

Chicago Style General Formatting Guide (Adapted)

Overview

The Chicago Manual of Style (CMOS) offers comprehensive guidance for preparing manuscripts for publication. For academic papers, students typically follow the Notes and Bibliography (NB) system or the Author-Date citation style. This document provides a general overview of formatting guidelines, adapted and paraphrased from official CMOS recommendations.

General Formatting

All main text should be double-spaced and typed in a readable font like Times New Roman, 12-point size. Block quotes, footnotes, figure captions, and bibliographic entries may be single-spaced. Margins should be at least 1 inch on all sides. Page numbers begin with the first page of the main body.

Title Page

A title page is commonly required and should include the title of the paper centered one-third of the way down the page, followed by your name, course title, instructor's name, and the date, each on separate lines, double-spaced.

Main Body and Headings

The body should use headline-style capitalization for titles and consistent heading levels. Block quotations should be indented, without quotation marks, and used for quotes over 100 words. Italicize book titles and use quotation marks for article and chapter titles.

Notes and Bibliography Style

In the NB system, sources are cited using footnotes or endnotes and summarized in a bibliography at the end. Full notes appear the first time a source is cited; subsequent notes use a shortened format. Bibliography entries are alphabetized by the author's last name and use periods to separate major elements.

Footnotes

Footnote numbers are superscripted in the text and should appear after punctuation. In the note itself, the number is followed by the citation, which may include commentary. Avoid repeating full details after the first mention; use shortened forms or 'Ibid.' if on the same page.

Moving “Networks” into the Composition Classroom

Jessica Clements

English 626: Postmodernism, Rhetoric, Composition

March 7, 2010

|

Figures and Tables

Place tables and figures near their first reference in the text. Include descriptive captions and cite sources directly below the visual, in parentheses or smaller font. Each visual must be referenced and cited appropriately.

References and Bibliography

Label the reference list 'Bibliography' or 'References' depending on the citation style used. Use a hanging indent, single space within entries, and double space between them. Provide DOIs instead of URLs when possible. Arrange entries alphabetically and format according to source type.

Citation Example (Chicago NB)

Footnote:

1. John Doe, **Understanding History** (New York: Scholar Press, 2020), 45.

Bibliography:

Doe, John. **Understanding History**. New York: Scholar Press, 2020.

Resources

For further guidance, refer to the official Chicago Manual of Style (www.chicagomanualofstyle.org) or other educational resources such as the University of Chicago Writing Program site.