenthetical citations** to identify sources as they show up in the text.
- Includes each source cited within the text as an entry in the **bibliography** at the **end** of the paper.



## Source Citations: Bibliography

- Invert authors' names—last name followed by first name—and alphabetize reference list entries by the last name of the first author of each work.

**Ex. Agamben, Giorgio**

- Use headline-style capitalization for titles.

**Ex. A Tale of Two Cities**

- Italicize titles of longer works such as books and journals.
- Put quotation marks around the titles of shorter works such as journal articles or essays in edited collections. Unpublished works are also placed in quotations.

**Ex. *A Tale of Two Cities* vs. "An Essay on Dickens' *A Tale of Two Cities*"**

- Publishers' names are generally written out in full but may be abbreviated.

**Ex. Purdue University Press OR Purdue UP**



## Source Citations: Bibliography (con't)

- For **multiple authors**, use the conjunction “**and**,” not the ampersand (&) symbol.
- For **two to three** authors or editors
  - write out all names in the order they appear on the title page of the source in both your notes and bibliography.
- For **four to ten** authors:
  - write out all names in the bibliography but use just the first author’s name and “et al.” in the notes.



## Source Citations: Bibliography (con't)

When determining the appropriate formatting for a citation on the bibliography page:

1. Identify the source type (book; journal article; online article)
2. Find the appropriate citation on the Purdue OWL Chicago Guide:  
<http://owl.english.purdue.edu/owl/resource/717/01/>
3. “Mirror” the sample entry on your bibliography page, replacing the sample information with the new entry’s information



## Source Citations: Bibliography (con't)

- For electronic journal articles and other web sources, **DOIs** (Digital Object Identifiers) are preferred to URLs (Uniform resource Locators).
- DOIs are to be prefaced with the letters “doi” and a colon. **ex: DOI: [10.1353/art.0.0020](#)**
- While DOIs are assigned to journal articles in any medium, you only need to include a DOI if you access the electronic version of the source.
- If you must use a URL, look for the ‘stable’ version assigned by the journal.



## Source Citations: Bibliography (con't)

- **No access date is required** to be reported for electronic sources. Access dates cannot be verified; therefore, only resort to using access dates when the date of publication is unavailable.
- If you cannot ascertain the publication date of a *printed* work, use the abbreviation **“n.d.”**



## Source Citations: In-Text Author-Date

### In-Text Citations:

- Each time a source is used in the text, it must be cited in parentheses.

- **Parenthetical citations** consist of the author's last name, the publication date, and the page number of the source, when applicable.

#### Ex.

Ultimately, for Foucault, “Power was the great network of political relationships among all things,” (Thomas 2008, 153), and Foucault (1984) represents a powerful figure in postmodern thought because he asserts that power is what produces our reality.





## Source Citations: In-Text AD (con't)

### Formatting parenthetical citations:

- Do not include punctuation between the author's last name and the year.
- Place a comma between the year and page numbers when used in parenthetical citation.
- Place author-date citations before a mark of punctuation whenever possible.

reveal truth—universal truth at that. Enlightenment thinkers, such as Kant, believed in the “universal, eternal, and . . . immutable qualities of all of humanity” (Harvey 1990, 12); by extension, “equality, liberty, faith in human intelligence . . . and universal reason” were widely held beliefs and seen as unifying forces (13). In fact, Kant ([1784] 1983) believed that Enlightenment (freedom from self-imposed immaturity, otherwise known as the



## Source Citations: In-Text AD (con't)

### **Formatting notes:**

- Do not include punctuation between the author's last name and the year.
- When an author's name appears in the text, the date of the work cited should follow, even when articulated in the possessive.
- Also note that Chicago distinguishes between authors and works. While "in Foucault 1984a" is technically permissible, "Foucault's (1984a) work suggests . . ." is preferred.



## Source Citations: In-Text AD (con't)

- When a source has no identifiable author, cite it by its title, both on the bibliography page and in shortened form (up to four keywords from that title) in parenthetical citations throughout the text.
- If you cannot name a specific page number, you have other options:
  - section (sec.)
  - equation (eq.)
  - volume (vol.)
  - note (n)



## Source Citations: In-Text AD (con't)

- When the same page(s) of the same source are cited more than once in a single paragraph, you need only cite the source (in full) after the last reference or at the end of the paragraph.
- When the same source but *different* page numbers are referenced in the same paragraph, include a full citation upon the first reference and provide only page numbers thereafter.



## Source Citations: In-Text AD (con't)

- A semicolon should be used to separate two or more references in a single parenthetical citation.
- A semicolon is also used to separate a citation and a relevant but short comment in a single parenthetical citation.

Ex.

(Agamben 2008, 115-33; political issues are addressed here)



## Source Citations: In-Text AD (con't)

- When you have several sources by the same author written in the same year, list them alphabetically by title on your references page and append the letters *a*, *b*, *c*, etc., to the year of publication.
- Retain those letters in text.

Ex.

In “What is Enlightenment,” Foucault (1984d) writes, . . . . Foucault (1984a), too, questions . . .



## Source Citations: In-Text AD (con't)

- The citations for block quotations begin after the final punctuation of the quotation.
- No period is required either before or after the opening or closing parentheses.

own access to being, knowledge, and power.

Rose (1999) eloquently sums up his argument in the following quotation:

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 [*sic*], 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. (246)

In addition to clarifying Rose's understanding of how individuals instate their own risk



## Source Citations: In-Text AD (con't)

\*Footnotes or endnotes can be used to supplement the Author-Date References style to provide additional relevant commentary and/or to cite sources that do not readily lend themselves to the Author-Date References system.





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The End

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