

Chicago Style Citations

A SJC Library Presentation



General Rules

- Number all pages at the top of the page either in the centre or justifies to the right margin.
- Indent new paragraphs.
- The title Bibliography should appear centred at the top of the page. Do not underline, italicize, or bold the word.
- List all entries in alphabetical order according to the first word in the entry.
- You do not number the entries.
- Single space each entry.
- Double -space the entire text with the exception on the bibliography (leave a space between entries) and block quotations
- Block quotations longer than five lines should be indented by .5 inch and single spaced. DO NOT place quotation marks around a blocked quotation.

Title

BibliographyHanging
indent

Berman, Russell A. "Modernism and the *Bildungsroman*: Thomas Mann's *Magic Mountain*." In *The Cambridge Companion to the Modern German Novel*, edited by Graham Bartram, 77–92. Cambridge: Cambridge University Press, 2004.

Biography.com. "Virginia Woolf." Last modified March 27, 2020.
<https://www.biography.com/writer/virginia-woolf>.

Single
spaced

Dekoven, Marianne. "Modernism and Gender." In *The Cambridge Companion to Modernism*, 2nd ed., edited by Michael Levenson, 212–231. Cambridge: Cambridge University Press, 2011.

Mann, Thomas. *The Magic Mountain*. Translated by H. T. Lowe-Porter. London: Vintage, 1955.

