

Chicago Manual for Style Guidelines (17th Ed.)

Title Pages are sometimes required in Chicago style papers. They consist of:

- a. Your title roughly 1/3rd of the way down the page
- b. Your name 2/3rds down the page, and
- c. At the very bottom, your course name, instructor's name, and date in month/day/year format, all centered. See our copies of A Writer's Handbook at the TLC for printed examples.

In-Text Citations are always indicated by a superscript number (like this¹), which represents the number of citations in your paper in order. The reference information for these citations will be contained in the Footnotes or Endnotes.

- a. How to use superscript:
 - i. Microsoft Word: search "Superscript" in the search bar at the top of the screen.
 - ii. Google Docs: Use the Control and Period keys together (Ctrl + .). Use this again to disable superscript.

Footnotes/Endnotes are used in CMS, and list in-text citations at the bottom of every page separated by a horizontal line (footnotes) or at the end of the essay (endnotes).

How to add a horizontal line:

Font, Spacing, Margins, and Page Numbers are all consistent with MLA style text, with one slight exception: your last name accompanying each page number is an optional component, decided by the professor. See our MLA style handouts for more information.

1. Microsoft Word: On a fresh line, type the Dash key (-) three times, then press the Enter key.
 - a. Google Docs: At the top left of the screen, click the "Insert" button and select "horizontal line" from the drop down menu.
2. The reference text will begin with the reference number and a period (like this: 1.), and be first-line indented by 0.5.

Bibliographies may not always be required by your professor, but are typical in CMS. They are similar to *Works Cited* pages in MLA, but bibliographies are wider in scope: they require elements like consultations, interviews, and anything else that influenced your writing to be listed as a reference, whether or not you explicitly referenced it. Citations themselves are similar to MLA. Refer to our MLA handouts for more details.

How to use a first line indentation:

1. Microsoft Word: Search "First-Line Indent" in the search bar.
2. Google Docs: At the top left, select Format >> Align & Indent >> Indentation Options. Under "Special indent", choose "first line" from the drop down menu and check the value is "0.5".

The reference text is the same as in MLA, except that the author's name is in standard name order ("John Smith", not "Smith, John"), and the page number will be indicated.

Example of In-Text Citation & Footnotes (fictional source):

As elegantly stated by one Manfred Dunnigan in his guide to world cheeses, "Roquefort is, of course, the quintessential French blue cheese, which any self-respecting connoisseur would confirm stands head-and-shoulders above the common English blues."¹

1. Manfred Dunnigan, "The Secret to Our Cheese: A Worldwide Perspective" *Culinary Times*, May 17, 2016.

The Chicago Manual for Style (abbreviated CMS) is often used in college history and humanities courses, and is professionally used in these same fields, as well as archaeology, theology, and more. While it shares many specifics with the more common MLA style, there are a number of key differences: namely, the in-text citations, the footnotes/endnotes, and the use of a bibliography.

Note: As CMS shares much in common with MLA style, this document will occasionally reference other MLA style guidelines rather than restate this same information. See our MLA handouts for more details.