

Chicago 17th Edition Quick Reference Guide

OVERVIEW

Chicago Manual of Style offers **two citation systems**:

1. **Notes-Bibliography (N-B)**: Uses footnotes or endnotes plus a bibliography. Preferred in **humanities** (literature, history, arts).
2. **Author-Date**: Uses in-text parenthetical citations plus a reference list. Preferred in **sciences and social sciences**.

Choose ONE system for your entire paper. Do not mix them.

PAPER FORMAT

Margins: 1 inch on all sides

Font: Readable font (Times New Roman 12pt recommended)

Line Spacing: Double-space main text. Block quotes single-spaced with blank lines before and after.

Paragraph Indentation: Indent first line of paragraphs 0.5 inches (one Tab)

Page Numbers: - Preliminary pages: lowercase Roman numerals (i, ii, iii) centered at bottom - Text pages: Arabic numerals in upper right corner or centered at bottom - Start numbering text pages from 1

Alignment: Left-align text (ragged right margin) or justify

Title Page: Yes, with title, author name, course info, date

PAPER STRUCTURE

Title Page (not numbered)

- Title (centered, about 1/3 down the page)
- “by” (centered, one line below title)
- Your Name (centered)
- Course Name and Number (centered, lower third of page)
- Instructor’s Name
- Date

Main Text

- Begin on page 1
- Title at top (optional, may be omitted if on title page)
- Introduction begins immediately (no heading needed)

- Use headings for major sections

Notes (if using Notes-Bibliography system)

- **Footnotes:** Bottom of each page
- **Endnotes:** Separate page after text, before bibliography
- Heading: “Notes” (centered)

Bibliography or Reference List

- Begins on new page
 - Heading: “Bibliography” (N-B system) or “Reference List” or “References” (Author-Date system)
 - Centered or flush left depending on style
 - Single-spaced entries with blank line between entries (or double-spaced throughout)
 - Hanging indent (0.5 inches)
 - Alphabetical order by author surname
-

NOTES-BIBLIOGRAPHY SYSTEM (Humanities)

FOOTNOTES & ENDNOTES

Numbering: - Superscript numbers in text - Number sequentially throughout paper - Place after punctuation (with no space)

First Reference (Full Note): Author Full Name, *Title* (Publication info), page(s).

Shortened Note (subsequent references): Author Last Name, *Shortened Title*, page(s).

Books

First note: 1. John Smith, *The History of Technology* (New York: Academic Press, 2020), 45.

Shortened note: 2. Smith, *History of Technology*, 52.

Two authors: 1. John Smith and Mary Jones, *Title of Book* (Place: Publisher, Year), page.

Three authors: 1. John Smith, Mary Jones, and James Brown, *Title* (Place: Publisher, Year), page.

Four or more authors: 1. John Smith et al., *Title of Book* (Place: Publisher, Year), page.

Editor as author: 1. John Smith, ed., *Title of Book* (Place: Publisher, Year), page.

Editor, translator, or compiler: 1. Author Name, *Title*, ed. Editor Name, trans. Translator Name (Place: Publisher, Year), page.

Chapter in edited book: 1. Author Name, "Chapter Title," in *Book Title*, ed. Editor Name (Place: Publisher, Year), page range.

Edition other than first: 1. Author Name, *Title*, 3rd ed. (Place: Publisher, Year), page.

Multivolume work: 1. Author Name, *Title*, vol. 2 (Place: Publisher, Year), page.

E-book: 1. Author Name, *Title* (Place: Publisher, Year), page, format.

Example: 1. John Smith, *Digital Age* (Boston: Tech Press, 2020), 23, Kindle.

Journal Articles

First note: 1. Author Name, "Article Title," *Journal Name* volume, no. issue (Year): page(s).

Example: 1. John Smith, "The Digital Revolution," *Technology Quarterly* 45, no. 3 (2020): 234-56.

Shortened note: 2. Smith, "Digital Revolution," 240.

Article in online journal: 1. Author Name, "Article Title," *Journal Name* volume, no. issue (Year): pages, DOI or URL.

Example: 1. Mary Jones, "Climate Change Effects," *Environmental Studies* 67, no. 2 (2021): 145-68, <https://doi.org/10.xxxx/xxxx>.

Magazine & Newspaper Articles

Magazine: 1. Author Name, "Article Title," *Magazine Name*, Month Day, Year, page.

Example: 1. James Brown, "The Future of AI," *Wired*, April 15, 2021, 42.

Newspaper article: 1. Author Name, "Article Title," *Newspaper Name*, Month Day, Year, edition, section.

