Chicago Style, 16th edition - “Quick Tips”
Ezra Lehman Library, Shippensburg University
revised 12/2011

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 formatting rules unusual to Chicago Endnotes/Footnotes

Ibid. – Use the Latin word “Ibid.” if two endnotes in a row are from the same source.

2. Ibid., 39 - 43.

Shortened Citations – After first using a normal citation, it is acceptable to use a shortened form in the rest of the Notes.

3. Nairn, Faces of Nationalism, 176.

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 author or page numbers listed]


Include database name.

4. Book [corporate editor]


☑ ARTICLES

5. Journal article [one author]


• Italicize journal title BUT not volume number or issue number.

6. Journal article [two or more authors]


7. Articles based on a print source retrieved from a Library database.


• Include database name.

☑ INTERNET

8. Website. [One page on a large web site.]


9. E-mail, text message, comment on a blog, Twitter, Facebook, etc.

Blog, Twitter, Facebook entries or comments are cited in running text (“In a comment posted to The Becker-Posner Blog on February 23, 2011, . . .”) instead of in a Note; and they are commonly omitted from a bibliography/endnotes.

E-mail and text messages are cited in running text (“In a text message to the author on March 1, 2011, John Doe revealed . . .”) instead of in a Note; and they are commonly omitted from a bibliography/endnotes.