

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**

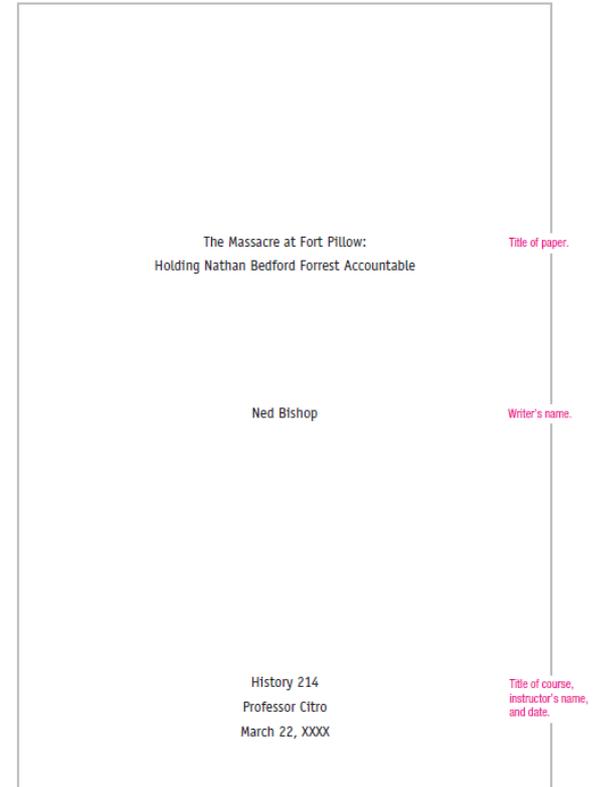
Chicago style uses some of the basics of the other styles: 12 point font, usually Times New Roman, double-spaced, 1 inch margins.

- **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.



Marginal annotations indicate *Chicago (CMS)-style formatting* and *effective writing*.

Source: Diana Hacker (Boston: Bedford/St. Martin's, 2007).
This paper follows the style guidelines in *The Chicago Manual of Style*, 15th ed. (2003).

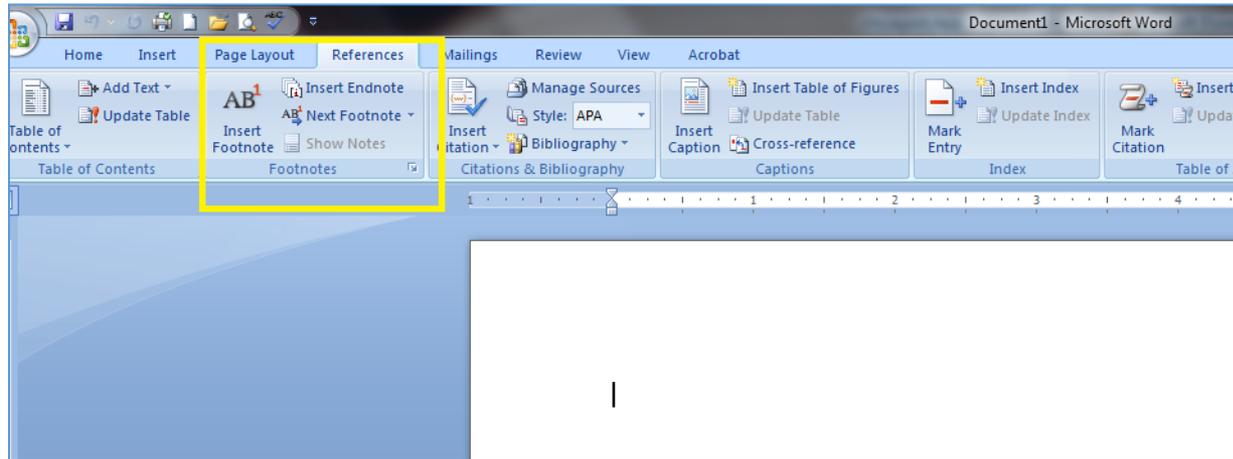
These are basic guidelines. Be aware that some professors may want something slightly different.

Chicago Citation: Footnotes, Endnotes, and Bibliographies

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

Footnotes

CREATING AN ALTERNATIVE RHETORIC THROUGH THEATRE IN COMMUNIST CZECHOSLOVAKIA

Under the presidency of Alexander Dubček, 1960s 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.¹ 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 1989*, 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."² Representing the view of the artistic community, playwright, dissident, and future Czech president Vaclav 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."³ Suppressing rhetorical freedom, something essential for intellectual and cultural development as well as human identity, was a top priority for the invading Russians.

