

APSU Writing Center
Chicago Style 17th Edition

Formatting

- **Margins:** 1 inch margins on all sides of the page.
- **Font:** Times New Roman or Palatino, 12 pt.
- **Double spaced:** for the content of the paper.
- **Single spaced:** block quotes, footnotes, endnotes, table titles, notation entries, figure captions.
- **Page numbers:** header of the first page of text, with last name before (Example: Johnston 1)

Chicago Style Order

- Cover/Title page
- Body of the paper
- Appendix (if needed)
- Endnotes (if using endnote style)
- Bibliography

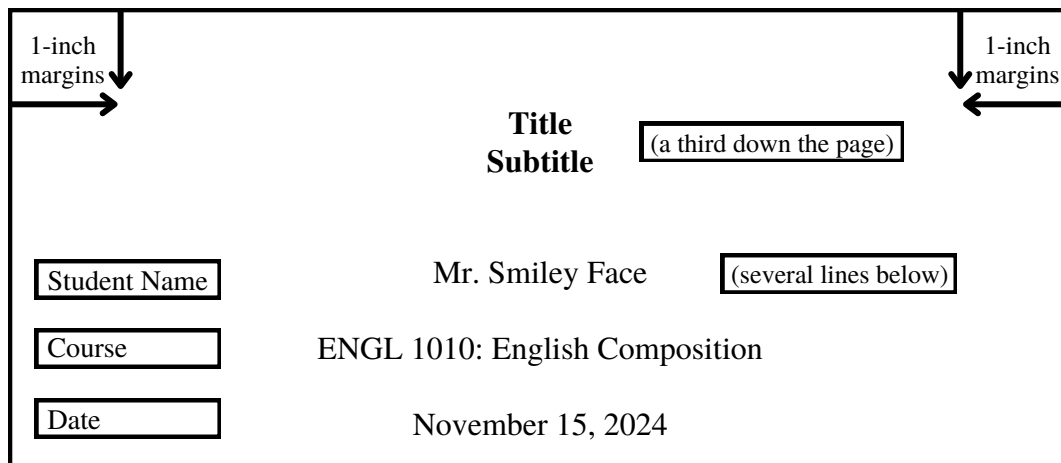
Title/Cover Page

- The title should be centered a third of the way down the page.
- Your name, class information, and the date should follow several lines later. (about 7-8)
- For subtitles, end the title line with a colon and place the subtitle on the line below the title.
- Double-space each line of the title page.
- Do not put a page number on your cover page.

Order of Title:

- Title
- Subtitle
- Your First and Last Name
- The Course Number and Title
- The Due Date of the Paper

Title Page Example:



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Chicago Style 17th Edition - Style & Block Quotes

- The Chicago style uses two methods for citing resources. The **Notes** and **Bibliography** method uses numbered footnotes or end notes to cite resources and usually a corresponding bibliography at the end of the paper. The **Author-Date** method uses in-text parenthetical references and a corresponding Reference List. You should check with your instructor or class syllabus to determine which method to use.

Block Quotes

- Quotes that are longer than 100 or more words, single spaced, do not use quotation marks, indented half an inch, and can use colons to be introduced.

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In "The Sisters," the first story in *Dubliners*, Joyce describes the young protagonist as being haunted by the face of the deceased Father Flynn:

In the dark of my room I imagined that I saw the heavy grey face of the paralytic. I drew the blankets over my head and tried to think of Christmas. But the grey face still followed me. It murmured; and I understood that it desired to confess something. I felt my soul receding into some pleasant and vicious region; and there again I found it waiting for me. It began to confess to me in a murmuring voice and I wondered why it smiled continually and why the lips were so moist with spittle. But then I remembered that it had died of paralysis and I felt that I too was smiling feebly as if to absolve the simoniac of his sin.

Indent ½"

Single spacing

Quotations

- All quoted materials must be followed by a footnote.
- Quote less than 5 lines: incorporate it into a sentence. Enclose the quoted material in double quotation marks - "" . Place the superscript number at the end of the sentence or quotation.
- **Example:** Kim and Koh's investigation into the relationship between smartphone obsession and self-esteem suggested that "individuals with low self-esteem may feel more anxious, and being anxious can increase one's obsession with smartphone use."

