Chicago Style, 15th edition - “Quick Tips”
Ezra Lehman Library, Shippensburg University

General Tips

- Paper 8 ½ by 11 in.
- Typeface 12 pt. Times New Roman or 12 pt. Courier
- Double-space
- Leave uniform margins of at least 1 inch on all sides

Example of citations within the text

Bibliography

- Human beings have been described as "symbol-using animals" (Burke 1998, 3).
- (Last name Year, Page number)

Notes

- Some professors will require that you use footnotes/endnotes.
- Harry Potter is a popular character with middle-school students. ¹

Examples of citations in a Bibliography(B=) or Endnotes/Footnotes (N=)

☑️ BOOKS

1. Book [one author]


- Capitalize all major words in title.
- Italicize the title.

2. Chapter in an edited book


3. Chapter/Article from an encyclopedia in a library database [no entry author or page numbers indicated. Chicago Style does not require the database name]


4. Book [corporate editor]


**ARTICLES**

5. Journal article [one author]


- Italicize journal title BUT not volume number or issue number.
- Notice pagination – 5 rather than 85

6. Journal article [two or more authors]


7. Articles based on a print source retrieved from a Library database. [Chicago Style does not require the database name or a retrieval date.]


WEB SITE

8. Documents on the Internet. [One page on a large web site. Access date may not be required by your professor]


• When an Internet document comprises multiple pages (i.e., different sections have different URLs), provide a URL that links to the home page for the document.

Note: Shippensburg University also subscribes to RefWorks – a citation management database which can keep track of your citations and print them out in various formats. See the Library’s web site – library.ship.edu.

revised February 2009 – dlcook@ship.edu