

GIVING CREDIT

CHICAGO STYLE

WHAT'S A STYLE MANUAL ANYWAY?

- A set of rules governing usage, mechanics, and citations.

WHY DO WE NEED STYLE MANUALS?

- Keeps everything uniform.
- Easy to recognize different parts of writings and citations.

WHY DO WE NEED STYLE MANUALS?

If we

Didn't have any Rules

then we'd, have to work. harder

to understand what

we

Are

Reading.

HOW MANY STYLES ARE THERE?

- A bunch
- The most popular:
 - MLA – literature, language, film (English)
 - APA – social and behavioral sciences
 - Chicago (Turabian) – humanities and social sciences (History)

CHICAGO

(17TH EDITION – 2017)

WHAT TO DOCUMENT/CITE

- Direct quotations
- Paraphrases and summaries
- Information and ideas that are not common knowledge, or are not available in a common reference work
- Any information you borrowed, or anything that could be interpreted as your own if not cited

CITATIONS REQUIRE

- Author
- Title of book/article
- Title of newspaper/journal
- Publication year
- Publication month and date
- Publisher
- City of publication
- Date of access
- Page numbers
- URL or DOI (for some online sources)

FOOTNOTE TIPS

- Footnotes come at the bottom of each page, separated from the text with a line. Some instructors prefer endnotes, which are included on a separate page (titled “Notes”) at the end of your paper.
- To acknowledge a source, place a superscript number (raised slightly and smaller font size) immediately after the end punctuation of a sentence containing a quotation or reference. Do not put any additional punctuation after the number.
- In the footnote use the same number as your in-text reference.

FOOTNOTES TIPS

- If a single paragraph contains multiple references to the same source, it is fine to create a single footnote entry.
- Most word processing programs, such as Microsoft Word and Google Docs, offer options to automate creating footnotes.
- Check with your instructor before completing your paper to confirm which note style is preferred.

LIST OF CITATIONS

- Bibliography
- Alphabetical by author's last name

TITLE PAGE?

- Instructor's preference
- Title 1/3 of way down page, centered
- Your name and class information follow several lines later

OVERALL FORMATTING

- Margins = 1" to 1 1/2"
- Typeface recommendations
 - 12 point font
 - Times New Roman
 - Must be readable
 - Be consistent
- Double space all text
 - Exception = block quotes
- Single space footnotes
- Single space individual bibliographic entries
- Leave an extra line space between bibliographic entries
- Arabic page numbers begin in right header on first text page

THAT'S A LOT OF INFO.

**ISN'T THERE AN
EASIER WAY?**



**Access via LHS Learning Commons
website**

CHICAGO VS. MLA

- Title page for Chicago
 - Title 1/3 of the way down page
 - Student Name
 - Course Name
 - Professor Name
 - Date of Submission
 - Not numbered
- No Title Page for MLA

CHICAGO VS. MLA

- Bibliography
- Footnotes
- Header = page number

- Works Cited
- In-text citation
- Header = Last name page number

**QUESTIONS?
COMMENTS?
CONCERNS?**

