

# *THE CHICAGO MANUAL OF STYLE (18<sup>TH</sup> EDITION)*

Notes & Bibliography Formatting and Style Guide

# Overview

This presentation covers

What is Chicago Style?

Significant Changes in 18<sup>th</sup> Ed.

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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)

**Chicago** regulates:

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

## The Chicago Manual of Style

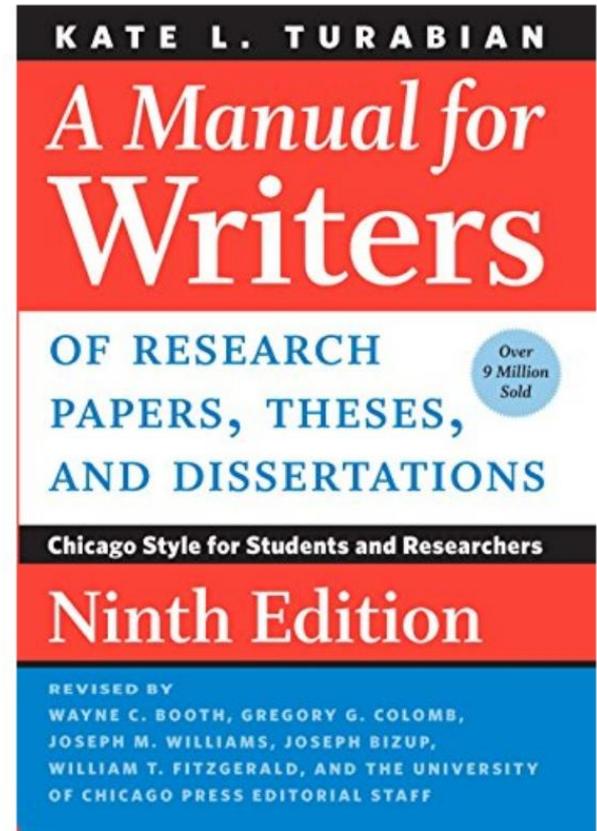
THE ESSENTIAL GUIDE  
FOR WRITERS, EDITORS,  
AND PUBLISHERS

# 18

# Chicago Style (cont.)

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 18<sup>th</sup> edition *CMOS*.



# *Significant Changes in 18<sup>th</sup> Ed.*

The **18<sup>th</sup> edition CMOS** updates and adds to the 17<sup>th</sup> edition. Here are some significant changes and additions:

- Updated coverage of inclusive language and strategies for minimizing bias (5.255-67)
- The first letter of a complete sentence following a colon is now capitalized (6.67)
- The names of time zones are not capitalized (8.91)
- “Week may be abbreviated as “wk.” (10.76)
- Words from other languages used as part of the vocabulary of a multilingual author, narrator, or character no longer need to be italicized (11.4)

**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 in bolded, double-sided text

**Moving “Networks” Into The Composition Classroom:  
An Analysis of the Historical Changes in Perspectives**

No page numbers  
on title page

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

Jessica Clements  
English 626: Postmodernism, Rhetoric, Composition  
March 7, 2025

# 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, similiora. 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 iudicarem, 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 quaeque 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 praeceunte 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, haerobitis.

# Formatting: Section Heading

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 (cont.)

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.

consumption of goods.”<sup>38</sup> We are our own tentacles of surveillance; we grant our own access to being, knowledge, and power.

Rose 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.<sup>39</sup>

# *Formatting: Tables and 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 and Figures (cont.)

- 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 and Figures (con't)

- Cite a table or figure in both the notes and bibliography as shown in the examples below –
  - **Note:** Jean-Paul Chavas, David Hummels, and Brian D. Wright, eds., *The Economics of Food Price Volatility* (University of Chicago Press, 2014), 167, table 4.4.
  - **Bibliography:** Chavas, Jean-Paul, David Hummels, and Brian D. Wright, eds. *The Economics of Food Price Volatility*. University of Chicago Press, 2014

# 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).

## Notes-Bibliography Style:

- Requires **footnotes** and/or **endnotes** to cite sources and/or provide relevant commentary **within** 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 (cont.)

- 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 or editors
  - List the first six authors in the bibliography but use just the first author’s name and “et al.” in the notes

# Source Citations: Bibliography (cont.)

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: [CMOS Formatting and Style Guide - Purdue OWL® - Purdue University](#)
3. “Mirror” the sample entry on your bibliography page, replacing the sample information with the new entry’s information

# Source Citations: Bibliography (cont.)

- 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 (cont.)

- **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 NB

## In-Text Citations:

- Each time a source is used in the text, it must be cited by note: footnote or endnote.

- **Footnotes** appear at the foot (bottom) of the page and are preferred.
- **Endnotes** appear at the end of the paper before the bibliography.

(Endnotes are useful when footnotes have become exorbitant.)