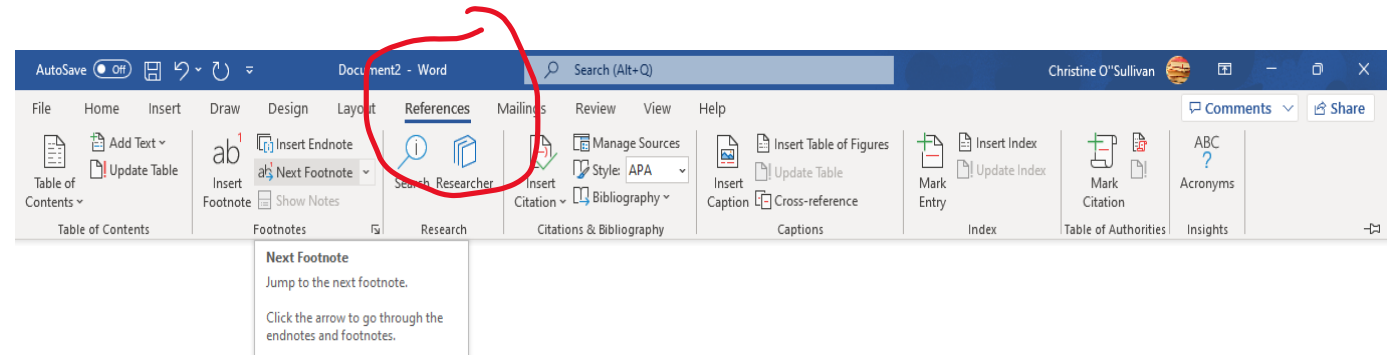


Footnotes

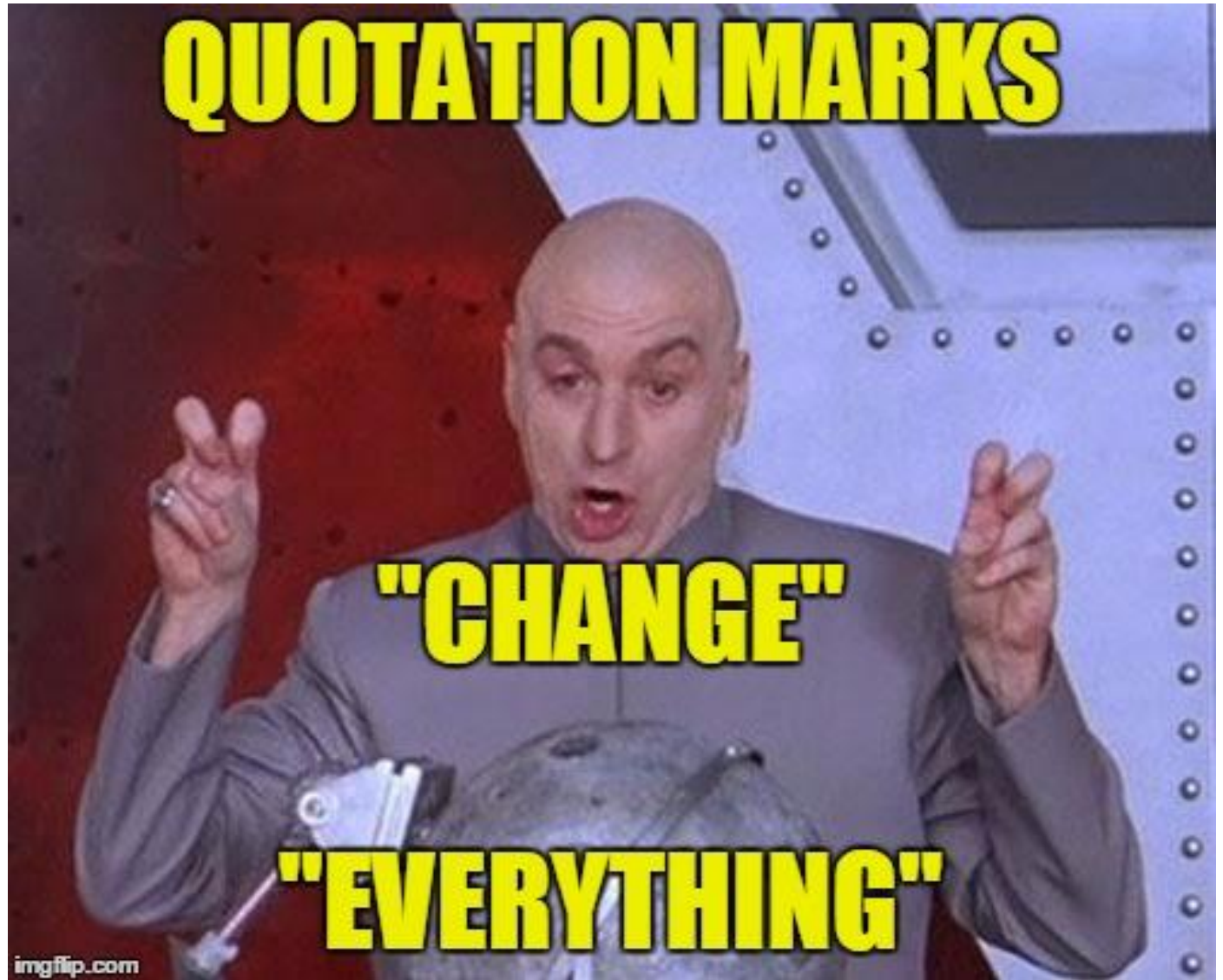
- Footnotes are used to acknowledge that you borrowed from another piece of work.
- You must cite a work when you use a quote or derive facts or ideas from it, even if you have not summarized, quoted or paraphrase the information.
- Every citation in your work must have a footnote and a corresponding entry in the bibliography. Footnotes appear at the end of the page. You will have to have a subscript number for each entry.
- The subscript number will be placed at the end of the sentence in which the source is referenced, after the punctuation. Begin with the number “1”. DO NOT use roman numerals.
- Do not start the order over on each page, continue numerically throughout the paper.

How To Set it Up

- In Microsoft Word
- Click on Reference
- Footnotes will be an option
- Click on it and choose “insert”