Example: 1. Sarah Johnson, "New Climate Policy Announced," *New York Times*, March 10, 2021, late edition, sec. A.

Online newspaper: 1. Author Name, "Article Title," *Newspaper Name*, Month Day, Year, URL.

Website Content

Webpage with author: 1. Author Name, "Page Title," Website Name, publication or modification date, URL.

Example: 1. John Smith, "Understanding Climate Change," NASA, last modified June 15, 2021, <https://www.nasa.gov/climate>.

Webpage without author: 1. "Page Title," Website Name, publication date, URL.

No date: 1. Author Name, "Page Title," Website Name, accessed Month Day, Year, URL.

Other Sources

YouTube video: 1. Creator Name, "Video Title," YouTube video, duration, posted Month Day, Year, URL.

Podcast: 1. Host Name, "Episode Title," Podcast Name, season, episode, podcast audio, Month Day, Year, URL.

Social media post: 1. Author Name (@username), Platform name, post type, Month Day, Year, time, URL.

Example: 1. NASA (@NASA), Twitter post, November 5, 2025, 2:30 p.m., <https://twitter.com/NASA/status/xxxxx>.

Personal communication (email, text, interview): 1. Author Name, email/text message/interview to/with recipient, Month Day, Year.

Note: Personal communications cited in notes only, not in bibliography.

Dissertation or thesis: 1. Author Name, "Title" (PhD diss. or MA thesis, University Name, Year), page.

Government document: 1. Government Body, *Title of Document*, publication info (Place: Publisher, Year), page.

BIBLIOGRAPHY (Notes-Bibliography System)

Format: Entries inverted (last name first), different punctuation, no page numbers for whole work.

Books

Basic format: Author Last Name, First Name. *Title of Book: Subtitle*. Place: Publisher, Year.

Example: Smith, John. *The History of Technology*. New York: Academic Press, 2020.

Two or three authors: Smith, John, and Mary Jones. *Title*. Place: Publisher, Year.

Four or more authors: Smith, John, Mary Jones, James Brown, and Susan White. *Title*. Place: Publisher, Year.

OR

Smith, John, et al. *Title*. Place: Publisher, Year.

Editor as author: Smith, John, ed. *Title*. Place: Publisher, Year.

Chapter in edited book: Author Last Name, First Name. "Chapter Title." In *Book Title*, edited by Editor Name, page range. Place: Publisher, Year.

Edition: Author. *Title*. Edition number. Place: Publisher, Year.

E-book: Author. *Title*. Place: Publisher, Year. Format.

Example: Smith, John. *Digital Age*. Boston: Tech Press, 2020. Kindle.

Periodicals

Journal article: Author Last Name, First Name. "Article Title." *Journal Name* volume, no. issue (Year): page range.

Example: Smith, John. "The Digital Revolution." *Technology Quarterly* 45, no. 3 (2020): 234-56.

Online journal with DOI: Smith, John. "Article Title." *Journal Name* volume, no. issue (Year): page range. <https://doi.org/xxxxx>.

Magazine: Author. "Article Title." *Magazine Name*, Month Day, Year, page range.

Newspaper: Author. "Article Title." *Newspaper Name*, Month Day, Year, edition, section.

Websites

Webpage: Author Last Name, First Name. "Page Title." Website Name. Publication/modification date. URL.

No author: "Page Title." Website Name. Date. URL.

Multiple Works by Same Author

Use 3-em dash (——) to replace author name in subsequent entries:

Smith, John. *First Book*. Place: Publisher, Year. ———. *Second Book*. Place: Publisher, Year. ———. "Article Title." *Journal* volume (Year): pages.

AUTHOR-DATE SYSTEM (Sciences/Social Sciences)

IN-TEXT CITATIONS

Basic format: (Author Year, Page)

One author: (Smith 2020, 45)

Narrative citation: Smith (2020, 45) argues that...

Two authors: (Smith and Jones 2020, 23)

Three or more authors: (Smith et al. 2020, 67)

Multiple works by same author, same year: (Smith 2020a, 45) (Smith 2020b, 23)

Multiple works in one citation: (Jones 2019; Smith 2020; Brown 2021)

No author (use title): (*Annual Report* 2020, 12)

Corporate author: (World Health Organization 2020, 34)

No date: (Smith n.d., 45)

No page number: (Smith 2020)

Direct quotation: (Smith 2020, 45)

Block quotation: Indent entire quote, citation after final punctuation: Long quotation text here...more text continues for several lines... (Smith 2020, 45)

REFERENCE LIST (Author-Date System)

Format: Similar to bibliography but with year after author.

Books

Basic format: Author Last Name, First Name. Year. *Title: Subtitle*. Place: Publisher.

