

The Basics of Chicago Style

General Guidelines:

- Margins should be no less than 1" and no greater than 1.5"
- Preferred font is Times New Roman, 12pt.
- Text should be consistently double-spaced, with the exception of a longer, block quotation:
 - A prose quotation of five or more lines should be blocked.
 - A blocked quotation does not get enclosed in quotation marks.
 - An extra line space should immediately precede and follow a blocked quotation.
 - Blocked quotations should be indented .5" as a whole.

Footnote Format for Books with One Author:

1. Firstname Lastname, *Title of Book* (Place of publication: Publisher, Year of publication), page number.

Example:

1. William Faulkner, *Absalom, Absalom!* (New York: Vintage Books, 1990), 271.

Bibliography Format for Books with One Author:

Lastname, Firstname. *Title of Book*. Place of publication: Publisher, Year of publication.

Example:

Faulkner, William. *Absalom, Absalom!*. New York: Vintage Books, 1990.

Footnote Format for Books with Two or More Authors:

2. Scott Lash and John Urry, *Economies of Signs & Space* (London: Sage Publications, 1994), 241-51.

Bibliography Format for Books with Two or More Authors:

Lash, Scott, and John Urry. *Economies of Signs & Space*. London: Sage Publications, 1994.

Footnote Format for Article, Chapter, Essay, Short Story, etc., in an Edited Collection:

5. Peter Chilson, "The Border," in *The Best American Travel Writing 2008*, ed. Anthony Bourdain (Boston: Houghton Mifflin Company, 2008), 46.

Bibliography Format for Article, Chapter, Essay, Short Story, etc., in an Edited Collection:

Chilson, Peter. "The Border." In *The Best American Travel Writing 2008*, edited by Anthony Bourdain, 44-51. Boston: Houghton Mifflin Company, 2008.

Footnote Format for Journal Articles:

1. Susan Peck MacDonald, "The Erasure of Language," *College Composition and Communication* 58, no. 4 (2007): 619.

Bibliography Format for Journal Articles:

MacDonald, Susan Peck. "The Erasure of Language." *College Composition and Communication* 58, no. 4 (2007): 585-625.

Citing biblical texts:

When referring to a biblical text in a sentence, write out the full name of the book, then use numbers to show chapter and verse...

"In Matthew 5:1-11, Jesus begins by focusing on..."

Not: "In Matthew chapter five verses one through eleven..."

Not: "In Matt. 5..."

When quoting or paraphrasing a biblical text, give the proper reference in parentheses following the sentence. Use standard abbreviations and numbers...

"The opening verses of John echo another beginning: "In the beginning when God created the heavens and the earth..." (Gen. 1:1).

If your sentence already clearly indicates what book of the Bible you are discussing, then the parenthetical reference should provide whatever information is missing in the sentence...

"The rhetorical high point of 1 Corinthians is the hymn to love (ch. 13)."

The period always goes after the parenthetical reference at the end of the sentence.