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Chicago Style 17th Edition - Footnotes & Endnotes

Footnotes & Endnotes

- Insert a footnote or an endnote when you use a direct quote, paraphrase information, or need to add further explanation to your text. Check with your discipline to see if footnotes or endnotes are preferred.
- To create a footnote or endnote, use a superscript. Number your notes sequentially throughout the entire paper, and match the citation to the corresponding number in the footnote/endnote location.

Footnotes

- Footnotes are placed in the **footer section of each page**. Single-spaced.

Endnotes

- Endnotes are placed in a **separate piece of paper** directly following your text but before your bibliography. Single-spaced.

Footnote or Endnote Examples

- **Book by one Author**
 - ¹ First name Last name, *Title* (City: Publisher, Publication year), Page number.
 - ¹ Ty Hawkins, *Reading Vietnam Amid the War on Terror* (New York: Palgrave Macmillan, 2012), 34.
- **Corresponding Bibliography Entry**
 - Last name, First name. Title. City: Publisher, Publication year.
 - Hawkins, Ty. *Reading Vietnam Amid the War on Terror*. New York: Palgrave Macmillan, 2012.
- **Website with a Known Author**
 - ² First name Last name, "Webpage Title," Publisher or Website Name, Last modified full date, URL.
 - ² Jim Wilson, "Journey to Mars," NASA, Last modified April 20, 2016, <http://www.URL.ca>.
- **Corresponding Bibliography Entry**
 - Last name, First name. "Webpage Title." Publisher or Website Name. Last modified date. URL.
 - Wilson, Jim. "Journey to Mars." NASA. Last modified April 20, 2016. <http://www.URL.ca>

What to do when bibliographic information is missing?

- Missing author: Cite by title
- Missing date: Use n.d. in place of the date
- Missing publisher: Use n.p. in place of the publisher
- Missing place of publication: Use n.l. in place of the location

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Chicago Style 17th Edition - Footnotes & Endnotes

Shortened Footnote

- Format: Author's last name, Shortened Title, Page Number
- Shortened Footnotes are used after the first time a source is cited in a paper and does not include all relevant information.

Examples of Full Footnotes followed by Shortened Footnotes:

Example 1

- **Full Footnote**

1. John Bright, *Jeremiah*. The Anchor Bible (Garden City, NY: Doubleday, 1965), 60.

- **Shortened Footnote**

1. Bright, *Jeremiah*, 60.
2. Bright, 60.

Example 2

- **Full Footnote**

1. Danna Nolan Fewell and David M. Gunn, "Boaz, Pillar of Society: Measures of Worth in the Book of Ruth," *Journal for the Study of the Old Testament* 45 (1989): 46.

- **Shortened Footnotes**

1. Fewell and Gunn, "Boaz, Pillar of Society," 46.
2. Fewell and Gunn, 45.

Footnotes Example

Footnotes

- To create, click on the "References" tab in your MS Word document. Then select the "Insert Footnote" option.

Peer tutors work collaboratively with students, encouraging them to take ownership of their writing and fostering a deeper understanding of the writing process.¹ This approach aligns with the best practices outlined in *The Bedford Guide for Writing Tutors* and supports research showing that collaborative tutoring improves student outcomes.²

¹ Leigh Ryan and Lisa Zimmerelli, *The Bedford Guide for Writing Tutors* (Boston: Bedford/St. Martin's, 2020), 4.

² Ryan and Zimmerelli, *The Bedford Guide*, 4.

Endnotes Example

Endnotes

- Each endnote entry is indented half an inch
- Endnote number is followed by a period
- If footnotes have been used, endnotes are unnecessary
- Title "Notes" centered
- Last name and page number in the top right

Smith 12

Notes

1. Jamie Zell, *Getting It* (New York: Penguin Press, 2016), 215-18.

2. Witney More and Charles Smith, *Seeking Success* (New York: Simon & Schuster, 2015), 15.

3. Henry David Thoreau, "Walking," in *The Making of the American Essay*, ed. John D'Agata (Minneapolis: Graywolf Press, 2016), 168-70.

