

CHICAGO MANUAL OF STYLE Format

Basic Paper Setup

- One inch margins on sides, top , and bottom
- Times New Roman, 12 pt. font
- Double-space the text (except for block quotes, footnotes, and bibliography entries).
- Use a ½ inch indent for paragraph beginnings, block quotes, and hanging indents .
- Left-align text so that it has a ragged right edge.
- Number the pages in the top right corner of the header beginning with the first page of text (not the title page). Some professors also like your last name included with the page number.
- Remove extra spacing between paragraphs.

Title Page Setup

- The title should be centered one-third of the way down the page in ALL CAPS.
- If there is a sub-title, end your title with a colon and enter the sub -title on a separate line .
- Your name, class information, and the date should follow several lines later.
- Double-space each line of the cover page.
- Do not put a page number on the cover page.

Quotations

The CMOS requires quotation of all word-for-word material. All quoted material must be accompanied by a footnote. Footnotes are notes that appear in the footer section of the page. In Chicago notes and bibliography style , footnotes are used to tell the reader the source of ideas or language in the text. To cite an outside source, a superscript number is placed after a quote , summary, or paraphrase. The superscript number corresponds to a numbered footnote containing source information.

Short Quotes - If a quote is less than five lines, incorporate it into a sentence. Enclose the quoted material in double quotation marks - "" . Place the superscript number at the end of the sentence or quotation.

Long Quotes - Quotes of five or more lines, or 100 or more words are called block quotes and are formatted differently than their shorter counterparts. When using block quotations follow the guidelines below:

- Change the line spacing to single-spaced, and add an extra line before and after the block quote.
- Block quotations appear on a new line and are indented half an inch .
- When block quotations include multiple paragraphs, new paragraphs are further indented.
- Block quotations do NOT make use of quotation marks. Colons are frequently used when introducing a block quotation. They are not required. Use block quotations sparingly.

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Bibliography Page

Chicago Style requires a list of sources in the form of a bibliography. The information on this list allows writers to credit sources and readers to find, evaluate, and make further use of those sources.

What to include

- Every source you paraphrased, summarized, or quoted in the text .
- Do not include sources that you consulted but did not cite.
- Do not include personal communications (such as emails or unpublished interviews) , standard religious texts such as the Quran or Bible, classical primary sources (such as The Iliad) or well-known reference books (such as Encyclopedia Britannica or the Oxford English Dictionary).

How to order the entries

- Entries are alphabetized by the first letter in the entry, generally an author's last name.
- Entries that have no author or editor are alphabetized by title.
- When alphabetizing by title, ignore articles that begin the title (A, An, and The).
- When an entry starts with a number, alphabetize the entry based on how the number would appear if written.
- When an entry starts with a year, alphabetize the entry based on how the year would be spoken.

How to format the page

- The bibliography begins on a new page after the conclusion.
- Include a consecutive page number in the top -right-corner of the header.
- The page has the word Bibliography centered at the top without any special formatting (no bold, larger font size , or underline).
- Leave two blank lines between the word Bibliography and your first entry.
- Use "and" not "&" for multi-author entries.
- For one to ten authors in a single entry, write out all names in the bibliography (entries in the footnotes can be shortened). For online sources, provide DOIs instead of URLs whenever possible
- Bibliography entries are single-spaced with one extra space between entries.
- Bibliography entries make use of a hanging indent (instructions for a hanging indent are on the next page).

Example Bibliography Page:

Bibliography

Agamben, Giorgio. *HomoSacer: Sovereign Power and Bare Life*. Translated by Daniel Heller-Roazen. Stanford: Stanford University Press, 1998

Dean, Jodi. *Democracy and Other Neoliberal Fantasies: Communicative Capitalism and Left Politics*. Durham: Duke University Press, 2009.

Sampson, Nick. *A New Way to Teach: Don't Grade Homework and Move on with Your Life*. London: Continuum, 2006

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