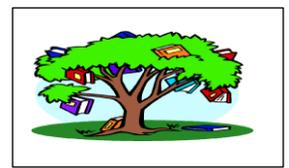


Toward Better Literacy: Reference Outlines



An Overview of Chicago Style

Chicago style is often used across the disciplines to make papers more consistent in appearance and help avoid plagiarism. *The Chicago Manual of Style* describes **two distinct methods** of citing sources: **notes and bibliography** and **author-date**. The notes and bibliography method shown here is preferred in the arts and humanities. For either style, attention to detail is *key*!

Formatting Tips:

- Your document's **margins** should be set to **one inch** on all sides.
- Use an **easy-to-read font** such as "Times New Roman," size 10 or 12.
- **Double-space** your entire document except for block quotes, footnotes, and endnotes.
- The first page, your **title page**, should be centered and contain your paper's **title** boldfaced in capital letters about one third of the way down the page. Another third of the way down the page, include your **name**, your **department**, the **course**, and the **date**, each on its own line.
- Insert a centered **footer** beginning on *page 2*. It should contain the **page number** (which you'll have to insert from a menu command).
- **Indent** the first line of each paragraph.
- Leave a **blank line** between each footnote, endnote, and reference listing.

Using Footnotes to Cite Your Sources:

- After a direct quote, paraphrase, or summary, insert a numbered **footnote** to cite your source.
- If the same source is referenced **more than once**, subsequent footnotes may be **condensed**, using only last names, shortened titles, and page numbers.
- When the same source is used **twice in a row** on one page, type "**Ibid.**" for the second note.
- Include an alphabetized **bibliography** at the end of your paper to recap your sources.

An Example Citation:

"It is too easy to think you have a clear idea when you don't. Putting a foggy idea into words is the best way to clarify it, or to discover that you can't."¹

The Associated Footnote:

1. Kate L. Turabian, *A Manual for Writers of Research Papers, Theses, and Dissertations*, 7th ed. (Chicago: The University of Chicago Press, 2007), 19.

A Corresponding Bibliography Entry:

Turabian, Kate L. *A Manual for Writers of Research Papers, Theses, and Dissertations*. 7th ed. Chicago: The University of Chicago Press, 2007.