Lyotard sees “modern” as fit for describing “any science that legitimates itself with reference to a metadiscourse of this kind making an explicit appeal to some grand narrative, such as the dialectic of Spirit, the hermeneutics of meaning, the emancipation of the rational or working subject, or the creation of wealth”;<sup>12</sup> in other words, Lyotard characterizes “modernism” as a hegemonic story that defined and guided the ways in which humans lived their lives. Further, Lyotard defines “postmodernism” as “incredulity

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9. Harvey, 14.

10. Harvey, 30.

11. Harvey, 35.

12. Jean-François Lyotard, *The Postmodern Condition: A Report on Knowledge*, trans. Geoff Bennington and Brian Massumi (Minneapolis: University of Minnesota Press, 1984), xxiii.

power that is at stake. We are not just teaching our students how to “write”; we are teaching our students how they might consciously work within these networks and gain some control of whether they will be included or excluded in power-filled and power-constituted postmodern world. Perhaps the “story” of “student empowerment” may be considered cliché, but what seems more apparent than ever is that in a postmodern world full of *homo sacri* and “camps,” being a “good” writer has greater consequences than ever.

75. Lisa Ede and Andrea A. Lunsford, “Collaboration and Concepts of Authorship,” *PMLA* 116, no. 2 (March 2001): 354-69, <http://www.jstor.org/stable/463522>. Ede and Lunsford note that we all agree that writing is inherently social, yet we still rely on individualistic praxis; we still ascribe to pedagogies that encourage the independent author producing concrete (original, honest and “truthful”) works.

# *Source Citations: In-Text NB (cont.)*

## **In-Text Citations:**

A **combination** of footnotes and endnotes and even author-date style can be used:

- Use footnotes for substantive commentary and cite sources with endnotes.
- Use footnotes for substantive commentary and cite sources with author-date parenthetical style.

# Source Citations: In-Text NB (cont.)

## Formatting notes:

- Place note numbers **at the end** of the clause or sentence to which they refer. (After any and all punctuation except the dash.)
- Begin note numbers with “**1**” and follow consecutively throughout the paper.
- Note reference numbers are set as superior (**superscript**) numbers in the text.

In *Democracy and Other Neoliberal Fantasies*, Jodi Dean argues that “imagining a rhizome might be nice, but rhizomes don’t describe the underlying structure of real networks,”<sup>1</sup> rejecting the idea that there is such a thing as a nonhierarchical interconnectedness that structures our contemporary world and means of communication.

# Source Citations: In-Text NB (cont.)

A complete “note” citation for a book, which corresponds to a slightly differently formatted bibliography entry, would look like this:

1. Jodi Dean, *Democracy and Other Neoliberal Fantasies: Communicative Capitalism and Left Politics* (Durham: Duke University Press, 2009), 30.

Subsequent note citations can and should be shortened, using the author’s last name and a shortened version of the title. Subsequent citations of Dean would be shortened to:

2. Dean, *Democracy and Other Neoliberal Fantasies*, 30.

# Source Citations: In-Text NB (cont.)

The first line of a footnote is indented .5" from the left margin. Subsequent lines, within a note, should be formatted flush left.

Leave an extra line space between notes.

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3. David Harvey, "Modernity and Modernism," in *The Condition of Postmodernity: An Enquiry into the Origins of Cultural Change* (Malden, MA: Blackwell, 1990), 12.

4. Ibid.

5. Ibid., 13.

6. Immanuel Kant, "An Answer to the Question: What is Enlightenment?" in *Perpetual Peace and Other Essays*, trans. Ted Humphrey (1784; repr., Indianapolis: Hackett, 1983), 41.

7. Ibid., 44.

8. Harvey, *The Condition of Postmodernity*, 22.



# Source Citations: In-Text NB (cont.)

When an editor's or translator's name appears in addition to an author's, the former appears *after* the latter in notes and in the bibliography.

Bibliographic “Edited by” or “Translated by” should be shortened to “Ed.” and “Trans.” in notes.

Plural forms, such as “Eds.,” are never used.

Ex.

6. Immanuel Kant, “An Answer to the Question: What is Enlightenment?” in *Perpetual Peace and Other Essays*, trans. Ted Humphrey (1784; repr., Indianapolis: Hackett, 1983), 41.

# Source Citations: In-Text NB (cont.)

- When a note contains both source documentation and commentary, the commentary should follow the documentation.
- Citation and commentary are usually separated by a period, but such comments as “emphasis added” are usually enclosed in parentheses.

Ex.

75. Lisa Ede and Andrea A. Lunsford, “Collaboration and Concepts of Authorship,” *PMLA* 116, no. 2 (March 2001): 354-69, <http://www.jstor.org/stable/463522>. Ede and Lunsford note that we all agree that writing is inherently social, yet we still rely on individualistic praxis; we still ascribe to pedagogies that encourage the independent author producing concrete (original, honest and “truthful”) works.

# *The End*

*The Chicago Manual of Style* 18<sup>th</sup> Edition  
Formatting Style Guide

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# *THANK YOU*

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