

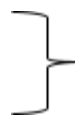
Use this as a guide when referencing research and source materials in your essay. Remember, citation styles are periodically updated. For additional examples and expanded information, please consult the CMOS website or the Purdue Online Writing Lab (Purdue OWL) Chicago Style Guide at https://owl.purdue.edu/owl/purdue_owl.html.

Chicago Style Guidelines

Chicago is typically used in literature, history, and the arts. Chicago style papers are double-spaced and use readable font no less than 10pt size (12pt is preferable). There are two predominant methods of documentation in Chicago papers: (1) Notes-Bibliography, and (2) Author-Date. Both methods include:

<p>Title Page:</p> <p>The title page is its own page, organized as below. The Title appears 1/3 down the page, with names and date halfway down:</p> <p style="text-align: center;">Title</p> <p style="text-align: center;">Author's name</p> <p style="text-align: center;">Name of the course</p> <p style="text-align: center;">Date</p>	<p>Headings and Page Numbers:</p> <ul style="list-style-type: none"> Headings and subheadings can be centered, left justified, bolded, or italicized, so long as the chosen style is kept uniform throughout the paper. Page numbers begin on the first page with text. <p>Capitalization:</p> <ul style="list-style-type: none"> Proper nouns are always capitalized. Titles and honorifics are only capitalized when immediately preceding a person's name. Titles of works are capitalized, excepting articles, prepositions, "as," and "to." <p><i>Ex: Dr. Xi emailed the doctor her favorite essay, "Sewing Sutures: A How-to Guide for the Visually Impaired."</i></p> <p>Numbers and Percentages:</p> <ul style="list-style-type: none"> Use words for zero through one hundred. Use numerals for 101 and above. <p><i>Ex: 230 students graduated after only three years.</i></p> <ul style="list-style-type: none"> However, use words for round numbers one through one hundred when followed by "hundred," "thousand," or "million." <p><i>Ex: Four strains of bacteria have been found to be over four million years old.</i></p>
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Note on Ibid. In previous editions of CMOS, authors could use the term *Ibid* to refer to a single work cited in the immediately preceding footnote or endnote. However, CMOS 17 encourages use of shortened citations in place of *Ibid*. The examples below demonstrate how to use shortened citations:

- | | | | |
|--|---|---------------------------|---|
| <ol style="list-style-type: none"> 1. Morrison, <i>Beloved</i>, 3. 2. <i>Ibid</i>. 3. <i>Ibid.</i>, 18. |  | <p>In CMOS 17 becomes</p> | <ol style="list-style-type: none"> 1. Morrison, <i>Beloved</i>, 3. 2. Morrison. 3. Morrison, 18. |
|--|---|---------------------------|---|

Chicago Citation Methods

As previously mentioned, CMOS has two distinct citation methods: Notes-Bibliography and Author-Date. In the list of cited works of both methods there are no spaces within a source, and only 1 space between them. Likewise, both the Bibliography and References pages organize citations in alphabetical order by last name with hanging indents. Consult the Purdue OWL or the CMOS website for expanded information on print and electronic sources.

Notes-Bibliography (NB)

NB uses numbered footnotes in the text to direct the reader toward a shortened citation at the bottom of the page. These citations correspond to a complete citation on the Bibliography page.

- **Footnotes.** Numbered footnotes are written as superscript directly after the quotation, outside punctuation and quotation marks. The citation is written in the example footnote at the page bottom.

In Democracy and Other Neoliberal Fantasies, Jodi Dean argues that “imagining a rhizome might be nice, but rhizomes don’t describe the underlying structure of real networks.”¹

- **Bibliography.** In the Bibliography, Dean’s source would be written by excluding parentheses and page numbers. There is a line spaced between sources, but not within them.

Hanging
indent!

Dean, Jodi. *Democracy and Other Neoliberal Fantasies: Communicative Capitalism and Left Politics*.
Durham: Duke University Press, 2009.

Thomas, Nikolas. “Pedagogy and the Work of Michel Foucault.” *JAC* 28, no. 1-2 (2008): 151-80.

Author-Date (AD)

AD uses in-text parenthetical citations to refer to the complete citation on the References page.

- **In-text citation.** Put the parenthetical citation at the end of your sentence if you quote directly from a source without introducing the author’s name in a signal phrase. A comma separates the publication date and page number.

When discussing decentralized interpersonal networks, it’s important to consider “rhizomes don’t describe the underlying structure of real networks” (Dean 2009, 30).

***Note:** Punctuation is placed after the parenthetical citation unless the punctuation is necessary to comprehend the meaning of the quote, such as a question mark. Example: *He asked, “Did you know?” (p11).*

- **In-text citation in a signal phrase.** A signal phrase is a short phrase naming the author of the source. If using a signal phrase, cite the year of publication after naming the author(s) and then the page number at the end of the sentence. Do not repeat information.

In Democracy and Other Neoliberal Fantasies, Jodi Dean (2009) argues that “imagining a rhizome might be nice, but rhizomes don’t describe the underlying structure of real networks” (30).

- **References.** The References page uses the same style of documentation as the Bibliography. As such, Dean’s source would be written exactly as it is above:

Dean, Jodi. *Democracy and Other Neoliberal Fantasies: Communicative Capitalism and Left Politics*.
Durham: Duke University Press, 2009.

¹ Jodi Dean, *Democracy and Other Neoliberal Fantasies: Communicative Capitalism and Left Politics* (Durham: Duke University Press, 2009), 30.