Example: Smith, John. 2020. *The History of Technology*. New York: Academic Press.

Two or more authors: Smith, John, and Mary Jones. 2020. *Title*. Place: Publisher.

Four or more authors: Smith, John, Mary Jones, James Brown, and Susan White. 2020. *Title*. Place: Publisher.

OR

Smith, John, et al. 2020. *Title*. Place: Publisher.

Editor: Smith, John, ed. 2020. *Title*. Place: Publisher.

Chapter in edited book: Author. Year. "Chapter Title." In *Book Title*, edited by Editor Name, page range. Place: Publisher.

Edition: Author. Year. *Title*. Edition number. Place: Publisher.

E-book: Author. Year. *Title*. Place: Publisher. Format.

Journal Articles

Basic format: Author. Year. "Article Title." *Journal Name* volume (issue): page range.

Example: Smith, John. 2020. "The Digital Revolution." *Technology Quarterly* 45 (3): 234-56.

With DOI: Smith, John. 2020. "Article Title." *Journal Name* 45 (3): 234-56. <https://doi.org/xxxxx>.

Online journal, no DOI: Smith, John. 2020. "Article Title." *Journal Name* 45 (3): 234-56. URL.

Magazine & Newspaper

Magazine: Author. Year. "Article Title." *Magazine Name*, Month Day, page numbers.

Newspaper: Author. Year. "Article Title." *Newspaper Name*, Month Day, edition.

Websites

Webpage: Author. Year. "Page Title." Website Name. Accessed Month Day, Year. URL.

OR

Author. Year. "Page Title." Website Name. Last modified Month Day, Year. URL.

Multiple Works by Same Author

Same year - use letters: Smith, John. 2020a. *First Work*. Place: Publisher. Smith, John. 2020b. *Second Work*. Place: Publisher.

Different years - chronological order: Smith, John. 2018. *Earlier Work*. Place: Publisher. Smith, John. 2020. *Later Work*. Place: Publisher.

QUOTATIONS (Both Systems)

Short Quotations

Prose (fewer than 100 words or 6-8 lines): Integrate into text with quotation marks: According to Smith, “quotation here” (45).

Poetry (2-3 lines): Use slash (/) to indicate line breaks: “Line one / Line two / Line three”

Block Quotations

Prose (100+ words or 6-8+ lines): - Indent entire quote 0.5 inches - Single-space (with blank line before and after) - No quotation marks - Citation after final punctuation

Poetry (4+ lines): - Indent entire quote - Maintain original line breaks - No quotation marks

Quotation Marks

Double quotation marks (” “): Primary quotes

Single quotation marks (’ ’): Quotes within quotes “She said, ‘This is important,’ according to the report.”

Punctuation: - Periods and commas inside quotation marks - Colons and semicolons outside quotation marks - Question marks and exclamation points depend on context

FORMATTING TITLES

Italics (major works):

- Books: *The Great Gatsby*
- Journals: *American Historical Review*
- Newspapers: *New York Times*
- Magazines: *The Atlantic*
- Websites: *Wikipedia*
- Films: *The Godfather*
- TV series: *Breaking Bad*
- Paintings: *Mona Lisa*
- Ships: *Titanic*

Quotation Marks (shorter works, parts of larger works):

- Journal articles: “Article Title”
- Magazine articles: “Title”

- Newspaper articles: “Title”
- Book chapters: “Chapter Title”
- Short stories: “The Lottery”
- Poems: “The Road Not Taken”
- Essays: “Civil Disobedience”
- TV episodes: “Pilot”
- Songs: “Imagine”

Roman Type (no special formatting):

- Buildings, monuments
- Conferences, seminars
- Sacred texts (the Bible, the Quran)

CAPITALIZATION IN TITLES

Chicago uses headline-style capitalization:

Capitalize: - First and last words - All nouns, pronouns, verbs, adjectives, adverbs - Subordinating conjunctions (if, because, as, that, etc.)

Lowercase: - Articles: a, an, the - Coordinating conjunctions: and, but, or, nor, for, so, yet - Prepositions (regardless of length): of, in, to, for, with, on, at, from, by - “to” in infinitives: to Run, to Be

Examples: *The Art of War Gone with the Wind To Kill a Mockingbird* “Looking through the Window”

NUMBERS

Spell out: - Numbers zero through one hundred - Round numbers (two thousand, six million) - Numbers at beginning of sentence

Use numerals for: - Numbers 101 and above - Percentages: 25 percent (or 25%) - Decimals: 3.75 - Dates: November 5, 2025 - Addresses, statistics, measurements - Page numbers, volume numbers - Time with a.m./p.m.: 8:00 a.m.

