Chicago ed. 18 Documentation

Cover Page: Standard Format

Use Times New Roman font. Center and double-space all cover page text.

About 1/3 down the page, in bold, write the title of your paper. If it has a subtitle, include that on the line below the main title.

Skip three or four more lines, then write:
Your Name
Class Name
Due Date

Note: All text, except the title, should be size 12 pt. The title can be 14 pt., if desired.

See the next slide for a sample.

Cover Page: Sample

Speeches of Abraham Lincoln:

Comparing Primary Sources

Janine Alonso-Wright

History 220: The US Civil War

October 29, 2025

Important Tip

When writing an essay in Chicago style, create your source page (called a bibliography) first.

This will help you a great deal when you are creating citations (called footnotes) in the main text of your essay, as you will be able to copy the information from the bibliography and paste it into a footnote. This way, you will only have to make minor edits in your footnotes instead of looking up all of the information for each source as you write.
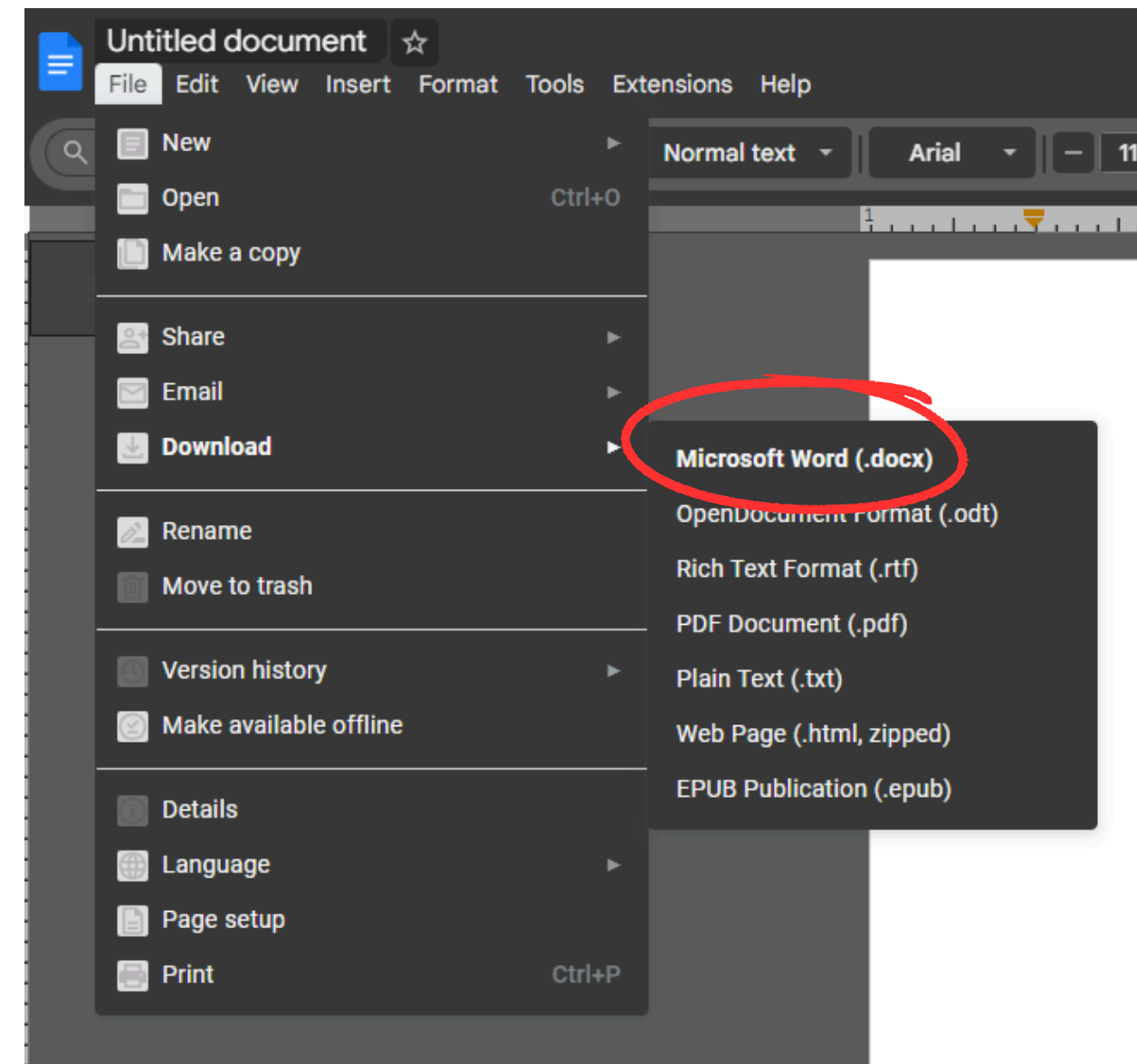
Special Note for Google Docs

If you have created a Google Doc with footnotes, instead of copying and pasting your work into Microsoft Word, make sure you download the file from Docs in Word format (see picture).

