

Crash Course in Chicago Style 17th Edition



Chicago Manual of Style (CMOS) is different from MLA or APA citation styles. CMOS gives two options for citing work; this resource covers the Note-Bibliography Style (NB).

CMOS is unique in 3 ways

1. Rather than in-text citations, CMOS incorporates sources through *footnotes*.
2. Footnotes appear at the bottom of the page and include source information in a specific format.¹
3. In addition to citing sources in the footnotes, CMOS includes a “Bibliography” page at the very end of the paper with all sources organized alphabetically.

*To add a footnote using Word, click on the “References” tab and select “Add Footnote”

Formatting guidelines

Cover page

A cover page is not always required, so be sure to check the assignment guidelines.

- No page number on cover page
- All double spaced
- Center essay title one-third down
- Student name, course info and date all 7 or 8 lines down from title

Title of Paper
Student Name
Course Name & Number
Due Date

Bibliography

The Bibliography used in CMOS can be compared to the Works Cited page in an MLA style paper or the References page in APA style.

- Type the word “Bibliography” at in the top center of the final page
- Alphabetize citations
- Use hanging indents
- Single space citations
- Double space *in between* each citation

1. See the next page of this guide for formatting examples.

Footnote and Bibliography Entry Formats

N: Foot note / End note

B: Corresponding Bibliography entry

Book

N: First name Last name, *Title* (Place of Publication: Publisher, Year), page number.

B: Last name, First name. *Title*. Place of Publication: Publisher, Year.

Electronic Journal / Web page*

N: First name Last name, "Title of Article," *Title of Journal* volume, no. (Date): page number, accessed date, doi.

B: Last name, First name. "Title of Article." *Title of Journal* volume, no. (Date): page range. Accessed date. doi.

N: Gueorgi Kossinets and Duncan J. Watts, "Origins of Homophily in an Evolving Social Network," *American Journal of Sociology* 115, no. 2 (2009): 405, accessed February 28, 2010, doi:10.1086/599247.

B: Kossinets, Gueorgi, and Duncan J. Watts. "Origins of Homophily in an Evolving Social Network." *American Journal of Sociology* 115, no. 2 (2009): 405-50. Accessed February 28, 2010. doi:10.1086/599247.

*To cite a web page, follow the above format. Use the URL in place of a doi, and do not italicize the title of the website.

Class Lectures

N: Lee Smith, "Joys of Birdwatching" (lecture, Birdwatching 101, Grand Rapids Community College, Grand Rapids, MI, September 9, 2009).

B: Smith, Lee. "Joys of Birdwatching." Lecture from Birdwatching 101 at Grand Rapids Community College, Grand Rapids, MI, September 2009.

Ibid update

CMOS 17 (14.34.1) discourages using *ibid* to cite sources consecutively.

When citing a more than once, use this format for the repeating footnotes:

N: Last Name, *Title*, page number (when applicable).

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