Special cases: - Large numbers: 1,500 or fifteen hundred - Millions and billions: 5 million, 3.2 billion - Inclusive numbers: 45-48, 100-105, 1002-6, 234-38

ABBREVIATIONS

Common abbreviations: - ed., eds. = editor, editors - trans. = translator - vol., vols. = volume, volumes - no. = number - n.d. = no date - p., pp. =

page, pages (use in notes, not bibliography) - chap. = chapter - fig. = figure - n. = note - ca. = circa (approximately) - cf. = compare - e.g. = for example - et al. = and others (3+ authors in notes) - etc. = and so forth - i.e. = that is - ibid. = in the same place (same source as previous note)

States in publication info: Use two-letter postal abbreviations: NY, CA, MA, IL

Months: Spell out in text; may abbreviate in notes/citations if needed

HEADINGS

Chicago offers flexibility. Common system:

Level 1: Centered, Bold or Italic

Level 2: Centered, Regular Type

Level 3: Flush Left, Bold or Italic

Level 4: Flush Left, Regular Type

Level 5: Run-in (text follows on same line), Bold or Italic

OR use a numbered system: 1., 1.1, 1.1.1, etc.

TABLES AND FIGURES

Tables

Placement: After first reference in text, or in appendix

Numbering: Table 1, Table 2 (Arabic numerals)

Title: Above table, capitalize headline-style

Format: Table 1. Title of Table

Source line (if applicable): Below table Source: Author, *Title* (Place: Publisher, Year), page.

Figures

Includes: Charts, graphs, photographs, maps, drawings

Numbering: Fig. 1, Fig. 2

Caption: Below figure

Format: Fig. 1. Caption for figure

Credit line (if needed): Photograph by Jane Smith. Used with permission.

IBID. AND SHORT TITLES

Ibid. (in the same place): - Use when citing same source as immediately preceding note - Include page number if different

Example: 1. John Smith, *History of Technology* (New York: Academic Press, 2020), 45. 2. Ibid., 52. 3. Ibid.

Short titles (after first full note): Author Last Name, *Shortened Title*, page.

Example: 1. John Smith, *The Complete History of Technology in the Modern World* (New York: Academic Press, 2020), 45. 2. Mary Jones, *Digital Age* (Boston: MIT Press, 2019), 23. 3. Smith, *History of Technology*, 52.

COMMON MISTAKES TO AVOID

1. Mixing Notes-Bibliography and Author-Date systems
 2. Using footnotes in Author-Date system (use in-text citations)
 3. Including page numbers for entire work in bibliography
 4. Incorrect punctuation in notes vs. bibliography
 5. Forgetting hanging indent in bibliography/reference list
 6. Not alphabetizing bibliography/reference list
 7. Inconsistent capitalization in titles
 8. Incorrect use of *ibid.* (must be immediately preceding note)
 9. Using “p.” or “pp.” in bibliography entries
 10. Not distinguishing between magazines and journals
 11. Forgetting to include DOI when available
 12. Incorrect date format (use Month Day, Year)
-

SAMPLE FOOTNOTES & BIBLIOGRAPHY

Notes-Bibliography Format:

Footnotes: 1. John Smith, *The History of Technology* (New York: Academic Press, 2020), 45. 2. Mary Jones, “The Digital Age,” *Technology Review* 56, no. 2 (2020): 234. 3. Smith, *History of Technology*, 52. 4. Ibid., 67.

Bibliography: Jones, Mary. “The Digital Age.” *Technology Review* 56, no. 2 (2020): 230-45.

Smith, John. *The History of Technology*. New York: Academic Press, 2020.

Author-Date Format:

In-text: Recent studies (Smith 2020; Jones 2020) have shown... Smith (2020, 45) argues that...

Reference List: Jones, Mary. 2020. "The Digital Age." *Technology Review* 56 (2): 230-45.

Smith, John. 2020. *The History of Technology*. New York: Academic Press.

HELPFUL RESOURCES

Official Chicago Resources: - Chicago Manual of Style Online: <https://www.chicagomanualofstyle.org> - *The Chicago Manual of Style*, 17th edition (2017)

Quick Guides: - Chicago-Style Citation Quick Guide (available on CMOS website)

When in Doubt: - Consult your instructor about preferred system (N-B or Author-Date) - Check the full manual for specialized sources - Be consistent throughout your paper

This quick reference guide covers the most common Chicago 17th Edition guidelines. For comprehensive coverage, consult The Chicago Manual of Style (17th ed.).

Last updated: Based on Chicago Manual of Style, 17th Edition (2017)