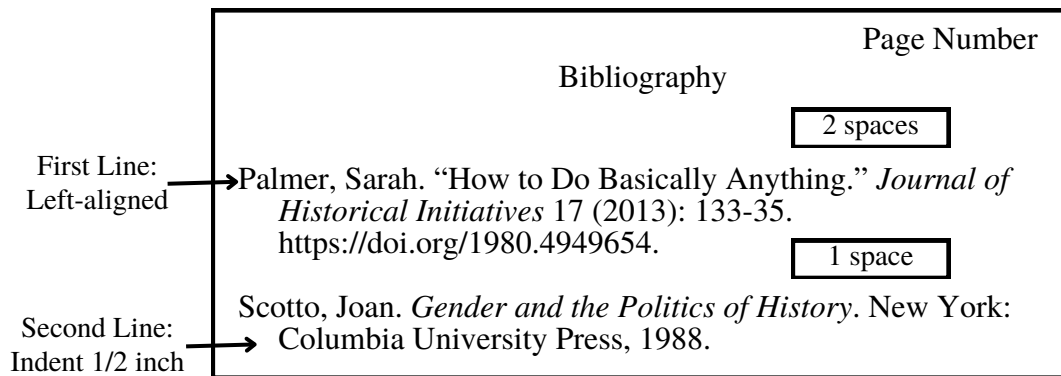
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Chicago Style 17th Edition - Bibliography Page

Bibliography Page

- Separate page from your written work.
- Single spaced entries with one space in between entries.
- Uses hanging indents.
- Two blank lines between the word Bibliography and your first entry.
- Use “and” not “&” for multi-author entries.
- For one to ten authors in a single entry, write out all names in the bibliography (entries in the footnotes can be shortened).
- For online sources, provide DOIs instead of URLs when possible.
- Include every source quoted or paraphrased in your written work.
- Alphabetize your sources by the authors last name. (if no author alphabetize by title)
- When an entry starts with a number or year alphabetize on the way it would be spoken.

Bibliography Example



What to include when citing a book (if applicable)

- Author(s) or name of institution standing as author
- Title
- Editor or translator
- Edition, if not the first
- Volume
- Series title
- Facts of publication: city, state: publisher, date
- Page number(s)
- URL or DOI for electronic books

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Books

- **Note:** First name Last name, *Title of Book* (Place of publication: Publisher, Year of publication), page number.
 - **Example:** 2. Zadie Smith, *Swing Time* (New York: Penguin Press, 2016), 315–16.
- **Shortened note:** Last name, Title of Book, Page Number.
 - **Example:** 3. Smith, *Swing Time*, 320.
- **Bibliography entry:** Last name First name. Title of Book. Place of publication: Publisher, Year of publication.
 - **Example:** Smith, Zadie. *Swing Time*. New York: Penguin Press, 2016.

Articles

- **Note:** Author(s) Firstname Lastname. "Article Title." *Journal Title* volume, no. issue (Year): page range. DOI or URL (if accessed online).
 - **Example:** 1. Susan Satterfield, "Livy and the Pax Deum," *Classical Philology* 111, no. 2 (April 2016): 170.
- **Shortened note:** Author(s) Lastname, "Article Title," page number(s).
 - **Example:** 2. Satterfield, "Livy," 172–73.
- **Bibliography entry:** Author(s) Lastname, Firstname . "Article Title." *Journal Title* volume, no. issue (Year): page range. DOI or URL (if accessed online).
 - **Example:** Garcia, Maria, and Smith, David. "Understanding Cultural Differences in International Business." *International Business Review* 18, no. 3 (2016): 112-125.

Websites

- **Note:** Firstname Lastname, "Title of Web Page," Name of Website, Publishing Organization, publication or revision date if available, access date if no other date is available, URL.
 - **Example:** 3. Katie Bouman, "How to Take a Picture of a Black Hole," filmed November 2016 at TEDxBeaconStreet, Brookline, MA, video, 12:51,
- **Shortened note:** Last name, Title of Web Page
 - **Example:** 4. Bouman, "Black Hole."
- **Bibliography entry:** Lastname, Firstname. "Title of Web Page." Name of Website. Publishing organization, publication, or revision date if available. Access date if no other date is available. URL .
 - **Example:** Bouman, Katie. "How to Take a Picture of a Black Hole." Filmed November 2016 at TEDxBeaconStreet, Brookline, MA. Video, 12:51.
https://www.ted.com/talks/katie_bouman_what_does_a_black_hole_look_like.