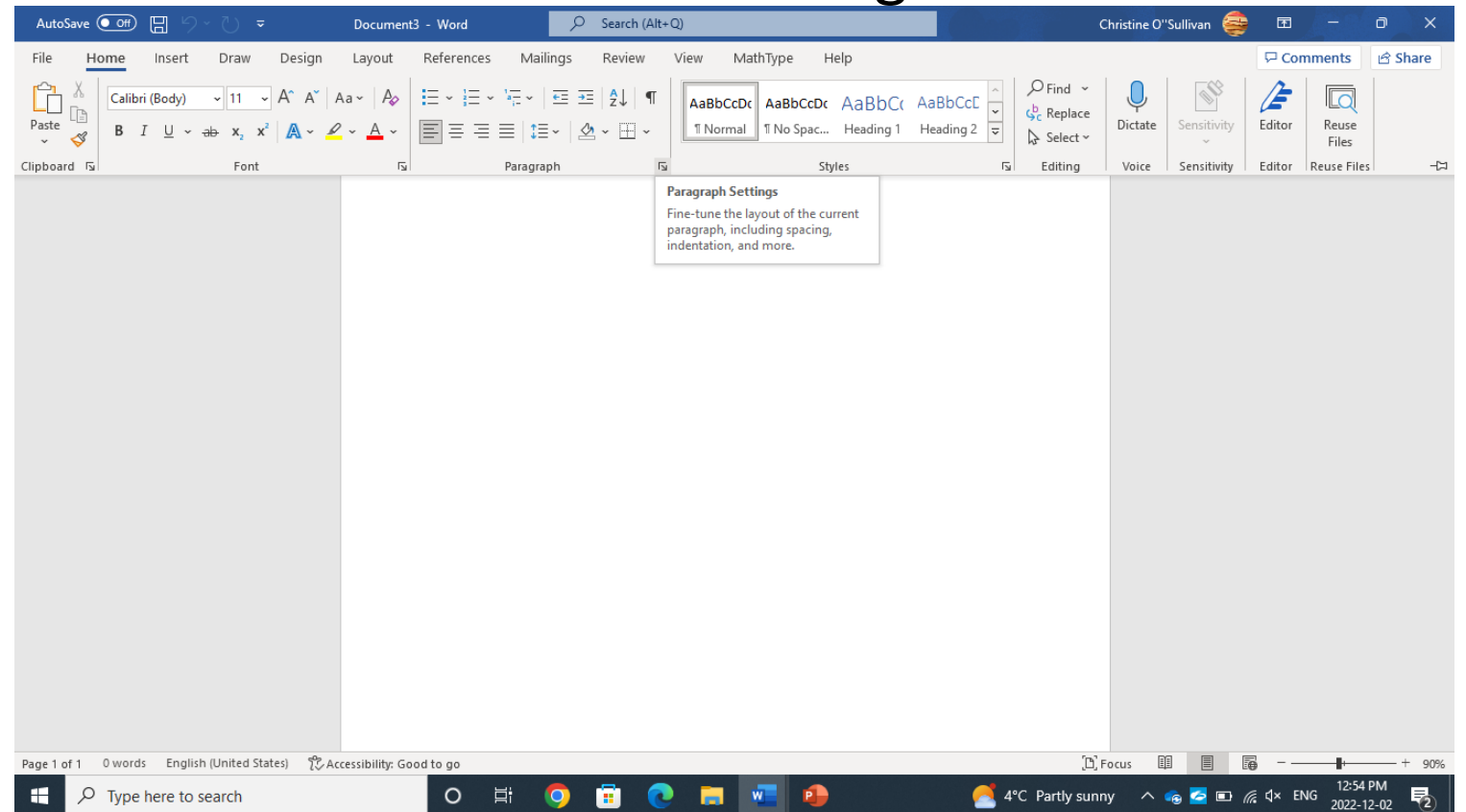
Let's talk
about
Quotations



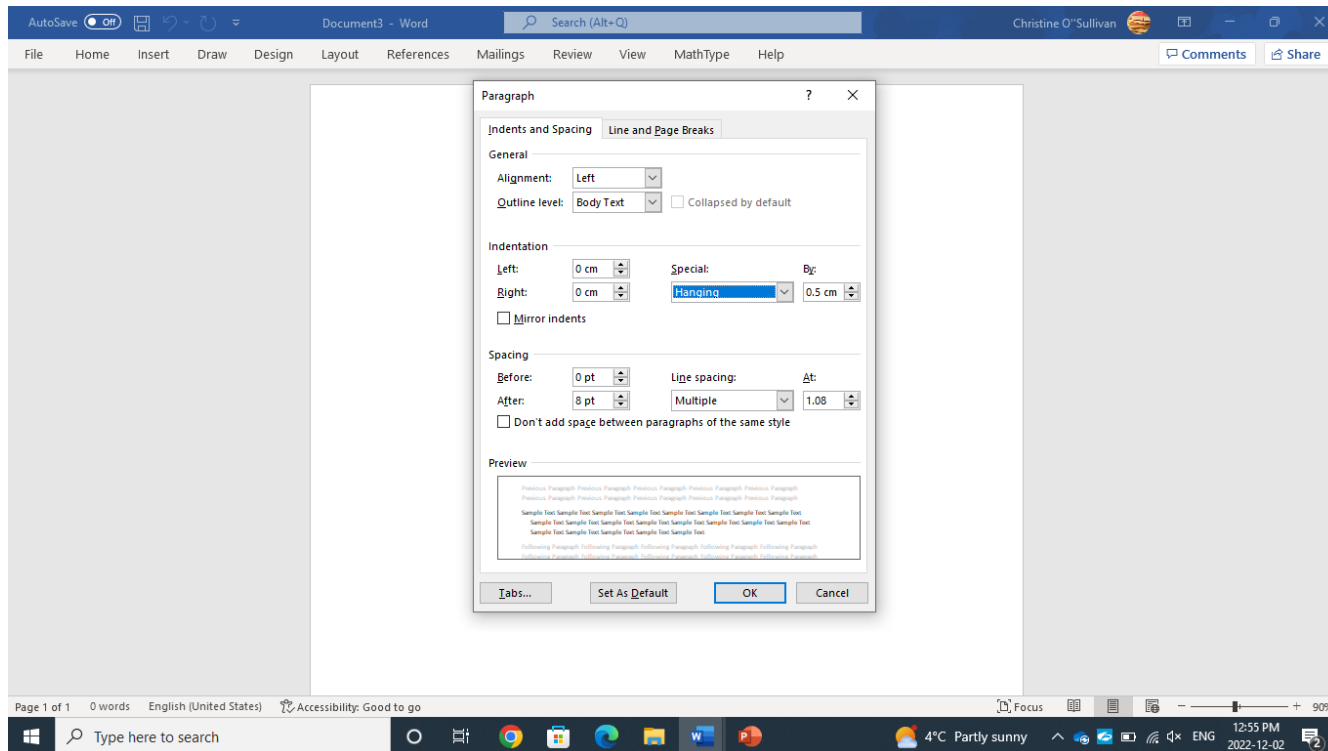
- The **Chicago** Style specifies that when you are using another's exact words is called a direct quotation
- the quotation should either be placed in quotation marks (for a short quotation) or set out in a separate paragraph of text, indented about half an inch from the margin.
- If you have a quote that is five lines or longer, it is called a block quote and you do not use quotations, you must indent.

Create a Hanging Indent

- Select the text that you would like to indent.
- On the HOME screen click the arrow in the bottom right of the paragraph group.



- No click on the arrow and you will see the special list and select hanging.
- Measurement should be 0.5





ruler indents are pulled in from the side to create the blockquote

In adjusting to post-secondary education, written assignments present challenges for many students. As Laidley (2010) indicates:

Students need to develop an understanding of the academic literacy requirements of their chosen field, including discourse organisation, language expectation, and the appropriate acknowledgement of references. Such expectations may not be obvious to many students unless explicitly pointed out to them. (p. 76)

Book with
one author