Copying from Docs and pasting in Word will not transfer over your footnotes.

Downloading the file from Docs in Word format will keep your footnotes intact.

Bibliography

A bibliography is a list of all the sources used in your paper. If you have created a footnote for a source, it must also be listed on the bibliography.

The sources are listed in alphabetical order once they are correctly formatted. Generally, this means they are listed by the (first) author's last name.

Further, if a source entry is longer than one line, all lines after the first one are indented (this is called a hanging indent).

Bibliography: Standard Format

Book

Format:

Author's Last Name, First Name. *Title of Book*. Publisher, Year of Publication.

Example:

Dawidoff, Nicholas. *The Catcher was a Spy: The Mysterious Life of Moe Berg*. Vintage, 1995.

Journal Article

Format:

Author's Last Name, First Name. "Title of Article." *Title of Journal* volume number, no. issue
    number (Year of Publication): pages of full article. DOI (if available).

Example:

Bradley, Laura. "Elizabeth Siddal: Drawn into the Pre-Raphaelite Circle." *Art Institute of Chicago
    Museum Studies* 18, no. 2. (1992): 136-145. https://doi.org/10.2307/4101558.

Bibliography: Standard Format

Website

Format:

Author's Last Name, First Name. "Title of Article." Name of Website. Accessed OR Last Modified Date. URL.

Example:

Pendlington, Sandra. "Edward IV (Brother)." Richard III Society. Accessed October 31, 2025. https://richardiii.net/richard-iii-his-world/his-family/edward-iv/.

Note: For the bibliography, if a website does not have an author, the name of the website goes in the place of the author's name.

Example:

Jane Austen's House. "Jane Austen's Novels." Accessed October 31, 2025. https://janeaustens.house/novels/.

Bibliography: Standard Format

Work of Art

Format:

Artist's Last Name, First Name. *Title of Work of Art.* Year of completion. Medium, dimensions (if available). Location of the Work. URL.

Example:

Manet, Edouard. *The Monet Family in Their Garden at Argenteuil*. 1874. Oil on canvas, 24 x 39 1/4 in. The Metropolitan Museum of Art. https://www.metmuseum.org/art/collection/search/436965.

Note: The URL only needs to be included if you viewed the piece of art online. If you viewed it in person, you do not need to list the URL.

Bibliography: Standard Format

Newspaper Article

Format:

Author's Last Name, First Name. "Title of Article." *Name of Newspaper*, Date of publication. URL or Database (if applicable). Page numbers (if available).

Example:

Golembiewski, Kate. "Every Elephant Has Its Own Name, Study Suggests." *New York Times*, June 13, 2024. https://www.nytimes.com/2024/06/10/science/elephants-names-rumbles.html.

Note: Not all newspaper articles will have a named author. In that case, the title of the newspaper is put in the position usually held for the author.

Example:

Sun. "Newsboys' Strike Swells." July 23, 1899. NYS Historic Newspapers.

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Bibliography: Multiple Authors

When a source has multiple authors, the first is listed as Last Name, First Name and all following contributors are listed as First Name Last Name. Do this for up to six authors. Make sure to list the authors in the same order as they are on the source.

Example:
Jones-Batten, Lauren, Christine Archibald, Olava Arton, Evilynne van der Woodsen, Jedidiah Kennya, and Rose Thompson.

However, when a source has more than six authors, only the first three are listed, followed by et al.

Example:
Jones-Batten, Lauren, Christine Archibald, Olava Arton, et al.

Bibliography: Sample

Bibliography

Bradley, Laura. "Elizabeth Siddal: Drawn into the Pre-Raphaelite Circle." *Art Institute of Chicago Museum Studies*

    18, no. 2. (1992): 136-145. https://doi.org/10.2307/4101558.

Dawidoff, Nicholas. *The Catcher was a Spy: The Mysterious Life of Moe Berg*. Vintage, 1995.

Golembiewski, Kate. "Every Elephant Has Its Own Name, Study Suggests." *New York Times*, June 13, 2024.

    https://www.nytimes.com/2024/06/10/science/elephants-names-rumbles.html.

