
In Chicago style, margins should always be one inch on all sides of a document.

Page numbers should be included in the header beginning on the first page of text (following a title page, if one is present).

Double space the main body text of the document, and use a legible typeface in 12 pt. font.

Footnotes appear at the end of a sentence when quoting in Chicago style. An easy way to add them is by using the “Footnote” command under the “References” tab.

The first footnote for a particular source includes a full citation. Use the shortened version for subsequent instances of that source.

Books
Footnote:
1. Author Name (first last), Title of Book (Publication City: Publisher, Year of Publication), page numbers.

Bibliography:
Author Name (last, first). Title of Book. Publication City: Publisher, Year of Publication.

Works in an Anthology:
Footnote:
1. Author Name (first last). “Title of Work,” in Title of Anthology, ed. Editor Name (first last). (Publication City: Publisher, Year of Publication), page range.
Bibliography:
Author of Work. “Title of Work.” In Title of Anthology, edited by Author/Editors’ Names, page range. Publication City: Publisher, Year of Publication.


Scholarly Journal Articles
Footnote:


Newspaper Articles
Footnote:
1. Author Name (first last), “Title of Article,” Title of Newspaper, Month of Publication Date of Publication, Year of Publication.


Websites
Footnote:
1. “Title of Specific Webpage,” Title of Website as a Whole, Owner or Sponsor of Website, last modified Month of Last Modification Date of Last Modification, Year of Last Modification, Website URL.


For more tips and models, please check out https://www.chicagomanualofstyle.org/tools_citationguide.html

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