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Thesis or Dissertation

- **Note:** Author(s). "*Title of Thesis or Dissertation.*" (PhD diss., Name of University, Year), page number(s) if applicable.
 - **Example:** 1. Cynthia Lillian Rutz, "*King Lear and Its Folktale Analogues*" (PhD diss., University of Chicago, 2013), 99–100.
- **Shortened note:** Author(s), "*Title of Thesis or Dissertation,*" page number(s) if applicable.
 - **Example:** 2. Rutz, "*King Lear,*" 158.

Elders and Knowledge Keepers

- **Note:** Elder/Knowledge Keeper's LastName, FirstName (Elder/Knowledge Keeper), *Nation/Traditional Territory.* "Topic/Subject of Teachings." Brief description of knowledge sharing type with Learner's FirstName LastName. Knowledge Sharing Place, Knowledge Sharing Date.
 - **Example:** 1. Chipps, Henry (Elder), *Scia'new/Ka:'yu:'k't'h'*, Coast Salish seasonal round and cedar bark harvesting. In-person time-honored knowledge sharing with Robbyn Lanning, SELEKTEŁ (Goldstream), *WSÁNEĆ & ləkʷəŋən Territories.* November 18, 2022.
- **Shortened note:** Surname, FirstName (Title), *Territory,* topic/subject. Type of knowledge sharing with Learner's FirstName LastName, Location, Date.
 - **Example:** 2. Chipps, Henry (*Scia'new/Ka:'yu:'k't'h'*), cedar bark harvesting. In-person knowledge sharing with Robbyn Lanning, SELEKTEŁ, November 18, 2022.
- **Bibliography entry:** LastName, FirstName (Elder/Knowledge Keeper). *Nation/Traditional Territory.* "Topic/Subject of Teachings." Brief description of knowledge sharing type. Learner's FirstName LastName, Knowledge Sharing Place, Knowledge Sharing Date.
 - **Example:** Chipps, Henry. *Scia'new/Ka:'yu:'k't'h'*. "Coast Salish seasonal round and cedar bark harvesting." In-person time-honored knowledge sharing with Robbyn Lanning. SELEKTEŁ (Goldstream), *WSÁNEĆ & ləkʷəŋən Territories,* November 18, 2022.

Interviews

- **Note:** Interviewee Full Name, "Title of Interview," interview by Interviewer Full Name, *Publication Title,* Month DD, YYYY, URL.
 - **Example:** 1. Juan Guaidó, "Venezuela's Juan Guaidó Tells TIME How He Hopes to Win Over the Military and Remove Nicolas Maduro," interview by Ciara Nugent, *Time* (February 1, 2019), <https://time.com/5518443/juan-guaido-interview-venezuela/>.
- **Shortened note:** Interviewee Last Name, interview.
 - **Example:** 4. Stamper, interview.
- **Bibliography entry:** Interviewee Last Name, First Name. "Title of Interview." Interview by Interviewer Full Name. *Publication Title,* Month DD, YYYY. URL.
 - **Example:** Guaidó, Juan. "Venezuela's Juan Guaidó Tells TIME How He Hopes to Win Over the Military and Remove Nicolas Maduro." Interview by Ciara Nugent. *Time,* February 1, 2019. <https://time.com/5518443/juan-guaido-interview-venezuela/>.

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News article

- **Note:** 1. Rob Pegoraro, “Apple’s iPhone Is Sleek, Smart and Simple,” *Washington Post*, July 5, 2007, LexisNexis Academic.
- **Shortened note:** 1. Pegoraro, “Apple’s iPhone.”
- **Bibliography entry:** Pegoraro, Rob. “Apple’s iPhone Is Sleek, Smart and Simple.” *Washington Post*, July 5, 2007. LexisNexis Academic.

Personal communication

- **Note:** 1. Sam Gomez, Facebook message to author, August 1, 2017.

Social media content

- **Note:** 1. Chicago Manual of Style, “Is the world ready for singular they? We thought so back in 1993,” Facebook, April 17, 2015, <https://www.facebook.com/ChicagoManual/posts/10152906193679151>.
- **Shortened note:** 1. Michele Truty, April 17, 2015, 1:09 p.m., comment on Chicago Manual of Style, “singular they.”
- **Bibliography entry:** Chicago Manual of Style. “Is the world ready for singular they? We thought so back in 1993.” Facebook, April 17, 2015. <https://www.facebook.com/ChicagoManual/posts/10152906193679151>.