Jane Austen's House. "Jane Austen's Novels." Accessed October 31, 2025. https://janeaustens.house/novels/.

Manet, Edouard. *The Monet Family in Their Garden at Argenteuil*. 1874. Oil on canvas, 24 x 39 1/4 in.

    The Metropolitan Museum of Art. https://www.metmuseum.org/art/collection/search/436965.

Pendlington, Sandra. "Edward IV (Brother)." Richard III Society. Accessed September 29, 2025.

    https://richardiii.net/richard-iii-his-world/his-family/edward-iv/.

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Footnotes: In-Text Location and Format

In the text of a paper, a footnote is indicated by a superscript numeral, for example:

Moe Berg's father had to learn English before moving from Europe to the United States.[1]

It is placed either immediately following a direct quotation or, when paraphrasing, after the period of the final sentence drawn from the source. The purpose of the in-text number is to tell the reader which numbered footnote to read.

When you use your writing program to insert a footnote, it will automatically add the same number in the text to the bottom of the page. This is where you will write your citation information.

Footnotes: Shortcut

There is a shortcut for inserting a footnote as you are writing.

Place the cursor where you want the footnote to go. Usually this will be immediately after a direct quote or at the end of the sentence.

If you are writing in Microsoft Word or Google Docs:

On a PC, you can use ALT + CTRL + F to insert a footnote

On a Mac, you can use Command + Option + F to insert a footnote

Footnotes: Standard Format

Note: The first time a source is named in a footnote, it receives a full citation. If you use a source multiple times, all times after the first one can be shortened (see below).

Book
Format of initial citation:

Note Number. Author's Name, *Title of Book* (Publisher, Year), Page Number(s).

For example:

1. Nicholas Dawidoff, *The Catcher was a Spy: The Mysterious Life of Moe Berg* (Vintage, 1995), 20.

Shortened citation:

14. Dawidoff, *The Catcher was a Spy*, 45-50.

Footnotes: Standard Format

Journal Article
Format of initial citation:

Note Number. Author's Name, "Title of Article," *Title of Journal* volume number, no. issue number (year of publication): page(s) cited, DOI (if available).

For example:

1. Laura Bradley, "Elizabeth Siddal: Drawn into the Pre-Raphaelite Circle," *Art Institute of Chicago Museum Studies* 18, no. 2. (1992): 139, https://doi.org/10.2307/4101558.

Shortened citation:

14. Bradley, "Elizabeth Siddal," 144.

Footnotes: Standard Format

Website
Format of initial citation:

Note Number. Author's Name (if available), "Title of Page," Name of Website, last modified date OR accessed date, URL.

For example:

1. Sandra Pendlington, "Edward IV (Brother)," Richard III Society, accessed October 31, 2025, https://richardiii.net/richard-iii-his-world/his-family/edward-iv/.

Shortened citation:

2. Pendlington, "Edward IV."

Note: It is very common for individual pages on a website to not have an author listed. If this is the case, begin with the page's title.

Footnotes: Standard Format

Work of Art
Format of initial citation:

Note Number. Artist's Name, *Title of Work of Art*, Year of completion, medium, dimensions (if available), location of the work, URL.

For example:

1. Edouard Manet, *The Monet Family in Their Garden at Argenteuil*, 1874, oil on canvas, 24 x 39 ¼ in., The Metropolitan Museum of Art, https://www.metmuseum.org/art/collection/search/436965.

Shortened citation:

14. Manet, *The Monet Family in Their Garden at Argenteuil*.

Footnotes: Standard Format

Newspaper Article
Format of initial citation:

Note Number. Author's Name (if available), "Title of Article," *Title of Newspaper*, date of publication, URL or name of database (if applicable).

For example:

1. Kate Golembiewski, "Every Elephant Has Its Own Name, Study Suggests," *New York Times*, June 13, 2024, https://www.nytimes.com/2024/06/10/science/elephants-names-rumbles.html.

2. "Newsboys' Strike Swells," *Sun*, July 23, 1899, NYS Historic Newspapers.

Shortened citation:

14. Golembiewski, "Every Elephant Has Its Own Name, Study Suggests."

27. "Newsboys' Strike Swells."

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Footnotes: Multiple Authors

When a source has two authors, both are listed with the format of First Name Last Name. Make sure to list the authors in the same order as they are on the source.

Example:
2. Joseph Tottington and Marshall Kantor-Watt,...

However, when a source has more than two authors, only the first is listed, followed by et al.

Example:
14. Lauren Jones-Batten et al.,...