Footnotes

¹ Long, Michael. *Making History: Czech Voices of Dissent and the Revolution of 1989*. New York, NY: Rowman & Littlefield Publishers, Inc., 2005.

² *Ibid.*, 5.

³ Havel, Václav. "Letter to Dr. Gustáv Husák, General Secretary of the Czechoslovak Communist Party." In *Vaclav Havel or Living in Truth*, edited by Jan Vladislav. Boston, MA: Faber and Faber, 1986: 15.

Notes begin on a new page.

Bishop 7

Notes

First line of each note is indented ½".

Note number is not raised and is followed by a period.

Authors' names are not inverted.

Last name and title refer to an earlier note by the same author.

Notes are single-spaced, with double-spacing between notes. (Some instructors may prefer double-spacing throughout.)

1. John Cimprich and Robert C. Mainfort Jr., eds., "Fort Pillow Revisited: New Evidence about an Old Controversy," *Civil War History* 28, no. 4 (1982): 293-94.
2. Quoted in Brian Steel Wills, *A Battle from the Start: The Life of Nathan Bedford Forrest* (New York: HarperCollins, 1992), 182.
3. *Ibid.*, 183.
4. Shelby Foote, *The Civil War, a Narrative: Red River to Appomattox* (New York: Vintage, 1986), 110.
5. Nathan Bedford Forrest, "Report of Maj. Gen. Nathan B. Forrest, C. S. Army, Commanding Cavalry, of the Capture of Fort Pillow," Shotgun's Home of the American Civil War, <http://www.civilwarhome.com/forrest.htm>.
6. Jack Hurst, *Nathan Bedford Forrest: A Biography* (New York: Knopf, 1993), 174.
7. Foote, *Civil War*, 111.
8. Cimprich and Mainfort, "Fort Pillow," 305.
9. *Ibid.*, 305.
10. *Ibid.*, 299.
11. Foote, *Civil War*, 110.
12. Quoted in Wills, *Battle from the Start*, 187.
13. Albert Castel, "The Fort Pillow Massacre: A Fresh Examination of the Evidence," *Civil War History* 4, no. 1 (1958): 44-45.
14. Cimprich and Mainfort, "Fort Pillow," 300.
15. Hurst, *Nathan Bedford Forrest*, 177.
16. *Ibid.*

Endnotes

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

| Type | Notes | Bibliography (should have hanging indent) |
|--------------------------|---|---|
| Book | 1. Firstname Lastname, <i>Title of Book</i> (Place of publication: Publisher, Year of publication), page number. | Lastname, Firstname. <i>Title of Book</i> . Place of publication: Publisher, Year of publication. |
| Journal Article (Print) | 2. Firstname Lastname, "Title of Article," <i>Journal Name</i> Volume#, issue no. # (Month and/or Year of issue): page number. | Lastname, Firstname. "Title of Article." <i>Journal Name</i> Volume#, issue no. # (Month and/or Year of Issue): firstpageofarticle-lastpage. |
| Journal Article (Online) | 3. Firstname Lastname, "Title of Article," <i>Journal Name</i> Volume#, issue no. # (Month and/or Year of issue): page number, accessed Month X, XXXX, URL. | Lastname, Firstname. "Title of Article." <i>Journal Name</i> Volume#, issue no. # (Month and/or Year of Issue): firstpageofarticle-lastpage. Accessed Month X, XXXX. URL. |
| Web Sources | 4. Firstname Lastname, "Title of Web Page," <i>Publishing Organization or Name of Website in Italics</i> , publication date and/or access date if available, URL. | Lastname, Firstname. "Title of Web Page." <i>Publishing Organization or Name of Website in Italics</i> . Publication date and/or access date if available. URL. |

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!

Additional Resources/ Works Consulted

These are just the basics of Chicago style. More information can be found:

The Chicago Manual of Style. 16th edition. Edited by University of Chicago Press Staff. Chicago, IL: University of Chicago Press, 2010

Turabian, Kate L. *Manual for Writers of Research Papers, Theses and Dissertations*. 7th edition. Chicago, IL: University of Chicago Press, 2007.

“Purdue OWL: Chicago Manual of Style 16th Edition.” *Purdue OWL*. Last modified December 7, 2011. Accessed January 26, 2012. <http://owl.english.purdue.edu/owl/resource/717/1/>

Hack, Diana and Barbara Fister. “Chicago Documentation Style.” *Research and Documentation Online*. Accessed January 26, 2012. http://bcs.bedfordstmartins.com/resdoc5e/RES5e_ch10_s1-0001.html



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 | Noon - 5 p.m. |
| 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

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