



# Chicago Style Quick Guide

Prepared by  
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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**

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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

Paper Title—Note ALL CAPS →

Your Name  
Course Number: Name  
Due Date Month Day, Year

Blue boxes contain directions for writing according to Chicago's Notes and Bibliography style.

Green text boxes contain explanations of Chicago Manual of Style guidelines.

Chicago papers often include a title page, but consult with your instructor if you are unsure. The title should be centered at the top of the page, and your name and course information should follow several lines later. When adding space, add the title with a color and place the space between the title and the author information. The following is an example of a title page.  
Chicago Manual of Style (17th ed.) 373-305

MOVING "NETWORKS" INTO THE COMPOSITION CLASSROOM

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

Margins should be set at no less than 1" and no greater than 1.5". Margins in this sample paper have been set at 1.25" to accommodate explanatory comment boxes.

The recommended typeface is something readable, such as Times New Roman or Palatino. Do not use that script type, but the preference is for serif typefaces. Most importantly, be consistent.

Double-space all text in the paper, with the following exceptions:

Single-space block quotations and figure captions. Single-space notes and bibliographies internally, but leave an extra line space between the note and bibliographic entries.

Page Number → 1

Arabic page numbers begin in the header of the first page of text.

Chicago Notes and Bibliography style recommended by those in the humanities and some social sciences. It requires using notes to cite sources and/or to provide relevant commentary.

In the text, note numbers are incorporated in the notes themselves. Note numbers are full-sized, not raised, and followed by a period.

Note numbers should be placed at the end of the clause or sentence to which they refer and should be placed after any and all punctuation except the dash.

Note numbers should begin with "1" and follow consecutively throughout a given paper, article, or chapter.

In *Democracy and Other Neoliberal Fantasies*, Jodi Dean argues that "imagining a theory 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. Michael Hardt and Antonio Negri, on the other hand, argue that the Internet is an exemplar of the rhizome: a nonhierarchical, noncentered network—a democratic network with "an indeterminate and potentially unlimited number of interconnected nodes [that] communicate with no central point of control."<sup>2</sup> What is at stake in settling this dispute? Being. And, knowledge and power in that being. More specifically, this paper explores how a theory of social ontology has evolved to theories of social ontologies, how the modernist notion of global understanding of individuals working toward a common (rationalized and objectively knowable) goal became parasitic postmodern theories embracing the idea of social networks. Furthermore, what this summary journey of theoretical evolution allows for is a consideration of why understandings of a world comprising emergent networks need be of concern to composition instructors and their practical activities in the classroom: networks produce knowledge.

Our journey begins with early modernism, and if early modernism had a theme, it was oneness. This focus on oneness or unity, on the whole rather than on individual parts,

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

2. Michael Hardt and Antonio Negri, "Postmodernization, or the Informatization of Production," in *Empire* (Cambridge, MA: Harvard University Press, 2000), 299.

Footnotes →

Footnote 1 comprises a complete bibliographic "note" citation for a book, which corresponds to a slightly differently formatted bibliographic entry. Subsequent note citations can and should be shortened to Dean, *Democracy and Other Neoliberal Fantasies*, 30. When all sources are cited in full in a bibliography, the shortened version can and should be used from the first note forward. "Shortening" usually comprises the author's last name and a "keyword" version of the work's title in four or fewer words.

### 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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