

Chicago Style Quick Guide

Prepared by Kate Fischer, MA

Adapted from The Purdue OWL

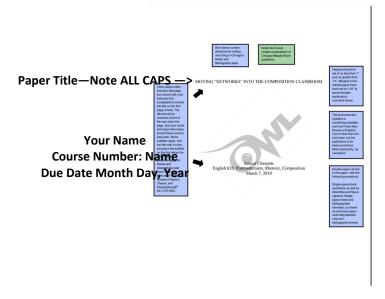
The MWC is a Writing Across the Curriculum initiative serving Northwest Vista College students, faculty, and the community through tutoring in writing skills, critical thinking, and building writing pedagogy. Effective writing is a cornerstone of education.

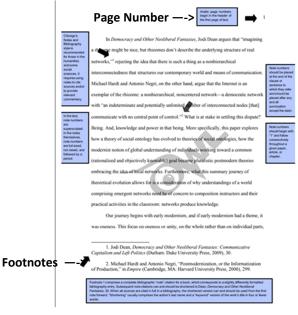
The Center is located in Mountain Laurel Hall (MLH) 232 **Large Print Edition Available by Request**

July 2023

Basic Chicago (CMOS)/Turabian Formatting

- -1" margins
- -Double-spaced, except for block quotes
- -12pt font, Times New Roman preferred; Arial and Calibri allowed
- -Page numbers in upper right-hand corner, skipping the title page
- -Title page is unique, beginning about 1/5 down the page, with an all-caps title $\,$





Common footnote citations

Chicago Manual of Style (CMOS) is most used as a footnote-bibliography citation style. A footnote is inserted according to your document creation program (Word, GoogleDocs) and automatically numbered. Cite both paraphrases and direct quotations. CMOS prefers page numbers; ask your instructor if they want paragraph numbers.

CMOS uses shortened footnotes for any source cited more than once.

Last Name, page number.

"Title of Work," page number.

Title of Work, page number.

When citing the same source for a third time in a row on the same page, you can use *Ibid*.

Ibid., page number.

A book with a single author

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

Chapter, selection, or piece within an edited work or collection

First Name Last Name, "Title of Work," in *Title of Collection*, ed. Editor First Name Last Name (Place of publication: Publisher, Year of publication), page number.

Chapter, selection, or piece within an edited work or collection with no known author

"Title of Work," in *Title of Collection*, ed. Name of Editor (Place of publication: Publisher, Year of publication), page number cited.

An e-book

First Name Last Name, *Title of Book* (Place of publication: Publisher, Year of publication), page number, URL or format.

A journal article with a known author

First Name Last Name, "Title of Article," *Title of Journal* volume number, no. # (Month Year): page number cited. DOI, URL. Database Name if relevant.

A news or web magazine article

First Name Last Name, "Title of Article," *Title of Magazine*, Month Day, Year, page number, URL, database if relevant.

A page on a website with a known author

"Last modified" may be the publication date. Replace "last modified" with "accessed" if there is no modified date.

First Name Last Name, "Title of Page," Website Name, last modified Month Day, Year, URL.

A page on a website with an unknown author

"Last modified" may be the publication date. Replace "last modified" with "accessed" if there is no modified date.

"Title of Page," Website Name, last modified Month Day Year, URL.

A website source with a corporate author (i.e., an organization)

"Last modified" may be the publication date. Replace "last modified" with "accessed" if there is no modified date

Organization, "Title of Page," Website Name, last modified Month Day Year. URL.

Common Bibliography entries

Your Bibliography page is on a separate page and is alphabetical by either author or title of work. Title the page Bibliography, centered on the top of the page. All sources more than one line in length have a hanging indent.

A book with a single author

Last Name, First Name. *Title of Book*. City of Publication: Publisher, Year of Publication.

Chapter, selection, or piece within an edited work or collection

Last Name, First Name. "Title of Work." In *Title of Book or Collection*, edited by Editor First Name Last Name, page range. City of Publication: Publisher, Year of Publication.

Chapter, selection, or piece within an edited work or collection with no known author

"Title of Work." In *Title of Book or Collection*, edited by Editor First Name Last Name, page range. City of Publication: Publisher, Year of Publication.

An e-book

Last Name, First Name. *Title of Book*. City of Publication: Publisher, Year of Publication. URL or format.

A journal article with a known author

Last Name, First Name. "Title of Article." *Title of Journal* volume number, no. # (Month Year): page range of article, URL, database if relevant.

A news or web magazine article

Time, NPR, The New Yorker, etc.

Last Name, First Name. "Title of Article." *Title of Magazine,* Month Day, Year. URL, database if relevant.

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