Thesis or dissertation

- **Note:** 1. Cynthia Lillian Rutz, “*King Lear* and Its Folktale Analogues” (PhD diss., University of Chicago, 2013), 99–100.
- **Shortened note:** 1. Rutz, “*King Lear*,” 158.
- **Bibliography entry:** Rutz, Cynthia Lillian. “*King Lear* and Its Folktale Analogues.” PhD diss., University of Chicago, 2013.

Translated book

- **Note:** 1. Jhumpa Lahiri, *In Other Words*, trans. Ann Goldstein (New York: Alfred A. Knopf, 2016), 146.
- **Shortened note:** 1. Lahiri, *In Other Words*, 184.
- **Bibliography entry:** Lahiri, Jhumpa. *In Other Words*. Translated by Ann Goldstein. New York: Alfred A. Knopf, 2016.

Website Content

- **Note:** 1. “About Yale: Yale Facts,” Yale University, accessed May 1, 2017, <https://www.yale.edu/about-yale/yale-facts>.
- **Shortened note:** 1. “Yale Facts.”
- **Bibliography entry:** Yale University. “About Yale: Yale Facts.” Accessed May 1, 2017. <https://www.yale.edu/about-yale/yale-facts>.

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Social Media

- **Note:** Author's First Name Last Name (Username), "First 160 Characters of the Post," Social Media Platform, Date, URL.
 - **Example:** 2. Pete Souza (@petesouza), "President Obama bids farewell to President Xi of China at the conclusion of the Nuclear Security Summit," Instagram photo, April 1, 2016, <https://www.instagram.com/p/BDrmfXTtNct/>.
 - **Example:** 3. Chicago Manual of Style, "Is the world ready for singular they? We thought so back in 1993," Facebook, April 17, 2015, <https://www.facebook.com/ChicagoManual/posts/10152906193679151>.
- **Shortened note:** Authors Last Name, Title of Post"
 - **Example:** 4. Souza, "President Obama."
 - **Example:** 5. Michele Truty, April 17, 2015, 1:09 p.m., comment on Chicago Manual of Style, "singular they."
- **Bibliography Entry:** Author's Last Name, First Name (Username). "First 160 Characters of the Post." Social Media Platform. Date. URL.
 - **Example:** Chicago Manual of Style. "Is the world ready for singular they? We thought so back in 1993." Facebook, April 17, 2015. <https://www.facebook.com/ChicagoManual/posts/10152906193679151>.

Book Review

- **Note:** 1. Reviewer's First Name Last Name, "Title of Review," review of *Title of Book: Subtitle* by Book Author/Editor's First Name Last Name, *Name of Journal in which review appears* Volume Number, no. Issue Number (Date of Publication): Page Number of Exact Citation, <https://doi.org/DOI Number or Name of Database>.
 - **Example:** 2. Michiko Kakutani, "Friendship Takes a Path That Diverges," review of *Swing Time* by Zadie Smith, *New York Times*, November 7, 2016.
- **Shortened note:** Author Last Name, Shortened Title, Page Number.
 - **Example:** 3. Kakutani, "Friendship."
- **Bibliography entry:** Reviewer's Last Name, First Name. "Title of Review." Review of *Title of Book: Subtitle*, by Book Author/Editor's First Name Last Name. *Name of Journal in which review appears* Volume Number, no. Issue Number (Date of Publication): First Page Number of Article-Last Page Number of Article. <https://doi.org/DOI Number or Name of Database>.
 - **Example:** Kakutani, Michiko. "Friendship Takes a Path That Diverges." Review of *Swing Time*, by Zadie Smith. *New York Times*, November 7, 2016



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References

Giudice, D. (2017). *Chicago Style Guide (17th Ed.)*. Mohawk Valley Community College. Retrieved from https://www.mvcc.edu/learning-commons/pdf/Chicago_Manual_of_Style_17_Notes_and_Bibliography.pdf

The Purdue OWL. (2017). *General Format*. Purdue Online Writing Lab. Retrieved from <https://owl.english.purdue.edu/owl/resource/717/02>

The University of Chicago. (2017). *The Chicago Manual of Style, 17th edition*. The Chicago Manual of Style Online. Retrieved from https://www.chicagomanualofstyle.org/tools_citationguide/citation-guide-1.html