



Chicago Format

Writing Center Hours: 8:30 AM – 8:30 PM M–Th,
8:30 AM– 4:30 PM F, 1:00 PM – 5:00 PM S–S
Email: okc.tutoring@okstate.edu
Phone: 405-945-3278

Definition: Chicago or “Turabian” style is commonly used in history or government papers. This style allows for a notes-bibliography system.

Lesson:

Text: Font should be 12-point Times New Roman. Double spacing should be consistent throughout the essay. Each paragraph should be indented ½ inch. Do not skip a line at the end of each paragraph.

Page Number: Every page after the first one should have a page number but no last name. Notes go at the bottom of the page where the source is used and are numbered based on how many are used on the page.

Margins & Alignment: There should be one-inch margins all around the paper, except for the page number which should be ½ inch from the top of the page. All text should be aligned to the left of the page.

Title Page: The title of the essay should be in all caps, about a third of the way down the page. Another third of the way down the page should be the student’s name, class, and date the paper is due.

Headings: Headings are used to help the reader easily navigate through the document’s sections. Level 1 Headings are centered and bolded, but level 2 headings are aligned to the left and bolded.

Footnotes: Chicago requires a notes system to do in-text citations, using superscripts and numbers. Chicago uses a numbering system at the end of the sentence that contains borrowed information. A note is placed either at the end of the page (a footnote) or at the end of the paper (an endnote). Both are the same in structure.

Bibliography: —The source page is called a Bibliography. The citation style for the bibliography is slightly different than the one for the notes on each page. Here, most sources used should be cited, and the sources should appear in alphabetical order. If a source goes for more than one line, indent every line after that source.



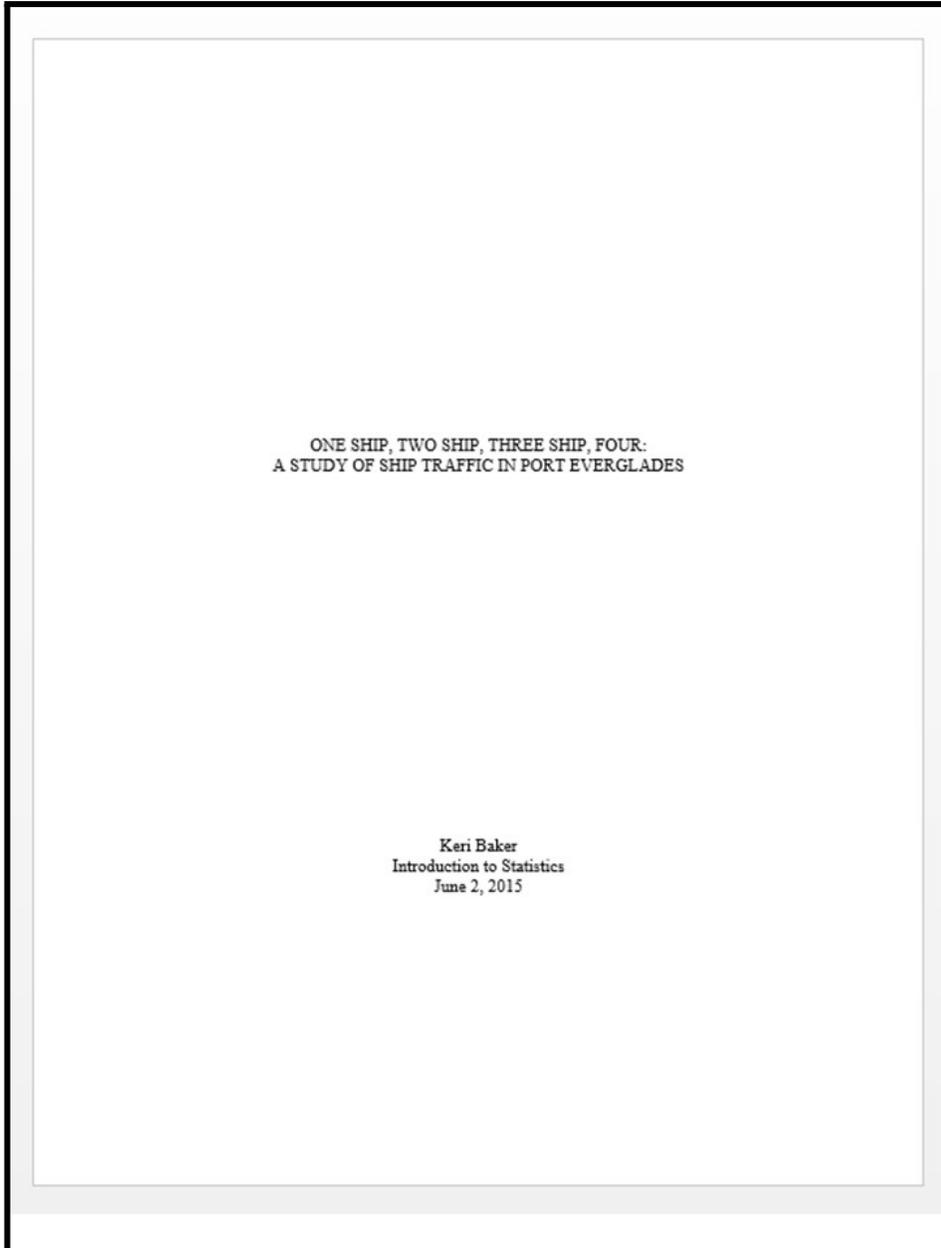
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Example:

Title Page -



← Title in all caps

← Author,
Class,
Date



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Superscripts:

To insert a superscript in Microsoft Word, place your cursor in the location you want to add a superscript, and click the References tab. Within the “Footnotes” section on the References tab, select either “Insert Footnote” or “Insert Endnote” depending on which you prefer to use. For example, suppose you are citing a book in-text. Here is the sentence you are citing: Omnivores eat a variety of meals.¹ ←----- Here is the number you are citing for the in-text.

Footnotes / Endnotes: The footnote / endnote is then included in the note section like this:

1. Author, *Title* (Publication City, Publisher, Year), page number.
1. John Carter, *Dinosaur and Cousin Armadillo* (Austin, TX: PandBooks, 1990), 6.

Second Note Citation: If the source is cited again, a shortened version of the citation is used:

2. Author, *Title*, page number.
2. Carter, *Dinosaur and Cousin Armadillo*, 6.

Citing the Same Source Two or More Times in a Row:

If a source is cited back to back on the same page, then the abbreviation Ibid is used:

3. Ibid.

If the source is cited back to back and uses a different page, Ibid plus the page number is used:

3. Ibid, 8.

Remember, every new note entry needs to be a new number. So, even if you are citing the same book five times, you will cite each new note based on the next number, such as 1, 2, 3, etc.



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Example:

Bibliography -

Page Number right aligned
11

Center Title
References

Space down two lines

Drover, Christopher E. 1985. "Navajo Settlement and Architecture in Southeastern California." *Journal of California and Great Basin Anthropology* 7, no. 1: 46-57. https://www.academia.edu/37741536/Navajo_Settlement_and_Architecture_in_Southeastern_California.

[Leave a blank line between entries

Hurt, Wesley R. Jr. 1942. "Eighteenth Century Navaho Hogans from Canyon de Chelly National Monument." *American Antiquity* 8, no. 1: DOI: <https://doi.org/10.2307/275638>. Use a doi, if available

Jett, Stephen C. 1980. "The Navajo Homestead: Situation and Site." *Yearbook of the Association of Pacific Coast Geographers* 42:101–117. <https://muse.jhu.edu/>.

Use a hanging indent for more than one line

Navajo People. n.d. "Navajo Homes – Hogans". Accessed July 7, 2019. <http://navajopeople.org/navajo-hogans.htm>. Include access date only if no date available

Thompson, Kerry Frances. 2009. "Alkidaa'da hooghane (They Used to Live Here): An Archeological Study of Late Nineteenth and Early Twentieth Century Navajo Hogan Households and Federal Indian Policy." <https://repository.arizona.edu/handle/10150/194961>.

Place a period at the end of each citation