University of Houston-Clear Lake
Writing Center’s
Guide to
Chicago Style
16th Edition
The Basics
Chicago Style

• In its 16th edition
• Uses notes, either footnotes or end notes, in place of conventional in-text citations
• Related to Turabian style
  • The format of the citations are generally the same. However, some changes are made in the manuscript format to better fit student papers as opposed to publications
Document Format

• **General Guidelines**
  Chicago style uses some of the basics of the other styles: 12 point font, usually Times New Roman, double-spaced, 1 inch margins.

• **Title page**
  For a class assignment, use the format seen on the right. The title of your paper is a third of the way down. 2/3rds of the way down, or even towards the bottom, is your name. At the bottom will be your class, professor, and the date.

• **Page numbers**
  Page numbers begin on the first page of text. They are Arabic numerals (1, 2, 3..) located in the header, on the top right of the page.

*These are basic guidelines. Be aware that some professors may want something slightly different.*
The Note System

• Used in place of in-text parenthetical documentation

• Two types of notes: footnotes and endnotes
  • Footnotes are located at the bottom of the page, under a line in the footer.
  • Endnotes are located at the end of a paper in a section entitled “Notes.”

• Both endnotes and footnotes are:
  • single-spaced
  • numbered (1, 2, 3…)
  • noted via a superscript number within the text. (IE: “…said Dr. Jenkins.¹”)
Notes and MS Word

- You can create footnotes in Word by going to the reference tab and hitting Insert Footnote.
- You should not use the Insert Endnote button on Word. It does not format correctly.
  - Use superscript.
CREATING AN ALTERNATIVE RHETORIC THROUGH THEATRE IN COMMUNIST CZECHOSLOVAKIA

Under the presidency of Alexander Dubček, the 1960s in Czechoslovakia experienced an increased movement towards what Dubček termed “socialism with a human face.” One of the most important changes of this period was the abolition of censorship, a move that angered other Eastern Bloc countries at the time, indicating censorship’s importance under the Soviet regime. During this period, known as “Prague Spring,” culture began to flourish, newspapers began to deviate from the party line, and Czech filmmakers began to be celebrated once again worldwide.

After a series of negotiations between Dubček’s government and the Soviet authorities, the Russians decided that the reforms had gone too far, prompting them to invade Czechoslovakia on August 21, 1968. In *Making History: Czech Voices of Dissent and the Revolution of 1968*, Michael Long explains the impact that this invasion had on the Czechoslovak people: “The 1968 invasion of Czechoslovakia dealt a devastating blow to the collective psyche of its people...For others, namely, the nation’s academic, cultural, and artistic elite, it meant the abandonment of hope for an intellectual life free from government interference.” Representing the view of the artistic community, playwright, dissident, and future Czech president Václav Havel writes as if their very humanity was destroyed: “Order has been established. At the price of a paralysis of the spirit, a deadening of the heart, and devastation of life.” Suppressing rhetorical freedom, something essential for intellectual and cultural development as well as human identity, was a top priority for the invading Russians.

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Footnotes

2. Ibid., p. 305.
Bibliography

- Just like the bibliographies you’re used to
- Sometimes used in conjunction with footnotes
  - Rarely used with endnotes (replaces them)
- Both footnotes and endnotes can be used instead of/in place of bibliographies. However, a bibliography can’t replace footnotes/endnotes.
Citation Specifics:
Examples and Extended Rules
## Basic Citations

<table>
<thead>
<tr>
<th>Type</th>
<th>Notes</th>
<th>Bibliography</th>
</tr>
</thead>
<tbody>
<tr>
<td>Book</td>
<td>1. Firstname Lastname, <em>Title of Book</em> (Place of publication: Publisher, Year of publication), page number.</td>
<td>Lastname, Firstname. <em>Title of Book</em>. Place of publication: Publisher, Year of publication.</td>
</tr>
<tr>
<td>Journal Article (Print)</td>
<td>2. Firstname Lastname, “Title of Article,” <em>Journal Name</em> Volume#, issue no. # (Month and/or Year of issue): page number.</td>
<td>Lastname, Firstname. “Title of Article.” <em>Journal Name</em> Volume#, issue no. # (Month and/or Year of Issue): firstpageofarticle-lastpage.</td>
</tr>
<tr>
<td>Journal Article (Online)</td>
<td>3. Firstname Lastname, “Title of Article,” <em>Journal Name</em> Volume#, issue no. # (Month and/or Year of issue): page number, accessed Month X, XXXX, URL.</td>
<td>Lastname, Firstname. “Title of Article.” <em>Journal Name</em> Volume#, issue no. # (Month and/or Year of Issue): firstpageofarticle-lastpage. Accessed Month X, XXXX. URL.</td>
</tr>
<tr>
<td>Web Sources</td>
<td>4. Firstname Lastname, “Title of Web Page,” <em>Publishing Organization or Name of Website in Italics</em>, publication date and/or access date if available, URL.</td>
<td>Lastname, Firstname. “Title of Web Page.” <em>Publishing Organization or Name of Website in Italics</em>. Publication date and/or access date if available. URL.</td>
</tr>
</tbody>
</table>
First Notes and Subsequent Notes

• **First Notes**
The first citation of a source in your notes should follow the format on notes will contain all the information from the previous page.

• **Subsequent notes**
Once you have cited a source once, the next citation does not have to contain all information, since your reader already has it.

  • Subsequent citations: Firstname Lastname, *Shortened Title*, page.
  • You can use the above citation from the outset if you have a bibliography*

*Although stylistically this is acceptable and “by-the-book” different professors may want different things. Ask them first!"
Who is Ibid., and why did he write so much?

- Ibid. is not an author
  - Ibid. is an abbreviation which in Latin means “in the same place.”
  - When you have two notes consecutively on the same page, where the information came from the same place, you use Ibid., page number to cite
  - If both notes are from the exact same place (source and page number) just put Ibid.
  - Used instead of subsequent note form

 Remember: Ibid. has a period at the end!
These are just the basics of Chicago style. More information can be found:


Writing Center Hours

For more information, visit our website at www.uhcl.edu/writingcenter

Fall 2015 Hours
Clear Lake Campus
Open Monday, August 24
through Friday, May 3, 2013

Hours
Sunday  
Monday  9 a.m.-9 p.m.
Tuesday  9 a.m.-9 p.m.
Wednesday  9 a.m.-9 p.m.
Thursday  9 a.m.-9 p.m.
Friday 10 a.m.-4 p.m.

Pearland Campus

Monday  Noon – 5 p.m.
Wednesday  Noon – 3 p.m.