

## The Basics of Chicago Style

### General Guidelines:

- Margins should be no less than 1" and no greater than 1.5"
- Preferred font is Times New Roman, 12pt.
- Leave only one space after periods or other punctuation marks.
- Text should be consistently double-spaced, except for a longer, block quotation:
  - A prose quotation of five or more lines should be blocked.
  - A blocked quotation does not get enclosed in quotation marks.
  - An extra line space should immediately precede and follow a blocked quotation.
  - Blocked quotations should be indented .5" as a whole.
- Page numbers should go in the top right header of the paper, beginning on the first page of text (the title page counts as page 1 but is not numbered).
- Your back matter should be entitled "Bibliography." Space two lines down then begin your bibliography in alphabetical order by the first word in the entry (often the author's last name).
- Footnotes: Note numbers are superscripted and come after all punctuation except the dash. They should be placed at end of the clause or sentence to which they refer. If the footnote contains documentation and commentary, place the documentation first.
- Your first footnote should contain the complete documentation. Following footnotes can either use a short form of the documentation (Author, Shortened Title, page number.) or Ibid., page number.
- Title of standalone works (such as from books, songs, films, etc.) are italicized. Titles of articles, chapters, etc. are in double quotation marks.

### The Title Page:

- Your professor may specify the format for your title page. If not, use the following:
- Center the title 1/3 of the way down the page. A subtitle should go on the subsequent line.
- Then, 2/3 of the way down the page center your name. Then, put on the next line your class information (ex. HIS 101: History of Christianity) and on the next line the date.
- Your title page should be double-spaced.

### BOOKS WITH ONE AUTHOR

#### Footnote Format:

1. Firstname Lastname, *Title of Book* (Place of publication: Publisher, Year of publication), page number.

1. John E. Senior, *A Theology of Political Vocation: Christian Life and Public Office* (Waco, Tx: Baylor University Press, 2015), 131.

#### Shortened Note Format:

1. Last name, *Book Title or Shortened Title*, page number.

1. Senior, *A Theology of Political Vocation*, 131.

#### Bibliography Format:

Lastname, Firstname. *Title of Book*. Place of publication: Publisher, Year of publication.

Senior, John E. *A Theology of Political Vocation: Christian Life and Public Office*. Waco, TX: Baylor University Press, 2015.

## **BOOKS WITH TWO OR MORE AUTHORS**

### **Footnote Format:**

2. First name Last name and First name Last name, *Title* (City of Publication: Publisher, year of publication), page number-page number.

2. Scott Lash and John Urry, *Economies of Signs & Space* (London: Sage Publications, 1994), 241-51.

### **Shortened Note Format:**

2. Last name and Last name, *Title or Shortened Title*, page number-page number.

2. Lash and Urry, *Economies of Signs & Space*, 241-51.

### **Bibliography Format:**

Last name, First name, and First name Last name. *Title*. Place of publication: Publisher, year of publication.

Lash, Scott, and John Urry. *Economies of Signs & Space*. London: Sage Publications, 1994.

## **JOURNAL ARTICLES**

### **Footnote Format:\***

1. First name Last name, "Title of Article," *Title of Journal* Issue number, no. volume number (year of publication): page number.

1. Susan Peck MacDonald, "The Erasure of Language," *College Composition and Communication* 58, no. 4 (2007): 619.

\*Some journals will not have an issue number, so you can just skip this step.

For electronic journal articles, add a comma after the page number and put the DOI or URL (DOI is preferred) after the comma and followed by a period.

### **Shortened Format:**

1. Last name, "Title of Article or Shortened Title," page number.

1. MacDonald, "The Erasure of Language," 619.

### **Bibliography Format:**

Last name, First name. "Title of Article." *Title of Journal* Issue number, no. volume number (year of publication): page number-page number.

MacDonald, Susan Peck. "The Erasure of Language." *College Composition and Communication* 58, no. 4 (2007): 585-625.

For electronic journal articles, put the DOI or URL (DOI is preferred) at the end of the citation followed by a period.

#### **ARTICLE/CHAPTER/ESSAY/SHORT STORY, ETC. IN AN EDITED COLLECTION**

##### **Footnote Format:**

5. First name Last name, "Article/Chapter/Essay/Short Story Title," in *Journal/Book/Collection Title*, ed. First name Last name (Place of publication: Publisher, year of publication), page number/s.

5. Peter Chilson, "The Border," in *The Best American Travel Writing 2008*, ed. Anthony Bourdain (Boston: Houghton Mifflin Company, 2008), 46.

##### **Shortened Format:**

5. Last name, "Article/Chapter/Essay/Short Story Title," page number.

5. Chilson, "The Border," 46.

##### **Bibliography Format:**

Last name, First name. "Article/Chapter/Essay/Short Story Title." In *Journal/Book/Collection Title*, edited by First name Last name, page number-page number. Place of Publication: Publisher, Date of publication.

Chilson, Peter. "The Border." In *The Best American Travel Writing 2008*, edited by Anthony Bourdain, 44-51. Boston: Houghton Mifflin Company, 2008.

#### **WORKS IN A VOLUME**

##### **Footnote Format:**

1. First name Last name, "Title of Chapter/Article," *Title of Volume Series* Volume Number: page number/s (Place of Publication: Publisher, date).

1. Phyllis Tribble, "The Book of Jonah: Introduction," *The New Interpreters Bible* VII:463 (Nashville: Abingdon, 1996).

##### **Shortened Note:**

1. Author Last Name, "Title of Chapter or Article," Volume number:page number.

1. Trible, "The Book of Jonah: An Introduction," VII:463.

**Bibliography format:**

Last name, First name. "Title of Chapter/Article." In Vol. #, *Title of Volume Series*. Place of Publication: Publisher, date: Page number-page number.

Trible, Phyllis. "The Book of Jonah: Introduction." In Vol. VII, *The New Interpreters Bible*. Nashville: Abingdon, 1996).

**CITING BIBLICAL TEXTS**

When referring to a biblical text in a sentence, write out the full name of the book, then use numbers to show chapter and verse.

In Matthew 5:1-11, Jesus begins by focusing on...

Not: In Matthew chapter five verses one through eleven...

Not: In Matt. 5...

When quoting or paraphrasing a biblical text, give the proper reference in parentheses following the sentence. Use standard abbreviations and numbers.

The opening verses of John echo another beginning: "In the beginning when God created the heavens and the earth" (Gen. 1:1).

If your sentence already clearly indicates what book of the Bible you are discussing, then the parenthetical reference should provide whatever information is missing in the sentence.

The rhetorical high point of 1 Corinthians is the hymn to love (ch. 13).

The period always goes after the parenthetical reference at the end of the sentence.

Sources and Useful Resources

Purdue Owl: owl.purdue.edu

Chicago Manual of Style: [chicagomanualofstyle.org](http://chicagomanualofstyle.org)