Last name, First name.
Title. Place of publication:
Publisher, year.

Example: Foley, Ann. *The
Life of Isis*. New York:
Inkwell Press, 1978.

Footnote

First name Last name, *Title* (Place of publication: publisher, year), page number if relevant.

Example: Ann Foley, The Life of Isis (New York: Inkwell Press, 1978). Page 222

** if you have a second reference from this text immediately after the first entry, use the authors' last name, short title and the pages

Example: 1. Ann Foley, The Life of Isis (New York: Inkwell Press, 1978). Page 222.

2. Foley, The Life, 333

Web Page

- First name, Last name, “Article Title,” Web Site Title. Original publication Month Day, Year, URL (accessed month Day, Year).

Example:

Schneider, Keith. “The Biggest Wheel of Cheese.” Dairy Farmer Times, April 26, 2020,
<http://canadianfarmerslikecheesewheels.com> (accessed May 15, 2020).

Footnote

- First name, Last name, “Article Title,” Web Site Title. Original publication Month Day, Year, URL (accessed month Day, Year)
- Schneider, Keith. “The Biggest Wheel of Cheese.” Dairy Farmer Times, April 26, 2020, <http://canadianfarmerslikecheesewheels.com> (accessed May 15, 2020).

More help?

You can access the full guide on the school website

Go to

“Online Library” and you will see Chicago Style Guide on the left-hand side.

