Chicago Quick Guide

Chicago is a humanities citation and formatting style that helps writers prep manuscripts for publication. This handout provides information for the Notes–Bibliography style as opposed to the Author-Date style.

This quick reference provides formats for the most commonly cited sources and is by no means an exhaustive list.

Formatting checklist
- Margins = between 1-1.5 inches
- Times New Roman or Courier font, 12 point
- Double-spaced throughout
- Page numbers start on the first page of text or content, top right
- Quotations that are five lines or more lines should be blocked, single-spaced, and indented .5 inches. An extra line should come before and after a blocked quote.
- If you cite a source twice or more consecutively, “Ibid., page.” is the footnote.

General Bibliography/Footnote Formats

Book—Footnote:
1. First name Last name, Title of Book (Place of publication: Publisher, Year of publication), page.

Corresponding Bibliography Entry:
Last name, First name. Title of Book. Place of publication: Publisher, Year of publication.

Journal Articles—Footnote:
1. First name Last name, “Title of Article,” Title of Journal volume, no. issue (Year of publication), page.

Corresponding Bibliography Entry:
Last name, First name. “Title of Article.” Title of Journal volume, no. issue (Year of publication): page range.

Websites—Footnote:
1. First name Last name, “Title of Web Page,” Publishing Organization or Name of Website, publication date and/or access date if available, URL.

Corresponding Bibliography Entry:
Last name, First name. “Title of Web Page.” Publishing Organization or Name of Website. Publication date and/or access date if available, URL.

* All examples are adapted from the OWL at Purdue University.